

Parks and Recreation Commission

REGULAR MEETING AGENDA



Date: 9/24/2025
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 862 7050 1185
Press *9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Business

A. Call To Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The 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. Presentation

- D1. Friends of Bedwell Bayfront Park ([Attachment](#))

E. Regular Business

- E1. Approve minutes from the August 27, 2025 meeting ([Attachment](#))

- E2. Recommend Library and Community Services department policies: picnic reservation form and use policy, recreation facility use guidelines ([Staff Report PRC-2025-026](#))

F. Informational Items

- F1. Aquatics update ([Staff Report PRC-2025-027](#))
- F2. Library and Community Services department statistics and recent activities ([Staff Report PRC-2025-028](#))
- F3. Tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports

H. Adjournment

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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.gov. 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.gov/agendas and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 9/18/2025)

Friends of Bedwell Bayfront Park

A Community-led Effort to Protect and Celebrate a Unique Space

Goals for Today's Briefing

- Introduction to the Friends of Bedwell Bayfront Park (FoBBP) organization and its leadership.
- Discuss how the Park is much loved -- and increasingly loved -- because of its unique designation as open space for “passive recreational use.”
- Share elements of the Park Master plan that FoBBP requests the City to implement in support of the Park's passive recreation designation.



Our Mission

The mission of the Friends of Bedwell Bayfront Park is to enhance the unique open space of Bedwell Bayfront Park and to promote it regionally now and for future generations.

Guiding Principles

Stewardship

Protection

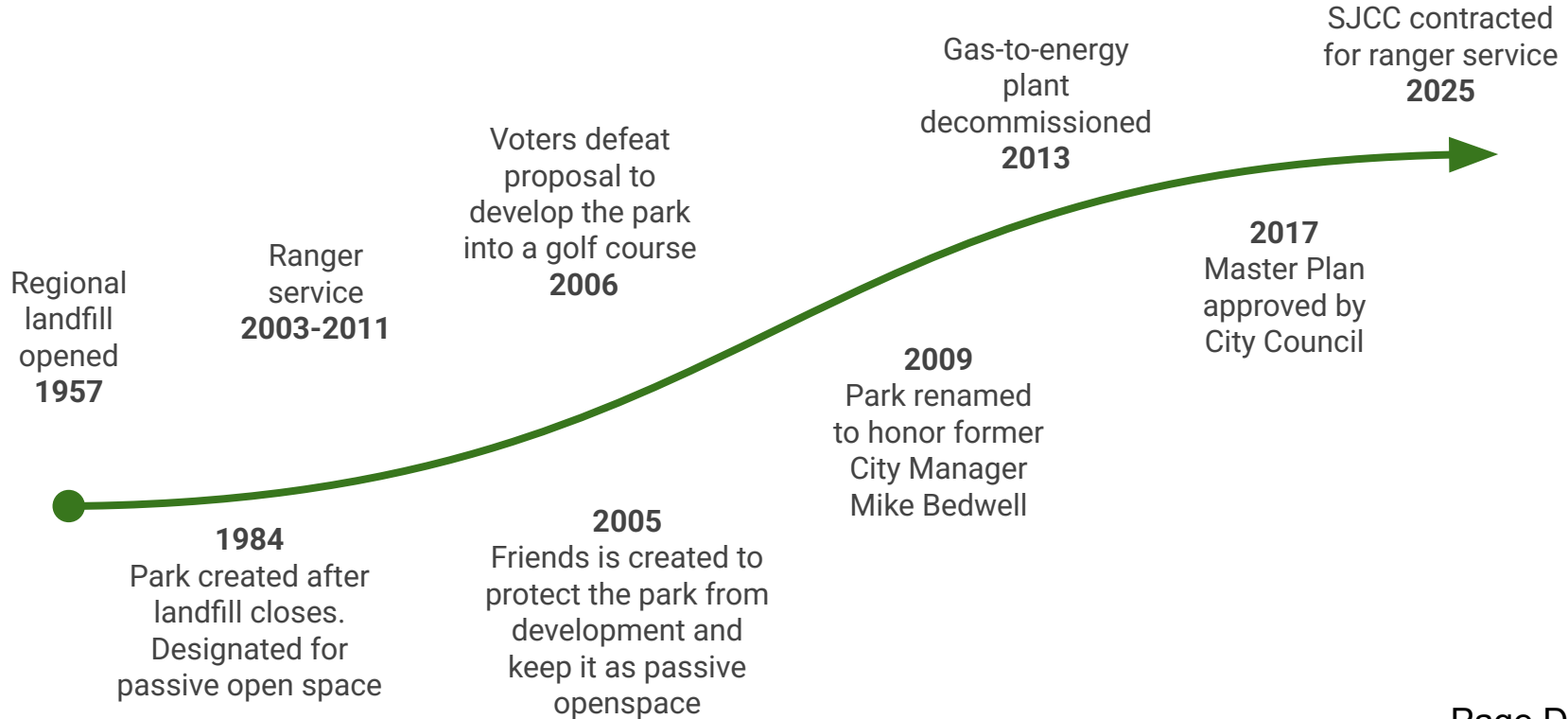
Passive Recreation

Open Space

Community



Key Milestones of Community Stewardship



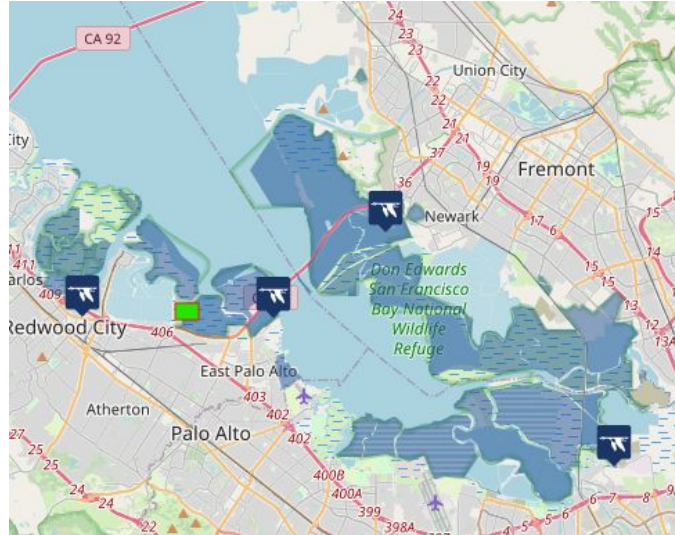


A Unique and Vital Open Space Worth Protecting

How can this space be celebrated, preserved, and improved?

Part of a Larger Ecosystem

- Surrounded by the Don Edwards San Francisco Bay National Wildlife Refuge.
- A stop on the Pacific Flyway, spanning two continents.
- Methane capture to fight global climate change



● FoBBP Activities: Maintain kiosk

Materials include

- ❖ Large map of park
- ❖ QR code linking to park pamphlet. In English & Spanish
- ❖ Phone numbers to call in case of problem, locked in, etc.
- ❖ Natural History info piece, changed seasonally
- ❖ Explanation of tides



● FoBBP Activities: Coastal Clean up

Our volunteers captained a clean-up site for several years.

The event attracted

- Park users
- Schools
- Scout troops
- Local companies

2019

- 140 volunteers
- 150 lbs of trash
- 50 lbs of recycling



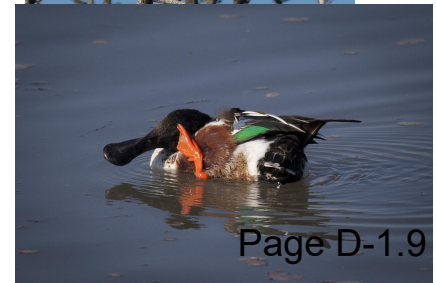
● FoBBP Activities: Bird walks

We lead walks on behalf of FoBBP and with SMCBA.

In past years we co-lead walks around the perimeter with docents from the NWR.

Informing users about park's unique location as a 'dry land, green, hilly' spot on the Pacific Flyway.

Bird counts conducted annually, for Christmas bird count and in summer.



- FoBBP Activities: Support “Kite Day”



Friends and other organizations had informational tables and participated at past annual Kite Days and other city-sponsored events.



Implementing the Vision: The BBP Master Plan

Page D-1.11

Looking forward

FoBBP requests implementation of 3-4 relatively low-cost Master Plan elements that:

- Enhance the passive recreational use of Bedwell Bayfront Park and
- Provide environmental and/or educational benefits



FoBBP Priority	Goal
Remove "volunteer parking" along slough (W side of entrance road). Increased use by large groups is increasing impact.	Reduces congestion, improves pedestrian safety, and protects water quality.
Improve surface of perimeter trail to make it all-weather to improve accessibility for strollers, bikes, walkers, and people w canes.	Improve usability by people all abilities, in all weather conditions.
Interpretive improvements	Refresh / add educational signs, add park info kiosk in main parking area.
Install walking path along W side of slough road	Improve experiential tie-in with slough and the surrounding environment.

Potential quick actions

Trash Management

- Increase trash pick up frequency, or add signage to discourage dumping & improper use of trash receptacles

Wildlife Awareness

- Increase coyote signage to protect local wildlife and visitors
- Highlight leash requirements & enforcement
- Highlight not feeding cats or ducks

SJCC Ranger Education

- Educate rangers on park so they can help educate park users

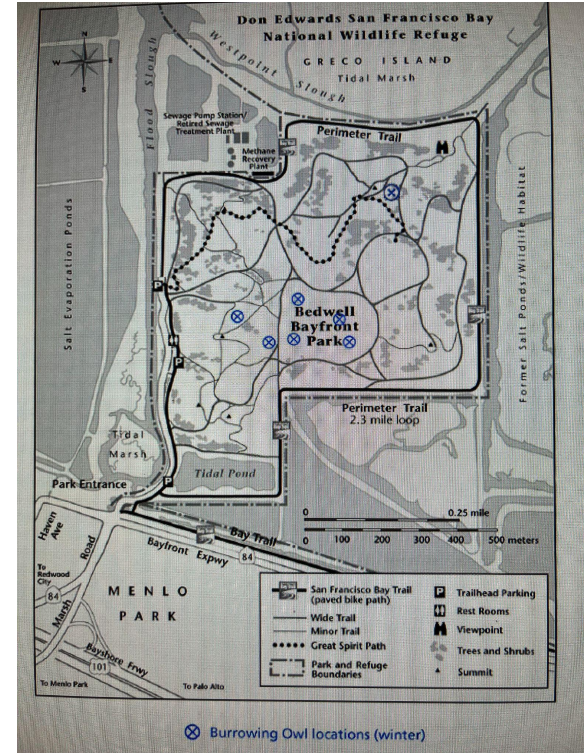


Burrowing Owls

Burrowing Owls are cute little diurnal owls.

They used to breed in San Mateo county, but now very few may be found, and only in winter.

Bedwell Bayfront Park used to have one or two wintering birds. We hope that the park might host another owl, especially now that there are plenty of ground squirrel burrows.



Partnering for a better Bedwell Bayfront Park

- Align on a shared vision & narrative for the park, for Parks and FoBBP to promote to the community during events & initiatives.
- Support passive recreational use of park through events, information and collaboration.
- Partner with city & local organizations for educational outreach.
- Mutually beneficial relationship built on more presence and eyes on the park, bolstered by close communication.





REGULAR MEETING MINUTES – DRAFT

Date: 8/27/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Lee called the meeting to order at 6:38 p.m.

B. Roll Call

Present: Dawkins, Lee, Sherman, Van Buren
Absent: Chunyu, Grass, Patel
Staff: Library and Community Services (LCS) Supervisor Tricia Mullan, Management Analyst Ashley Walker

C. Public Comment

- John McKenna spoke in opposition of artificial turf fields and in support of organically managed fields.

D. Study Session

- D1. Planning a 5K “fun run” event (Staff Report PRC-2025-022)

The Commission discussed routes and mitigations along each route.

E. Regular Business

- E1. Approve the July 23, 2025, meeting minutes (Attachment)

ACTION: Motion and second (Dawkins/ Sherman), to approve the minutes from the July 23, 2025 meeting, passed 4-0-3 (Chunyu, Grass, Patel absent).

- E2. City-hosted community events and observances planned for 2025-26 (Staff Report PRC-2025-023)

LCS Supervisor Mullan introduced the item.

The Commission received clarification on event selection and budget.

- E3. Review draft Parks and Recreation Commission park tour report-out form (Staff Report PRC-2025-024)

The Commission approved the form with no changes.

F. Informational Items

- F1. Library and Community Services department updates and recent activities
(Staff Report PRC-2025-025)

LCS Supervisor Mullan introduced the item.

The Commission received clarification on Camp Curry and the heritage tree scavenger hunt.

- F2. Tentative agenda calendar (Attachment)

The Commission made the following updates to the tentative agenda calendar:

- Invite a Youth Advisory Committee and a City Council liaison to a future meeting
- Review of aquatics report

G. Commissioner reports

- G1. Individual Commissioner reports

Chair Van Buren reported out on being approached about a community garden and the need for watering at Fremont Park.

H. Adjournment

Chair Lee adjourned the meeting at 7:39 p.m.

Management Analyst Ashley Walker



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 9/24/2025

Staff Report Number: PRC-2025-026

Regular Business: Recommend library and community services department policies: picnic reservation form and use policy, recreation facility use guidelines

Recommendation

Staff recommend that the Parks and Recreation Commission (PRC) review and recommend the library and community services departmental policies: picnic area rental (Attachment A), and recreation facility use guidelines (Attachment B).

Policy Issues

As a duly appointed advisory body to the City Council, the PRC may review and recommend updates to library and community services policies and procedures as the need arises.

Background

Library and community services departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are available for public review in person at City of Menlo Park (City) libraries, recreation facilities, and online at the City website (Attachment C).

Analysis

From time to time, it is appropriate and necessary to review and update departmental policies or to create new policies in the interest of clarifying rules and procedures, responding to changing community needs, establishing criteria for programs and services, and other related considerations. City staff periodically review existing policies and procedures, update policies and procedures, and develop new policies and procedures as needed and appropriate.

The policies currently available for review are the picnic area rental policy and the recreation facility use guidelines. For each policy being reviewed, a track changes version showing changes made to the existing policy and a clean version of the new policy are included.

Picnic reservation form and use policy (Attachment A)

The picnic reservation form and use policy provides the information necessary for groups to reserve the picnic spaces for Burgess and Nealon parks. The policy also includes the amenities and fees associated with utilization of each park. The policy updates include clarifying statements, picnic area availability updates, a timeline for booking weddings, capacity updates, and event amenity usage specifics.

Recreation facility use guidelines policy (Attachment B)

The Recreation facility use guidelines policy provides the accepted behavior for visitors to recreation

facilities. Included are the behaviors that are encouraged, prohibited behaviors, and enforcement for unwanted behavior. The draft update includes a reminder for users to observe and obey posted signs and rules.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

Environmental Review

The policies in this report are not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as they 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. Picnic reservation form and use policy
- B. Recreation facility use guidelines
- C. Hyperlink: Library and Community Services department policies and procedures webpage.
menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Nick Szegda, Assistant Library and Community Services Director

PICNIC RESERVATION FORM AND USE POLICY

Library and Community
Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Picnic area reservations

The City of Menlo Park has picnic areas for rent at Burgess and Nealon Park. Without a reservation, these picnic areas are available for public use on a first come, first served basis.

- Reservations can be made at www.menlopark.gov, [or](#) in person, ~~via mail or fax.~~
- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance. ~~Non-residents and unincorporated residents~~ **Reservation for all other rentals** can ~~make reservations be made~~ **up to 6 months in advance. Weddings can be booked a year in advance.**
- The City has the right ~~to reserve and has and~~ **priority** in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form ~~has been is~~ **approved**, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
- A \$15.00 service & handling fee will be assessed for all cancellations. The City requires a minimum of 24 hour written notification of any rental cancellation. All fees will be forfeited if events are cancelled without minimum notification.
- Picnic areas can only be reserved at Burgess Park or Nealon Park. All other park ~~seating~~ areas are for public use on a first come, first served basis.

Fees and amenities

Fees based on **one hour** and **one area** of use and vary for residents, non-residents and unincorporated residents of Menlo Park. ~~To qualify as a resident, renters must submit a copy of a utility bill or rental/property agreement showing a current address within incorporated Menlo Park.~~ Recommended ratio of tables to guests is approximately 1:8.

BURGESS PARK				
Picnic Area	Tables	BBQ	Resident per hour	Non-resident/Unincorporated Menlo Park per hour
Picnic Area #1	3	1	\$15.00	\$20.00
Picnic Area #2	2	1	\$13.00	\$18.00
Picnic Area #3	3	1	\$15.00	\$20.00
Picnic Area #4	3	1	\$15.00	\$20.00
Picnic Area #5	2	1	\$13.00	\$18.00
Picnic Area #6	1	No	\$10.00	\$15.00
Picnic Area #7	3	No	\$13.00	\$18.00
NEALON PARK				
Picnic Area	Tables	BBQ	Resident per hour	Non-Resident/Unincorporated Menlo Park per hour
Picnic Area #1	1	No	\$10.00	\$15.00
Picnic Area #2	1	No	\$10.00	\$15.00
Picnic Area #3	1	No	\$10.00	\$15.00
Picnic Area #4 / #6	1	No	\$10.00	\$15.00
Picnic Area #5 / #7	1	No	\$10.00	\$15.00

~~*Picnic areas at Nealon Park are currently available on a first come, first served basis only. Picnic area placement, number of tables, and table placement subject to change.~~

Picnic rental policies and information

- **Picnic groups may not exceed ~~400~~ 150 people, even when renting all available picnic areas.** If the picnic group exceeds the maximum group size for an individual picnic area, any or all of the following actions may be taken: The renter will be asked to reserve additional sites to accommodate the group size, staff may cancel the reservation, the renter will be denied future use of City of Menlo Park picnic sites.
- Renters are responsible for cleaning the picnic area after use and are required to remove all garbage from park and premises. Renters who fail to do so may be denied future use of picnic sites and facilities.
- No amplified music above 60 dBA is allowed in the park. To obtain a noise permit, please contact the City's ~~Planning Department~~ **Community Development Director at (650) 330-6702** (60 days notice required).
- No vehicles are allowed on the park grounds.
- No stakes are allowed in the grass.
- There are no public access water sources in the park aside from the bathroom sinks and water fountains.
- There are outlets in the park, but other renters, unexpected outages, required maintenance, and additional factors could limit the availability of power sources. It's ~~recommended~~ **recommended** that renters bring their own portable power source, if needed.
- Hired caterers and food vendors must have the appropriate and up to date permits with the City and County. ~~Food trucks must park in a designated parking spot.~~
- Please have your receipt with you the day of the picnic reservation. If another group is in your area and refuses to vacate, call the Menlo Park Police Department's non-emergency line at (650) 330-6300, and they will resolve the situation.

All special equipment such as, but not limited to, personal cooking apparatuses, tents/canopies, bounce houses and other inflatables, must have prior approval of the ~~Community~~ **Library and Community** Services Department. If approved, use of this equipment will require liability insurance.

- Bounce houses and inflatables up to 10 ft. by 10 ft. are permitted in the picnic areas with a valid reservation and insurance. For anything larger, a field reservation is required. To apply for a field rental, please contact ~~Community~~ **Library and Community** Services at (650) 330-2220. Inflation play structures requiring water are not allowed.
- Tents up to 10ft. by 10ft. are permitted provided that they will not be staked into the grass. For tents larger than 10ft. by 10ft. you will need to contact the City's Police Department at 650-330-2223
- Beer and wine are permitted in the parks, with liability insurance and a special event permit; Ffor a permit you will need to contact the City's Police Department at 650-330-2223. Hard liquor is prohibited, no glass containers.
- **Onsite cooking of any kind is prohibited at Nealon Park. Grilling is only permitted at Burgess Park with rental because of ~~existing~~ existing BBQ grills.**
- Use of any special equipment is restricted to the applicant and guests and must not be accessible to the general public.
- Usage of any special equipment in any City park without the proper permits and insurance is strictly prohibited. See insurance requirements below.

Liability insurance

A Certificate of Liability Insurance is required for all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment ~~such as, but~~ such as but not limited to equipment listed in the section above. Use of special equipment without ~~the proper~~ proper insurance and permits may result in the denial of future use of picnic areas and facilities

The certificate must be submitted at least one week prior to the rental date. No reservation will be confirmed without proof of insurance, and the City reserves the right to cancel your reservation if insurance is not submitted in a timely manner. Liability insurance can be submitted via email, regular mail, or faxed to us at 650-330-2242.

In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

Burgess Park map



Nealon Park map



PICNIC RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: <input type="checkbox"/> Burgess <input type="checkbox"/> Nealon (currently unavailable)			Insurance on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance:
Rental of:					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see <i>Picnic Reservation Form and Use Policy pg. 2</i>)				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

- ☐ Jumper/inflatable ☐ Tent/canopy
- ☐ BBQ/cooking equipment ☐ Alcohol (only beer/wine permitted)
- ☐ Other (please describe) _____

Liability Insurance Due: _____

Signature of Applicant

Approved by (Signature of Supervisor)

Date

Date

Payment information	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____ Exp. _____ Account Holder Name: _____	
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	
OFFICE USE ONLY:	
Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____	

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- Picnic rentals are for public use only. Engaging in any commercial activities for private profit is prohibited.
- Residents can make reservations up to 9 months in advance.
- Reservation for all other rentals can be made up to 6 months in advance. Weddings can be booked a year in advance.
- The City has the right and priority in reserving picnic areas for City programs and special events. In the event that a reserved picnic area is needed for City use or maintenance, the City reserves the right to reschedule, relocate, or cancel a previously approved reservation.
- No reservation is confirmed until the completed reservation form is approved, all fees have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
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↓

Picnic rental policies and information

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Burgess Park map



Nealon Park map



PICNIC RESERVATION FORM

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Rented to:					
Contact Name:			Organization Name:		
Phone:			Email:		
Address:			City:	State:	Zip:
Rental Location: <input type="checkbox"/> Burgess <input type="checkbox"/> Nealon (currently unavailable)			Insurance on file: <input type="checkbox"/> Yes <input type="checkbox"/> No		Attendance:
Rental of:					
Picnic area	Day	Date	Start time	End time	Total hours
The following equipment will be present at my event. I understand that the presence of this equipment requires that I submit a Certificate of Liability Insurance at least 7 business days before my reservation takes place (see <i>Picnic Reservation Form and Use Policy pg. 2</i>)				Total hours	
				Hourly rental rate	\$
				Total rental fees	\$

- ☐ Jumper/inflatable ☐ Tent/canopy
- ☐ BBQ/cooking equipment ☐ Alcohol (only beer/wine permitted)
- ☐ Other (please describe) _____

Liability Insurance Due: _____

Signature of Applicant

Approved by (Signature of Supervisor)

Date

Date

Payment information	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Please make all checks payable to: City of Menlo Park. Note: There is a \$30 charge for returned checks.	
Account # _____	Exp. ____ Account Holder Name: _____
I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.	
Authorized Signature: _____	

OFFICE USE ONLY:

Receipt #: _____ Date: _____ Residency Verified: _____ Processed by: _____

RECREATION FACILITY USE GUIDELINES

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



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.
- Follow all posted signs and rules

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 to 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

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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: 9/24/2025

Staff Report Number: PRC-2025-027

Informational Item: Aquatics update

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) review updates to the aquatics program.

Policy Issues

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

Background

The City of Menlo Park (City) owns two public swim centers: Belle Haven Pool and Burgess Pool. Both swim centers are operated by aquatics partner Menlo Swim and Sport (Operator) under contract (Agreement) with the City of Menlo Park (Attachment A).

On Jan. 22, the Parks and Recreation Commission received the preliminary draft of the 2024 aquatics annual report as a regular business item (Attachment B).

On Sept. 9, the City Council conducted a study session to provide city staff with direction on actions to take to sustain and potentially restore operating hours at City-owned swim centers (Attachment C). City staff is following City Council's direction in preparing additional follow-up actions for City Council's consideration and potential authorization, tentatively at the next regular City Council meeting scheduled for Sept. 30.

Analysis

The City Council discussed the four operational concepts that were presented to them by the Aquatics Operator and requested that city staff and the Operator return with additional information on specific concepts that were presented.

City Staff is working with the Aquatics Operator on gathering the information requested by Council and will return on Sept. 30. At that time, the Council will receive a regular business item and further discuss the options that were presented on Sept. 9.

Next steps

City staff and the Operator are preparing a response to City Council based on direction received on Sept. 9 to be delivered to City Council on Sept. 30.

Impact on City Resources

As an advisory body to the City Council, the PRC does not authorize resource allocations nor direct the work of City staff. City budget and personnel authorizations are the sole purview of the City Council. Directing the work of City staff is the sole purview of the city manager and/or their City staff designees.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

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

Attachments

- A. Aquatics operator agreement
- B. Preliminary draft aquatics annual report 2024
- C. Hyperlink. City Council Staff Report #25-134-CC.
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250909/j1-20250909-cc-aquatics-operations-direction.pdf>

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Nick Szegda, Assistant Library and Community Services Director

CITY OF MENLO PARK BURGESS AQUATICS CENTER AND MENLO PARK COMMUNITY CAMPUS AQUATICS CENTER POOL MANAGEMENT AND OPERATIONS AGREEMENT

THIS Agreement is entered into as of October 1, 2023 (the "Effective Date") between the CITY OF MENLO PARK, a municipal corporation ("City"), and Team Sheepar, Inc. ("Operator"), also individually "Party" and collectively "Parties."

FOR AND IN CONSIDERATION of the mutual terms, covenants, and conditions herein, City hereby grants to Operator the exclusive right to manage and operate the Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center, subject to the following terms and conditions.

1. RECITALS

- A. City owns two aquatics centers: Burgess Aquatics Center located at 501 Laurel St., Menlo Park, CA 94025, and Menlo Park Community Campus ("MPCC") Aquatics Center located at 100 Terminal Ave., Menlo Park, CA 94025; City anticipates opening the MPCC in late spring or early summer 2024.
- B. Operator is experienced in the management, operation, and supervision of swimming pools and swimming facilities.
- C. City desires to engage Operator to manage and operate the two aquatics centers and facilities.
- D. Team Sheepar, Inc. is a California "S Corporation" that is in the business of operation and management of swimming pool facilities.
- E. The Parties desire to set forth in this Agreement the terms and conditions under which the Operator shall act as the operator and manager of the Burgess Aquatics Center and MPCC Aquatics Center and facilities.

Now, therefore, in consideration of the mutual covenants herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, City and Operator agree as follows:

2. PREMISES

The "Premises" as that term is used herein include the Burgess Aquatics Center ("Burgess Pool") and the Menlo Park Community Campus Aquatics Center ("MPCC Pool"), as more particularly described below:

- A. Burgess Pool, located at 501 Laurel St. in Menlo Park, CA, consists of the lap pool, instructional pool, toddler activity pool, pool deck, offices, restrooms, locker rooms, showers, lawn area, pool mechanical room, lobby, and all associated areas more particularly depicted and shown in Exhibit A, attached hereto and incorporated herein by this reference.
- B. MPCC Pool, is, as of the effective date of this agreement, under construction and upon completion will be located at 100 Terminal Ave. in Menlo Park, CA, and consists of the lap pool, instructional pool, splash pad, pool deck, outdoor seating areas, offices, restrooms, locker rooms, showers, pool mechanical room, and all associated areas more particularly depicted and shown in Exhibit B, attached hereto and incorporated herein by this reference.

3. TERM

Subject to all of the terms and conditions of this Agreement, Operator shall operate and manage the Premises for a term beginning on the Effective Date and ending on September 30, 2028 (the "Initial Term"), unless terminated earlier in accordance with the terms and conditions set forth herein. If not terminated as set forth hereinafter, Parties shall have an option to extend the term of this Agreement for an additional five (5) years (the "Extended Term") by giving mutual written notice of the exercise of such option not less than six (6) months prior to the expiration of the initial term. Thereafter, the Agreement shall continue on the same terms and conditions unless amended or terminated in accordance with the terms and conditions set forth herein.

4. SERVICES AND OPERATIONS BY OPERATOR

Except as otherwise provided herein, Operator shall direct, supervise, manage, and maintain the Premises, and develop and implement policies and procedures to facilitate the efficient operation of the Premises in compliance with this Agreement and all reasonable directions of the City, and in a manner that is comparable to or above the standard of care that is reasonable and acceptable for public pool and aquatics operators.

In addition to all requirements set forth in this Agreement, Operator shall be responsible for the following:

- A. Employees. Operator shall hire, administer, and manage employees for the Premises. Such employees shall be employed and retained by Operator in the Operator's sole discretion. The compensation and related expenses for such employees shall be solely paid for and borne by the Operator. All employees shall be employees of the Operator and shall not be City employees, contractors, or volunteers. Unless expressly provided in this Agreement, the City shall not interfere with or participate in the hiring, supervision or discipline of Operator employees or prospects.
- B. LiveScan. Pursuant to California Penal Code Section 11105.3, Operator employees who work with or have contact with minors (under the age of 18) will be required to be fingerprinted per California law as a condition of employment or as a condition of continued employment. As such, all such employees will be required to submit to a fingerprinting via LiveScan on initial employment and will receive updates regarding such LiveScan throughout the employment which will be paid for by Operator. Operator shall ensure that all non-employees (i.e., vendors, volunteers, etc.), who work with or have contact with minors to be fingerprinted at their own expense.
- C. Records. Operator shall keep or cause to be kept suitable books of control and account as provided in this Agreement according to the Financial Accounting Standards Board (FASB) Generally Accepted Accounting Principles (GAAP).

Operator shall keep true and accurate books and records showing all income and expenses and business transactions in connection with the Premises in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the one year period following the termination of the Agreement, to inspect such books and records including profit and loss statements.

Operator shall pay the costs of all financial statements required by the City under this Agreement.

- D. Operator Operation Obligations. Except as specified in Section 9 – Expenses of Premises, Operator shall maintain or cause to be maintained the Premises and common areas thereof, external and internal, in good and clean condition and repair comparable to the industry standard found at other swimming pools and sports facilities in Northern California and the San Mateo County region, including but not limited to consistency with applicable state and local standards and regulations including but not limited to: California Code of Regulations Title 22; California Health and Safety Code, Division 104; California Building Code Title 24, Divisions I and II; and San Mateo County Environmental Health Services rules, regulations, and inspections. Operator shall be responsible for complying with the City-Owned Improvements and Equipment and Maintenance Schedule attached hereto and incorporated by reference herein as Exhibit F. Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule – may be modified from time to time by mutual written consent of the City Manager or their designee and Operator.
 - 1) Operator shall be responsible for the following maintenance obligations:
 - (a) Operator shall be responsible to maintain chemical rooms, provide daily aquatics inspections/maintenance and oversee the facility management.

- (b) Operator shall be responsible for providing incidental facility supplies such as, but not limited to office supplies, paper towels, trash and recycling receptacles, cleaning supplies, mats, carpeting.
 - (c) Operator shall maintain standard operating procedure manuals and maintenance records and logs, which records shall consist of daily pool and chemical log and checklists for routine maintenance and janitorial duties (daily, weekly, monthly, quarterly, bi-annually, and annually).
 - (d) If any maintenance or repair work requires immediate emergency attention, Operator may engage a preferred City vendor directly after obtaining consent from the City Staff Liaison or their designee to proceed with emergency maintenance and/or repair work, which consent will not be unreasonably withheld. Operator shall be reimbursed by the City for any costs incurred by Operator in addressing the immediate/emergency maintain/repair work. In the event that Operator's cannot make contact with City Staff Liaison or designee within 24 hours of first attempt to make contact, and as a result Operator cannot obtain authorization to make repairs in the time of an emergency, and the failure to act may result in serious and significant damage to the facilities or bodily injury, Operator in its reasonable discretion may, after notifying Menlo Park Police Dispatch of the time, place, and nature of the emergency, engage a preferred City vendor directly and without prior consent, and, in such circumstances, shall be reimbursed by the City for any reasonable costs incurred by Operator in addressing the immediate/emergency maintenance/repair work.
 - (e) If the Premises or equipment are damaged due to the willful misconduct or negligence of Operator, its employees, subcontractors, or program participants, Operator shall be responsible for any necessary repair or replacement of such damage at Operator's sole cost and expense.
 - (f) Operator shall not make, nor cause to be made, nor allow to be made, alterations or improvements to the Premises, without the prior written consent of City, not to be unreasonably delayed or withheld. All improvements or alterations constructed or installed shall be removed and the Premises restored to substantially the same condition existing prior to such construction or installation, upon the termination of this Agreement, unless the prior written approval of City is secured, allowing such improvements or alterations to remain in place, in which case, title thereto shall vest in City.
- E. Security. Operator shall establish and maintain procedures adequate to ensure the security of the premises including any merchandise, equipment and materials stored at the Premises.
 - F. Compliance with City's Obligations. Operator shall operate the Premises in compliance with all terms and conditions of any ground lease, space lease, mortgage, deed of trust, or other security instrument affecting the Premises, if any, of which Operator has knowledge. Operator shall not make any payments on account of any ground lease, space lease, mortgage, deed of trust, or other security instrument affecting the Premises, unless specifically instructed to do so by City.
 - G. Notice and Cooperation in Legal Proceedings. City and Operator shall each give prompt notice to the other of the commencement of any action, suit, or other legal proceeding against City or the Operator with respect to the operations of the Premises or otherwise affecting the Premises. Operator shall fully cooperate in connection with the prosecution or defense of all legal proceedings affecting the Premises.
 - H. Program Offerings. Operator shall work with City to enhance recreational program offerings at the Premises.
 - I. Lifeguards and Training.
 - 1) For both the MPCC Pool and Burgess Pool, Operator shall employ and ensure that at least two qualified lifeguards, possessing all required certifications and/or licenses, shall be on duty at all times people are in the water, per the Operator's approved Emergency Action Plan.

- 2) Operator shall ensure that lifeguards obtain training and maintain required licensing and certifications at all times during employment by Operator. Lifeguards shall meet or exceed the lifeguard certification standards set by the American Red Cross.
- 3) At least one lead/management staff member must be on duty and on the Premises at all operational times who shall have the experience and training to make operational decisions, support customer needs, manage customer issues and respond to incidents and emergencies.

J. Operating Hours and Program Schedule.

- 1) Operator shall operate Burgess Pool and MPCC Pool for public access year-round, seven days per week, no fewer than 63 hours per week at each location with the exception that Operator may elect to close either pool on the following major holidays, at Operator's discretion: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Easter Sunday, Veterans Day, Thanksgiving Day, and the week of December 24 through December 31 inclusive.
- 2) Operator shall operate Burgess Pool and MPCC Pool in a manner reasonably consistent with the hours and operating schedules for each pool more specifically set forth in Exhibit C – Schedule Template. Operator shall notify the City at least two weeks in advance of any changes to the hours and operating schedules.
- 3) Operator shall operate Burgess Pool and MPCC Pool programming which includes minimum hours of operation and a general description of programs. Said program descriptions shall be agreed upon by the City Manager and Operator no later than the effective date of this agreement, and shall be incorporated into this Agreement as Exhibit D. Any changes to the program schedule set forth in Exhibit D shall be approved by the City Manager or their designee prior to the Operator implementing any such programming changes. City reserves the right to request to meet and confer with Operator prior to Operator implementing any schedule changes, and Operator must comply with any such request to meet and confer with City staff. City shall not unreasonably withhold approval of such programming changes. Operator shall have the sole discretion to create its schedule in accordance with the hours of operation, general description of programs, and other applicable criteria set forth in this Agreement and its Exhibits.
- 4) The Parties specifically agree that Operator shall accommodate the SOLO swim team's use of Burgess Pool in accordance with the schedule and terms set forth in Exhibit G – SOLO Schedule and Terms.

K. Noise. Except in the event of an emergency, Operator shall not use any amplified sound, whistles, bullhorns, music, etc., before 8:00 a.m., and/or after 8:00 p.m. during any day of operation. Additionally, Operator shall be subject to the City's noise ordinance and regulations and shall not utilize any amplified sounds, whistles, bullhorns, music, etc. that violates said ordinance and regulations. In order to minimize impacts of major events on residents of the surrounding neighborhoods, Operator will notify the City at least 21 days in advance of all swimming meets or other large group events beyond normal operations to allow the City to notify the neighborhoods in advance of such events.

L. General Services. In addition to the above, Operator will be responsible for providing all services at the Premises including, at a minimum, the following services and activities:

- 1) Supervise and control the reservation process.
- 2) Collect and deposit all daily revenues, including, but not limited to, user fees, merchandise sales, facility rentals, lessons, tournaments, and gift certificate sales.
- 3) Accommodate City use of the Premises in a reasonable manner for non-traditional events including but not limited to permitted film activity, expositions, and conferences, on reasonable notice and as accommodated by Operator's current schedule.
- 4) Provide diverse swim programming as well as other recreational type activities that meet with the City's vision and priorities, including but not limited to the programming described in this Agreement and its Exhibits.

- 5) Attend meetings, as requested on reasonable notice, with the City to discuss and/or provide updates on matters related to the Premises.
 - 6) Work cooperatively and collaboratively with the City to provide a positive experience for all users.
 - 7) Clean and maintain the Premises in a manner such that it is attractive to guests and the public.
- M. Cooperation with Lender. If at any time during the Term, City enters into a financing agreement for either of the Pools or the Premises pursuant to which City grants one or more lenders a lien on the Premises or a security interest in some or all of the income generated by the Premises, Operator shall cooperate in all respects as reasonably necessary to consummate such financing and comply with the terms and conditions thereof. Without limiting the generality of the forgoing, Operator shall, if requested by City, (a) execute and deliver such documentation (e.g. estoppel certificate and/or lender consent and recognition agreement) as may be reasonably requested by the lender(s), (b) create and maintain such lockbox and/or disbursement accounts as may be required pursuant to the financing agreement, and (c) deposit funds into and disburse funds from such accounts in accordance with the requirements of the financing agreements. Under no circumstances shall the City, its lenders or other creditors place any lien, adverse claim, or other security interest against Operator assets nor shall Operator be required to execute any document that would create any lien, adverse claim, or other security interest against Operator assets.
- N. Suggestion/Complaint Procedures. Operator agrees to install, maintain and operate the following suggestions-complaint procedure for Premises. Operator shall post and keep posted on a bulletin board at or near the entrance to the Premises, the following notice:

“Your feedback is important. Any suggestions or complaints may be presented verbally to the manager on duty, or by dropping a written comment in the suggestion box, or by letter to [Operator’s postal address], or by sending an email to [Operator’s email address], or by calling [Operator’s phone number]. If you are not satisfied for any reason, your suggestion or complaint will be relayed in writing to the City Manager, 701 Laurel St., Menlo Park, CA 94025.”

Both City and Operator shall in good faith endeavor to respond positively and favorably to such suggestions and complaints in a timely manner.

- O. General Management Responsibilities. Operator shall provide such direction, supervision, professional management, and in-house consulting staff services as may be necessary or desirable to operate the Premises in a manner at least equal to that which is usual and customary in the operation of other properties of substantially comparable location, class, size, and standing, and Operator shall provide such services for the Premises as are consistent with the Premises’ size and facilities. Subject to any specified limitations set forth in this Agreement, Operator shall have control and discretion in the management and operation of the Premises and the provision of the services described in this Agreement.
- P. City Access to Premises. Operator shall provide City access to the Premises at reasonable hours and, except in the event of an emergency, on reasonable prior notice, to (a) inspect the Premises; (b) determine whether Operator is complying with all obligations under this Agreement; (c) post notices of nonresponsibility; and (d) make repairs or perform maintenance required of City by this Agreement, make repairs to any adjoining space or utility services, or make repairs, alterations, or improvements to any other portion of the Premises. All such work shall be done as promptly as reasonably possible, cause as little interference to Operator as reasonably possible and City shall restore all areas to their prior condition promptly after completion of the work. Subject to City’s undertakings in the previous sentence and except to the extent that Section 15’s liquidated damages provisions apply, Operator waives any damage claims for inconvenience to or interference with Operator’s business or loss of occupancy or quiet enjoyment of the Premises caused by City’s entry. At all times City shall have a key with which to unlock the doors in and to the Operator, excluding Operator’s vaults,

safes, and similar areas designated as secure areas in writing by Operator in advance. In an emergency, City shall have the right to use any means that City deems proper to open Operator's doors and enter the Premises. Entry to the Premises by City in an emergency shall not be construed as a forcible or unlawful entry. For purposes of clarity, nothing in this Section shall change, limit, or in any way diminish Operator's entitlement to liquidated damages under Section 15 of this Agreement.

5. RESIDENT USE, INCLUSION, ACCESS, AND ANTI-DISCRIMINATION

- A. Operator and City mutually affirm and commit to the principle and practice that City-owned pools and the programs provided at City-owned pools shall be oriented first and foremost toward full inclusion and access for all residents of Menlo Park, of all backgrounds, interests, abilities, and walks of life, and that City-owned pools and programs shall be operated in a manner that is deemed welcoming and inclusive for all Menlo Park residents, as measured in part by qualitative community feedback and quantitative community surveys to be administered annually by the City in partnership with Operator.
- B. Operator shall provide to City staff semi-annual visitor reports showing the residence addresses of all pool visitors during the report period, including all the aquatics programs in which each visitor participated, including programs provided by subcontractors, and all the dates on which each visitor used the pool, and the numbers of residents and non-residents actively using each program at Premises, and this information shall be provided by pool site. Operator and City mutually agree to a target of 2/3 (66.7%) or more pool visitors at each location being verified incorporated City of Menlo Park residents ("Resident Use Target"). City is responsible for verifying addresses as incorporated City of Menlo Park, using City's geographic information systems.
- C. Operator understands and agrees that it must comply with applicable civil rights laws and regulations, and the City requires compliance with civil rights statutes, including compliance nondiscrimination laws which prohibit discrimination on the basis of: (a) Race, (b) Color, (c) Religion, (d) National origin, (e) Sex, (f) Disability, (g) Age, or (h) Gender identity and prohibit: (a) Exclusion from participation, (b) Denial of program benefits, or (c) Discrimination, including discrimination in employment or business opportunity.

6. LICENSING AND LEASING OF PREMISES

Operator may not license, lease, or sublease or grant any real property interest to another individual or without the prior written consent of the City Manager, which consent may require an allocation between the City and Operator of the gross revenue from such licensure. Any license agreement, lease, or sublease for use of the Premises shall be subject to the terms of this Agreement.

7. QUALIFIED PERSONNEL

Operator shall provide adequate qualified personnel to maintain safe and effective aquatics operations at Premises during all hours of operation, including:

- A. Employing personnel with the required qualifications and certifications appropriate for each position.
- B. Assigning sufficient qualified staffing to maintain safe and effective operations at City aquatics facilities.
- C. Maintaining reasonable evidence and documentation of its hiring practices, background checks, certifications, and training, including documentation of pre-service/employment orientation, on-the-job training, regular in-service training, and certification training for each employee.
- D. Seeking City approval prior to engaging or terminating the services of subcontractors or other parties not directly employed by Operator to deliver aquatics programs and/or services in City aquatics facilities.

- E. All persons employed or utilized in connection with the operation of the Premises, including relatives and minors, age of thirteen and above, with valid work permits and employed under the strict guidelines of California Child Labor laws, shall be adequately trained for such purposes, shall be courteous, shall be suitably and neatly attired so as to be recognizable as employees of Operator. Operator shall devote his/her own time and attention to the conduct of the services to be rendered on and from the Premises to the extent reasonably required to ensure such standards of operation called for in this Agreement. Operator acknowledges and agrees that Operator's employees will not be eligible for any City employee benefits and, to the extent Operator's employees otherwise would be eligible for any City employee benefits of any kind but for the express terms of this Agreement, Operator (on behalf of itself and its employees) hereby expressly declines to participate in such City employee benefits of any kind.
- F. Operator shall ensure that all employees who supervise minors meet the provisions of Public Resources Code, Section 5164, that Operator will require employees that have direct supervision over or conduct programs with minors, to be fingerprinted at Operator's expense, on initial employment. Operator will receive updates about Operator's employees via Livescan throughout the employment which will be paid for by Operator. Operator shall ensure that all non-employees (i.e., vendors, volunteers, etc.), who work with or have contact with minors to be fingerprinted at their own expense. Livescan fingerprinting service is available at the Menlo Park Police Department. Operator shall file with the City a certificate showing that within the last four years, every person employed in the Operator's programs with minors has been examined and has been found to be free of communicable tuberculosis, all in accordance with the provisions of Public Resources Code, Section 5164.

8. AQUATICS USER FEES

For purposes of this Section "aquatics user fees" includes but is not limited to fees, monies and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises.

Effective no later than six (6) months after the effective date of this Agreement, Operator shall charge and impose aquatics user fees as set forth in the City of Menlo Park Master Fee Schedule, as it may be amended from time to time. Any desired changes to aquatics user fees, must be approved by amendment to the City's Master Fee Schedule prior to implementation. Until such a time as the City of Menlo Park Master Fee Schedule is updated to include aquatics user fees, Operator shall charge and impose user fees per the fee schedule and criteria set forth in Exhibit E – Aquatics User Fees.

Resident swim passes and/or swim memberships shall be valid at both aquatics center locations.

9. EXPENSES OF PREMISES

- A. Except as set forth in Section 4 of this Agreement, City shall be responsible for all expenses related to capital improvements and useful life of the Premises and approved by City. Such expenses shall include without limitation the following:
- 1) City shall be responsible to maintain and repair City Owned Improvements and Equipment as that term is defined in and more specifically set forth in Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule.
 - 2) If in the course of operating the Premises, Operator identifies any City-owned equipment, facilities or portion thereof in need of maintenance or repair, Operator shall notify the City Staff Liaison or their designee as soon as possible and the City shall be responsible for performing the necessary maintenance or repair work without undue delay. If any maintenance or repair work requires immediate emergency attention, Operator may engage a preferred City contractor directly after obtaining consent from the City Staff Liaison or their designee. Operator shall be reimbursed by the City for any costs incurred

by Operator in addressing the immediate/emergency maintain/repair work. In the event that Operator's attempts to contact a City Staff Liaison or designee to authorize repairs in the time of an emergency are unsuccessful, and the failure to act may result in damage to the facilities or in bodily injury, Operator in its reasonable discretion may, after notifying Menlo Park Police Dispatch of the time, place, and nature of the emergency, engage a preferred City vendor directly and without prior consent, and, in such circumstances, shall be reimbursed by the City for any reasonable costs incurred by Operator in addressing the immediate/emergency maintain/repair work. If the Premises, facilities, or equipment are damaged due to the willful misconduct or negligence of Operator, its employees, subcontractors, or program participants, Operator is responsible for any necessary repair or replacement of such damage at Operator's sole cost and expense.

- 3) City shall provide and be billed directly for all necessary pool chemicals.
 - 4) City shall be responsible for environmental costs related to the storage of chemicals, hazardous materials, etc.
 - 5) City shall provide, without cost to Operator, all utilities necessary to operate the Premises for the purposes identified in this Agreement, including water, sewer, stormwater, electricity, gas, telephone, and internet. Operator shall modify operations to comply with any conservation requirements imposed by any utility operator. Operator shall consult with and obtain City approval prior to making any operational changes that would impact utility costs and regulatory compliance.
 - 6) City shall provide janitorial services at the Premises. The scope of janitorial services is more specifically described and set forth in Exhibit F – City-Owned Improvements and Equipment and Maintenance Schedule.
 - 7) Maintenance and service contracts for the Premises.
 - 8) Property/school/personal property/business/environmental taxes.
- B. In addition to Operator's maintenance obligations set forth in Section 4 of this Agreement, the City shall not be responsible for the following services and/or expenses, which expenses shall be the responsibility of Operator. Such expenses shall include without limitation the following:
- 1) Payroll (including taxes, fees, and benefits) and any other labor related costs and expenses, including without limitation full or part-time on-site personnel of Operator;
 - 2) Insurance – worker's compensation, property, employers liability, commercial general liability, and excess liability;
 - 3) Operator shall employ or contract for a Certified Pool Operator. Operator shall maintain standard operation procedure manuals and maintenance records and logs. These records will include: daily pool and chemical log and checklists for routine maintenance (daily, weekly, monthly, quarterly, biannually, and annually).
 - 4) Supplies, uniforms, equipment, materials used in the Premises for programming;
 - 5) Professional fees – direct out-of-pocket costs incurred for matters related to the operations of programming.

10. REVENUE SHARE

Operator shall annually pay to the City a percentage of Operator's annual gross revenues as more specifically set forth below. As used herein, "annual gross revenues" shall mean the annual gross revenue of the preceding calendar year earned by Operator before any deduction for costs, taxation, accounting, or other purposes, under Generally Accepted Accounting Principles. Annual gross revenues include any and all of Operator's income related to programs and operations that take place in whole or in part at Premises.

For purposes of this Section, "Resident-Based Annual Gross Revenues" shall mean all fees, monies, and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises who are verified residents of incorporated City of Menlo Park.

For purposes of this Section, "Non-Resident-Based Annual Gross Revenues" shall mean all fees, monies and/or remuneration paid by visitors, patrons, guests, facility renters, registrants, team members, and/or users of the Premises who are not verified residents of incorporated City of Menlo Park.

Excepting the first 12 months of this Agreement's term, Operator shall annually pay to the City an amount equal to 1% of Operator's total Resident-Based Annual Gross Revenues and 1.35% of total Non-Resident-Based Annual Gross Revenues, or \$20,000, whichever is greater.

The annual revenue share shall be paid to the City by March 15 of each year for the preceding calendar year's annual gross revenues, not including Operator's annual gross revenues received prior to this Agreement's effective date.

11. COMMUNITY FEEDBACK

City will convene a "working group" of Menlo Park residents to informally meet with Operator and City staff on a regular basis regarding desired services and programs, concerns and suggestions, and general feedback about aquatics operations. The community working group will review the Operator's annual performance report, and community survey results. The community working group may, with the support of City staff, annually prepare a written assessment of the information presented in Operator's annual reports, and survey results, with any recommendations the community working group may have for the aquatics program. The working group's written assessment shall be provided to the City Council. The composition of the community working group will rotate occasionally in order to include and reach more participants.

12. TERMINATION

A. Termination for Convenience

- 1) Operator may terminate this Agreement for convenience and without cause with 120 days advance written notice to the other party, if notice is given on a date between July 1 and December 31 of any given year.
- 2) Operator may terminate this Agreement for convenience and without cause with 180 days advance written notice if notice is given on a date between January 1 and June 30 of any given year.
- 3) Termination by City for Cause. This Agreement may be terminated by City at any time during the term upon written notice to Operator for any of the causes set forth in this Section or for any Default as that term is defined and described in Section 25 of this Agreement. Such termination shall be effective no sooner than thirty (30) days after notice or upon such later date of termination as may be stated in City's notice.

The following shall constitute grounds for termination by City for cause: (1) If Operator fails to observe or perform any of its obligations under this Agreement, and such failure continues for thirty (30) days after written notice thereof has been given by City to Operator and operator fails to cure its failure to perform within said thirty (30) day period; (2) If Operator suspends or discontinues business; (3) If Operator Defaults, as that term is defined and described in Section 25 of this Agreement.

B. Upon termination of this Agreement for Cause,

- 1) Operator shall, after thirty (30) day notice or other period as set forth in Section 12.A(3) above, surrender possession of the Premises and all improvements and equipment thereon, including but not limited to, City-Owned Improvements and Equipment to City, and shall discontinue all services, unless the City directs otherwise.
- 2) City may take possession of the Premises as the agent and on account of Operator, and if it so elects may license or rent the whole or any part of the Premises for the balance or any part of the term of this Agreement and retain any license fees received and apply the same in payment on account of Operator. The performance of any or all of said acts by City shall not release Operator from the full and strict compliance with all of the terms, conditions and

covenants of this Agreement on Operator's part and Operator shall pay any deficiency that may exist. Notwithstanding the foregoing, Operator shall only pay or be liable for deficiencies caused by or Operator prior to City taking possession of the Premises.

- 3) Operator shall deliver to City any and all reports, estimates, summaries, financial documents, and such other information and materials as may have been accumulated or produced by Operator in performing work under this agreement at the time of termination, that are required to be produced to the City under this Agreement, whether completed or in process.

13. REPORTING AND AUDITING

- A. Separate Reporting for Each Aquatics Center. All obligations under this Section shall apply to the MPCC Pool and Burgess Pool, and Operator shall keep separate accounts, books, and records for each of the two pools and facilities comprising the Premises.
- B. Books and Records. Operator shall keep accounts, books, and records of the Premises relating to Operator's responsibilities, Premises income statements, Premises revenue, and Premises expenditures according to Generally Accepted Accounting Principles. Such accounts, books, and records shall be available for inspection with 5 days' notice at any time. Upon the effective date of any termination of this Agreement, copies of accounts, books, and records shall be made available to City for inspection.

Operator shall maintain all required records for three years following the creation of any such record.

- C. Reports and Reconciliation of Premises Accounts.
 - 1) Quarterly Financial Reports. Each quarter Operator will provide City with the following detailed reports
 - (a) Income Statements – quarterly income statements including current quarter and year-to-date actual financial P&L. Appropriate descriptions of any significant monthly or year-to-date variances of revenue, expenses, net income, and/or earnings before interest, taxes, depreciation, and amortization (“EBITDA”).
 - (b) Premises Expenses – report of all expenses paid by Operator the previous quarter; a comparison of the current quarter and year-to-date account of actual expenses.
 - (c) Premises Revenue – report of all revenue collected each quarter
 - (d) Additional Reports – a written report describing any material changes in the Premises which occurred during the previous year or are anticipated to occur in the coming year; any material security incidents or material changes to security protocol; event recap and evaluation with suggested changes to protocols.
 - 2) Annual Program Performance Reports. Each quarter Operator will provide City with the following detailed program reports:
 - (a) Total program hours with detailed schedules of individual programs including lane hours, times of day, days of week, and by season.
 - (b) Participation statistics by program area including Menlo Park resident and non-resident use, as defined and described in Sections 4 and 5 of this Agreement and its related Exhibits.
 - 3) Annual Program Performance Reports. Operator shall provide annual performance reports to City no later than February 28 of each year. Operator will coordinate with City staff to present operator's annual performance report to City Council no later than March 31 of each year. Annual Program Performance Reports shall include the following:
 - (a) Community satisfaction survey results, as administered and compiled by City with input from Operator, and provided by City to Operator no later than January 10 of each year.
 - (b) User group feedback by program area.
 - (c) Pool schedule and allocation by program for previous year and projections to the upcoming year.

- (d) User fees collected by program area, including fees paid by Menlo Park residents and non-residents, as defined and described in Sections 5, 8, and 10 of this Agreement and its related Exhibits.
 - (e) Fee comparison to other public pools in the region.
 - (f) Annual audits and reviews demonstrating standards of care are met.
 - (g) Risk management documentation.
 - (h) Training certifications listed by staff member.
 - (i) Emergency Action Plan, as defined and described in Section 22 of this Agreement.
 - (j) Incident reports of any rescues, injuries, emergencies, criminal activity, accidents, or other events that occurred at Premises. Incident reports shall be provided to City staff contemporaneously as well as compiled in annual reports.
 - (k) Operator shall maintain reasonable evidence and documentation of this information and have these records accessible to the City at any time following 10 days written notice.
- 4) Annual Safety Report. Operator shall provide City with an annual safety report. Safety meetings and Premises safety drills shall be conducted and documented within the annual report.
 - 5) Periodic Reports. Operator shall furnish City reports regarding on-site physical inspections and operating reviews; and a current inventory of all property and equipment in connection with the Premises. The inventory shall be submitted to City no later than February 28 each calendar year.
- D. Third party review of financial records. City shall have the right to seek qualified independent financial review of Operator's profit and loss statement and operations related to Premises at any time. Any third party review performed by the City shall be at its sole expense. City may engage a qualified financial reviewer of its choosing and/or utilize City staff, assigns and/or contractors. Any such review commissioned by City shall be limited solely to financial related to Premises (that is, Burgess Pool and MPCC Pool) and shall not include Operator's business activities unrelated to Premises. Any such review commissioned by City shall not include the individual earnings or private identifying information of individual employees of Operator.
 - E. Other Reports and Statements. Operator shall furnish to City, as promptly as practicable, such other reports, statements, and other information with respect to the operation of the Premises as City may reasonably request from time to time.
 - 1) Contracts and Other Agreements. City shall maintain at the Premises one copy of all contracts, warranties, equipment leases, maintenance agreements, and all other agreements relating to the Premises. Duplicate copies, which may be in electronic form, of all such documents shall be forwarded by City to Operator immediately upon execution.
 - 2) Final Accounting. Operator shall deliver to City a final Profit and Loss statement for the Premises within 60 days of termination of this Agreement.
 - 3) Inspections. City and its representatives reserve the right to inspect the Operator's records identified in this contract from time to time relating to the Premises. Operator shall cooperate with City and its representatives in exercising such rights.
 - 4) Certification. Operator shall certify that each financial statement is true, correct, and complete in all material respects.

14. WAIVER OF CONSEQUENTIAL DAMAGES

City shall not be liable to Operator and Operator shall not be liable to City for any consequential damages incurred by either party due to the fault of the other, regardless of: the nature of this fault; or whether it was committed by City or Operator, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

15. LIQUIDATED DAMAGES

Notwithstanding Section 14 (Waiver of Consequential Damages), in the event of (a) an unplanned and/or unforeseen closure of Burgess Pool and/or MPCC Pool lasting more than five (5) consecutive calendar days where such closure is caused by the failure of any City Owned Improvements and Equipment, or other items for which City is responsible, or (b) any planned Closure of Burgess Pool and/or MPCC Pool of five (5) consecutive days or more to allow the City to perform any repairs or maintenance that is the obligation of the City under this Agreement, or (c) any planned closure of Burgess Pool and/or MPCC Pool of five (5) consecutive calendar days or more to allow the City to perform capital improvements to City property, provided that at least forty-five (45) days advance written notice is provided to Operator of the date and nature of the capital improvements to be made ("Unplanned and/or Planned Closure"), the City shall compensate Operator for Liquidated Damages. Liquidated Damages shall be (1) an amount equal to 1/28 of Operator's total monthly gross payroll including payroll taxes from the previous year and corresponding month for each day of facility full closure after the fifth calendar day, if the closure occurs from September through May, or (2) If the closure occurs anytime from June 1 through August 31, the City shall compensate Operator an amount equal to 1/28 of Operators total monthly gross revenues from the previous year and corresponding month for each day of full facility closure after the fifth calendar day. For purposes of this Section, "1/28 of Operator's total monthly gross payroll from the previous year and month" shall mean 1/28 of the same month in the previous calendar year's gross payroll including payroll taxes from the previous year and corresponding month, paid solely for aquatics operations at the pool at which the failure of City Owned Improvements and Equipment has occurred ("Liquidated Damages"). Notwithstanding the foregoing, where Unplanned and/or Planned Closures exceed fifteen (15) days in any calendar year, City shall compensate Operator for Liquidated Damages regardless of whether any such fifteen days were consecutive calendar days. In no event shall City compensate Operator for Liquidated Damages in excess of 28 days.

In the event of unplanned and/or unforeseen simultaneous closures of both aquatics centers for more than five (5) consecutive business days, aquatics users who hold valid swim passes and/or swim memberships at the time of said closures shall be eligible to receive pro-rated refunds and/or account credits corresponding to the applicable membership/swim pass fees and the duration of said closures. Any such refunds and/or account credits shall be provided at Operator's sole expense.

Neither of the Parties shall hold the other responsible for damages or delay caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other, or the other's employees and agents.

16. INSURANCE

- A. Operator shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.
- B. There shall be a contractual liability endorsement extending the Operator's coverage to include the contractual liability assumed by the Operator pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the City, at the address shown in Section 9, of any pending cancellation of the policy. Operator shall notify City of any pending change to the policy. All certificates shall be filed with the City.
 - 1) Workers' compensation and employer's liability insurance: Operator shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the Operator makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-

insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement."

- 2) Commercial General Liability ("CGL"): Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$3 million per occurrence. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.
 - 3) Worker's Compensation: As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Operator shall provide an endorsement that the insurer waives the right of subrogation against the City and its respective officials, officers, employees, agents, and representatives.
 - 4) Commercial Automobile Liability: For all of Operator's automobiles including owned, hired, and non-owned automobiles, Operator shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1 million per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto).
 - 5) Employment Practices (EPLI): Employment liability insurance reasonably consistent with the size and scope of the facility's operations.
 - 6) Causes of Loss - Special Form Property Insurance: Operator shall obtain and maintain, at its sole cost, Causes of Loss - Special Form Property Insurance on all Operator's insurable property, related to the allowed uses of the property under this contract or the premises in an amount to cover the replacement cost.
 - 7) Sexual Abuse & Molestation: Operator shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
- C. City and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for workers' compensation).
- D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, City, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.
- E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by City.

17. INDEMNIFICATION

To the fullest extent permitted by law, Operator shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless City and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, economic harm, injury to or death of an employee of Operator or its sub-Operators), expense and liability of every kind, nature and description that arise from or relate to (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert Operators or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) Operator's performance of Services under this Agreement, or any part thereof; (2) any negligent act or omission of Operator, any sub-Operator, anyone directly or indirectly employed by them, or anyone that they control; (3) any actual or alleged infringement of the patent rights, copyright, trade secret, trade name, trademark, service

mark or any other intellectual or proprietary right of any person or persons in consequence of the use by City, or any other Indemnatee, of articles or Services to be supplied in the performance of this Agreement; or (4) any breach of this Agreement (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnatee shall not apply to the extent such Liabilities are caused by the negligence or willful misconduct of such Indemnatee, but shall apply to all other Liabilities. The foregoing shall be subject to the limitations of California Civil Code Section 2782.8 as to any design professional services performed by Operator and in particular the limitation on Operator's duty to defend whereby such duty only arises for claims relating to the negligence, recklessness or willful misconduct of Operator as well as the limitation on the cost to defend whereby Operator will only bear such cost in proportion to Operator's proportionate percentage of fault (except as otherwise provided in Section 2782.8). The foregoing indemnification provisions will not reduce or affect other rights or obligations which would otherwise exist in favor of the City and other Indemnitees. Operator shall place in any sub-consulting agreements and cause its sub-Operators to agree to indemnities and insurance obligations in favor of City and other Indemnitees in the exact form and substance of those contained in this Agreement.

To the fullest extent permitted by law, City shall defend (with legal counsel reasonably acceptable to Operator), indemnify and hold harmless Operator and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, economic harm, injury to or death of an employee of City or its sub-contractors), expense and liability of every kind, nature and description that arise from or relate to (including, without limitation, incidental and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert providers or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) City's performance of Services under this Agreement, or any part thereof; (2) any negligent act or omission of City, any sub-contractor, anyone directly or indirectly employed by them, or anyone that they control; (3) any actual or alleged infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other intellectual or proprietary right of any person or persons in consequence of the use by Operator, or any other Indemnatee, of articles or Services to be supplied in the performance of this Agreement; or (4) any breach of this Agreement (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnatee shall not apply to the extent such Liabilities are caused by the negligence or willful misconduct of such Indemnatee, but shall apply to all other Liabilities. The foregoing shall be subject to the limitations of California Civil Code Section 2782.8 as to any design professional services performed by City and in particular the limitation on City's duty to defend whereby such duty only arises for claims relating to the negligence, recklessness or willful misconduct of City as well as the limitation on the cost to defend whereby City will only bear such cost in proportion to City's proportionate percentage of fault (except as otherwise provided in Section 2782.8). The foregoing indemnification provisions will not reduce or affect other rights or obligations which would otherwise exist in favor of the Operator and other Indemnitees. City shall place in any sub-consulting agreements and cause its sub-contractors to agree to indemnities and insurance obligations in favor of Operator and other Indemnitees in the exact form and substance of those contained in this Agreement.

18. PROMOTIONAL MATERIALS

- A. Operator may place advertising banners, sandwich boards, and/or other promotional signage on Premises, provided that authorization approval is provided in advance in writing by City Staff Liaison.
- B. Operator shall coordinate with City Staff Liaison to include aquatics programs and schedules on City promotional materials in formats and venues of the City's choosing.
- C. City reserves the right to place advertising banners, sandwich boards, and any other signage on Premises at City's discretion.

19. COMPLIANCE WITH LAWS

It shall be the responsibility of Operator to comply with all Local, State and Federal regulations and laws applicable to the work and services provided pursuant to this agreement.

20. HEALTH & SAFETY

Operator shall maintain health and safety standards and associated training records in a reasonable and acceptable manner for the Premises, participants, and its employees in compliance to City standards and applicable regulatory agencies. These standards include but are not limited to:

- A. Employee Injury and Illness Prevention Plan
- B. Hazardous Materials Communications and Business Plan
- C. Bloodborne Pathogens and Biohazardous Exposure Control Plan
- D. Hazard Communication (labeling & MSDS management)
- E. Hearing Conservation
- F. Lifting and Fall Prevention/Protection (Equipment)
- G. Electrical Safety Plan
- H. Lockout, Tagout Equipment Specific Procedures
- I. Emergency Action Planning/Drills
- J. First Aid/CPR/AED
- K. Heat Illness and Sun Protection
- L. Confined Spaces/Entry Equipment
- M. Chemical Storage/Spill Response/Cleanup
- N. Fire Extinguisher
- O. Personal Protective Equipment
- P. Recreational Waterborne Illnesses (RWI's)
- Q. Signage/Labeling
- R. Keeping up to date with all changes, additions, or amendments to the laws, regulations and codes related to pool operations and aquatics programs.

21. RISK MANAGEMENT

Operator shall take all appropriate and necessary steps to provide adequate risk management planning to minimize liability or negligence by Operator. Operator shall manage its risk by demonstrating proficiency in the following areas:

- A. Emergency Action Plan - staff training plan, drills conducted, emergency equipment and communication process.
- B. Facilities & Equipment - inspection, maintenance, and checklists.
- C. Supervision - quality, quantity, lesson plans and progression.
- D. Training - requirements and appropriate staff.
- E. Documentation - manuals, waivers, medical screening, skills screening, risk information provided to public, policies and evaluations.

22. EMERGENCY ACTION PLAN & PROCEDURES

Operator shall create and maintain emergency procedures and emergency action plans for the Premises. An Emergency Action Plan is required under Title 29 of Federal Regulations Sections 1910.38/.120/.156, and Title 8 California Code of Regulations, Sections 3220 and 3221. The Emergency Action Plan covers all employees and non-employees who may be exposed to hazards arising from emergency situations. It must contain information for all employees, including administration and line level employees, which shall use the plan in order to reduce the severity of emergency situations and minimize the risk to life and property. The Emergency Action Plan shall be updated at least annually and included in Operator's annual performance reports to City.

23. RELATIONSHIP OF PARTIES

- A. Representations and Warranties.

- 1) Operator's Authority. Operator represents and warrants that Operator has full power, authority, and legal right to execute, deliver, and perform this Agreement.
 - 2) City's Authority. City represents and warrants that City has full power, authority, and legal right to execute, deliver, and perform this Agreement.
- B. Operator as Independent Contractor. In taking any action pursuant to this Agreement, Operator shall be acting solely as an independent contractor and nothing in this Agreement, express or implied, shall be construed as creating a partnership, joint venture, employer-employee or principal-agent relationship between Operator and City, or any other relationship between the Parties hereto except that of property owner and independent contractor.
- C. Except as otherwise expressly limited by other provisions of this Agreement, Operator has and shall retain the right to exercise full control and supervision of the operation of the Premises, and full control over the employment, direction, compensation, and discharge of all persons assisting Operator in the operation of the facility under this Agreement. Operator shall be solely responsible for all matters, and shall be solely responsible for Operator's own acts and those of subordinates and employees. Neither Operator, nor any agent or employee of Operator, has authority to enter into contracts that bind the City or create obligations on the part of the City without the prior written authorization of the City. Nothing in the Agreement shall create any contractual relationship between City and subcontractor of Operator nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law.
- D. No Partnership Formed. City is not, and shall not in any way or for any purpose become, an agent, partner, or joint venturer of Operator in its business or otherwise.
- E. Confidentiality. Except as necessary to enforce the terms of this Agreement, as reasonably required to perform the obligations and operations under this Agreement, or as otherwise required by law, Operator and City shall maintain the confidentiality of all matters pertaining to this Agreement and all operations and transactions relating to the Facility. Any information obtained by City pursuant to the provisions of this Agreement shall be treated as confidential, except in any proceedings between the Parties hereto, and except further that City may divulge such information to a lender and/or to any person as required by law. The City is subject to the California Public Records Act and if required by the California Public Records Act may disclose certain information. The Parties may disclose the terms of this Agreement: (i) to a court pursuant to subpoena or order; (ii) to taxing authorities or accounting professionals as necessary to comply with any statute; (iii) as otherwise required by law or in the performance of duties required under this Agreement; (iv) to prospective insurers; and (v) to any other person or entity upon written consent of the party adverse to them in this Agreement. Further, the Parties agree they will not make any statements or engage in any action or conduct which will damage or disparage the name, business, or reputation of the Parties, whether such disparagement is undertaken unilaterally or in response to questions or solicitations by others, except by compulsion or a court of competent jurisdiction.
- F. Conflict of Interest. Operator warrants and covenants that no official or employee of City nor any business entity in which an official or employee of City is interested; (1) has been employed or retained to solicit or aid in the procuring of this Agreement; (2) will be employed in the performance of this Agreement. In the event City determines that the employment of any such official, employee or business entity is not compatible with such official's or employee's duties as an official or employee of City, Operator, upon request of City, shall terminate such employment immediately. Nothing in this Section shall prohibit the City and Operator from cross-marketing or jointly marketing programs, classes, and other events with City departments.
- G. Non-Solicitation. City agrees that during the term and for a period of twelve (12) months following the expiration or termination of this Agreement, City shall not directly or indirectly solicit, hire, or offer to hire or employ any Operator Employee (as defined below) to work in or in connection with the Premises without Operator's approval which approval shall not be unreasonably withheld. "Operator Employee" means any management-level employee of

Operator involved in the management of the Premises (including without limitation the Premises manager).

24. ASSIGNMENT AND SUBLETTING

- A. The Parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Operator, and its members who submitted the Proposal, namely Tim Sheeper. Operator shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Operator's interest in the Agreement or in the Premises, without City's prior written consent, which may be granted or denied in City's discretion which shall not be unreasonably withheld. The merger of Operator with any other entity or the transfer of any controlling or managing ownership or beneficial interest in Operator, or the assignment of a substantial portion of the assets of Operator, whether or not located at the Premises, shall constitute an assignment hereunder. Nothing in this Agreement prohibits Operator from contracting for services at the Premises. Examples of these include but are not limited to, food concessionaire, instructors, training etc. Any limitations on the assignment or subletting in this Section 24 shall not apply in the event of the death, incapacity or marital dissolution of Tim Sheeper.
- B. If Operator desires to assign this Agreement or sublet any or all of the Premises, Operator shall give City written notice thereof with copies of all related documents and agreements associated with the assignment, including without limitation, the name and address of the proposed assignee, the nature of the business proposed to be carried on by the proposed assignee or subtenant, and such financial statements of any proposed assignee or subtenant as City may reasonably require not later than forty five (45) days prior to the anticipated effective date of the assignment or sublease. City shall have a period of thirty (30) days following receipt of such notice and all related documents and agreements to notify Operator in writing of City's approval or disapproval of the proposed assignment or sublease. If City fails to notify Operator in writing of such election, City shall be deemed to have disapproved such assignment or subletting.

25. DEFAULT

The occurrence of any one or more of the following events shall constitute a material default ("Default") of this Agreement by Operator:

- A. Except in the event of acts of God, accidents, local health orders, and/or disaster events beyond the control of the Operator, or the Operator's employees and agents, the abandonment, vacation, or discontinuance of operations at the Premises for more than three business days unless discontinuance of operations has been previously approved by the City in writing.
- B. The failure of Operator to make any payment required to be made by Operator hereunder, after fourteen (14) days' written notice from City of non-payment. The interest of Operator in the Agreement is assigned or transferred, passes to or devolves upon, by operation of law or otherwise, any other person, firm, or corporation without the prior written consent of the City, except as provided in Section 24 above.
- C. The failure to maintain the Premises and the improvements constructed thereon in a state of repair required by this Agreement, and in a clean, sanitary, and safe condition consistent with similar pools in Northern California, where such failure continues for more than fifteen (15) days after written notice from the City for correction thereof. Nothing herein shall prohibit the City from requiring that safety and health conditions shall be corrected in accordance with the requirements of the Uniform Building Code or Uniform Fire Code, as may be adopted by the City from time to time. The City acknowledges that it is responsible for certain equipment and maintenance at the Premises as more specifically set forth in Exhibit F, and any failings in areas of City's responsibility to maintain the Premises, as defined in Exhibit F, shall not constitute a default.
- D. Deterioration of service for any period which materially and adversely affects the operation or service required to be performed by Operator under the Agreement, including but not limited

to the specific terms and conditions set forth in Sections 4, 7, 16, 19, 20, 21 and 24 of this Agreement, and which is not corrected within thirty (30) days after written notice from the City for correction thereof. The failure of Operator to be in compliance with local, state and federal law, where such failure continues for more than fifteen (15) days after written notice from the City for correction thereof.

- E. The filing of a voluntary petition in bankruptcy by Operator, the adjudication of Operator as bankrupt, the appointment of any receiver of Operator's assets, the making of a general assignment for the benefit of creditors, and/or a petition or answer seeking a reorganization of Operator under the federal bankruptcy laws or any other federal or state laws.
- F. Operator's intentional misrepresentation of facts in its required forms, documents, and submittals required as part of this Agreement or in the submittals in the solicitation and selection of an Operator to perform the services under this Agreement.
- G. The filing of any lien or stop notice on account of Operator where such lien/notice is not removed or enjoined and/or a bond for satisfaction of such lien is not posted within ten (10) days.
- H. The failure of Operator to operate in the manner required by this Agreement, or Operator's breach of or default under any provision of this Agreement not otherwise specified above in this Section 25 (Default), where such failure or default continues for more than thirty (30) days after written notice from the City to correct the condition specified.

26. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by City shall not constitute nor be deemed a release of responsibility and liability of Operator or its sub-consultants and/or subcontractors for the accuracy and competency of the Operator's aquatics programs and work, nor shall its approval be deemed to be an assumption of such responsibility by City for any defect in services and/or programs by Operator or its sub-consultants and/or subcontractors.

27. ENTIRE AGREEMENT

This Agreement is intended by the Parties as the complete and final expression of their agreement with respect to the subject matter hereof and may not be contradicted by evidence any prior or contemporaneous agreement. This Agreement specifically supersedes any prior written or oral agreements between the Parties with respect to the subject matter hereof. No amendment to this Agreement shall be enforceable unless in writing and signed by all parties.

28. AUTHORITY OF PARTIES/SIGNATORIES

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

29. GOVERNING LAW

This Agreement shall be governed in accordance with the laws of the State of California. San Mateo County, California shall be the venue for all disputes arising from this Agreement and the Parties consent to the jurisdiction of the courts of the State of California.

30. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

31. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service.

Notices required to be given to City shall be addressed as follows:

City Manager
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-6610
Email jicmurphy@menlopark.gov

Notices required to be given to Operator shall be addressed as follows:

Tim Sheepen
Team Sheepen, Inc.
501 Laurel St.
Menlo Park, CA 94025
Phone 650-504-1114
Email tim@teamsheepen.com

Provided that any Party may change such address by notice, in writing, to the other Party and thereafter notices shall be addressed and transmitted to the new address.

32. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers as of the date first set forth above.

SIGNATURE PAGE TO FOLLOW

CITY OF MENLO PARK

DocuSigned by:
Justin Murphy
By: 8379C4D5DD3E486...

Justin I.C. Murphy, City Manager

Approved as to Form:

DocuSigned by:
Nira F. Doherty
44FFE23C8E6B458...

City Attorney

Nira F. Doherty, City Attorney

ATTEST:

DocuSigned by:
Judi A. Herren
39280A20D0BE491...

Judi A. Herren, City Clerk

TEAM SHEEPER, INC

501 Laurel Street
Menlo Park, CA 94025

DocuSigned by:
Tim Sheeper
By: 09FDB12D95194EC...

Tim Sheeper, Chief Executive Officer

Approved as to Form:

DocuSigned by:
Albert Flor, Jr.
21D492A5C88C4D3...

Attorney for Team Sheeper

LIST OF EXHIBITS

- A. PREMISES – BURGESS POOL
- B. PREMISES – MPCC AQUATICS CENTER
- C. SCHEDULE TEMPLATE
- D. PROGRAM DESCRIPTIONS
- E. AQUATICS USER FEES
- F. CITY-OWNED IMPROVEMENTS AND EQUIPMENT AND MAINTENANCE SCHEDULE
- G. SOLO SCHEDULE AND TERMS

[illegible]

EXHIBIT B – PREMISES – MPCC AQUATICS CENTER

EXHIBIT B – PREMISES – MPCC AQUATICS CENTER

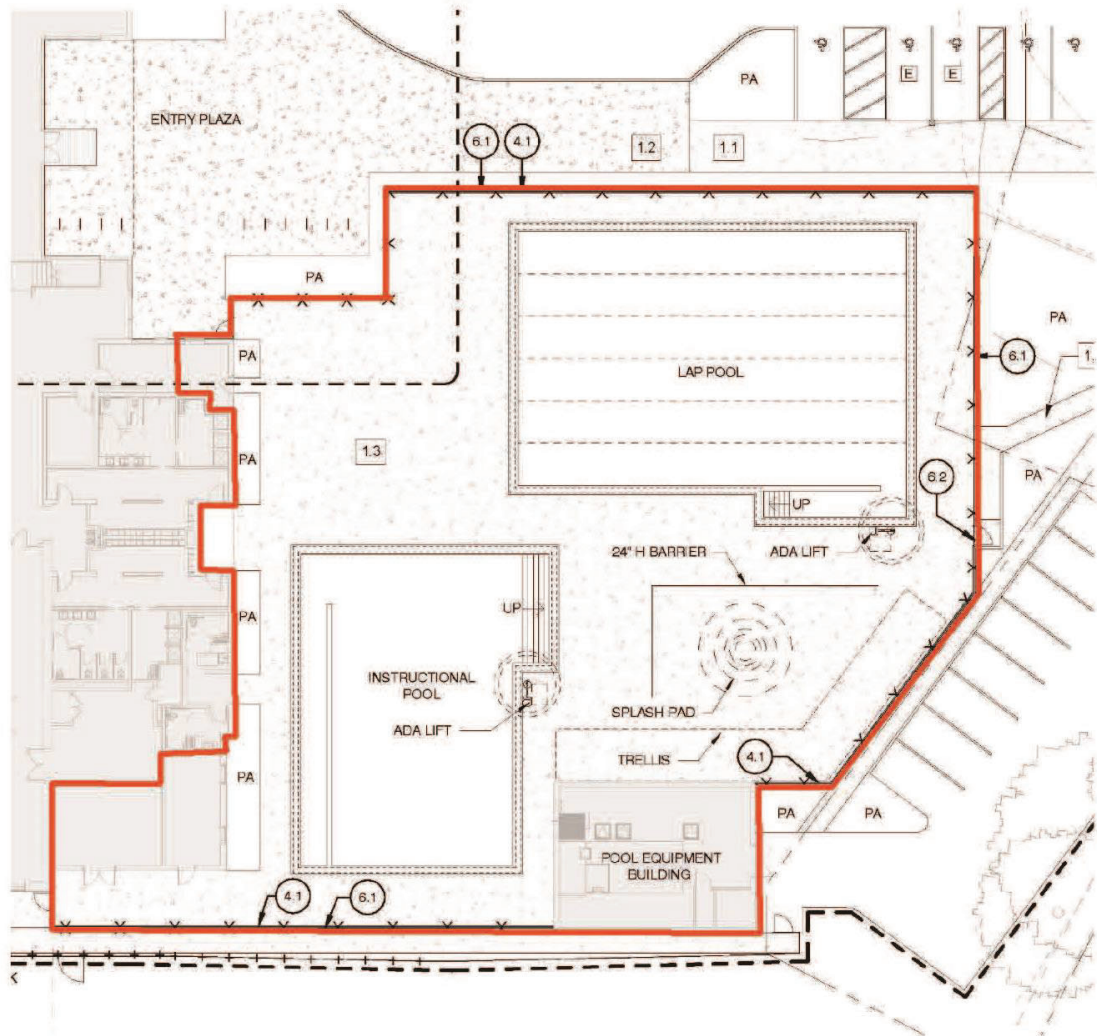


EXHIBIT C – SCHEDULE TEMPLATE

City and Operator agree that operating hours and schedules of aquatics programs may vary from season to season and/or from time to time as community needs and circumstances may change over time. The Parties agree that Operator shall notify the City at least two weeks in advance of any substantive changes to the hours and operating schedules.

1. HOURS OF OPERATION. Operator shall operate the Burgess Pool and the future MPCC aquatics center for public access year-round, seven days per week, no fewer than 63 hours per week at each location as calculated by average applied over the course of a full calendar year—with exceptions for closures to observe major holidays or to complete necessary maintenance or repair work. Burgess Pool and MPCC aquatics center shall be operated with comparable or equivalent operating schedules and programs at both locations, with allowance for some variances to respond to hyperlocal needs and other unique considerations of each site and the neighborhoods in which they are located.

Projected Hours of Operation at Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center:

Season	Weekdays	Saturdays	Sundays
Summer	6am to 8pm	6am to 5pm	6am to 5pm
Non-Summer	6am to 8pm	6am to 4pm	7am to 4pm

2. AQUATICS SCHEDULE TEMPLATE. The Schedule Template shows proportions of lane space/lane hours for each activity for each pool during different seasons. The Schedule Template is intended to apply to both locations (Burgess Aquatics Center and Menlo Park Community Campus Aquatics Center), so that aquatics programs are comparable or equivalent at both locations, with allowance for some variances to respond to hyperlocal needs and other unique considerations of each site and the neighborhoods in which they are located. Including but not limited to:

- Family recreation/ Open swim
- Splash pad/ Baby pool
- Lap swim
- Swim instruction
- Water exercise/ Water wellness
- Masters adult swim
- Adult water polo
- Youth water polo
- Swim team
- Lifeguard instruction

AQUATICS SCHEDULE TEMPLATE

Program	Goal	Pool	Timing	Space	Season
Family Recreation/Open Swim	Max availability during summer, non-summer weekends/weekday evenings	Instructional	Mid day to closing in summer, non summer weekends and weekday evenings	Summer:3 to 6 lanes; Non summer: 2 to 4 lanes	Year round-although demand increases exponentially during summer
Splash Pad/Baby Pool	Summer and non-summer weekends/weekday evenings	Splash pad/baby pool	Mid day to closing in summer, non summer weekends and weekday evenings	Full	Late spring/Summer/Early fall
Lap Swim	Max availability during all business hours	Both	Opening to closing	Anywhere from 3 lanes to 14 lanes; expands and contracts sharing with other programming	Year round - sharing by season with water exercise, lessons, open swim in instructional pool
Swim Instruction	Priority usage with maximum engagement year round	Instructional	Mid morning, after school hours, weekend mornings	1 to 4 lanes	Year round - expanded in summer within swim camps
Water Exercise/Water Wellness	Serve large number of adults in deep and shallow water for vertical movement	Instructional	Early to mid morning	2 to 4 lanes	Year round sharing with lessons in summer
Masters Adult Swim	Serve large number of adult swimmers year round mostly daily mornings	Competition	Early mornings and some weekday noon	7 to 8 lanes	Year round always sharing with lap swim
Youth Swim Teams	Serve large number of youth swimmers year round on weekdays	Competition	After school hours on weekdays until closing	7 to 8 lanes	Year round sharing with lap swim, except none in August
Adult Water Polo	Serve large number of adult players	Competition	Early morning weekend hours	8 lanes	Year round sharing with Lap swimming all year
Youth Water Polo	Serve large number of youth players, beginner or intermediate	Competition	After school hours or weekday evenings	6-8 lanes	Year round may share with laps
Lifeguard Instruction	Train and develop pool lifeguards	Competition	Monthly on weekends	2 to 4 lanes	Year round shares with laps

Total Lanes Per Pool

Burgess Competition-11

Burgess Instructional-6

MPCC-Competition-6

MPCC Instructional-3

EXHIBIT D – PROGRAM DESCRIPTIONS

Program descriptions apply to all City-owned aquatics centers unless otherwise specified.

Lap Swim – Operator shall dedicate lanes to lap swimming in the performance pool and/or instructional pool seven days per week year-round with lifeguards on duty at all times. Operator may observe circle swimming when there are more than two swimmers per lane.

Open swim / Family recreational swim - Open swim shall be offered seven days per week during the summer season, and weekends during the off season. Instructional pool shall offer no fewer than two lanes dedicated to open swim 7 days per week during the summer season. The Burgess wading pool shall be open to the community every day during the summer season. The MPCC splash pad shall be open to the community every day during the summer season.

Youth Swim Lessons – Operator shall provide group and private lessons year-round to build water safety skills for young swimmers as young as 6 months old through adulthood. Curriculum will will teach swimmers skills with clear progressions at each level, aiming to be safe swimmers with proper technique. By the end of the four main levels, students will have learned Freestyle, Backstroke, Breaststroke, and Butterfly, and will be able to swim 25 yards independently. Once students graduate from the Swim School, they have the available option to try out for the Bridge Youth Swim Team.

Adult Swim Lessons – Operator may provide group and private swim lessons for adults of varying ability levels from beginner to advanced for ages 19 and up. Adults come to swimming from vastly different backgrounds, strengths and looking to achieve different goals. Instructors will work with each student to reach their individual swim goals whether it is just to be water safe, or join a Masters team.

Water Babies Swim Lessons

Operator shall offer free introductory classes for young children aged 6 months to 18 months while being held in-water by a parent/caregiver under the supervision of a trained swim instructor. The purpose of the program is for families to bond and begin to understand the wonders of water.

Bridge Youth Program - The Bridge Swim Youth program is designed for beginner youth swimmers with limited to no swim team experience (Ages 5-10). Swim team practices will focus on competency in all 4 competitive strokes and working in a team/group environment. This program may feature some assistance from local high school swimmers.

Swim camp – Designed to help youth learn to swim and develop swim skills through daily, level-appropriate lessons from qualified swim instructors. A child's swim level is assessed on the first day of camp, and campers with similar abilities are grouped together. In addition to swim instruction, campers have daily swim-related workouts, free swim, time for land and camp games, crafts, and a snack.

Youth Lifeguard training – Youth lessons designed to teach aspiring lifeguards and swimmers how to save lives on land and in water. Learn rescue skills, communication skills, strength training and fitness.

Water Exercise - Aqua Fit classes use the natural resistive forces of water to strengthen both muscles and the cardiovascular system.

Water therapy – Operator shall provide daily structured therapy and water fitness classes, and ample time for unstructured/passive recreation time for the senior population to utilize the warm water instructional pool. Program to focus on strength and conditioning program for seniors and others working to improve their condition in conjunction with the on-site fitness center.

Community Days – Open house events in which residents are invited to experience the various aquatics programs and services offered. Events may include swim demonstrations, visits from professional swimmers, and free admission. Other features may include food, special programs, prize drawing, games, and related festivities. Community days to be produced at intervals of 6 months.

Masters Swim – Aimed at developing healthy competition and community. Welcomes swimmers of all abilities, age 18 and up, who are interested in regular structured workouts. Previous experience in competitive swimming is not necessary.

EXHIBIT E – AQUATICS USER FEES

1. **RESIDENT PRIORITIZATION.** Residents of incorporated Menlo Park receive priority access to City-owned aquatics facilities through discounted user fees. Non-resident fees typically are 135% of the corresponding resident fees unless otherwise indicated. Memberships include access to all City-owned aquatics facilities. Fees apply to all City-owned aquatics facilities. Operator shall provide to City staff semi-annual visitor reports showing the verified residence addresses of all pool visitors during the report period, including all the aquatics programs in which each visitor participated, and all the dates on which each visitor used the pool, and the verified numbers of residents and non-residents actively using each program at Premises, and this information shall be provided by pool site, and by each pool/aquatics feature within each site. Operator and City mutually agree to a target of 2/3 (66.7%) or more pool visitors shall be verified incorporated City of Menlo Park residents.

2. **AQUATICS USER FEES.** Effective no later than six (6) months after the effective date of this Agreement, Operator shall charge and impose aquatics user fees as set forth in the City of Menlo Park Master Fee Schedule. Resident swim passes and/or swim memberships shall be valid at both aquatics center locations. Until such a time as the City of Menlo Park Master Fee Schedule is updated to include aquatics users fees as set forth above, Operator shall charge and impose user fees per the following fee schedule:

Program	Monthly		Single / Drop in		Child	
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident
Laps	65	72	9	10	NA	NA
Open	NA	NA	9	10	5	6
Open/Family	NA	NA	28	32	NA	NA
Masters	109	119	20	22	NA	NA
Aquafit	75	83	20	22	NA	NA
Lessons Group	NA	NA	29	32	29	32
Lessons Private	NA	NA	79	84	79	84

3. **ANALYSIS OF COMPARABLE FEES IN OTHER AREA AQUATICS PROGRAMS.** Annually when considering fee increases, Operator and City shall jointly conduct a comparative analysis of user fees in other area aquatics programs. The comparative fee analysis shall include but not be limited to the following information: Pricing for Residents/Non Residents by program area; Employee compensation and rates. Operator and City mutually acknowledge and agree that:

- The high cost of living in the Menlo Park area can present challenges for prospective aquatics employees who desire to live and work in the Menlo Park area
- Competitive compensation is important to recruit and retain qualified staff to consistently deliver safe, effective, high-quality aquatics programs
- Aquatics user fees exist in a competitive marketplace with multiple options available to aquatics users
- Menlo Park desires to deliver a high-quality aquatics experience to users
- Maintaining affordability and accessibility to all Menlo Park residents is a top priority
- Operator shall reduce and/or remove barriers to entry for City residents who are most vulnerable, including children and families who reside in low-income households, seniors, and people with disabilities.
- Every Menlo Park resident child has meaningful access to effective water safety instruction at City aquatics centers regardless of their family's ability to pay user fees, and operator shall provide these services to individuals or families who cannot afford the market rate fees.

4. **MEANINGFUL ACCESS TO CITY-OWNED AQUATICS PROGRAMS.** Operator shall provide meaningful access to effective water safety instruction for Menlo Park resident children at City aquatics centers regardless of their family's ability to pay user fees. Operator shall continue to provide meaningful access to City-owned aquatics programs to income-qualified Menlo Park residents through fee-assisted user rates as noted elsewhere in this Exhibit. Operator shall provide quarterly reports to City detailing the numbers of Menlo Park residents who received fee assistance through this and other programs, the programs in which the residents

participated, and other relevant information as requested by City. With City's awareness and consent, Operator may form partnerships with charitable nonprofit organizations, seek grants, solicit donations, and undertake other appropriate efforts to offset Operator's costs related to providing fee-assisted aquatics programs.

EXHIBIT F – CITY-OWNED IMPROVEMENTS AND EQUIPMENT AND MAINTENANCE SCHEDULE

Parties shall be responsible for complying with the City-Owned Improvements and Equipment and Maintenance Schedule in this Exhibit. This Exhibit may be modified from time to time by mutual written consent of the City Manager or their designee and Operator.

1. DAILY MAINTENANCE. Maintenance tasks to be performed on a daily basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Remote Monitoring		
	Chlorine	City
	Acid	City
	CO2	City
General Daily		
	Activities	Operator
	Bather Load	Operator
	Weather	Operator
	Air Temp	Operator
	Water Clarity	Operator
Filter Console		
	Influent PSI	Operator
	Effluent PSI	Operator
	Pressure Differential	Operator
	Flow Rate	Operator
	Backwash	Operator
Chemical Controller Console		
	pH	Operator
	HRR/ORP	Operator
	Chlorine	Operator
	CO2	Operator
	Water temp	Operator
	Calibration	Operator
Palin Test		
	pH	Operator
	Free Chlorine	Operator
	Total Chlorine	Operator
	Combined Chlorine	Operator
	Total Alkalinity	Operator
	Calcium Hardness	Operator
	TDS	Operator
	Cyanuric Acid	Operator

Routine Maintenance		
	Backwash	Operator
	Pump Baskets	Operator
	Gutters Cleaned	Operator
	Controllers checked	Operator
	Covers	Operator
	Vacuum	Operator

2. WEEKLY MAINTENANCE. Maintenance tasks to be performed on a weekly basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Filtration System		
	Backwash System	Operator
	Review backwash performance for operation and efficiency	City
	Monitor and log filtration, influent & effluent pressure	Operator
	Monitor and log filtration flow rate	City
CO2 Room		
	Check LMI Pumps	Operator
	Ensure exhaust fan is functioning	Operator

3. MONTHLY MAINTENANCE. Maintenance tasks to be performed on a monthly basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Chemical Controller		
	Safety flow test	Operator
	Clean Sensors	Operator
	Clean chlorine injector	Operator
	Inspect chemical pump discharge tubing(replace if needed)	Operator
	Torque chemical pump head bolts and tubing fittings(per manufacturer recommendation)	Operator
	Controller Calibration	City
	Controller history downloaded	City
	Chemical evaluation - chemical balance	Operator
	Chemical corrections	Operator
CO2 Room		

Heater		
	Replace combustion air filter	City
Pool		
	Main Drain Covers	City
	Tile (clean/Repair/Replace)	City
	Coping	City
	Ladders (check, clean, replace)	City
	Railing (check, clean, replace)	City
	Gutter (check, clean, replace)	City
	Lights (Check/Replace)	City
On Deck		
	Lane lines (Check, repair, replace)	City
	Guard Stands (Check, repair, replace)	City
	Pool Cover (Check, repair, replace)	City
	Cover Reel (Check, repair, replace)	City
	Pennants (Check, repair, replace)	City
	Pennant cable and poles (Check, repair, replace)	City
	Starting Platforms (Check, repair, replace)	City
	ADA Chair - Check/lubricate (per manufactures recommendation)	City
	Portable ADA Chair	City

4. TWICE ANNUAL MAINTENANCE. Maintenance tasks to be performed on a twice annually basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Heater	Inspect and clean(per manufacturer recommendations)	City
Pumps	Lubricate bearings, grease fittings (per manufacturer recommendations)	City
Drains	Hydro flush sewer lines	City
Document Review	Review monthly maintenance items	City
	Review Safety Training Certifications	City
	Review Burgess Staff CPO certifications	City
Pool	Wading Pool Mushroom - check functioning	City

5. ANNUAL MAINTENANCE. Maintenance tasks to be performed on an annual basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
Chemical Treatment	Two point controller calibration	City
Sand Filter	Drain Tanks, remove manway covers to inspect tank internal components	City
	Inspect media throughout the filters for proper consistency, contamination and flatness	City
	Install cleaned manway covers and replace manway gaskets	City
	Fill tanks and bleed air from the system	City
	Restart system and review for proper operation	City
Heaters (Lochinvar)	Log heater inlet, outlet and delta temperature	City
	Inspect flame and heat exchanger	City
	Disassemble heater, inspect and clean gas manifolds, upper cabinet and fans	City
	De-soot and/or clean heat exchanger and inspect for irregularities	City
	Clean and inspect the combustion chamber and inspect refractory materials for cracks or irregularities	City
	Clean burners and reinstall with new gaskets	City
	Test and set gas manifold pressures and combustion chamber air pressure	City
	Test and set inlet water and delta temperatures	City
	Inspect boost pump, bearing	City
	Vacuum debris from heat exchanger and wipe clean	City
	Reassemble heater with new insulation burner plate (as needed), air manifold gaskets, gas manifold gaskets, and burner gaskets	City
	Install new ignitor and flame rods and startup heater	City
	Perform combustion analysis to verify and adjust CO ₂ , NO, NOX emissions	City
	Confirm seal on all internal gas manifold connections with leak detector	City
	Inspect flame condition following maintenance service	City
Pumps	Lubricate bearings, grease fittings (per manufacturer recommendations)	City
Drains	Hydro flush sewer lines	City
Document Review	Review monthly maintenance items	City
	Review Safety Training Certifications	City
	Review Burgess Staff CPO certifications	City
On Deck	Starting Platforms (tighten bolts)	City
Deck	Check for cracks and pitting	City

6. AS NEEDED / PER MANUFACTURER. Maintenance tasks to be performed on an as-needed basis or as recommended by manufacturer. Responsibilities may be delegated to a qualified vendor.

Maintenance area	Detail/ task	Responsible Party
POOL DECK AREA		
Signage	Updates? Check condition, replace if needed	Operator/City
Guard Stands	Check for safety	Operator/City
Lounge Chairs	Check for defects	Operator
Garbage Cans	Check for defects	Operator
Lockers	Check for defects/Repair	Operator
Benches	Check for defects/Repair	City
Water Fountain	Check for defects/Repair	City
Marketing Board	Check for defects/Repair	City
Portable ADA Chair	Check for defects/Repair	City
Sheds (2)	Check for defects/Repair	Operator
Picnic Benches	Operator	Operator
EQUIPMENT		
Tot Docs		Operator
Safety Equipment		City
Other instructional equipment		Operator
LAWN AREA		
Lawn		City
Irrigation		City
Electric Boxes		City
Picnic Benches		Operator

7. JANITORIAL SERVICES. City shall provide for janitorial services at Premises as follows.

Daily services	Weekly services	Monthly services
<u>Entry way, Restrooms, Locker Rooms</u> - Spot clean walls, partitions and doors - Clean and sanitize sinks and wipe dry - Pick up towels and debris from the floor	<u>Entry way, Restrooms, Locker Rooms</u> - Dust and spot clean ledges and partitions - Detail clean floor edges - Spot clean tiled walls from the waist down - Scrub shower walls and floors, rinse clean.	<u>Entry way, Restrooms, Locker Rooms</u> - Wipe clean all ventilation grills - Wipe clean all door jambs.

<ul style="list-style-type: none"> - Clean and polish the mirrors - Clean and sanitize the toilets and urinals - Remove mats, wet mop the floor using a germicidal (NABC) including entry way - Restock and soaps and paper disposables - Dispose of the waste and clean waste receptacles - Disinfect the floor traps - Spray shower walls and floors with disinfectant and rinse clean. 		
<u>Janitorial Closet</u> <ul style="list-style-type: none"> - Maintain this area in a neat and orderly appearance - Empty all buckets, leaving no standing water - Rinse and hang all mops on mop hooks - Empty all debris. 		
<u>Office (2x Weekly)</u> <ul style="list-style-type: none"> - Vacuum floors in office - Clean office glass inside and out. 		

EXHIBIT G - SOLO SCHEDULE AND TERMS

The SOLO Aquatics swim team ("SOLO") will be able to use Burgess Pool and MPCC Pool on the following minimum terms:

- a. Lane space will be provided from 4:00 to 5:30 p.m., Monday through Friday, eight (8) lanes in Burgess performance pool September 1st through May 31st.
- b. Lane space will be provided from 4:00 to 5:30 p.m., Monday through Friday, four (4) lanes in Burgess performance pool June 1st through August 31st. Additional lanes may be provided at current rental rates during summer if Operator agrees and open swim attendance allows.
- c. Rental rate will be \$14 per lane hour for the term of the Agreement, or as otherwise set by City Council in the City of Menlo Park Master Fee Schedule.
- d. SOLO may elect to opt out of any of the hours provided for herein with 30 days notice.
- e. SOLO will be billed thirty (30) days in advance and on a monthly basis. Any payment not received by Operator within fifteen (15) days of the due date shall be subject to a late payment penalty of five percent (5%) of the amount due.
- f. When the MPCC Pool is operational, youth swim team rental shall have the option to use the MPCC Pool at agreed upon rates and times.
- g. Youth swim team will have access lobby area of the Burgess Pool for marketing purposes to be approved by Operator in advance.
- h. SOLO shall provide proof of insurance listing the Operator and City as additional insureds.
- i. SOLO shall comply with all of the facilities policies and rules of conduct.
- j. SOLO may not allow any other organization or individual to use any of the privileges or services provided by the Operator.
- k. SOLO is responsible for the control and supervision of all participants in their program.
- l. If storage is provided for equipment at the request by SOLO, the Operator is not responsible for any damages or losses to the SOLO's equipment.
- m. The City and Operator reserve the right to close the pool(s) at any time for maintenance or any safety reason. Operator will make every attempt to give notice when possible and assist with informing the SOLO and its participants.
- n. Operator shall have the right to terminate its agreement with SOLO by written notice to the SOLO for any default or breach of any term or condition herein. SOLO will be provided not less than thirty (30) days notice and opportunity to cure any notice of default. Operator shall provide City with a copy of any notice of default provided to SOLO.
- o. City requires a written agreement on a form approved by the City Attorney between the two parties with a copy provided to the City no later than the commencement of the Term of the Agreement between the City and Operator; provided however, Operator shall not be considered in default of the terms and provisions of the Agreement if SOLO has refused to execute a written agreement with Operator on such form approved by the City Attorney.



****DRAFT****

2024 Annual Aquatic Report

Presented by
Team Sheeper Inc./Menlo Swim and
Sport

Prepared for the
City of Menlo Park

January, 2025

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Introduction

As 2024 dawned, Team Sheeper knew it was going to be a full and challenging year. Fresh off agreeing to another 5 year deal with the City of Menlo Park as the Aquatics Operator and rolling into our 18th year of operations at Burgess Pool, we projected that all our business operation systems would be stressed and ultimately challenged as we braced ourselves for the grand opening of Belle Haven Pool.

As an operator, we decided to focus our energy on evaluating and enhancing our safety services to ensure that the foundation of our community service operation was proactive and exceeded industry standards. Providing community confidence in the protection of well being was and is an overarching goal. From our decision to focus on public safety, emerged 4 main 2024 Team Sheeper Inc. initiatives:

- Belle Haven Pool Grand Opening
- Creation of Head of Safety Services Role
- Lifeguard Operations Enhancements
- American Red Cross Examiner Services

Belle Haven Pool Grand Opening occurred in late May 2024, 2 weeks prior to the summer rush to the pool. Timelines and deadlines were met and a full menu of aquatic services were made available to the public.

Creation of the Head of Safety Services role was fueled by our desire to identify an experienced and exceptional individual to lead a staff of more than 125 lifeguards that safely and efficiently protected our community members.

Lifeguard Operations Enhancements where the focus was put on improved pre-hire certification training classes, on-boarding training, in-service training, on-guard quick checks, reviews, scheduling and evaluations.

American Red Cross Examiner Services were contracted as we desired to measure our safety operation against the industry “Gold Standard.” Their intensive and extensive objective review of our entire operation allowed us to identify our strengths and weaknesses. The Red Cross Examiner Service is an ongoing partnership.

From an operational perspective, pride and confidence encompasses all our systems of delivery from our customer service, programming, safety, maintenance to our renter relations.

We welcome any pool user to find an aquatics center in our region or beyond that has more open hours year round for recreational lap swimming or family swim, more quality and diverse programming, lower overall user fees, or has a staff more focused on customer service, safety and user satisfaction.

Program Hours

Burgess Pool, 2024

Program	Non-Summer			Summer		
	Hours Per Week	Days of Week	Times of Day	Hours Per Week	Days of Week	Times of Day
Lap Swim	90*	M-F Sa, Su	6 am-8 pm 6 am-4 pm	92	M-F Sa, Su	6 am-8 pm 6 am-5 pm
Open Swim	25.5	M-F Sa, Su	1-3:45 pm, 7:15-8 pm 12-4 pm	63	M-F Sa, Su M-Su**	12-8 pm 9 am-5 pm 11 am-5 pm
Swim School	43.5	M-F M, T, Th, F W Sa	3-7 pm 10 am-2 pm 9-11:30 am 9 am-2 pm	25	M-F Sa	3-7 pm 9 am-2 pm
Camp	–	–	–	40	M-F	9 am-5 pm
Bridge	7.5	M-F	3:45-5:15 pm	–	–	–
Aqua Fit	5	M-F	8-9 am	5	M-F	8-9 am
Aqua Wellness	3	Tu Th	9-10 am, 10-11 am 9-10 am	3	Tu Th	9-10 am, 10-11 am 9-10 am
Menlo Masters	17	M-Sa M-Th Su	6-7 am, 7-8 am 12-1 pm 7-8 am	17	M-Sa M-Th Su	6-7 am, 7-8 am 12-1 pm 7-8 am
Youth Teams	22	M-F Sa	4-8 pm 8-10 am	27	M-F Sa	3-8 pm 8-10 am
Master Women's Water Polo	2	Su	8-10 am	2	Su	8-10 am

*1 hour earlier closure on weekend days Nov-Mar

**Wading Pool



Belle Haven Pool, 2024

Program	Non-Summer			Summer		
	Hours Per Week	Days of Week	Times of Day	Hours Per Week	Days of Week	Times of Day
Lap Swim	63	M-F Sa, Su	10 am-7 pm 8 am-5 pm	66	M-F Sa Su	8 am-7 pm 9 am-4 pm 12-4 pm
Open Swim	49	M-F Sa, Su	12-7 pm 10 am-5 pm	43	M-F Sa, Su	12-7 pm 12-4 pm
Swim School	16	M-W W, F	3-7 pm 11 am- 1 pm	22	M-Th Sa	1:30-6:15 pm 9 am-12 pm
Camp	–	–	–	25	M-F	9 am-2 pm
Aqua Fit*	2	T, Th	11 am-12 pm	2	T, Th	11 am-12 pm
Youth Teams*	16	M-F M, T, Th, F Sa	4-6 pm 6-7 pm 9-11 am	16	M-F M, T, Th, F Sa	4-6 pm 6-7 pm 9-11 am

*Newly added programs

Pool Schedules

The 2 main take-aways when viewing the following comprehensive and detailed schedules are to notice the:

- a. Colors: A color represents a program that serves and supports dozens if not hundreds of individuals
- b. Widths: If the width of the colors is narrow, that demonstrates that the pool is being “SHARED” which is a company value we strongly believe in, and a unique part of our operational model.

Summer season is approximately June through Mid-August

School Year is approximately Mid-August through May

Legend:

Lap Swim - Lap swimming for drop ins and memberships

Family Recreational/Open Swim

Swim Lessons - for youth and adults, group and private lessons

Bridge Youth Swim Program - Pre-competitive swim provided by Team Sheepher to prepare youth for competitive programs

Youth Teams - provided by renters, SOLO, PASA Menlo Park, Belle Haven Youth Swim Team, and First Youth Kids Triathlon

Aqua Fit - provided by Team Sheepher

Menlo Mavens Masters Women's Water Polo - provided by renter Menlo Mavens

Aqua Wellness - provided by Revolutions in Fitness

Menlo Masters - Adult Swim Community provided by Team Sheepher

Lifeguard Course - Red Cross Lifeguard Certification courses provided by Team Sheepher

Clinics- Youth and Adult Swim Technique Clinics provided by Team Sheepher

2024 School Year- Burgess Instructional Pool

	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
6 - 7 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps		
	(6)			(6)			(6)			(6)			(6)			(6)			(6)		
7 - 8 AM	Laps			Laps			Laps			Laps			Laps			Laps			Laps		
	(6)			(6)			(6)			(6)			(6)			(6)			(6)		
8 - 9 AM	Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Aqua Fit	Laps		Laps		Laps			
	(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(4)	(2)		(6)		(6)			
9 - 9:30 AM	Laps			Aqua Wellness (3)	Laps (3)		Les (1)	Laps (5)		Aqua Wellness (3)	Laps (3)		Les (1)	Laps (5)		Lessons (4)	Laps (2)		Laps (6)		
9:30 - 10 AM	Laps			Aqua Wellness (3)	Laps (3)		Les (1)	Laps (5)		Aqua Wellness (3)	Laps (3)		Les (1)	Laps (5)		Lessons (4)	Laps (2)		Laps (6)		
10 - 11 AM	Laps			A W	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons	Laps		Laps		
	(6)			(2)	(4)		(1)	(5)		(1)	(5)		(1)	(5)		(4)	(2)		(6)		
11 AM - 12 PM	Les	Laps		Les	Laps		Lessons	Laps		Les	Laps		Les	Laps		Lessons	Laps		Laps		
	(1)	(5)		(1)	(5)		(2)	(4)		(1)	(5)		(1)	(5)		(4)	(2)		(6)		
12 - 1 PM	Les	Laps		Les	Laps		Les	Laps		Les	Laps		Les	Laps		Lessons	Family Rec	Laps	Family Rec		
	(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(1)	(5)		(4)	(2)	(2)	(4)		
1 - 1:30 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Lessons	Rec	Laps	Family Rec		
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(4)	(2)	(2)	(4)		
1:30 - 2 PM	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les	Laps	Rec	Les Lap	Family Rec	Laps	Family Rec		
	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1)	(3)	(2)	(1) (1)	(4)	(2)	(4)		
2 - 2:45 PM	Laps		Family Rec	Laps		Family Rec	Les	Laps	Rec	Laps		Family Rec	Les	Laps	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)		(2)	(3)		(2)	(1)	(3)	(2)	(3)		(2)	(1)	(3)	(2)	(2)	(4)	(2)	(4)		
2:45 - 3 PM	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)		
3 - 3:45 PM	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Family Rec	Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(2)	(4)	(2)	(4)		
3:45 - 4 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec	Laps	Family Rec	Laps	Family Rec		
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)	(2)	(4)	(2)	(4)		
4 - 5 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec	Winter closing time is 4 pm					
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)						
5 - 6 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)						
6 - 6:45 PM	Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Bridge		Lessons	Lap	Rec						
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(1)	(2)						
6:45 - 7 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec							
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							
7 - 8 PM	Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec		Laps	Family Rec							
	(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)		(3)	(3)							

Notice the diversity of programming along with ample lap and open swimming opportunities.



2024 School Year- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9 - 9:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9:15 - 10 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11 - 11:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11:15 AM - 12 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
3 - 4 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Winter closing time is 4 pm			
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				

Notice that lap lanes are available every open hour throughout the week.



2024 School Year- Burgess Wading Pool

Open Sa & Su 11am- 5pm in early fall as weather and staffing permits.

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2024 Summer- Burgess Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
6 - 7 AM	Laps		Laps		Laps		Laps		Laps		Laps		Laps		
	(6)		(6)		(6)		(6)		(6)		(6)		(6)		
7 - 8 AM	Laps		Laps		Laps		Laps		Laps		Laps		Laps		
	(6)		(6)		(6)		(6)		(6)		(6)		(6)		
8 - 9 AM	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Aqua Fit	Laps	Laps		Laps		
	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(6)		(6)		
9 - 9:30 AM	Laps (6)		AW (2)	Laps (4)	Laps (6)		AW (3)	Laps (3)	Laps (6)		Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
9:30 - 10 AM	Laps (3)	Camp (3)	AW (2)	Lap (1)	Camp (3)	Laps (3)	Camp (3)	AW (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
10 - 11 AM	Laps (3)	Camp (3)	AW (1)	Lap (2)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Family Rec (2)	Laps (2)	Family Rec (4)
11 - 11:45 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
11:45 AM - 12:30 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
12:30 - 1 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
1 - 1:30 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Family (2)	Laps (2)	Family Rec (4)	
1:30- 2 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)	
2 - 3 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)	
3 - 4 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)	
4 - 5 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)	
5 - 6 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)					
6 - 7 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)					
7 - 8 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)					

Notice the abundance of open/family swim opportunities.



2024 Summer- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)	
7 - 8 AM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)
8 - 9 AM	Laps		Laps		Laps		Laps		Laps		Youth Teams	Laps	Mavens	Lap
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(8)	(3)
9 - 9:30 AM	Laps		Laps		Laps		Laps		Laps		Youth	Laps	Mavens	Lap
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(8)	(3)
9:30 - 10 AM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Youth	Laps	Mavens	Lap
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(2)	(9)	(8)	(3)
10 - 11 AM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Laps		Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(11)		(11)	
11 AM - 12 PM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Laps		Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(11)		(11)	
12 - 1 PM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Laps		Laps		Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)		(11)		(11)	
1 - 1:30 PM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Laps		Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(11)		(11)	
1:30 - 2 PM	Laps		Laps		Laps		Laps		Laps		Laps		Laps	
	(11)		(11)		(11)		(11)		(11)		(11)		(11)	
2 - 3 PM	Laps		Laps		Laps		Laps		Laps		Laps		Laps	
	(11)		(11)		(11)		(11)		(11)		(11)		(11)	
3 - 3:30 PM	Laps		Laps		Laps		Laps		Laps		Laps		Laps	
	(11)		(11)		(11)		(11)		(11)		(11)		(11)	
3:30 - 4 PM	Youth	Laps	Youth	Laps	Youth	Laps	Youth	Laps	Youth	Laps	Laps		Laps	
	(4)	(7)	(4)	(7)	(4)	(7)	(4)	(7)	(4)	(7)	(11)		(11)	
4 - 5 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Laps		Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)		(11)	
5 - 6 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				
6 - 7 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				
7 - 8 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				

Notice how space is provided for summer youth programming while still having ample opportunity for lap swimming.

2024 Summer- Burgess Wading Pool

Monday- Sunday 11am-5pm.

The wading pool is mostly used during the 10 weeks of summer and the 2-3 weeks preceding summer and the 2-3 weeks following summer. The pool is primarily used by parents with their young children under 6 years of age and mostly when the sun is shining on the pool. The small square pool has a water depth of 1 foot 6 inches that is fenced off from the other parts of the facility. A small lawn area with picnic tables adds to the summer popularity of this amenity.

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Projected 2025 School Year- Burgess Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY				
6 - 7 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)				
7 - 8 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)				
8 - 9 AM	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Laps (6)		Laps (6)				
9 - 9:30 AM	Laps (6)		Laps (6)		Laps (6)		Aqua Wellness (3)	Laps (3)	Laps (6)		Lessons (4)	Laps (2)	Laps (6)				
9:30 - 10 AM	Laps (6)		Laps (6)		Laps (6)		Aqua Wellness (3)	Laps (3)	Laps (6)		Lessons (4)	Laps (2)	Laps (6)				
10 - 10:15 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Lessons (4)	Laps (2)	Laps (6)				
10:15 - 10:45 AM	Les (1)	Laps (5)	Laps (6)		Les (1)	Laps (5)	Laps (6)		Les (1)	Laps (5)	Lessons (4)	Laps (2)	Laps (6)				
10:45 - 11 AM	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Lessons (4)	Laps (2)	Laps (6)				
11 AM - 12 PM	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Lessons (4)	Laps (2)	Laps (6)				
12 - 1 PM	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Les (1)	Laps (5)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)			
1 - 1:30 PM	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)	
1:30- 2 PM	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (1)	Family Rec (4)	Laps (2)	Family Rec (4)
2 - 2:15 PM	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (3)	Rec (2)	Les (1)	Laps (1)	Family Rec (4)	Laps (2)	Family Rec (4)
2:15 - 2:45 PM	Laps (4)		Rec (2)	Les (1)	Laps (3)	Rec (2)	Laps (4)		Rec (2)	Les (1)	Laps (3)	Rec (2)	Laps (4)		Rec (2)	Laps (2)	Family Rec (4)
2:45 - 3 PM	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Laps (2)	Family Rec (4)	Rec (2)	Laps (2)	Family Rec (4)
3 - 3:45 PM	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Lessons (3)	Lap (1)	Rec (2)	Laps (2)	Family Rec (4)	Rec (2)	Laps (2)	Family Rec (4)
3:45 - 4 PM	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Laps (2)	Family Rec (4)	Rec (2)	Laps (2)	Family Rec (4)		
4 - 5 PM	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Winter closing time is 4 pm						
5 - 5:15 PM	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)							
5:15 - 6 PM	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Lap (1)	Rec (2)						
6- 6:45 PM	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Bridge (3)	Lessons (3)	Lap (1)	Rec (2)						
6:45 - 7 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)							
7 - 8 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)							

Notice the diversity of offerings and an abundance of time and space devoted to instruction.



Projected 2025 School Year- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)	
7 - 8 AM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)
8 - 9 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9 - 9:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Mavens (8)	Lap (3)
9:15 - 10 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Mavens (8)	Lap (3)
10 - 11 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11 - 11:15 AM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Youth Teams (2)	Laps (9)	Laps (11)	
11:15 AM - 12 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)	
12 - 1 PM	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Masters (8)	Lap (3)	Laps (11)		Laps (11)		Laps (11)	
1 - 2 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
2 - 3 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
3 - 4 PM	Laps (11)		Laps (11)		Laps (11)		Laps (11)		Laps (11)		Clinics (2)	Laps (9)	Laps (11)	
4 - 5 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Winter closing time is 4 pm			
5 - 6 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
6 - 7 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				
7 - 8 PM	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)	Youth Teams (8)	Laps (3)				

Projected 2025 School Year- Burgess Wading Pool

Seasonal. Open Sa & Su 11am- 5pm in early fall as weather and staffing permits.

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Projected 2025 Summer- Burgess Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
7 - 8 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
8 - 9 AM	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Aqua Fit (4)	Laps (2)	Laps (6)		Laps (6)	
9 - 9:30 AM	Laps (6)		Laps (6)		Laps (6)		AW (3)	Laps (3)	Laps (6)		Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
9:30 - 10 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	AW (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
10 - 11 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Family Rec (2)	Laps (2)	Family Rec (4)
11 - 11:45 AM	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Laps (3)	Camp (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
11:45 AM - 12:30 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
12:30 - 1 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Rec (2)	Laps (2)	Family Rec (4)
1 - 1:30 PM	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Camp (3)	Family Rec (3)	Lessons (4)	Family (2)	Laps (2)	Family Rec (4)
1:30 - 2 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
2 - 3 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
3 - 4 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
4 - 5 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (2)	Family Rec (4)	Laps (2)	Family Rec (4)
5 - 6 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)				
6 - 7 PM	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Lessons (3)	Family Rec (3)	Laps (3)	Family Rec (3)				
7 - 8 PM	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)	Laps (3)	Family Rec (3)				

Projected 2025 Summer- Burgess Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
6 - 7 AM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)	
7 - 8 AM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)
8 - 9 AM	Laps		Laps		Laps		Laps		Laps		Youth Teams	Laps	Mavens	Lap
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(8)	(3)
9 - 9:30 AM	Laps		Laps		Laps		Laps		Laps		Youth	Laps	Mavens	Lap
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(8)	(3)
9:30 - 10 AM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Youth	Laps	Mavens	Lap
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(2)	(9)	(8)	(3)
10 - 11 AM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Laps		Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(11)		(11)	
11 AM - 12 PM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Laps		Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(11)		(11)	
12 - 1 PM	Masters	Lap	Masters	Lap	Masters	Lap	Masters	Lap	Laps		Laps		Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)		(11)		(11)	
1 - 1:30 PM	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Camp	Laps	Clinics	Laps	Laps	
	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(2)	(9)	(11)	
1:30 - 2 PM	Laps		Laps		Laps		Laps		Laps		Clinics	Laps	Laps	
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(11)	
2 - 3 PM	Laps		Laps		Laps		Laps		Laps		Clinics	Laps	Laps	
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(11)	
3 - 3:30 PM	Laps		Laps		Laps		Laps		Laps		Clinics	Laps	Laps	
	(11)		(11)		(11)		(11)		(11)		(2)	(9)	(11)	
3:30 - 4 PM	Youth	Laps	Youth	Laps	Youth	Laps	Youth	Laps	Youth	Laps	Clinics	Laps	Laps	
	(4)	(7)	(4)	(7)	(4)	(7)	(4)	(7)	(4)	(7)	(2)	(9)	(11)	
4 - 5 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Laps		Laps	
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(11)		(11)	
5 - 6 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				
6 - 7 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				
7 - 8 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps				
	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)	(8)	(3)				

Projected 2025 Summer- Burgess Wading Pool

Monday-Sunday 11am-5pm

DRAFT



2024 School Year- Belle Haven Instructional Pool

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 9 AM						Laps (4)	Laps (4)
9 - 10 AM						Laps (4)	Laps (4)
10 - 11 AM	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)
11 AM - 12 PM	Laps (4)	Laps (2) Aqua Fit (2)	Le (1) Laps (3)	Laps (2) Aqua Fit (2)	Le (1) Laps (3)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)
12 - 1 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Le (1) La (1) Family Rec (2)	Laps (2) Family Rec (2)	Le (1) La (1) Family Rec (2)	Family Rec (4)	Family Rec (4)
1 - 2 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
2 - 2:45 PM	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
2:45 - 3 PM	Lessons (2) Rec (2)	Lessons (2) Rec (2)	Lessons (2) Rec (2)	Laps (2) Rec (2)	Laps (2) Rec (2)	Family Rec (4)	Family Rec (4)
3 - 4 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
4 - 5 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)	Family Rec (4)	Family Rec (4)
5 - 6 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)		
6 - 7 PM	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Lessons (2) Family Rec (2)	Laps (2) Family Rec (2)	Laps (2) Family Rec (2)		

Notice the diversity of programming along with ample lap and open swimming opportunities.

2024 School Year- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM											Laps (6)		Laps (6)	
9 - 10 AM											Youth Teams (4)	Laps (2)	Laps (6)	
10 - 11 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Youth Teams (4)	Laps (2)	Laps (6)	
11 AM - 12 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
12 - 1 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
1 - 2 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
2 - 3 PM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)	
3 - 4 PM	Laps (5)	Le (1)	Laps (5)	Le (1)	Laps (5)	Le (1)	Laps (6)		Laps (6)		Laps (6)		Laps (6)	
4 - 5 PM	Youth Teams (4)	La (1)	Le (1)	Youth Teams (4)	La (1)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Laps (6)
5 - 6 PM	Youth Teams (4)	La (1)	Le (1)	Youth Teams (4)	La (1)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	
6 - 7 PM	Youth Teams (2)	Laps (3)	Le (1)	Youth Teams (2)	Laps (3)	Le (1)	Laps (5)	Le (1)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)		

Notice that lap lanes are available every open hour throughout the week.

2024 Summer- Belle Haven Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	SUNDAY
8 - 9 AM	Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)			
9 - 10 AM	Laps (4)		Laps (4)		Laps (4)		Laps (4)		Laps (4)		Lessons (4)	
10 - 11 AM	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Lessons (4)	
11 AM - 12 PM	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Camps (2)	Laps (2)	Lessons (4)	
12 - 12:30 PM	Laps (2)	Rec (2)	Laps (2)	Rec (2)	Laps (2)	Rec (2)	Laps (2)	Rec (2)	Laps (2)	Rec (2)	Family Rec (4)	Family Rec (4)
12:30 - 1 PM	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Family Rec (4)	Family Rec (4)
1 - 1:30 PM	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Camps (2)	Rec (2)	Family Rec (4)	Family Rec (4)
1:30 - 2 PM	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Family Rec (4)		Family Rec (4)	Family Rec (4)
2 - 3 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	Family Rec (4)
3 - 4 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Family Rec (4)		Family Rec (4)	Family Rec (4)
4 - 5 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Family Rec (4)			
5 - 6 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Family Rec (4)			
6 - 6:15 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Family Rec (4)			
6:15 - 7 PM	Family Rec (4)		Family Rec (4)		Family Rec (4)		Family Rec (4)		Family Rec (4)			

Notice the abundance of open/family swim opportunities.

2024 Summer- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
8 - 9 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)					
9 - 10 AM	Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (6)		Laps (4)	Les (2)		
10 - 11 AM	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (4)	Les (2)		
11 AM - 12 PM	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (5)	Ca (1)	Laps (4)	Les (2)		
12 - 1 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)
1 - 2 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)
2 - 3 PM	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)
3 - 4 PM	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (3)	Le (1)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)
4 - 5 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)				
5 - 6 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Lap (4)	Rec (2)	Lap (4)	Rec (2)	Lap (4)				
6 - 7 PM	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)	Rec (2)	Laps (4)				

Notice the abundance of lap and open/family recreational swim opportunities.

Projected 2025 School Year- Belle Haven Instructional Pool

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8 - 9 AM						Laps (4)	Laps (4)
9 - 10 AM						Laps (4)	Laps (4)
10 - 11 AM	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (4)	Laps (2)	Laps (2)
11 AM - 12 PM	Laps (4)	Laps (2)	Aqua Fit (2)	Laps (4)	Laps (2)	Aqua Fit (2)	Laps (4)
12 - 1 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)
1 - 2 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)
2 - 2:45 PM	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)
2:45 - 3 PM	Lessons (2)	Rec (2)	Lessons (2)	Rec (2)	Laps (2)	Rec (2)	Family Rec (4)
3 - 4 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)
4 - 5 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	Family Rec (4)
5 - 6 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	
6 - 7 PM	Lessons (2)	Family Rec (2)	Lessons (2)	Family Rec (2)	Laps (2)	Family Rec (2)	

Projected 2025 School Year- Belle Haven Performance Pool

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			SUNDAY	
8 - 9 AM						Laps (6)			Laps (6)	
9 - 10 AM						Laps (6)			Laps (6)	
10 - 11 AM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Youth Teams (4)	Laps (2)	YT (1)	Laps (5)	
11 AM - 12 PM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Youth Teams (4)	Laps (2)	YT (1)	Laps (5)	
12 - 1 PM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)			Laps (6)	
1 - 2 PM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)			Laps (6)	
2 - 3 PM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)			Laps (6)	
3 - 4 PM	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)	Laps (6)			Laps (6)	
4 - 5 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Laps (6)	Laps (6)
5 - 6 PM	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)	Youth Teams (4)	Laps (2)		
6 - 7 PM	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)	Youth Teams (2)	Laps (4)		

Projected 2025 Summer- Belle Haven Instructional Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	SUNDAY
8 - 9 AM	Laps		Laps		Laps		Laps		Laps		Laps	Laps
	(4)		(4)		(4)		(4)		(4)		(4)	(4)
9 - 10 AM	Laps		Laps		Laps		Laps		Laps		Lessons	Laps
	(4)		(4)		(4)		(4)		(4)		(4)	(4)
10 - 11 AM	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Camps	Laps	Lessons	Laps
	(3)	(1)	(3)	(1)	(3)	(1)	(3)	(1)	(3)	(1)	(4)	(4)
11 AM - 12 PM	Camps	Laps	Camps	Aqua Fit	Camps	Laps	Camps	Aqua Fit	Camps	Laps	Lessons	Laps
	(3)	(1)	(2)	(2)	(3)	(1)	(2)	(2)	(3)	(1)	(4)	(4)
12- 1 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)
1 - 1:30 PM	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Camps	Rec	Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)	(4)
1:30 - 2 PM	Lessons	Rec	Lessons	Rec	Lessons	Rec	Lessons	Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
2 - 3 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
3 - 4 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
4 - 5 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec		Family Rec	Family Rec
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)		(4)	(4)
5 - 6 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec			
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)			
6 - 6:15 PM	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Lessons	Family Rec	Family Rec			
	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(4)			
6:15 - 7 PM	Family Rec		Family Rec		Family Rec		Family Rec		Family Rec			
	(4)		(4)		(4)		(4)		(4)			

Projected 2025 Summer- Belle Haven Performance Pool

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY		
8 - 9 AM	Laps		Laps		Laps		Laps		Laps		Youth Teams	Laps		Laps	
	(6)		(6)		(6)		(6)		(6)		(4)	(2)		(6)	
9 - 10 AM	Laps		Laps		Laps		Laps		Laps		Laps	Le		Laps	
	(6)		(6)		(6)		(6)		(6)		(5)	(1)		(6)	
10 - 11 AM	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Le	YT	Laps	
	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(1)	(5)	
11 AM - 12 PM	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Ca	Laps	Le	YT	Laps	
	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(5)	(1)	(1)	(5)	
12 - 1 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	
1 - 2 PM	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	Rec	Laps	
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	
2 - 3 PM	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Rec	Laps	Rec	Laps
	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(4)	(2)	(4)	(2)	(4)
3 - 4 PM	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Le	Rec	Laps	Rec	Laps	Rec	Laps
	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(4)	(2)	(4)	(2)	(4)
4 - 5 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Rec	Laps	Rec	Laps	
	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(2)	(4)	(2)	(4)	
5 - 6 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps					
	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)					
6 - 7 PM	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps	Youth Teams	Laps					
	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)	(2)	(4)					

Program Statistics

Pool Visits

Burgess Pool Visits Detail

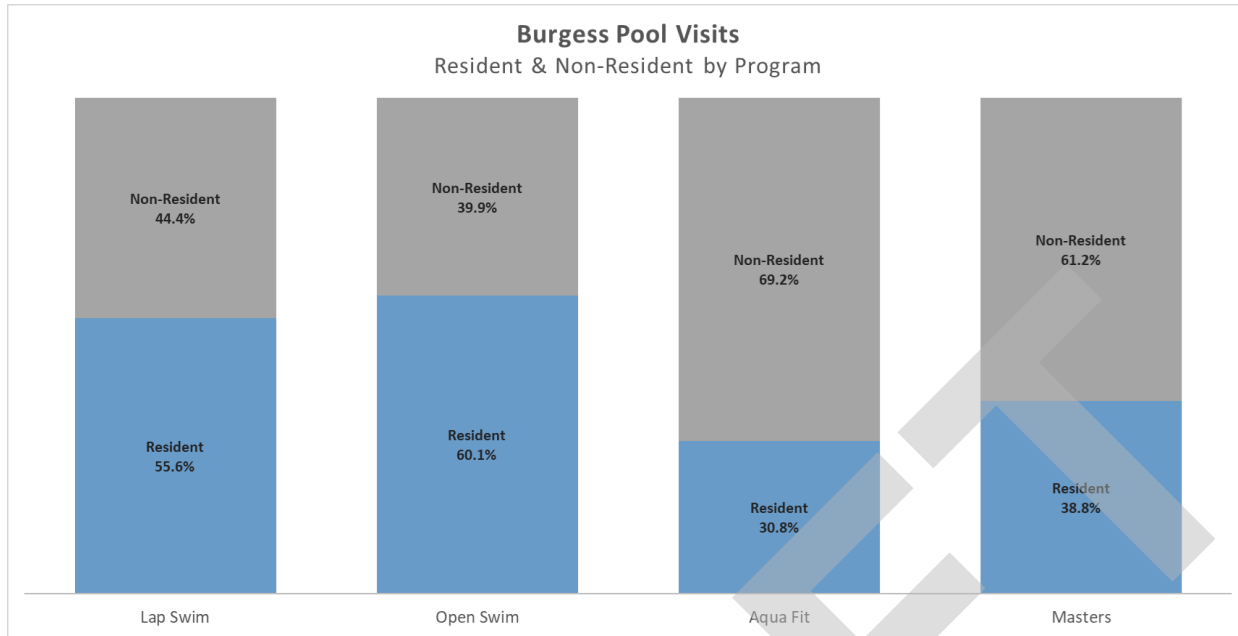
Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	16,426	53.3%	14,411	46.7%	30,837
Lap-Drop In	10,179	59.8%	6,846	40.2%	17,025
Open-Member	3,551	68.5%	1,635	31.5%	5,186
Open-Drop In	9,749	57.5%	7,196	42.5%	16,945
Aqua Fit	1,771	30.8%	3,973	69.2%	5,744
Masters	8,907	38.8%	14,023	61.2%	22,930
Swim School	11,298	48.3%	12,085	51.7%	23,383
Bridge Swim Program	3,817	57.1%	2,871	42.9%	6,688
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,964	49.5%	2,002	50.5%	3,966
Pumpkin Splash	37	49.3%	38	50.7%	75
Total	70,159	50.9%	67,762	49.1%	137,921

Special Note-This table includes Menlo Swim & Sport programming numbers. Renters also contribute largely to the use of the pools and facilities, which are not included in this table.

Burgess has had an estimated **33,600** rental visits in 2024.

Burgess Pool Visits Summary

Visits	% of Total Visits
Community Recreation	50.8%
Youth Instruction	28.4%
Adult Programs	20.8%



Belle Haven Pool Visits

Opening Day May 20- End of Year, 2021

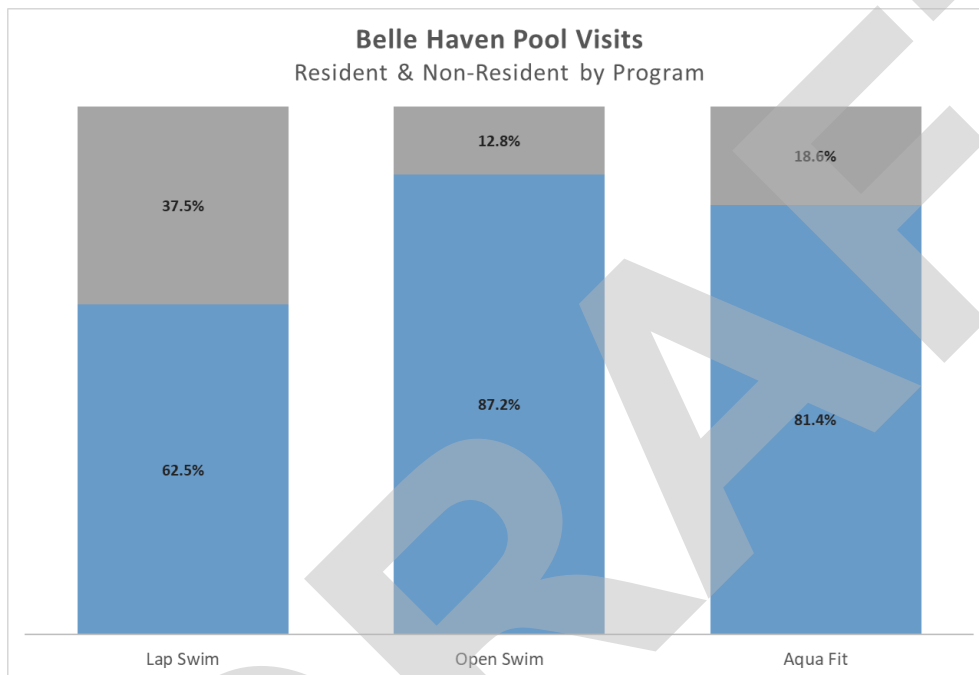
Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	1,120	57.3%	835	42.7%	1,955
Lap-Drop In	952	69.9%	409	30.1%	1,361
Open-Member	2,603	96.1%	106	3.9%	2,709
Open-Drop In	5,712	83.7%	1,116	16.3%	6,828
Aqua Fit	105	81.4%	24	18.6%	129
Swim School	2,403	58.3%	1,718	41.7%	4,121
Camp	77	64.7%	42	35.3%	119
Pumpkin Splash	13	52.0%	12	48.0%	25
Total	12,985	75.3%	4,262	24.7%	17,247

Special Note-This table includes Menlo Swim & Sport programming numbers. Renters also contribute to the use of the pools and facilities, which are not included in this table.

Belle Haven has had an estimated **800** rental visits in 2024.

Belle Haven Pool Visits Summary

Visits	% of Total Visits
Community Recreation	74.7%
Youth Instruction	24.6%
Adult Programs	0.7%



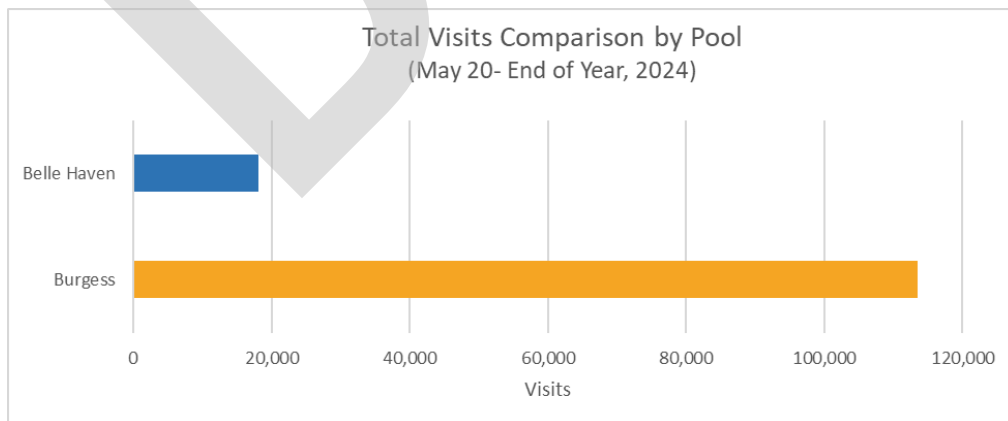
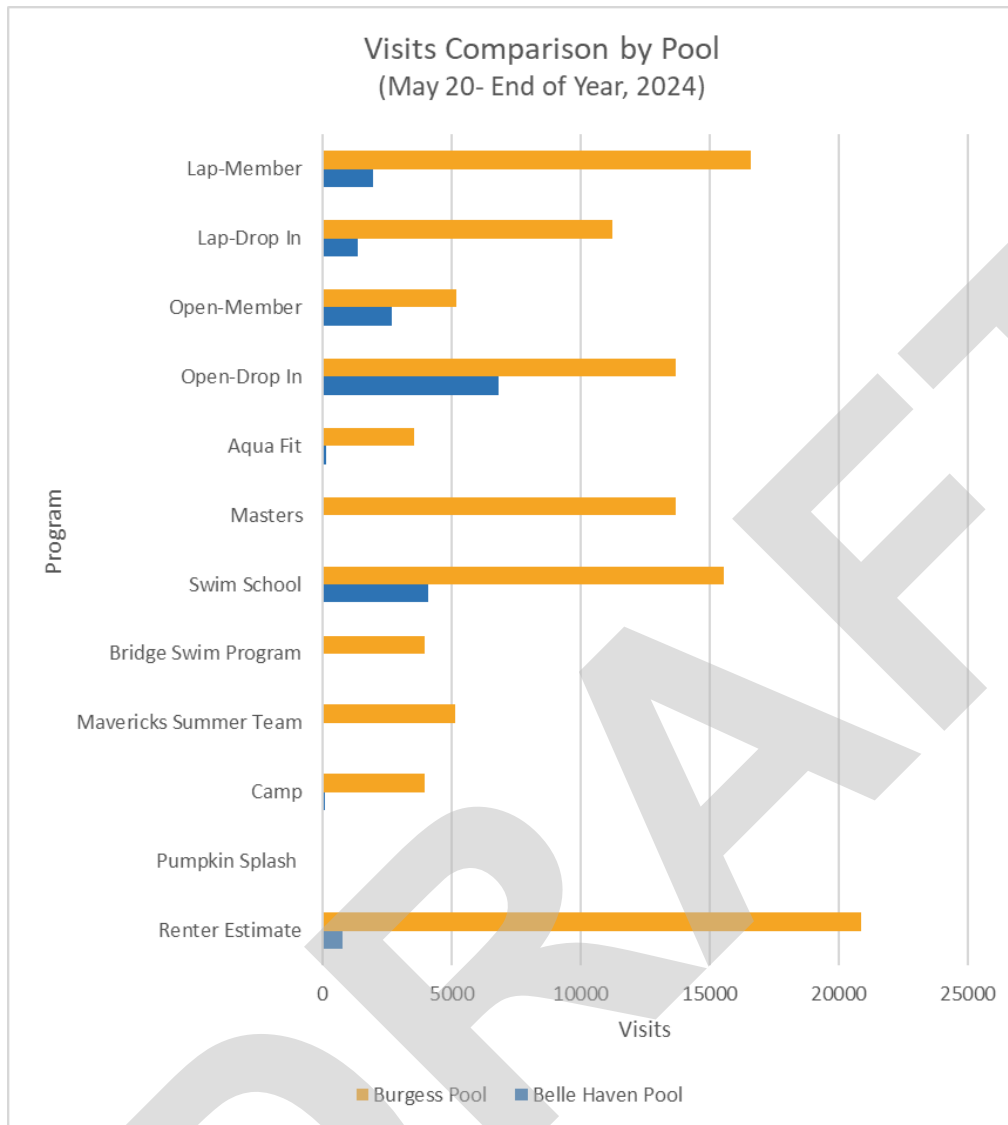
Burgess Pool Visits Detail for Belle Haven Comparison

May 20- End of Year, 2024 for comparison to YTD Belle Haven Pool Visits

Visits	Resident	Resident %	Non-Resident	Non-Resident %	Total Visits
Lap-Member	9,258	55.7%	7,356	44.3%	16,614
Lap-Drop In	6,765	60.3%	4,459	39.7%	11,224
Open-Member	3,551	68.5%	1,635	31.5%	5,186
Open-Drop In	7,881	57.6%	5,808	42.4%	13,689
Aqua Fit	1,111	31.4%	2,426	68.6%	3,537
Masters	5,302	38.7%	8,401	61.3%	13,703
Swim School	7,619	49.0%	7,933	51.0%	15,552
Bridge Swim Program	2,402	60.3%	1,582	39.7%	3,984
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,964	49.5%	2,002	50.5%	3,966
Pumpkin Splash	37	49.3%	38	50.7%	75
Total	48,350	52.2%	44,322	47.8%	92,672

Special Note: Burgess has had an estimated 20,900 rental visits in May 20- End of Year, 2024.

Visits Comparison by Pool



Monthly Members

Burgess Pool Average Monthly Members

Average Monthly Members	Resident	Resident %	Non-Resident	Non-Resident %	Total
Lap Swim	265	53.3%	232	46.7%	497
Aqua Fit	21	35.3%	38	64.7%	59
Masters	88	39.6%	134	60.4%	222
Total	373	48.0%	404	52.0%	777

*Memberships give access to both Burgess and Belle Haven Pools per agreement.

Belle Haven Pool Average Monthly Members

Average Monthly Members	Resident	Resident %	Non-Resident	Non-Resident %	Total
Lap Swim	16	100.0%			16
Aqua Fit	5	71.4%	2	28.6%	7
Total	21	91.3%	2	8.7%	23

* Belle Haven specific memberships give access to Belle Haven only.

Swim Lessons & Camps

Burgess Pool Swim Lessons

Swim Lessons	Resident	Resident %	Non-Resident	Non-Resident %	Total
Group (Child)	10,672	48.5%	11,348	51.5%	22,020
Group (Adult)	199	55.3%	161	44.7%	360
Private	427	42.6%	576	57.4%	1,003
Bridge Swim Program	3,817	57.1%	2,871	42.9%	6,688
Mavericks Summer Team	2,460	47.8%	2,682	52.2%	5,142
Camp	1,322	49.6%	1,342	50.4%	2,664
Total	18,897	49.9%	19,008	50.1%	37,905

Belle Haven Pool Swim Lessons

Swim Lessons	Resident	Resident %	Non-Resident	Non-Resident %	Total
Group (Child)	2,397	58.4%	1,705	41.6%	4,102
Group (Adult)	6	31.6%	13	68.4%	19
Camp	77	64.7%	42	35.3%	119
Total	2,480	58.5%	1,760	41.5%	4,240

Scholarship Lessons

In partnership with the Beyond Barriers Athletic Foundation, Menlo Swim & Sport provided subsidized group swim lessons to children in need in the area.

Swimmers served (distinct): 220

Total swim lessons provided: 1,940

Scholarships	Resident	Resident %	Non-Resident	Non-Resident %	Total
Swimmers	128	58.2%	92	41.8%	220
Lessons Provided	1,211	62.4%	729	37.6%	1,940

Special Note-The production of the 5th Annual Menlo Park Kids Triathlon at Burgess Pool and Park in June 2024 contributed \$5,000 directly to Beyond Barriers to assist in funding scholarship swim lessons in Menlo Park.

Visits Report for Address Verification

Report containing individual visits including date, program, and addresses has been provided directly to City Staff.

Program Fees

2024 Fees

2024 fees were implemented April 1, 2024

Membership Pricing	Monthly Fee				
	Hyperlocal Resident	Resident		Non-Resident	
	General	General	Senior	General	Senior
Lap Swim	\$42	\$65	\$52	\$72	\$61
Aqua Fit	\$57	\$88	\$70	\$97	\$77
Menlo Masters	\$74	\$114	\$91	\$125	\$100

Drop In Pricing	Hyperlocal Resident			Resident					Non-Resident				
	General	Child	Family	General	Senior	Child	Spectator	Family	General	Senior	Child	Spectator	Family
Lap Swim	\$6	—	—	\$9	\$8	—	—	—	\$10	\$9	—	—	—
Open Swim	\$6	\$3	\$16	\$9	\$8	\$5	\$3	\$24	\$10	\$9	\$6	\$5	\$28
Aqua Fit	\$13	—	—	\$20	—	—	—	—	\$22	—	—	—	—
Masters	\$13	—	—	\$20	—	—	—	—	\$22	—	—	—	—

*Spectator fee is seasonal. Summer only.

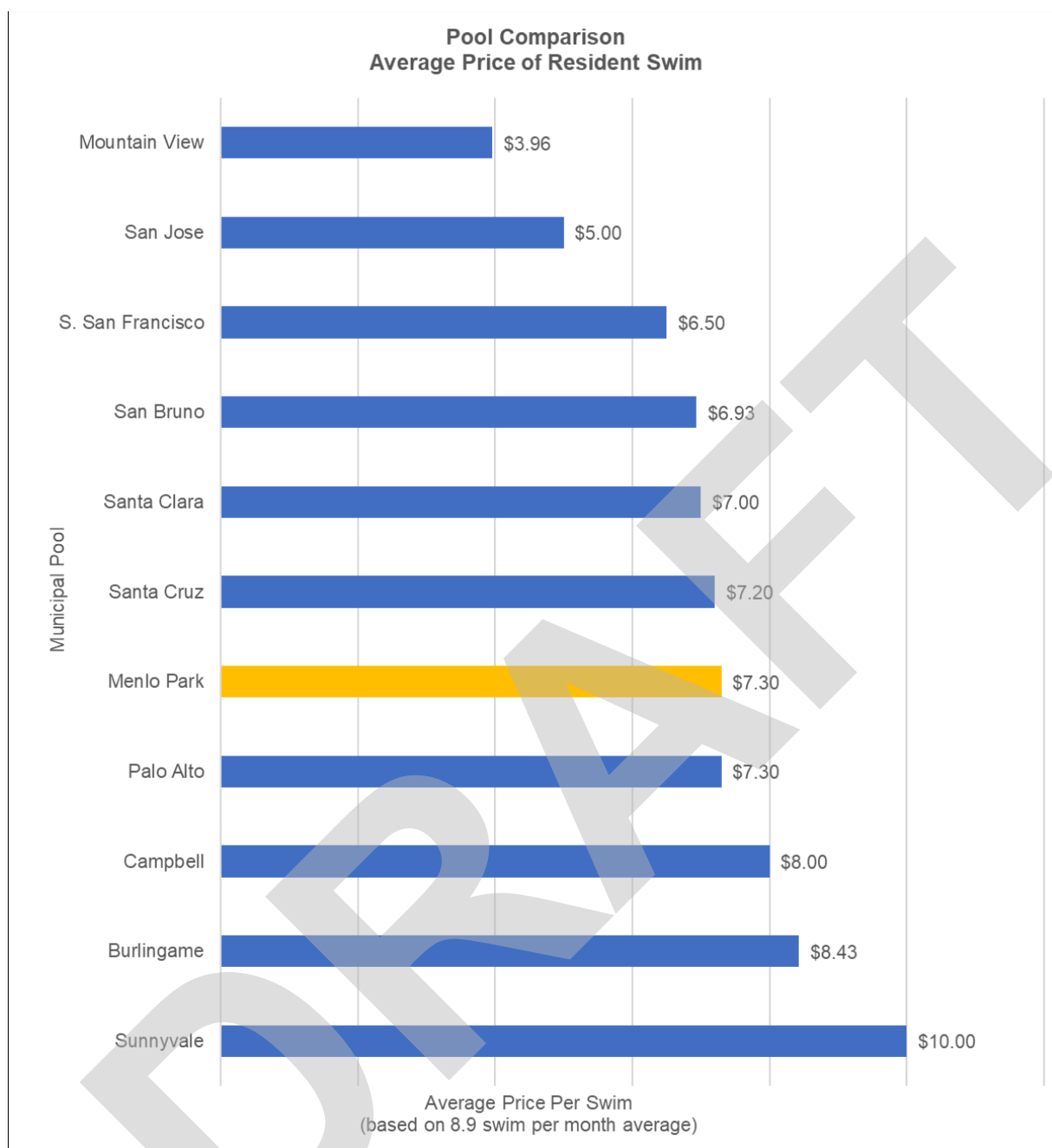
Swim School	Per Class			Class Length
	Hyperlocal Resident	Resident	Non-Resident	
Water Babies	\$19	\$29	\$32	30 min
Group	\$19	\$29	\$32	30 min
Adaptive	\$19	\$29	\$32	30 min
Adult	\$28	\$43	\$48	45 min
Private	\$51	\$79	\$87	30 min
Bridge	\$16	\$24	\$26	45 min

Camp	Per Camp Hour		
	Hyperlocal Resident	Resident	Non-Resident
All Camps	\$15	\$23	\$25

Fee Comparisons

Resident Lap Swim Fee

Municipal Pool	Hrs/Week	Lane Space	Resident Drop-In Fee	Resident Pass Fee	Resident Monthly Fee
S. San Francisco	21.5	6	\$6.50		\$58
Santa Clara	24	6	\$11	\$35 for 5 swims	
Sunnyvale	28	6	\$10		
San Jose	29	8	\$6	\$50 for 10 swims	
Campbell	31.5	8	\$8		\$80
Mountain View	38	8	\$6	\$99 for 25 swims	
Burlingame	44.25	20	\$9		\$75
San Bruno	59	6	\$8	\$104 for 15 swims	
Palo Alto	68.5	14	\$9		\$65
Santa Cruz	81.5	9	\$8	\$72 for 10 swims	
Menlo Park	87	17	\$9		\$65

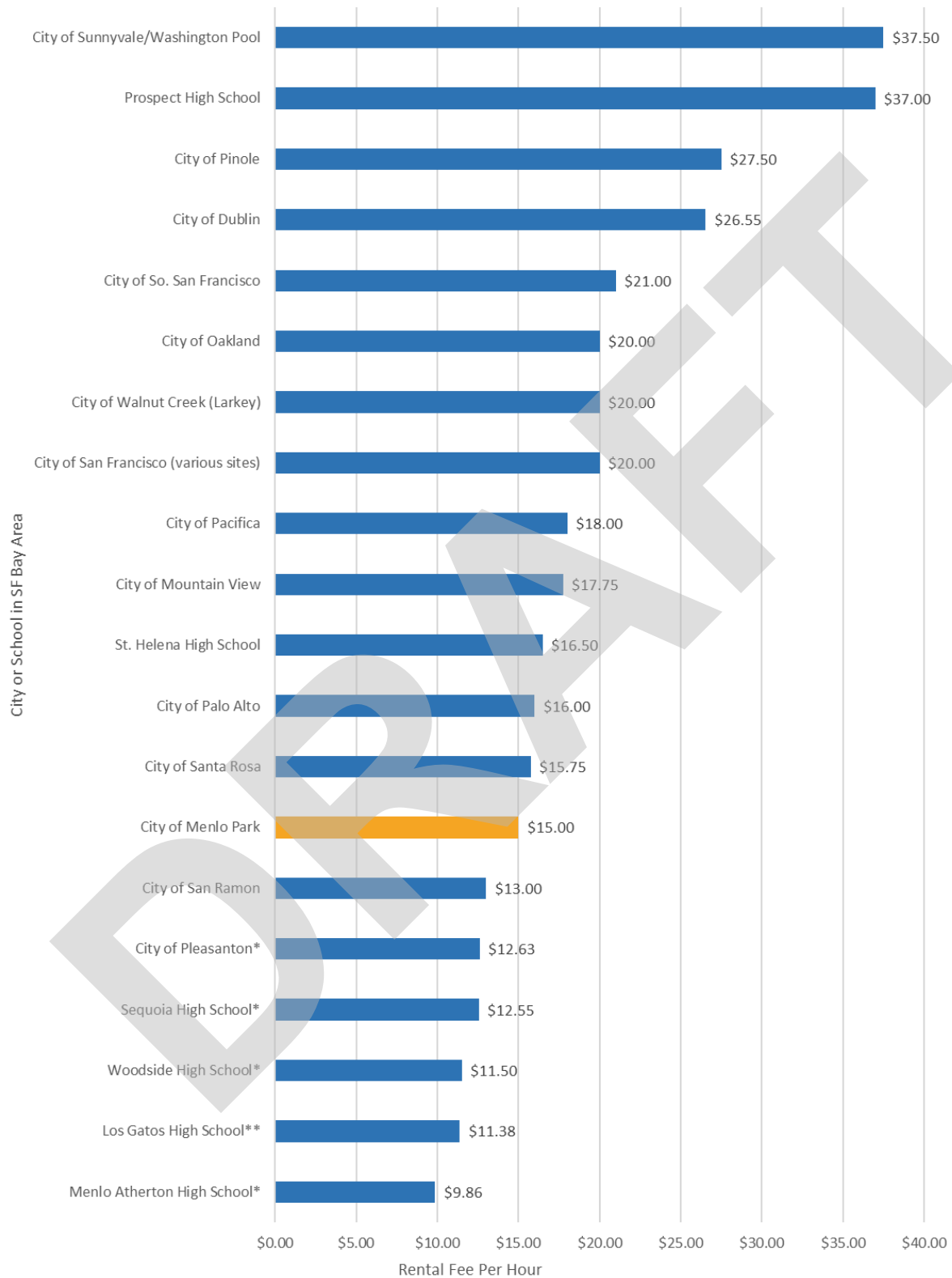


Special Note-Unlike most pools our entry fee is not necessarily fixed. Using our monthly membership model rewards the frequent swimmer. For example, a Menlo Park resident senior who swims daily actually uses the pool at about \$2 per visit, unprecedented.

Lane Rental Fee

City or School in S.F Bay Area	Per hour full pool	Rental fee/hour	# lanes in pool	Additional fees
City of Pleasanton*	\$202.00	not applicable	16	
Menlo Atherton High School*	\$138.00	not applicable	14	
Sequoia High School*	\$138.00	not applicable	11	
Woodside High School*	\$138.00	not applicable	12	
City of Sunnyvale/Washington Pool	\$150.00	\$37.50	4	
Prospect High School	\$222.00	\$37.00	6	
City of Pinole	\$137.50	\$27.50	5	
City of Dublin	\$292.00	\$26.55	11	
City of So. San Francisco	\$126.00	\$21.00	6	
City of Walnut Creek (Larkey)	\$220.00	\$20.00	11	
City of San Francisco (various sites)	\$160.00	\$20.00	8	
City of Oakland	\$120.00	\$20.00	6	
City of Pacifica	\$180.00	\$18.00	10	
City of Mountain View	\$142.00	\$17.75	8	
St. Helena High School	\$231.00	\$16.50	14	
City of San Ramon		\$13-\$16.25		
City of Palo Alto	\$224.00	\$16.00	14	
Los Gatos High School	\$91.00	\$15.25	8	Lifeguard \$31/hr
City of Santa Rosa	\$126.00	\$15.75	8	
City of Menlo Park	\$120.00	\$15.00	8	

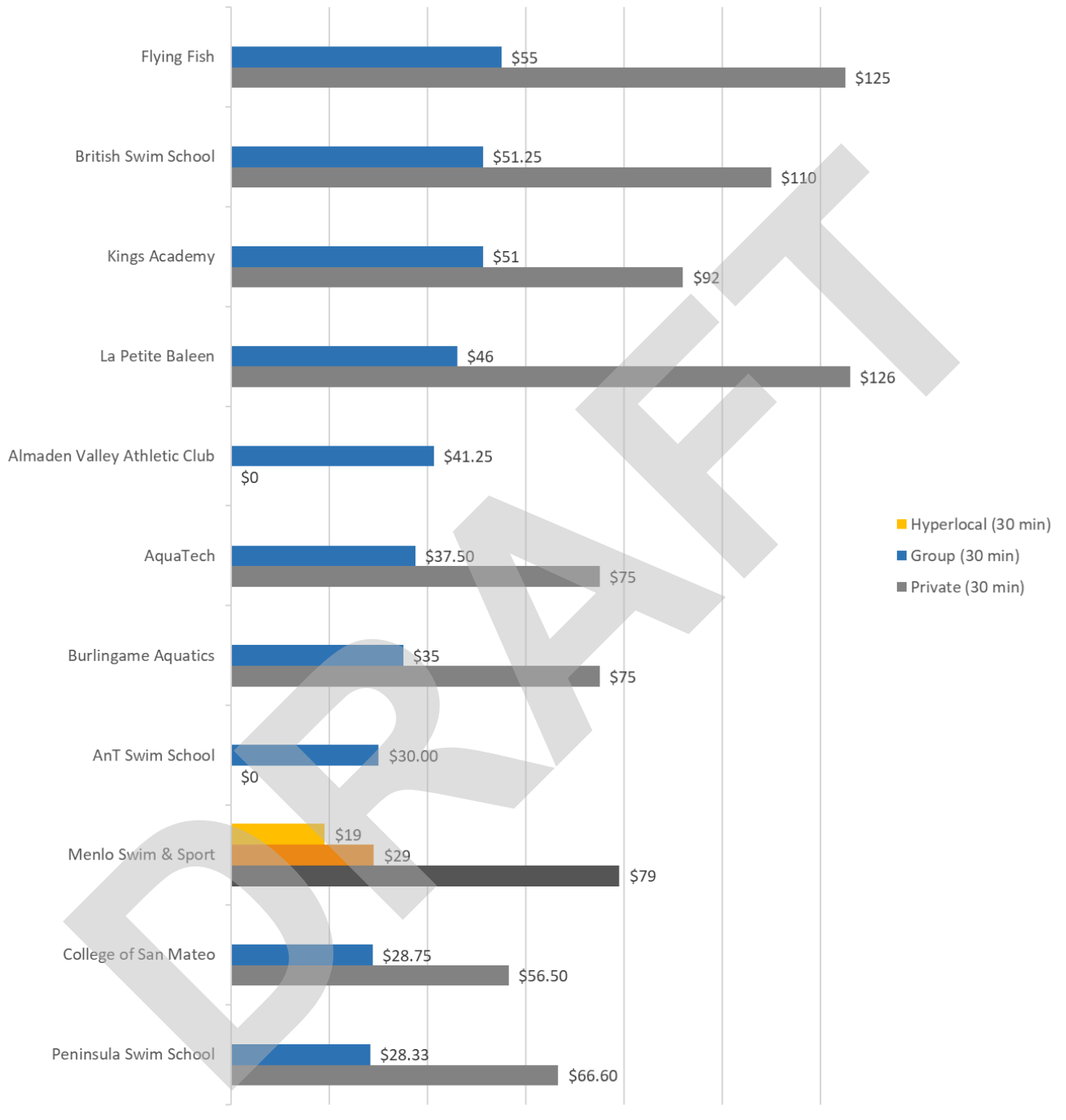
Pool Rental Fee Comparison



Swim Lesson Fee

Year-Round Swim School in S.F Bay Area	Per 30 min Class-Group	Per 30 min Class-Private	Additional fees
Flying Fish	\$55	\$125	
(Mountain View)			
British Swim School	\$51.25	\$110	\$50 reg fee
(Peninsula, San Francisco, Sonoma)			
Kings Academy	\$51	\$92	
(Redwood City, San Mateo)			
La Petite Baleen	\$46	\$126	
(San Bruno, Redwood City, Half Moon Bay, San Francisco)			
Almaden Valley Athletic Club	\$41.25	—	
(San Jose)			
AquaTech	\$37.50	\$75	\$40 Annual Fee
(Alameda, Concord)			
Burlingame Aquatics	\$35	\$75	
(Burlingame)			
AnT Swim School	\$30.00	—	
(San Jose)			
Menlo Swim & Sport	\$19-\$29	\$79	
(Menlo Park)			
College of San Mateo	\$28.75	\$56.50	
(San Mateo)			
Peninsula Swim School	\$28.33	\$66.60	\$40 reg fee
(Redwood City)			

Swim School Pricing Comparison

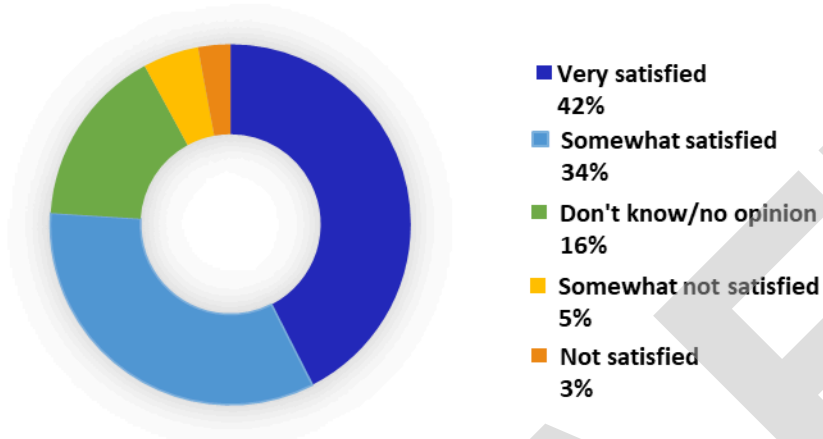


Special Note: Municipal Pool operating models do not conduct swim lessons year round as is done in Menlo Park. The comparisons in the swim lesson market are predominantly against private swim schools who do operate on a year round basis.

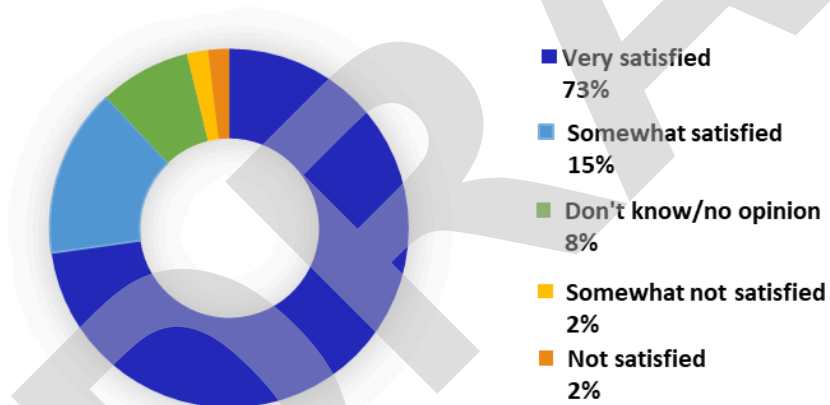
Survey Highlights

Overall Satisfaction

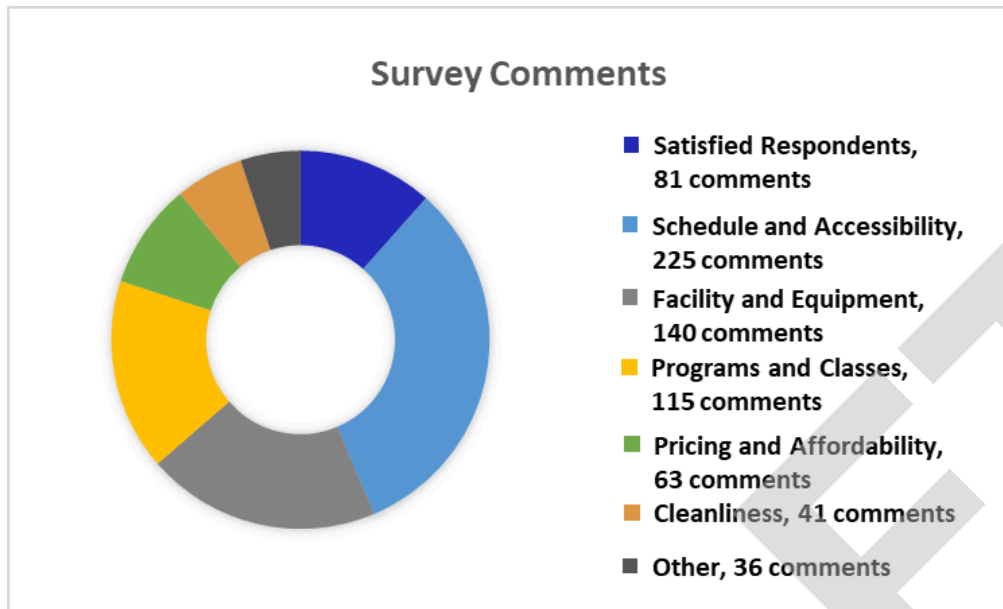
How satisfied are you with BURGESS POOL overall?



How satisfied are you with BELLE HAVEN POOL overall?



Survey Comments



Narrative on Survey Comments:

Satisfied Respondents-It is greatly valued that individuals spend the energy to praise the operation.

Schedule and Accessibility-In a large majority of the comments it is an individual who loves their program who requests more time, more space or more freedom to enjoy more of their desired activity. As an example, it is a lap swimmer who wants more lap swimming, or a masters swimmer who wants more masters swimming.

Facility and Equipment-For decades, respondents have commented from a point of view that they want the facility and its features and amenities to match the level of customer service and level of programming that they have become accustomed to.

Programs and Classes-Respondants provide specific and detailed comments and suggestions regarding their program of choice. These are the comments that help the operator review and reflect on programming decisions.

Pricing and Affordability-Comments on alternative program pricing structures and offering feedback on market comparisons for programming.

Cleanliness-Comments in this category stem from most respondents having a deep affinity for the programs, facility and community. They desire that everyone treats the facility with care and leaves no trace so that all others can use it in a pristine condition.. The comments usually emerge from frustration against the ideal.

Audits and Reviews

When the question of “Standard of Care” is approached the discussion centers around the Model Aquatic Health Code (MAHC) developed by the Centers for Disease Control (CDC) in 1959. The code has been updated every 15-20 years as the aquatic industry evolves, with the latest update in 2018.

Originally the MAHC was developed because of the massive growth of aquatic facilities in the middle of the previous century along with the major increase in 3 undesirable outcomes- water borne diseases, aquatic facility injuries, and drownings.

The code created a “language” and “methods” so public health staff overseeing aquatic facilities could communicate universally agreed upon standards with their operators to ensure that best practices (safest) practices were being implemented in the interest of the public.

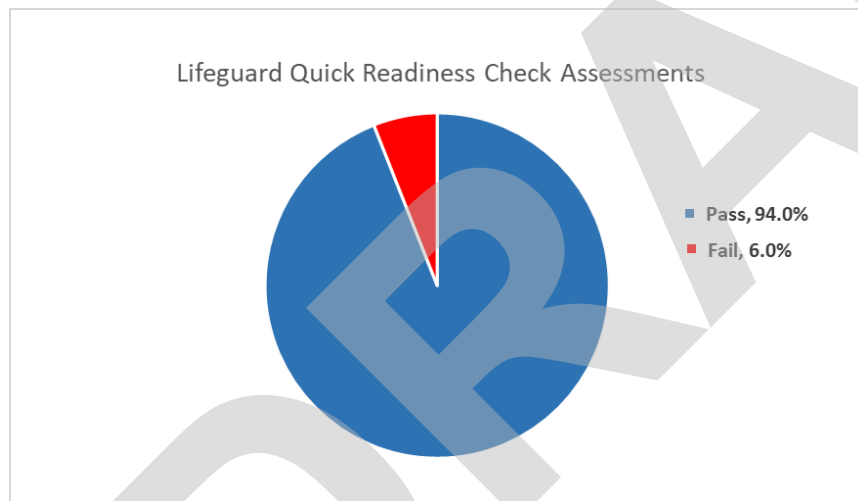
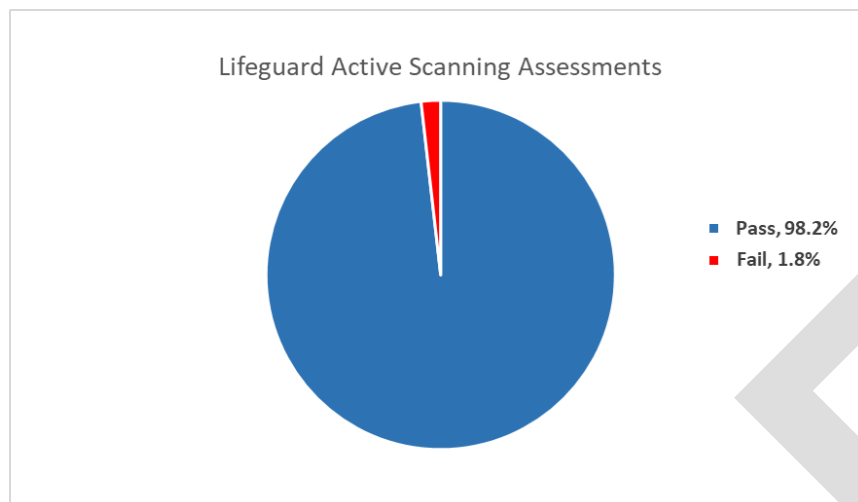
In our case, the County of San Mateo regularly inspects our entire facility for compliance with the County Health Codes which are derived directly from the MAHC including, but not limited to our water quality, chemical storage, drain entrapment, sanitization methods and modes of record keeping, signage, pool structure, decks, and everything else related to water and people interfacing with it and around it. While we pass all of these inspections, we do use these inspections as a chance to test our operational prowess as all the inspections are “surprise” inspections. We have chosen to build a strong relationship with our inspectors, and they have proven to be very valuable to us in solving operational issues on occasion. Our inspector was especially helpful throughout the pandemic and their specific guidance allowed our operation to flow uninterrupted.

In 2024 Team Sheeper decided to employ the use of an outside auditor through the American Red Cross to ensure the highest standards of lifeguarding and aquatics specific management are maintained. This was a comprehensive audit that involved both documentation and live skills reviews. Team Sheeper has implemented all feedback and continues to train staff based on feedback received from auditor feedback and audit results.

Team Sheeper has implemented a new system to review lifeguard skills multiple times a day, called a quick check. During lifeguard quick checks the management team reviews lifeguard’s rescue readiness, scanning, ratio of lifeguards to swimmers, and professionalism. In 2024 Team Sheeper management conducted 735 quick checks with a 94% pass rate. More significantly Team Sheeper lifeguards have a 98.2% passing rate on scanning, which is the most important preventative lifeguard skill.

Over the course of our tenure in Menlo Park we have encountered several different health inspectors and their preferences for what the dominant concerns are related to public safety. As an aside, as the result of going through more than typical 1-2 inspections per year, we inquired as to why we underwent so many more than that. We came to learn that our facility and overall operation was being used as a “model” where incumbent inspectors would use ours as a “training” facility for new inspectors.

We continue to keep safety and standards of operations at the top of our priority list. We follow county, state and private agency guidelines to ensure we are staying informed of all current and best practices.



Risk Management

We are proud of our staff's responses to medical emergencies on the pool deck and elsewhere in the facility where their quick decision making ability and application of training provided care and aid to patrons in need.

Our leadership team is composed of individuals with high integrity who are:

- Rule followers
- Risk assessment managers by nature
- Protectors of all and shielders of the vulnerable

This ethos trickles down from the managers to the individual providers within our company as it's these individuals that the community typically interacts with which leads to their perception of overall facility safety. Safety is a facet of our operation that requires constant vigilance, attention and a great deal of energy. We have learned that creating good staff habits and expectations early in their tenure leads to optimal and highly functional team member's long term.

The public as well as staff safety is our #1 core value and our priority for the Menlo Park aquatic community. Risks are managed through the implementation of policies, procedures, daily practices, training, and communication. All staff as risk managers.

With water safety being our highest potential risk, we staff a minimum of one certified lifeguard and one lifeguard certified manager at all times. We increase the number of lifeguards on duty during times of high bather load such as swim lessons, team practices, and open swim reaching six or more lifeguards at peak operations. Team Sheepher also ensures that all lifeguards are rotated off scanning duty for a minimum of ten minutes every hour and half, exceeding minimum breaks and rotation standards of the Red Cross.

The communication of potential risks is an essential step in ensuring a safe environment. In addition to the verbal communication, signage, and other physical indicators of potential safety concerns we have developed procedures using email and website notifications to proactively make the aquatics community aware of potential risk. Examples would include abnormal water temperature, possibly unhealthy air quality index, and facility work or maintenance that may have possible hazards involved.

Training Certifications

Position	Number of Employees	Certifications
CEO	1	Lifeguard, CPR and AED, First Aid
Head of Safety and Operations	1	Lifeguard, CPR and AED, First Aid Instructor, Lifeguard, CPR and AED, First Aid, Certified Pool Operator
General Manager -Belle Haven	1	Lifeguard, CPR and AED, First Aid, Certified Pool Operator
General Manager - Burgess	1	Certified Pool Operator
General Manager -On Call	1	Lifeguard, CPR and AED, First Aid
Manager on Duty	15	Lifeguard, CPR and AED, First Aid
Aquatics Maintenance Technician	2	Certified Pool Operator
Lifeguard	87	Lifeguard, CPR and AED, First Aid

Training Name	Number of Employees Trained	Departments
Chemical Hazard Communication	20	MOD, Facilities, General Manager, Head of Safety, CEO
Chemical Safety	2	Facilities, Head of Safety
Hearing Conservation	1	Facilities
Lock Out, Tag Out	1	Facilities
Anti Harassment Training	89	All
Personal Protective Equipment	41	Lifeguards, Head of Safety and Facilities
Fire Extinguisher Training	13	All
Slips, Trips, and Falls Prevention	19	All
Back Safety	13	All
Bloodborne Pathogens (BBP)	11	Lifeguards, MOD, General Mangers, Head of Safety, CEO

Certification expiration dates are closely monitored to ensure all personnel are appropriately qualified and up to date. We have a staff member dedicated to ensuring an audit is completed on all lifeguard staff. A great benefit is that we always have one or two Red Cross Certified Lifeguard Instructors on staff, that not only certify lifeguards for the entire region, but also recertify our own staff members on a timely basis. Our team certified over 225 lifeguards in 2024. If for some reason a staff member falls out of compliance and their certification lapses, they are immediately removed from that specific position until they are able to complete a recertification class.

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Emergency Action Plan

We have gone to great lengths to ensure that we have a plan for as many possible incidents as possible along with factoring in flexibility to deal with the unknown.

All employees have access to a copy of our employee handbook, facility emergency action plan, and other safety procedures. Additionally all lifeguard staff have access and a personal copy of the lifeguard handbook and the American Red Cross Lifeguard Manual.

In addition to the facility emergency action plan that covers emergencies such as evacuations, earthquakes, fires, and chemical releases we have developed a water based emergency action plan. While all employees are provided training on our facility emergency action plan we focus heavily on our water based emergency action plan based upon this being our highest assessed risk.

Our water based emergency action plan is as follows:

- Two certified lifeguards are on duty at all times.
- Based upon pool activity 1-6 lifeguards will be on the pool deck.
- Each lifeguard will have a zone. Oftentimes these zones will overlap to provide increased safety.
- Lifeguards will continuously scan their zone taking no longer than 30 seconds to complete each scan.
- Each lifeguard will be positioned in such a way that they can recognize and respond within 30 seconds to any emergency in their zone.
- When a lifeguard recognizes an emergency they will blow their whistle 3 times to activate the EAP and perform the appropriate rescue.
- A second lifeguard will begin clearing the pool.
- The second lifeguard, or an additional lifeguard, will assist the rescuing lifeguard by retrieving the AED, backboard, first aid kit, and aiding in the extrication of the drowning person.
- The front desk staff, an additional lifeguard, or other staff member will ensure 911 is called.
- The front desk staff, additional lifeguard, or other staff member will meet EMS and escort them to the scene of the incident.
- The manager on duty will oversee the incident, ensure proper execution of duties, help facilitate communication, or assume an active role in the rescue if necessary.
- Once EMS has taken over care and the incident has ended the manager on duty will focus on the physical and mental health of our staff, ensure all documentation is completed, assess our ability to resume operations, and conduct an incident debrief when appropriate.

Please see attached document for facility specific EAPs for both Burgess and Belle Haven Pools.

Incident Reports

Number of Incidents		Type of Incident
Burgess	Belle Haven	
0	0	Fatal Drowning
0	0	Morbidity Drowning
0	1	Non-Morbidity Drowning
6	2	Distressed Swimmer
7	4	First Aid
2	1	Medical (EMS)
2	1	Patron Incident

Drowning is defined as the process of experiencing respiratory impairment from submersion/immersion in liquid by the World Health Organization. Please note that there are three outcomes of a drowning event: non-morbidity, morbidity, and death. Non-morbidity means that there were no lasting injuries occurring from the drowning. Morbidity means there was lasting injury or impairment requiring medical attention. A fatal drowning is one resulting in death. Due to the fast response of the lifeguards and greater safety team, the one drowning that occurred this year was interrupted within the American Red Cross defined time frame (1.5 minutes) to prevent morbidity from occurring.

See attached documents

Safety Reports

Team Sheepar has invested a great deal of time and resources into the safety of our company. Each one of our programs has a manager that has been trained and is dedicated to ensuring safety throughout each department. Managers lead their monthly department meetings and are inspired by company principles to include a segment or agenda item that specifically addresses an aspect of safety that relates to the department. This year to add consistency and ensure the company reaches high safety standards Team Sheepar has introduced a new position, Head of Safety and Operations which oversees all sites and safety related matters. This position was introduced in June 2024.

During 2024 the following safety meetings, training, and drills were conducted.

Month	Department	Topics	Attendees
January	Lifeguard	EAP Drill <ul style="list-style-type: none"> ○ Lifeguard Role ○ Understanding all staff roles ○ Drill and practice of water, land and Environmental EAP Secondary Assessment	42
	Front Desk	EAP and the front desk's role Camp Capacities and ratios for safety	15
	Swim School	Safety training on environmental concerns (sun, heat, cold) How to report safety concerns EAP and the swim instructor's role	5
	Renters	EAP Drill - Menlo Mavens, Solo Aquatics, PASA, and Revolutions in Fitness	7
February	Swim School	Pool Closure Protocol EAP and the swim instructor's role	5
	Front Desk	How to report Maintenance concerns and address them to keep the facility safe	8
	Lifeguard	CPR, Scanning, Swim Conditioning, In water rescue drills (active, passive and spinal scenarios)	14
March	Front Desk	Slips, Trips and Falls Prevention Strategies	10
	Swim School	Swim School Bench Safety	6

		Supporting swim instructors to keep their participants safe, in the correct level and following curriculum	
	Lifeguard	Scanning Updated Red Cross Curriculum for 2024	7
April	Front Desk	How to Respond to Violence at the Work Place or Threats of Violence	9
	Lifeguard	<ul style="list-style-type: none"> • Multiple Rescuer CPR Drills <ul style="list-style-type: none"> ○ 2 person CPR ○ CPR w/ BVM ○ CPR w/ BVM and AED ○ Full Team Scenario • Recovery Position • Filing Incident Reports • PPE • Identifying and caring for Stroke Victims • Physical Conditioning 	30
May	Front Desk	Missing Child Procedures	12
	Summer Camp and Swim School	Never turn your back on your swimmers in the water, your swimmers are your responsibility, how to work with lifeguards as a safety team, signs of distressed swimmers, Tier Response System, Breaks, Field Trip procedures, Taking Campers to the bathroom to maintain their safety and privacy and yours, incident/Injury Reports, Allergies, Free Swim Safety, Wristbands, Radio Etiquette and use in an emergency	120
June	All Departments	Summer Kick Off Training - Creating a safe work environment, HR policies, who and how to report concerns	119
	Front Desk	EAP- Land based emergency	12
	Lifeguard	<ul style="list-style-type: none"> • Introduction of New Position - Head of Safety • Lifeguard professionalism and legal requirements • Being rescue ready <ul style="list-style-type: none"> ○ What is required in a hip pack at all times ○ Quick Checks (audit) • Passive Victim Scenario Drills • Crash Kit/Go Bag relocation Announcement and Training 	43

		<ul style="list-style-type: none"> • Proper Closing Procedures 	
July	Front Desk	Drowning Prevention, Pool Rules and how to help enforce them to keep patrons safe, double diaper policy for public health, lifejacket policy	12
	Lifeguard	Prevention and professionalism, accountability and rule enforcement, scanning and surveillance, early signs of drowning, swim conditioning, Passive submerged drills	58
August	Front Desk	Taking care of your mental health. New Head of Safety	13
	Lifeguard	Lifeguard to swimmer ratios for safe zones, donning and doffing gloves drill, new head of safety, response time trail/audit	39
September	Swim School	Safe student handling, how to maintain supervision on all students in class while supporting others in the water	15
	Lifeguard	Quick Checks, being rescue ready, outside auditor coming soon, seizure recognition and care drills, decision making and proactive lifeguarding, lifeguard station timed response audits for all fall/winter zones, extraction drills, conditioning swim	32
October	ALL	Anti-Harassment Training	86
	Lifeguard	CPR drill - Adult, scanning drill, rotations while maintaining scanning drill, lifeguard station response testing 2 pools 1 guard at Belle Haven, entries and approaches, active victim drills	44
	Front Desk	Environmental emergency protocol - Thunder lightning, smoke closures	9
November	Lifeguard	Rotation timing, slack control, ADA device training, being rescue ready in uniform, conditioning and rescue practice with warm clothes on	72
	Front Desk	Pool rules and supporting safety, swim test procedures	23

December	Lifeguard	Primary Assessments, Obstructed airway care (responsive and unresponsive), & Team CPR w/ AED & BVM (Full scenario drill)	45
	Front Desk	De-escalation and irate patron EAP	14

Material Changes

During the contracted period of 2024 there were no material changes made to the premises nor were there any material security incidents.

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Team Sheeper, Inc.

Emergency Action Plan

501 Laurel Street
Menlo Park, CA



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APPENDIX E: Evacuation Drill Evaluation Form

REVISION HISTORY LOG

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1.0 PURPOSE

To establish a plan that instructs employees who work or frequent Team Sheep, Inc. (herein referred to as Team Sheep) located at 501 Laurel Street, Menlo Park, California about appropriate actions to take before, during and after an emergency to reduce risk of injury and property damage.

2.0 SCOPE

The emergency planning and response procedures outlined in this plan apply to all Team Sheep's operations and activities conducted by its employees, subcontractors and visitors who work or visit Team Sheep's facilities.

This Emergency Action Plan (EAP) is intended to address various hazards that may arise during normal working conditions, such as personal injury or illness, fire, chemical release, earthquake, bomb threat, power outage, flooding and aggressive persons. The two most important goals of any emergency plan are to protect lives and property. With this written plan, safety inspections, and annual training exercises, it is our intent to reduce the risk of injury and death and damage to the building and its contents. Knowledge of this plan, coupled with on-going safe work practices and housekeeping habits, will provide all occupants with a reasonable degree of safety.

This plan will outline Team Sheep's general emergency response policies, procedures, and commitments. It describes preparation that can be taken prior to an emergency, how operations will function in an emergency, and specifies the responsibilities of Team Sheep employees in the prevention, management, response to and the immediate recovery from emergencies.

3.0 REFERENCES

- California Code of Regulations, Title 8, Section 3200, Emergency Action Plan.
- National Fire Code 10, Standard for Portable Fire Extinguishers.
- California Fire Code 2007, Chapter 4, Emergency Planning and Preparedness.
- California Fire Code 2007, Chapter 10, Means of Egress.

4.0 DEFINITIONS

CAL/ OSHA – California Occupational Safety and Health Administration, the State agency responsible for regulating workplace safety.

CUPA – Certified Unified Program Agency, the local agency responsible for regulating hazardous material and waste storage. .

SDS – Safety Data Sheet, written or printed material concerning a hazardous substance which is prepared by the manufacturer or importer of a product.

5.0 RESPONSIBILITIES

5.1 EVACUATION COORDINATORS

The Evacuation Coordinators are:

- Primary: Manager on Duty
- Secondary: Tim Sheeper

The Evacuation Coordinators have the following responsibilities:

- 5.1.1. Facilitating the evacuation of the facility, accounting for personnel, visitors and contractors safety.
- 5.1.2. Communicating with emergency responders when they arrive onsite.
- 5.1.3. Carrying out evacuation procedures are described in Section 7.1.3 of this EAP.

5.2 MANAGERS AND SUPERVISORS

Managers and Supervisors are responsible for the following:

prior to an emergency:

- 5.2.1. Ensuring that this plan is complete, accurate and up to date. This includes providing written plans for specific needs or their areas and operations as necessary, and performing updates to the head count form. (Appendix B)
- 5.2.2. Providing necessary equipment to respond to emergencies. A list of emergency equipment that is onsite is included in section 6.0.
- 5.2.3. Providing their employees with training on this plan, as well as any plans specific to their areas and operations.
- 5.2.4. Conducting sufficient drills to ensure that their employees are proficient in responding to emergencies, that the equipment has been provided and is operational, and that contingencies are planned for to the greatest extent possible.
- 5.2.5. Designate and train an employee to perform Supervisor and Manager emergency duties in his or her absence.

During an emergency:

- 5.2.6. Responsible for the initial response to an emergency that affects their area of operation. Action plans for foreseeable emergencies are included in Section 7.
- 5.2.7. In the event of an evacuation, perform detailed procedures in Section 7 to assist the evacuation coordinator.
- 5.2.8. As necessary, complete the post incident reporting requirements in section 9.

5.3 EMPLOYEES

Employees are responsible for the following:

- 5.3.1. Employees are expected to be watchful and alert to any potential hazards or emergencies within the facilities whether in their area or outside of them. The sooner the response to an emergency begins, the less impact the problem will have.
- 5.3.2. Prior to an emergency, employees are responsible for fully participating in training and drills, and any other preparedness activities. This will be considered a routine part of their employment.
- 5.3.3. Employees who are the first to encounter or recognize an emergency will initiate emergency response as described below.
- 5.3.4. In many cases, employees will have responsibilities in responding to emergencies. Their first priority, however, must be their own safety and the safety of others. Employees shall not put themselves or others at an increased risk merely for the sake of the facility operations.
- 5.3.5. Employees will follow the procedures described in this Plan.
- 5.3.6. When employees are off-site, they should have a form of identification on them as well as phone numbers for the facility's General Manager and Assistant General Manager in case of an emergency.

6.0 EQUIPMENT

6.1 FIRE FIGHTING EQUIPMENT

Team Sheeper firefighting equipment is limited to small, hand-held extinguishers located throughout the building and an automatic fire sprinkler system. Properly used, these extinguishers can put out a small fire or control it until the fire department arrives. Portable fire extinguishers are not designed to fight large or spreading fires.

These extinguishers carry notations that indicate which class of fire they can be used to fight. These notations consist of a series of numbers and letters (ex: 2A, 20BC) and are further explained as follows:

- 6.1.1. "A": Effective against wood, paper and rubbish. Many fire extinguishers have a triangle surrounding the A. The triangle is the international symbol for an A type fire. The numbers in front of the A, in our example the number 2, means that the extinguisher has been rated as being capable of putting out an A type fire two square feet in area.
- 6.1.2. "B": Effective against flammable and combustible liquids. The square that often surrounds the B is the international symbol for a liquid fire. The number in front of the B, in our example the number 20, is a relative term and means only that the extinguisher can handle a B fire 20 times larger than an extinguisher rated 1B.
- 6.1.3. "C": Effective against electrical fires. The circle that may be around the letter is the international symbol for an electrical fire. There is no number rating system for the C designation on a fire extinguisher.
- 6.1.4. Procedures for using fire extinguishers are provided in Section 7.9.
- 6.1.5. Each fire extinguisher is to be inspected monthly by facility personnel. The inspection can be documented using the signature card attached to each extinguisher.
- 6.1.6. Each fire extinguisher at Team Sheeper shall be serviced yearly by a State certified Fire Extinguisher Company.

Team Sheeper is equipped with an automatic fire sprinkler system. The following maintenance and inspection are conducted to ensure that it is ready when activated:

- 6.1.7. The automatic fire sprinkler system is inspected on a quarterly basis.
- 6.1.8. Automatic sprinkler heads can be damaged if subjected to mechanical abuse. Protective cages are installed where there is potential for this type of damage.
- 6.1.9. To avoid reducing water flow or altering a spray pattern, material or furniture is prohibited near sprinkler heads. A minimum of 18 inches of clearance is maintained for each sprinkler head.

7.0 PROCEDURES

Emergency specific procedures included in this plan cover natural disasters, industrial accidents, medical emergencies, and other incidents that may occur at Team Sheeper. Questions regarding any of the procedures should be directed to one of the emergency contacts or a manager or supervisor.

7.1 EVACUATION

7.1.1. Evacuations may be initiated by any employee. Typical emergencies that may cause an evacuation are a fire or explosion, chemical odor such as natural gas, bomb threat, or any other situation where remaining inside the building may harm the occupants. The following means are available to alert occupants of an evacuation:

- Activation of fire alarm.
- Voice command (e.g. a person yells “fire” or “evacuate the building”).
- Activation of strobes
- The fire suppression (sprinkler) system turns on.

7.1.2. All persons evacuating the building are to follow the shortest and safest route out of the building and then proceed to the nearest evacuation assembly area. Because of the layout of the facilities and pools, there are several exits with each having an assembly nearby. We want to avoid personnel and the public walking across the street or assembling in areas where there is a high chance of disrupting or interfering with the responding emergency services. A map of the assembly area locations are included in Appendix C. The assembly areas are:

- Assembly Area # 1: South exit to grass area
- Assembly Area #2: West exit to corner of parking lot
- Assembly Area #3: East exit to large tree in parking lot

7.1.3. The Evacuation Coordinator is to follow the following procedures:

- Evaluate the situation that caused the evacuation and develop a plan of action. If the situation warrants, call or delegate somebody to call 9-1-1.
- Obtain head count status from Managers and Supervisors. Record the following to be communicated to emergency personnel: All accounted for, or number missing, name of missing, location that the missing were last seen and status of any injured person.(Appendix B)
- Ensure that all evacuees remain at the assembly area.
- Designate specific employees to guard entrances that may not be visible from the assembly area to prevent people from entering the building.
- Meet with and inform the responding emergency services of the current status.

- Authorize supervisors to direct employees and other personnel back inside the building once it has been cleared for reentry.
 - Explain to the employees and other personnel why an area is safe for reentry. In addition, fully explain any areas or rooms to avoid upon reentry into the building. If there are areas or rooms to avoid, they shall be properly identified with 'DANGER: DO NOT ENTER' tape before employee reentry to the building
- 7.1.4. Upon initiation of an evacuation, Managers and Supervisors are responsible for the following procedures:
- Ensure that all work is stopped and that all employees, contractors and visitors evacuate the area or building quickly and in an orderly manner using the pre-designated evacuation routes.
 - Close doors, being sure not to lock them once all personnel are out of the area, if it can be done without delaying their evacuation.
 - Complete a head count of his or her employees and other personnel, visitors, and contractors that have reported to the assembly area. Use the form provided in Appendix B.
 - Report head count status: All accounted for, or number missing, name of missing, location that the missing were last seen to the Evacuation Coordinator.
 - Ensure that under no circumstance will an employee re-enter the building to search for missing personnel.
 - Ensure that no persons leave the assembly area unless authorized to do so by the Evacuation Coordinator.
 - By radio or other means of communication, contact all employees who are off site and inform them of the emergency. Under some circumstances, they may be directed to stay away and not return until further notice.
 - Allow employees to reenter the work area once the Evacuation Coordinator and Emergency Response Personnel have cleared the building.
- 7.1.5. Upon initiation of an evacuation, employees are responsible for the following procedures:
- Stop work and immediately leave the area and building through the designated escape route or nearest exit. (Refer to posted evacuation maps, also included in Appendix C.)
 - Employees and other personnel shall also know at least one alternate route or exit in case the designated route or exit is blocked.
 - Once out of the building, employees and other personnel are to report to the primary evacuation assembly. If the primary assembly area is unsafe,

then proceed to the secondary assembly area. Section 7.1.2 and Appendix C of this EAP describe the location of the assembly area.

- Report to their supervisor for head count within the assembly area.
- Employees and other personnel are not to leave the assembly area unless directed to do so by supervisor or emergency response personnel, or staying at the Assembly Area would endanger one's safety.
- Employees and other personnel are not to re-enter the building or any evacuated area unless the area or building has been cleared for entry by the Evacuation Coordinator and their Manager or Supervisor..

7.1.6. The following considerations and procedures are considered for employees or visitors requiring assistance during an evacuation:

- Employees who may require assistance evacuating should be assigned work stations located in close proximity to exits and areas where they need rely on elevators to evacuate.
- Certain delegated employees should know where they will meet and what to do for employees requiring assistance evacuating in case of an emergency.
- These delegated employees shall be trained on proper techniques and procedures to safely evacuate people requiring assistance.
- Employees who have visitors or guests that require assistance evacuating the building shall be responsible for assisting them in case of an evacuation. Employees are to stay with and assist their visitor to the relocation area.
- If employees are unable to bring or assist any person to the assembly area, they should try to place injured people or people with reduced mobility to a safe area such as a stairwell to be rescued. Employees should inform the Evacuation Coordinator or the responding emergency services of the location of any person left behind.

7.2 CALLING 9-1-1

As with all California Public Safety Answering Points, using 9-1-1 is the proper way to report an emergency.

- 7.2.1. When calling 911 be ready to provide the facility name and address (Burgess Park Pool, 501 Laurel St. Menlo Park, CA 94025) and a call back phone number in case of disconnection.
- 7.2.2. Remain calm and answer the dispatcher's questions to the best of your ability.

7.3 SHELTER IN PLACE

"Sheltering in Place" means staying where you are, as opposed to evacuating an area. The initial response to earthquakes is an example of sheltering in place. The response to a riot or violent suspect apprehension outside the building, or a toxic gas cloud release may also be to shelter in place. Generally, the Fire Department or Police Department would inform employees and the public when the need to shelter in place must occur because of a chemical cloud. The following are the initial steps to sheltering in place:

- 7.3.1. The designated shelter in place location at 501 Laurel Street is Arrillaga Gym.
- 7.3.2. Remain calm.
- 7.3.3. Get away from windows: Earthquakes can shatter windows. Rioters can throw objects through windows. Bullets go through windows. Toxic chemical gas may seep through window seams.
- 7.3.4. Protect your head with your arms if there is the potential for falling or thrown objects.
- 7.3.5. Turn off all HVAC systems.
- 7.3.6. Wait for the all clear from the responding emergency services before leaving the area.

7.4 EMERGENCY UTILITIES SHUTDOWN

Certain emergencies may require the shutdown of utilities such as gas, water, electricity, heating and air system. Personnel responsible for shutdown of utilities will be properly trained.

7.5 POWER OUTAGES

Power outages are not inherently emergencies. If the loss of power creates an emergency situation, deal with the actual emergency. Note that the phone systems take several minutes to reboot after a power outage. If there is an emergency that requires calling 911, do so from a cell phone.

7.6 EARTHQUAKES

Earthquakes are relatively common in this area. Employees and other personnel need to be informed about the potential damage caused by earthquakes, and how to deal with these situations. The following procedures are to be followed in prior to, during, and after an earthquake:

Before the Quake

- 7.6.1. Assume that objects will fall or move in an earthquake.
- 7.6.2. Hazardous materials, heavy objects, objects that could impede emergency egress, or anything else that could create a hazard by falling should be stored close to or on the floor/ground.

- 7.6.3. Objects that must be stored off the floor should be restrained—chained, bungeed, stored in cabinets, netted, etc.
- 7.6.4. Cabinets, bookshelves, appliance, etc. over five feet in height should be bracketed or otherwise secured to a wall to prevent falling.
- 7.6.5. If the earthquake will cause loss of mission-critical assets – essential spare parts being dumped onto the floor and ruined, for example, then preventive measures should be taken.

During the Quake:

- 7.6.6. If indoors, DO NOT ATTEMPT TO EXIT THE BUILDING! The greatest danger from falling debris is just outside doorways and close to outer walls while the ground is shaking.
- 7.6.7. Duck, Cover and Hold. If you are inside a building, immediately take cover under a table or desk. If the furniture under which you have taken cover moves, stay under it and move with it.
- 7.6.8. Move away from large windows, chemical storage, large electrical equipment, etc.
- 7.6.9. If outside, stay there. Move away from buildings, walls, flagpoles, power poles, and lampposts. Stay away from downed electrical lines, and any pools, puddles or liquid into which the lines may have fallen. Stay away from heavy equipment, glass windows and doors, and chemical storage areas.

After the Quake:

- 7.6.10. Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
- 7.6.11. If there appears to be any damage to a building, initiate an evacuation. Evacuation procedures are given in Section 7.1.
- 7.6.12. Check for fires, spills, and leaks. If found, respond to them appropriately.

7.7 FLOODS

A typical flood that may occur would include flooding of parking lot (maybe two feet of water) or flooding indoors as the result of broken water pipes, backed-up sewer lines, clogged drains, or open valves. If flooding is internal, efforts should be focused on the following tasks:

- 7.7.1. If there is any risk of shock from electrical equipment wait for the arrival of the Fire Department. Any electrical equipment that is not known to be disconnected should be assumed to be live and should be treated as a potential electrocution threat.
- 7.7.2. Locate and control the source of the water infiltration. Place a trash can or other container under overhead water leaks. If the source of the water leak cannot be identified or controlled immediately, cleanup operations should still begin as

quickly as possible. Damage will be limited by reducing the total quantity of water in the building.

- 7.7.3. Relocate furnishings, equipment, and supplies away from the flooded and surrounding area. Clean up water by pumping, vacuuming, or mopping.
- 7.7.4. Evacuation Coordinator and facilities personnel will assess damage and proceed in appropriate manner to make necessary repairs.

7.8 MEDICAL EMERGENCIES

Team Sheeper relies on locally provided emergency responders for assistance in the event of medical emergencies. However, under certain circumstance first aid must be administered immediately until first responders arrive. To that end, selected employees are trained in first aid, CPR, and Automated External Defibrillator (AED) use. The following procedure applies during a medical emergency:

- 7.8.1. Conduct a primary survey of the injured employee(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.).
- 7.8.2. Call 9-1-1 for immediate assistance and instruct another employee to inform a Supervisor or other trained personnel of the situation.
- 7.8.3. Trained personnel are to begin to administer first aid, CPR, and/or the AED as appropriate.
- 7.8.4. If the situation is an injury, but not an emergency, personnel are to be taken to the following hospital for treatment:

CONCENTRA MEDICAL CENTERS

125 SHOREWAY RD STE A

SAN CARLOS, CA 94070

650-556-9420

OR After 5:00 p.m. on Weekdays or All Weekend Days

Kaiser Permanente Redwood City Medical Center

1100 Veterans Blvd.

Redwood City, CA 94063

(650) 299-2000

- 7.8.5. Note that any serious injury or illness that occurs while at work, regardless of whether or not it is work-related, must be reported to Cal/OSHA within 8 hours. In the event of a serious injury, the Manager or Supervisor is to call HR and contact a live person to provide the accident information. HR will then call CAL/OSHA and make the report. If the Manager or Supervisor is unable to contact a live person in HR, they are to leave a detailed message with HR and call CAL/OSHA to report the injury. The nearest CAL/OSHA district office is:

510-794-2521 Fremont

7.9 FIRE OR EXPLOSION

The best means of managing a fire/explosion hazard at Team Sheeper is to prevent such an event. In that regard, Team Sheeper has prepared a Fire Prevention Plan. Team Sheeper will rely primarily upon the local fire department for response to a fire or explosion. Certain personnel are not trained to respond to anything except the smallest fire. A fire in a trashcan or in a pile of rags could be an example of a small fire. In the event of a fire or explosion, or upon noticing smoke, following procedures are to be initiated:

- 7.9.1. Employees shall alert all building occupants by pulling one of the designated fire alarms located at or near each building exit or using verbal shouts.
- 7.9.2. All occupants must then evacuate the buildings following the procedures in Section 7.1. If necessary, utilize the fire extinguisher to aid in the evacuation.
- 7.9.3. Call 9-1-1. If unable to call from the building, then a cell phone can be used to make the 9-1-1 call from outside of the building.

For small, incipient-stage fires, employees who are trained in the use of fire extinguishers may attempt to put the fire out. This should only be done after the evacuation has begun, and 9-1-1 has been contacted. Small fires can quickly become larger fires, and the delay in evacuating workers to safety and getting professional help can cause a serious increase in risk. The following procedures are to be followed to fight a fire after procedure 7.9.1 – 7.9.3 are completed:

- 7.9.4. Ensure the fire is confined to a small area and is not spreading beyond the immediate area.
- 7.9.5. The individual using the extinguisher has an unobstructed escape route to which the fire will not spread.
- 7.9.6. The individual using the extinguisher is trained in its proper use.
- 7.9.7. **Use the Portable Fire Extinguisher:** In general, an individual using an extinguisher should stand six to eight feet away from the fire and follow the four-step PASS procedure. If the fire does not go out immediately, the individual should leave the area at once. The PASS procedure is as follows:
 - **Pull Pin:** This unlocks the operating lever on the extinguisher and allows discharge of the extinguisher. Some extinguishers may have other devices that prevent inadvertent operation.
 - **Aim Low:** Point the extinguisher nozzle (or hose) at the base of the fire.
 - **Squeeze:** Squeeze the lever below the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge. Some extinguishers have a button that can be pressed for release of the extinguishing agent.
 - **Sweep From Side to Side:** Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth across the fire until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

7.10 CHEMICAL RELEASE (SPILL)

This section is divided into “Response” and “Reporting” activities. Note that some reporting will occur during the response.

The response to and reporting of a release will be dependent on the quantity and the nature of the released material.

A small or minor release would be less than one gallon, or covering an area less than 6 feet in diameter. A significant spill would be anything larger than that. Any release that has entered a storm drain or has been released off site will be considered as significant release.

Response

Small Release

- 7.10.1. If the spill is an unknown substance, then clear the area and call 9-1-1.
- 7.10.2. Team Sheeper has spill clean-up kits and certain employees have been trained on their use and contents. There is a list of emergency numbers located next the phones. If an employee notices a spill, they are to contact the personnel on the list. Those personnel will do the following:
- 7.10.3. Don appropriate PPE, depending on the material released, such as gloves, goggles, etc.
- 7.10.4. Promptly stop the release at the source, if it is safe to do so. Close valves, upright containers, etc.
- 7.10.5. Contain and control the spill using absorbent materials (paper towels, absorbent pads, granular absorbent). Keep the spill away from drains, doorways, etc.
- 7.10.6. Place the contaminated absorbent into disposal container, and immediately label it.
- 7.10.7. Follow proper disposal procedures.
- 7.10.8. The Emergency Response Coordinator is to record the release in a memo to file so that it is available upon agency inspection/request.

Significant Release

- 7.10.9. In case of a significant release that would be out of the control of Team Sheeper employees and would require an evacuation, the local HAZMAT team will be notified.

Reporting

- 7.10.10. For any spill that did not escape secondary containment and hence no outside agencies were contacted, the incident must be recorded in a memo to file. Spill and release records must be made available to the CUPA.

7.11 SUSPICIOUS PACKAGES OR LETTERS

Receiving a package or letter that contains chemical or biological agents is possible. Do not handle any suspicious letter, card, or package; do not allow anyone else to handle it.

Among the characteristics of suspicious letters or packages are:

- No return address
- Restrictive markings such as "PERSONAL" or "CONFIDENTIAL"
- Postmark or other indication of mailing from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only (e.g. Manager) or to incorrect title for addressed individual
- Badly typed, sloppy or odd handwriting
- Protruding wires
- Ridged or bulky packaging
- Strange odor
- Wrong title with name
- Excessive use of tape or string
- Oil stains, discoloration or crystallized material on packaging
- Leaking contents

Procedures for handling a letter that contains powder or a written threat:

- 7.11.1. Set down the letter or leave it in place.
- 7.11.2. Isolate the work area where the letter is located so no one disturbs it.
- 7.11.3. Tell a coworker about the letter and to which restroom you are going. Have them call 911.
- 7.11.4. Wash your hands in soap and warm water for at least one minute. Blow your nose in tissue. Delay eating or drinking. Wait for further instructions from the Fire or Police Department.

7.12 BOMB THREAT

Bomb threats are usually received by telephone; staff who routinely take calls from the public are required to understand their responsibility during a bomb threat call. When it comes to responding to threats and acts of sabotage, employee preparation is critical. The following procedures are for handling a bomb threat by phone:

- 7.12.1. Assume the threat is real.
- 7.12.2. Keep caller on the phone as long as possible.

- 7.12.3. Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret.

Questions to ask the caller:

- a. When will the bomb go off?
 - b. Where is it?
 - c. What does it look like?
 - d. What type of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
- 7.12.4. If possible, write "BOMB THREAT!" on a piece of paper and give it to another employee so that 9-1-1 can be called and people can be evacuated from the building while you are still on the phone.
- 7.12.5. Evacuate the building; leave immediately. The time interval between a bomb threat and the actual explosion can be a matter of minutes.
- 7.12.6. No one should use radio communication as a radio transmission could detonate the bomb. In addition, no one should use cell phones, pagers, Palm Pilots, etc. capable of radio transmission because the frequencies that these devices use could also detonate the bomb.
- 7.12.7. Employees evacuating the building should try to notice anything suspicious on their way out as long as it does delay their exit.
- 7.12.8. Once outside, continue to the designated Emergency Assembly Area staying clear of the building being evacuated.
- 7.12.9. Do not re-enter. Wait outside until the building has been cleared by the Evacuation Coordinator.
- 7.12.10. Never touch, handle, or move a suspicious object
- 7.12.11. Do not drive a car. Parking lots must be kept clear for emergency vehicle access.

Procedures for handling a bomb threat by mail:

- 7.12.12. Do not handle any suspicious letter, card or package; don't allow anyone else to handle it. A suspicious package may be without a return address or from an unfamiliar vendor or source.
- 7.12.13. Evacuate the area.
- 7.12.14. Call 911.

7.13 VIOLENCE OR THREATS OF VIOLENCE

Note the difference between an upset/irate person and an aggressive person. Never engage in violent activities with anyone.

Upset or Irate Person

If a person is upset or irate then they can often be calmed if the employee remains calm.

Report to your supervisor as soon as possible when a customer, a vendor, a coworker, or a member of the public is violent or demonstrating disturbing behavior or threatens anyone.

If you encounter a hostile, irate or upset person or persons:

- 7.13.1. Stay calm and listen attentively.
- 7.13.2. Be polite.
- 7.13.3. Maintain eye contact.
- 7.13.4. Be courteous and patient.
- 7.13.5. Move and speak slowly, quietly and confidently.
- 7.13.6. Be empathetic to the person and acknowledge the person's feelings. Focus your attention on the person to let them know that you're interested in what they have to say.
- 7.13.7. Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person.
- 7.13.8. Make sure there is at least 3' to 6' of space between you and the person (beyond arm's reach). Arrange yourself so that the person cannot block your access to an exit
- 7.13.9. Use delaying tactics to get them time to calm down. For example, ask them if they would like a drink of water (in a disposable cup).
- 7.13.10. Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.
- 7.13.11. If the situation gets out of control, exit the area and call 9-1-1.
- 7.13.12. Never take sides.
- 7.13.13. Never agree with distortions.
- 7.13.14. Never reject all their demands from the start.
- 7.13.15. Never brush the person off, be cold, or give them the runaround.
- 7.13.16. Never pose in challenging stances. For example, do not make sudden movements, place hands on your hips or cross your arms.
- 7.13.17. Never challenge, criticize, be impatient, be condescending, threaten, or dare the person.
- 7.13.18. Never try to make the situation seem less serious than it is.

7.13.19. Never make false statements or promises you can't keep.

Aggressive or Violent Person

If a person is aggressive or violent, get as much distance as possible from the person.

7.13.20. If the person is brandishing a weapon, do whatever possible to not find yourself in a trapped position. Always try to have an escape route or exit. If this is not possible and the only chance you may have is to hide, try to hide in an area where the entrance can be blocked or locked. Turn off the lights. Some areas may include bathrooms and locker rooms which have bolts on the inside. If you find that the assailant has entered the only space you are in and is in between you and the escape route, fight by throwing tables, chairs, computers and do whatever necessary to not be a still target. However, remember that getting as much distance as possible is still the best option. Follow these steps:

- Identify the threat
- Get away
- Immediately call 9-1-1.

7.14 CIVIL DISTURBANCE

In the case of a civil disturbance, such as an angry group of people, unruly protest, riot, etc., do not treat the people causing the problem in a hostile manner in any way. If you feel that you are in danger, get away as quickly as possible. Get as much distance as you can between you and the group. If necessary, call 9-1-1 and have the Police Department handle the situation.

7.15 OTHER EMERGENCIES

This EAP is an attempt to prepare for emergencies; as such, it tries to anticipate what could possibly and credibly go wrong, and prepare employees to respond appropriately. There may be unforeseen emergencies, however. Regardless of the nature of the emergency, the general response should always follow these basic guidelines:

- 7.15.1. Move as far away from the hazard as necessary to protect yourself. Do not go looking for or approach the hazard to investigate until and unless you are properly equipped and trained, and are sure it is safe to do so.
- 7.15.2. Keep others away from the hazard.
- 7.15.3. If it is a severe enough emergency that you feel it is going to require emergency responders, call 911 immediately.
- 7.15.4. Notify Evacuation Coordinators.

7.16 PUBLIC INFORMATION

The media (press, radio, television, etc.) have extensive rights to information and access to information. In the event the media or press requests interviews or information, all requests will go to the President of the company. Only the President is authorized to talk to the press.

8.0 TRAINING

8.1 DRILLS

Practice and drills are vital to reducing panic and confusion. All employees shall take drills seriously and participate as much as possible. The more automatically employees react to the sound of the alarm, the more they may be responsive in a real emergency. The most important part of any emergency is the people. Not every emergency gives off smoke or fumes. Every employee should be able to react immediately the scenarios that they are most likely to encounter at work. Drills at the facility may include fire extinguisher use, spill response, and evacuation. Each of these drills are an effective method to learn and reinforce action plan procedures.

The evacuation drill is conducted on an annual basis. The effectiveness of the drill is evaluated by having the evacuees complete the Evacuation Drill Evaluation form. The form is included in this plan as Appendix E.

8.2 EAP TRAINING

Emergency Action Plan training is provided to new employees as soon as possible. This training shall include the criteria listed in this program in addition to the actual evacuation drill. Additional training is also required whenever an employee's responsibilities and/or department reporting changes, or whenever a change in this policy effects employee actions. A combination of the written Emergency Action Plan, Power Point presentations, videos, and on the job instruction will be used to facilitate the EAP Training. Employees will be trained on:

- 8.2.1. Evacuations and sheltering in place: How to initiate an evacuation, and proper evacuation procedure as well as when to shelter in place.
- 8.2.2. Emergency specific procedures described in Section 7 of this EAP.
- 8.2.3. Fire prevention
- 8.2.4. General Spill Response.

9.0 RECORDKEEPING

The primary emergency response coordinator is responsible for maintaining records the following records associated with this EAP:

- 9.1.1. Training shall be properly documented.
- 9.1.2. Records for each emergency drill are maintained and include the date of the drill, area(s) evacuated, and a follow up analysis describing the results of the drill.
- 9.1.3. A report, memo, or other record are to be prepared any time an action plan in this EAP is initiated.

- 9.1.4. This EAP plan will be maintained electronically and in hard copy with the other safety programs at Team Sheeper.

Telephone Numbers

Life - Threatening or Police/Fire Emergency	911
Menlo Park Fire Department	(650) 323-2404
Menlo Park Police Department	(650) 330-6300
Assistant Fire Marshall	(650) 688-8428
Air Quality Management District	(415) 749-4779
Local Hazard Materials Program	(650) 363-4305
Cal EPA Department of Toxic Substances Control	(800) 728-6942
Cal/OSHA	(510) 794-2521
Stanford Hospital	(650) 723-7337
Local Water Company	(650) 330-6640
San Mateo County Environmental Health	(650) 363-4305
HMBP Environmental Contact: Donald Webber	(650) 330-6790
National Response Center	(800) 424-8802
Poison Control Center	(800) 222-1222
Regional Water Quality Control Board	(510) 622-2493
Department of Public Safety Fire and Environmental Services Unit (CUPA)	(650) 372-6200
State Office of Emergency Services	(800) 852 -7550
PG&E	(800) 743-5002

Assembly Area Head Count Form Page 1 of 2

[illegible]

Assembly Area Head Count Form Page 2 of 2

Missing Employees Name(s)

1. _____
1. _____
2. _____
3. _____
4. _____
5. _____

Area Last Seen

Injured Employees Name(s)

1. _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Type of Injury

Additional Employees / Guest Name(s)

1. _____
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Problem(s)

APPENDIX C



Fire Prevention Plan

1. **Potential Fire Hazards:** Team Sheeper may store a small quantity of products that are potential fire hazards. These products generally fall into one of the following categories:
 - 1.1. Flammable liquids such as gasoline and some paint related products.
 - 1.2. Flammable gasses. Natural Gas and Propane are good examples.
 - 1.3. Combustible liquids such as diesel fuel, lubricating oils and some solvents.
 - 1.4. Overloaded electrical outlets
2. **Proper Handling and Storage Procedures:** Flammable materials are to be used only in well-ventilated areas. This will prevent a buildup of vapors to a level that could pose a health or fire/explosion hazard. Containers of flammable and combustible materials should be closed when not in use. They should also not be stored near a heat or ignition source. Smoking is not permitted when working with flammable liquids. Compressed gases are to be securely stowed at all times and, when not in use, valves are to be closed.
3. **Responsibilities:**
 - 3.1. Supervisors are responsible for the overall safety of the work areas under their respective control.
 - 3.2. Individual employees are responsible for keeping their work areas free of excessive debris and unwarranted accumulations of flammable and combustible materials.
 - 3.3. Management is responsible for ensuring available on-site fire fighting and fire suppression equipment is properly maintained and available for immediate use.
 - 3.4. Supervisors are responsible for ensuring that significant spills of flammable and combustible liquids are contained and cleaned up according to the City's guidelines.
4. **Training:** Supervisors shall ensure that subordinate employees receive appropriate training on this Plan and on how to respond in the event of a fire emergency. In particular, this training shall include:
 - 4.1. Fire/Explosion Response
 - 4.2. Facility Evacuation Procedures
5. **Fire Extinguishers** servicing and maintenance is conducted in accordance with section 6.1 of the Emergency Action Plan.
6. **Automatic Fire Sprinkler System** servicing and maintenance is conducted in accordance with Section 6.1 of the Emergency Action Plan.
7. **Periodic Inspections** will be conducted in compliance with Team Sheeper's Injury and Illness Prevention Program. As part of these inspections, the contents of the fire and emergency preparedness and prevention checklists included as part of this plan are considered.

Fire Preparedness and Prevention Checklist

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have all emergency systems and equipment been properly tested and inspected?		
2. Exit Signs, Monthly		
3. Fire Extinguishers, Monthly		
4. Extinguisher correct for hazard?		
5. Pin is in place?		
6. Plastic tab (seal) in place and secured to pin?		
7. Fully charged (Gauge is in green zone)?		
8. Sprinkler, Quarterly		
9. Fire Alarm, Annual Drill and Semi-Annual Contractor Inspection		
10. Are exits arranged and maintained to provide free and unobstructed exit from all parts of the building at all times when occupied? No lock or fastener shall be installed to prevent free escape from the inside of any building.		
11. Does the emergency lighting in the building allow safe access and light the direction to the exits when the main power has failed?		
12. Are door openings or means of egress 32 inches or greater in clear width?		
13. Do all exit doors swing in the direction of exit travel?		
14. Does the changeover of illumination energy sources in an emergency take less than 10 seconds?		
15. Do the battery-operated lights only use reliable types of rechargeable batteries, with suitable facilities for maintaining them in properly charged condition?		
16. Is each exit route, in its entirety, arranged or marked so that the way to a place of safety is indicated in a clear manner? Any door or passageway that is not an exit or way to reach an exit, but is capable of being confused with an exit, shall be arranged or made to prevent occupant confusion with acceptable exits.		
17. Are the access routes to exits marked by readily visible signs in all cases where the exit is not immediately visible to an employee or visitor? Is sign placement such that no point in the exit access is more than 100 feet from the nearest visible sign?		
18. Are all doors, passageways or stairways that are neither exits nor a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading "Not An Exit"?		
19. Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?		

Emergency Preparedness and Prevention Checklist

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have you been trained in the use of fire extinguishers?		
1.1. If yes, do you know the location of the closest fire extinguisher?		
2. Are all exit doors, hallways and aisle ways in your work area clear (32" minimum) and unobstructed for emergency exiting?		
3. Are all windows closed securely each night?		
4. Are files and storage areas purged and cleared regularly to eliminate unnecessary paper storage?		
5. Are chemicals, paints, and fluid storage areas checked regularly to eliminate storage of old and unnecessary products?		
6. Are enough electrical plugs provided to eliminate the use of extension cords for daily operations?		
7. Do you know the best route to your assigned Assembly Area in the event of an evacuation?		
8. Do you know who to report to following an evacuation?		
9. Have you been trained in first aid and/or CPR?		
10. If provided, do you know where the closest First Aid Kit is located in your work area?		
11. Are all bookcases and other tall furniture secured to avoid tipping in the event of an earthquake?		
12. Do you know where your company's Emergency Action Plan is located?		

Evacuation Drill Evaluation Form

Employee Name (optional): _____

Assembly Area: _____

Person in Charge: _____

Date: _____

Please take a moment to fill out this evaluation form to allow us to correct any deficiencies that may exist in our evacuation program.

False	True
1. I could hear the evacuation alarm. <input type="checkbox"/>	<input type="checkbox"/>
2. I had been trained on the evacuation procedure. <input type="checkbox"/>	<input type="checkbox"/>
3. I knew the evacuation route out of my work area. <input type="checkbox"/>	<input type="checkbox"/>
4. I knew where my Assembly Area was located. <input type="checkbox"/>	<input type="checkbox"/>
5. The Assembly Area was easy to find. <input type="checkbox"/>	<input type="checkbox"/>
6. I did not stop for my personal belongings. <input type="checkbox"/>	<input type="checkbox"/>
7. My superior knew what to do. <input type="checkbox"/>	<input type="checkbox"/>
8. A head count was taken at the Assembly Area <input type="checkbox"/>	<input type="checkbox"/>
9. I did not run during the evacuation drill. <input type="checkbox"/>	<input type="checkbox"/>
10. I remembered what I was supposed to do. <input type="checkbox"/>	<input type="checkbox"/>

General Comments:

Team Sheep, Inc.

Emergency Action Plan

100 Terminal Ave.
Menlo Park, CA



45950 Hotchkiss St. · Fremont, CA 94539 · (510) 651-8289 · du-all.com

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7. REVISION HISTORY LOG

Date	Name	Section	Description
February 2013	Du-All Safety	All	First DRAFT
March 2013	Du-All Safety		Second DRAFT
May 2013	Du-All Safety	All	Program Approved by Committee
December 2013	Du-All Safety	5.1	Removed Joe Nawas
December 2013	Du-All Safety	5.3.6	Changed Joe for Charlie Boeck
December 2013	Du-All Safety	7.4	Eliminated second and third sentences
			Added personnel responsible...
December 2013	Du-All Safety	7.13.20	Changed format. Replaced gunman with assailant
December 2013	Du-All Safety	App. A	Removed Joe N. and added Charlie B.
February 2014	Du-All Safety	5.1	Added Charlie Boeck
		7.1.6	Added Dome Procedures
		Footer	Added 2014
February 2024	Team Sheepier	4	Updated MSDS to SDS
		5.1	Changed Primary to Manager on Duty
		5.3.6	Removed names and inserted titles
		7.1.6	Removed Dome Procedures
		7.2	Updated 911 calling procedures
		7.8.4	Updated locations
		App. C	Updated map to be more clear
November 2024	Team Sheepier	1.0	Update address to Belle Haven
		7.1.2	Update Assembly Area
		7.2.1	Update address
		7.3.1	Update Shelter in place location
		7.8.4	Updated contact info
		App. C	Update Image to reflect new facility

1.0 PURPOSE

To establish a plan that instructs employees who work or frequent Team Sheep, Inc. (herein referred to as Team Sheep) located at 100 Terminal Ave, Menlo Park, California about appropriate actions to take before, during and after an emergency to reduce risk of injury and property damage.

2.0 SCOPE

The emergency planning and response procedures outlined in this plan apply to all Team Sheep's operations and activities conducted by its employees, subcontractors and visitors who work or visit Team Sheep's facilities.

This Emergency Action Plan (EAP) is intended to address various hazards that may arise during normal working conditions, such as personal injury or illness, fire, chemical release, earthquake, bomb threat, power outage, flooding and aggressive persons. The two most important goals of any emergency plan are to protect lives and property. With this written plan, safety inspections, and annual training exercises, it is our intent to reduce the risk of injury and death and damage to the building and its contents. Knowledge of this plan, coupled with on-going safe work practices and housekeeping habits, will provide all occupants with a reasonable degree of safety.

This plan will outline Team Sheep's general emergency response policies, procedures, and commitments. It describes preparation that can be taken prior to an emergency, how operations will function in an emergency, and specifies the responsibilities of Team Sheep employees in the prevention, management, response to and the immediate recovery from emergencies.

3.0 REFERENCES

- California Code of Regulations, Title 8, Section 3200, Emergency Action Plan.
- National Fire Code 10, Standard for Portable Fire Extinguishers.
- California Fire Code 2007, Chapter 4, Emergency Planning and Preparedness.
- California Fire Code 2007, Chapter 10, Means of Egress.

4.0 DEFINITIONS

CAL/ OSHA – California Occupational Safety and Health Administration, the State agency responsible for regulating workplace safety.

CUPA – Certified Unified Program Agency, the local agency responsible for regulating hazardous material and waste storage. .

SDS – Safety Data Sheet, written or printed material concerning a hazardous substance which is prepared by the manufacturer or importer of a product.

5.0 RESPONSIBILITIES

5.1 EVACUATION COORDINATORS

The Evacuation Coordinators are:

- Primary: Manager on Duty
- Secondary: Tim Sheeper

The Evacuation Coordinators have the following responsibilities:

- 5.1.1. Facilitating the evacuation of the facility, accounting for personnel, visitors and contractors safety.
- 5.1.2. Communicating with emergency responders when they arrive onsite.
- 5.1.3. Carrying out evacuation procedures are described in Section 7.1.3 of this EAP.

5.2 MANAGERS AND SUPERVISORS

Managers and Supervisors are responsible for the following:

prior to an emergency:

- 5.2.1. Ensuring that this plan is complete, accurate and up to date. This includes providing written plans for specific needs or their areas and operations as necessary, and performing updates to the head count form. (Appendix B)
- 5.2.2. Providing necessary equipment to respond to emergencies. A list of emergency equipment that is onsite is included in section 6.0.
- 5.2.3. Providing their employees with training on this plan, as well as any plans specific to their areas and operations.
- 5.2.4. Conducting sufficient drills to ensure that their employees are proficient in responding to emergencies, that the equipment has been provided and is operational, and that contingencies are planned for to the greatest extent possible.
- 5.2.5. Designate and train an employee to perform Supervisor and Manager emergency duties in his or her absence.

During an emergency:

- 5.2.6. Responsible for the initial response to an emergency that affects their area of operation. Action plans for foreseeable emergencies are included in Section 7.
- 5.2.7. In the event of an evacuation, perform detailed procedures in Section 7 to assist the evacuation coordinator.
- 5.2.8. As necessary, complete the post incident reporting requirements in section 9.

5.3 EMPLOYEES

Employees are responsible for the following:

- 5.3.1. Employees are expected to be watchful and alert to any potential hazards or emergencies within the facilities whether in their area or outside of them. The sooner the response to an emergency begins, the less impact the problem will have.
- 5.3.2. Prior to an emergency, employees are responsible for fully participating in training and drills, and any other preparedness activities. This will be considered a routine part of their employment.
- 5.3.3. Employees who are the first to encounter or recognize an emergency will initiate emergency response as described below.
- 5.3.4. In many cases, employees will have responsibilities in responding to emergencies. Their first priority, however, must be their own safety and the safety of others. Employees shall not put themselves or others at an increased risk merely for the sake of the facility operations.
- 5.3.5. Employees will follow the procedures described in this Plan.
- 5.3.6. When employees are off-site, they should have a form of identification on them as well as phone numbers for the facility's General Manager and Assistant General Manager in case of an emergency.

6.0 EQUIPMENT

6.1 FIRE FIGHTING EQUIPMENT

Team Sheeper firefighting equipment is limited to small, hand-held extinguishers located throughout the building and an automatic fire sprinkler system. Properly used, these extinguishers can put out a small fire or control it until the fire department arrives. Portable fire extinguishers are not designed to fight large or spreading fires.

These extinguishers carry notations that indicate which class of fire they can be used to fight. These notations consist of a series of numbers and letters (ex: 2A, 20BC) and are further explained as follows:

- 6.1.1. "A": Effective against wood, paper and rubbish. Many fire extinguishers have a triangle surrounding the A. The triangle is the international symbol for an A type fire. The numbers in front of the A, in our example the number 2, means that the extinguisher has been rated as being capable of putting out an A type fire two square feet in area.
- 6.1.2. "B": Effective against flammable and combustible liquids. The square that often surrounds the B is the international symbol for a liquid fire. The number in front of the B, in our example the number 20, is a relative term and means only that the extinguisher can handle a B fire 20 times larger than an extinguisher rated 1B.
- 6.1.3. "C": Effective against electrical fires. The circle that may be around the letter is the international symbol for an electrical fire. There is no number rating system for the C designation on a fire extinguisher.
- 6.1.4. Procedures for using fire extinguishers are provided in Section 7.9.
- 6.1.5. Each fire extinguisher is to be inspected monthly by facility personnel. The inspection can be documented using the signature card attached to each extinguisher.
- 6.1.6. Each fire extinguisher at Team Sheeper shall be serviced yearly by a State certified Fire Extinguisher Company.

Team Sheeper is equipped with an automatic fire sprinkler system. The following maintenance and inspection are conducted to ensure that it is ready when activated:

- 6.1.7. The automatic fire sprinkler system is inspected on a quarterly basis.
- 6.1.8. Automatic sprinkler heads can be damaged if subjected to mechanical abuse. Protective cages are installed where there is potential for this type of damage.
- 6.1.9. To avoid reducing water flow or altering a spray pattern, material or furniture is prohibited near sprinkler heads. A minimum of 18 inches of clearance is maintained for each sprinkler head.

7.0 PROCEDURES

Emergency specific procedures included in this plan cover natural disasters, industrial accidents, medical emergencies, and other incidents that may occur at Team Sheeper. Questions regarding any of the procedures should be directed to one of the emergency contacts or a manager or supervisor.

7.1 EVACUATION

- 7.1.1. Evacuations may be initiated by any employee. Typical emergencies that may cause an evacuation are a fire or explosion, chemical odor such as natural gas, bomb threat, or any other situation where remaining inside the building may harm the occupants. The following means are available to alert occupants of an evacuation:
- Activation of fire alarm.
 - Voice command (e.g. a person yells “fire” or “evacuate the building”).
 - Activation of strobes
 - The fire suppression (sprinkler) system turns on.
- 7.1.2. All persons evacuating the building are to follow the shortest and safest route out of the building and then proceed to the nearest evacuation assembly area. Because of the layout of the facilities and pools, there are several exits with each having an assembly nearby. We want to avoid personnel and the public walking across the street or assembling in areas where there is a high chance of disrupting or interfering with the responding emergency services. A map of the assembly area locations are included in Appendix C. The assembly areas are:
- Assembly Area # 1: North exit to Kelly Park grass area
 - Assembly Area #2: East exit, back gate by the lap pool to Beechwood School parking lot
 - Assembly Area #3: North exit to Community Center Oneita Harris Gym
 - Offsite Assembly Area: Karl E Clark Park
- 7.1.3. The Evacuation Coordinator is to follow the following procedures:
- Evaluate the situation that caused the evacuation and develop a plan of action. If the situation warrants, call or delegate somebody to call 9-1-1.
 - Obtain head count status from Managers and Supervisors. Record the following to be communicated to emergency personnel: All accounted for, or number missing, name of missing, location that the missing were last seen and status of any injured person.(Appendix B)
 - Ensure that all evacuees remain at the assembly area.
 - Designate specific employees to guard entrances that may not be visible from the assembly area to prevent people from entering the building.

- Meet with and inform the responding emergency services of the current status.
 - Authorize supervisors to direct employees and other personnel back inside the building once it has been cleared for reentry.
 - Explain to the employees and other personnel why an area is safe for reentry. In addition, fully explain any areas or rooms to avoid upon reentry into the building. If there are areas or rooms to avoid, they shall be properly identified with 'DANGER: DO NOT ENTER' tape before employee reentry to the building
- 7.1.4. Upon initiation of an evacuation, Managers and Supervisors are responsible for the following procedures:
- Ensure that all work is stopped and that all employees, contractors and visitors evacuate the area or building quickly and in an orderly manner using the pre-designated evacuation routes.
 - Close doors, being sure not to lock them once all personnel are out of the area, if it can be done without delaying their evacuation.
 - Complete a head count of his or her employees and other personnel, visitors, and contractors that have reported to the assembly area. Use the form provided in Appendix B.
 - Report head count status: All accounted for, or number missing, name of missing, location that the missing were last seen to the Evacuation Coordinator.
 - Ensure that under no circumstance will an employee re-enter the building to search for missing personnel.
 - Ensure that no persons leave the assembly area unless authorized to do so by the Evacuation Coordinator.
 - By radio or other means of communication, contact all employees who are off site and inform them of the emergency. Under some circumstances, they may be directed to stay away and not return until further notice.
 - Allow employees to reenter the work area once the Evacuation Coordinator and Emergency Response Personnel have cleared the building.
- 7.1.5. Upon initiation of an evacuation, employees are responsible for the following procedures:
- Stop work and immediately leave the area and building through the designated escape route or nearest exit. (Refer to posted evacuation maps, also included in Appendix C.)
 - Employees and other personnel shall also know at least one alternate route or exit in case the designated route or exit is blocked.

- Once out of the building, employees and other personnel are to report to the primary evacuation assembly. If the primary assembly area is unsafe, then proceed to the secondary assembly area. Section 7.1.2 and Appendix C of this EAP describe the location of the assembly area.
 - Report to their supervisor for head count within the assembly area.
 - Employees and other personnel are not to leave the assembly area unless directed to do so by supervisor or emergency response personnel, or staying at the Assembly Area would endanger one's safety.
 - Employees and other personnel are not to re-enter the building or any evacuated area unless the area or building has been cleared for entry by the Evacuation Coordinator and their Manager or Supervisor..
- 7.1.6. The following considerations and procedures are considered for employees or visitors requiring assistance during an evacuation:
- Employees who may require assistance evacuating should be assigned work stations located in close proximity to exits and areas where they need rely on elevators to evacuate.
 - Certain delegated employees should know where they will meet and what to do for employees requiring assistance evacuating in case of an emergency.
 - These delegated employees shall be trained on proper techniques and procedures to safely evacuate people requiring assistance.
 - Employees who have visitors or guests that require assistance evacuating the building shall be responsible for assisting them in case of an evacuation. Employees are to stay with and assist their visitor to the relocation area.
 - If employees are unable to bring or assist any person to the assembly area, they should try to place injured people or people with reduced mobility to a safe area such as a stairwell to be rescued. Employees should inform the Evacuation Coordinator or the responding emergency services of the location of any person left behind.

7.2 CALLING 9-1-1

As with all California Public Safety Answering Points, using 9-1-1 is the proper way to report an emergency.

- 7.2.1. When calling 911 be ready to provide the facility name and address (Belle Haven Pool, 100 Terminal Ave. Menlo Park, CA 94025) and a call back phone number in case of disconnection.
- 7.2.2. Remain calm and answer the dispatcher's questions to the best of your ability.

7.3 SHELTER IN PLACE

"Sheltering in Place" means staying where you are, as opposed to evacuating an area. The initial response to earthquakes is an example of sheltering in place. The response to a riot or violent suspect apprehension outside the building, or a toxic gas cloud release may also be to shelter in place. Generally, the Fire Department or Police Department would inform employees and the public when the need to shelter in place must occur because of a chemical cloud. The following are the initial steps to sheltering in place:

- 7.3.1. The designated shelter in place location at 100 Terminal Ave Community Center is Oneta Harris Gym inside the community center.
- 7.3.2. Remain calm.
- 7.3.3. Get away from windows: Earthquakes can shatter windows. Rioters can throw objects through windows. Bullets go through windows. Toxic chemical gas may seep through window seams.
- 7.3.4. Protect your head with your arms if there is the potential for falling or thrown objects.
- 7.3.5. Turn off all HVAC systems.
- 7.3.6. Wait for the all clear from the responding emergency services before leaving the area.

7.4 EMERGENCY UTILITIES SHUTDOWN

Certain emergencies may require the shutdown of utilities such as gas, water, electricity, heating and air system. Personnel responsible for shutdown of utilities will be properly trained.

7.5 POWER OUTAGES

Power outages are not inherently emergencies. If the loss of power creates an emergency situation, deal with the actual emergency. Note that the phone systems take several minutes to reboot after a power outage. If there is an emergency that requires calling 911, do so from a cell phone.

7.6 EARTHQUAKES

Earthquakes are relatively common in this area. Employees and other personnel need to be informed about the potential damage caused by earthquakes, and how to deal with these situations. The following procedures are to be followed in prior to, during, and after an earthquake:

Before the Quake

- 7.6.1. Assume that objects will fall or move in an earthquake.
- 7.6.2. Hazardous materials, heavy objects, objects that could impede emergency egress, or anything else that could create a hazard by falling should be stored close to or on the floor/ground.

- 7.6.3. Objects that must be stored off the floor should be restrained—chained, bungeed, stored in cabinets, netted, etc.
- 7.6.4. Cabinets, bookshelves, appliance, etc. over five feet in height should be bracketed or otherwise secured to a wall to prevent falling.
- 7.6.5. If the earthquake will cause loss of mission-critical assets – essential spare parts being dumped onto the floor and ruined, for example, then preventive measures should be taken.

During the Quake:

- 7.6.6. If indoors, DO NOT ATTEMPT TO EXIT THE BUILDING! The greatest danger from falling debris is just outside doorways and close to outer walls while the ground is shaking.
- 7.6.7. Duck, Cover and Hold. If you are inside a building, immediately take cover under a table or desk. If the furniture under which you have taken cover moves, stay under it and move with it.
- 7.6.8. Move away from large windows, chemical storage, large electrical equipment, etc.
- 7.6.9. If outside, stay there. Move away from buildings, walls, flagpoles, power poles, and lampposts. Stay away from downed electrical lines, and any pools, puddles or liquid into which the lines may have fallen. Stay away from heavy equipment, glass windows and doors, and chemical storage areas.

After the Quake:

- 7.6.10. Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
- 7.6.11. If there appears to be any damage to a building, initiate an evacuation. Evacuation procedures are given in Section 7.1.
- 7.6.12. Check for fires, spills, and leaks. If found, respond to them appropriately.

7.7 FLOODS

A typical flood that may occur would include flooding of parking lot (maybe two feet of water) or flooding indoors as the result of broken water pipes, backed-up sewer lines, clogged drains, or open valves. If flooding is internal, efforts should be focused on the following tasks:

- 7.7.1. If there is any risk of shock from electrical equipment wait for the arrival of the Fire Department. Any electrical equipment that is not known to be disconnected should be assumed to be live and should be treated as a potential electrocution threat.
- 7.7.2. Locate and control the source of the water infiltration. Place a trash can or other container under overhead water leaks. If the source of the water leak cannot be identified or controlled immediately, cleanup operations should still begin as

quickly as possible. Damage will be limited by reducing the total quantity of water in the building.

- 7.7.3. Relocate furnishings, equipment, and supplies away from the flooded and surrounding area. Clean up water by pumping, vacuuming, or mopping.
- 7.7.4. Evacuation Coordinator and facilities personnel will assess damage and proceed in appropriate manner to make necessary repairs.

7.8 MEDICAL EMERGENCIES

Team Sheeper relies on locally provided emergency responders for assistance in the event of medical emergencies. However, under certain circumstance first aid must be administered immediately until first responders arrive. To that end, selected employees are trained in first aid, CPR, and Automated External Defibrillator (AED) use. The following procedure applies during a medical emergency:

- 7.8.1. Conduct a primary survey of the injured employee(s) to discover the main problems (i.e. burned, not breathing, laceration, chest pain, extremely hot, etc.).
- 7.8.2. Call 9-1-1 for immediate assistance and instruct another employee to inform a Supervisor or other trained personnel of the situation.
- 7.8.3. Trained personnel are to begin to administer first aid, CPR, and/or the AED as appropriate.
- 7.8.4. If the situation is an injury, but not an emergency, personnel are to be taken to the following hospital for treatment:

CONCENTRA MEDICAL CENTERS

125 SHOREWAY RD STE A

SAN CARLOS, CA 94070

650-556-9420

Concentra Medical Centers

1197 E. Arques Avenue

Sunnyvale, CA 94085-3904

408-773-9000

OR After 5:00 p.m. on Weekdays or All Weekend Days

Kaiser Permanente Redwood City Medical Center

1100 Veterans Blvd.

Redwood City, CA 94063

650- 299-2000

- 7.8.5. Note that any serious injury or illness that occurs while at work, regardless of whether or not it is work-related, must be reported to Cal/OSHA within 8 hours. In the event of a serious injury, the Manager or Supervisor is to call HR and

contact a live person to provide the accident information. HR will then call CAL/OSHA and make the report. If the Manager or Supervisor is unable to contact a live person in HR, they are to leave a detailed message with HR and call CAL/OSHA to report the injury. The nearest CAL/OSHA district office is:

510-794-2521 Fremont

7.9 FIRE OR EXPLOSION

The best means of managing a fire/explosion hazard at Team Sheeper is to prevent such an event. In that regard, Team Sheeper has prepared a Fire Prevention Plan. Team Sheeper will rely primarily upon the local fire department for response to a fire or explosion. Certain personnel are not trained to respond to anything except the smallest fire. A fire in a trashcan or in a pile of rags could be an example of a small fire. In the event of a fire or explosion, or upon noticing smoke, following procedures are to be initiated:

- 7.9.1. Employees shall alert all building occupants by pulling one of the designated fire alarms located at or near each building exit or using verbal shouts.
- 7.9.2. All occupants must then evacuate the buildings following the procedures in Section 7.1. If necessary, utilize the fire extinguisher to aid in the evacuation.
- 7.9.3. Call 9-1-1. If unable to call from the building, then a cell phone can be used to make the 9-1-1 call from outside of the building.

For small, incipient-stage fires, employees who are trained in the use of fire extinguishers may attempt to put the fire out. This should only be done after the evacuation has begun, and 9-1-1 has been contacted. Small fires can quickly become larger fires, and the delay in evacuating workers to safety and getting professional help can cause a serious increase in risk. The following procedures are to be followed to fight a fire after procedure 7.9.1 – 7.9.3 are completed:

- 7.9.4. Ensure the fire is confined to a small area and is not spreading beyond the immediate area.
- 7.9.5. The individual using the extinguisher has an unobstructed escape route to which the fire will not spread.
- 7.9.6. The individual using the extinguisher is trained in its proper use.
- 7.9.7. **Use the Portable Fire Extinguisher:** In general, an individual using an extinguisher should stand six to eight feet away from the fire and follow the four-step PASS procedure. If the fire does not go out immediately, the individual should leave the area at once. The PASS procedure is as follows:
 - **Pull Pin:** This unlocks the operating lever on the extinguisher and allows discharge of the extinguisher. Some extinguishers may have other devices that prevent inadvertent operation.
 - **Aim Low:** Point the extinguisher nozzle (or hose) at the base of the fire.
 - **Squeeze:** Squeeze the lever below the handle. This discharges the extinguishing agent. Releasing the lever will stop the discharge. Some

extinguishers have a button that can be pressed for release of the extinguishing agent.

- **Sweep From Side to Side:** Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth across the fire until the flames appear to be out. Watch the fire area. If the fire reignites, repeat the process.

7.10 CHEMICAL RELEASE (SPILL)

This section is divided into “Response” and “Reporting” activities. Note that some reporting will occur during the response.

The response to and reporting of a release will be dependent on the quantity and the nature of the released material.

A small or minor release would be less than one gallon, or covering an area less than 6 feet in diameter. A significant spill would be anything larger than that. Any release that has entered a storm drain or has been released off site will be considered as significant release.

Response

Small Release

- 7.10.1. If the spill is an unknown substance, then clear the area and call 9-1-1.
- 7.10.2. Team Sheeper has spill clean-up kits and certain employees have been trained on their use and contents. There is a list of emergency numbers located next the phones. If an employee notices a spill, they are to contact the personnel on the list. Those personnel will do the following:
- 7.10.3. Don appropriate PPE, depending on the material released, such as gloves, goggles, etc.
- 7.10.4. Promptly stop the release at the source, if it is safe to do so. Close valves, upright containers, etc.
- 7.10.5. Contain and control the spill using absorbent materials (paper towels, absorbent pads, granular absorbent). Keep the spill away from drains, doorways, etc.
- 7.10.6. Place the contaminated absorbent into disposal container, and immediately label it.
- 7.10.7. Follow proper disposal procedures.
- 7.10.8. The Emergency Response Coordinator is to record the release in a memo to file so that it is available upon agency inspection/request.

Significant Release

- 7.10.9. In case of a significant release that would be out of the control of Team Sheeper employees and would require an evacuation, the local HAZMAT team will be notified.

Reporting

- 7.10.10. For any spill that did not escape secondary containment and hence no outside agencies were contacted, the incident must be recorded in a memo to file. Spill and release records must be made available to the CUPA.

7.11 SUSPICIOUS PACKAGES OR LETTERS

Receiving a package or letter that contains chemical or biological agents is possible. Do not handle any suspicious letter, card, or package; do not allow anyone else to handle it.

Among the characteristics of suspicious letters or packages are:

- No return address
- Restrictive markings such as "PERSONAL" or "CONFIDENTIAL"
- Postmark or other indication of mailing from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only (e.g. Manager) or to incorrect title for addressed individual
- Badly typed, sloppy or odd handwriting
- Protruding wires
- Ridged or bulky packaging
- Strange odor
- Wrong title with name
- Excessive use of tape or string
- Oil stains, discoloration or crystallized material on packaging
- Leaking contents

Procedures for handling a letter that contains powder or a written threat:

- 7.11.1. Set down the letter or leave it in place.
- 7.11.2. Isolate the work area where the letter is located so no one disturbs it.
- 7.11.3. Tell a coworker about the letter and to which restroom you are going. Have them call 911.
- 7.11.4. Wash your hands in soap and warm water for at least one minute. Blow your nose in tissue. Delay eating or drinking. Wait for further instructions from the Fire or Police Department.

7.12 BOMB THREAT

Bomb threats are usually received by telephone; staff who routinely take calls from the public are required to understand their responsibility during a bomb threat call. When it comes to responding to threats and acts of sabotage, employee preparation is critical. The following procedures are for handling a bomb threat by phone:

- 7.12.1. Assume the threat is real.
- 7.12.2. Keep caller on the phone as long as possible.
- 7.12.3. Try to get detailed information, i.e. location of bomb, time set to go off, as well as, exact words of caller, gender, and other details you might interpret.

Questions to ask the caller:

- a. When will the bomb go off?
 - b. Where is it?
 - c. What does it look like?
 - d. What type of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
- 7.12.4. If possible, write “BOMB THREAT!” on a piece of paper and give it to another employee so that 9-1-1 can be called and people can be evacuated from the building while you are still on the phone.
- 7.12.5. Evacuate the building; leave immediately. The time interval between a bomb threat and the actual explosion can be a matter of minutes.
- 7.12.6. No one should use radio communication as a radio transmission could detonate the bomb. In addition, no one should use cell phones, pagers, Palm Pilots, etc. capable of radio transmission because the frequencies that these devices use could also detonate the bomb.
- 7.12.7. Employees evacuating the building should try to notice anything suspicious on their way out as long as it does delay their exit.
- 7.12.8. Once outside, continue to the designated Emergency Assembly Area staying clear of the building being evacuated.
- 7.12.9. Do not re-enter. Wait outside until the building has been cleared by the Evacuation Coordinator.
- 7.12.10. Never touch, handle, or move a suspicious object
- 7.12.11. Do not drive a car. Parking lots must be kept clear for emergency vehicle access.

Procedures for handling a bomb threat by mail:

- 7.12.12. Do not handle any suspicious letter, card or package; don't allow anyone else to handle it. A suspicious package may be without a return address or from an unfamiliar vendor or source.
- 7.12.13. Evacuate the area.
- 7.12.14. Call 911.

7.13 VIOLENCE OR THREATS OF VIOLENCE

Note the difference between an upset/irate person and an aggressive person. Never engage in violent activities with anyone.

7.6.12.1. Upset or Irate Person

- 7.6.12.2. If a person is upset or irate then they can often be calmed if the employee remains calm. Report to your supervisor as soon as possible when a customer, a vendor, a coworker, or a member of the public is violent or demonstrating disturbing behavior or threatens anyone.

If you encounter a hostile, irate or upset person or persons:

- 7.13.1. Stay calm and listen attentively.
- 7.13.2. Be polite.
- 7.13.3. Maintain eye contact.
- 7.13.4. Be courteous and patient.
- 7.13.5. Move and speak slowly, quietly and confidently.
- 7.13.6. Be empathetic to the person and acknowledge the person's feelings. Focus your attention on the person to let them know that you're interested in what they have to say.
- 7.13.7. Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person.
- 7.13.8. Make sure there is at least 3' to 6' of space between you and the person (beyond arm's reach). Arrange yourself so that the person cannot block your access to an exit
- 7.13.9. Use delaying tactics to get them time to calm down. For example, ask them if they would like a drink of water (in a disposable cup).
- 7.13.10. Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.
- 7.13.11. If the situation gets out of control, exit the area and call 9-1-1.
- 7.13.12. Never take sides.
- 7.13.13. Never agree with distortions.

- 7.13.14. Never reject all their demands from the start.
- 7.13.15. Never brush the person off, be cold, or give them the runaround.
- 7.13.16. Never pose in challenging stances. For example, do not make sudden movements, place hands on your hips or cross your arms.
- 7.13.17. Never challenge, criticize, be impatient, be condescending, threaten, or dare the person.
- 7.13.18. Never try to make the situation seem less serious than it is.
- 7.13.19. Never make false statements or promises you can't keep.

Aggressive or Violent Person

If a person is aggressive or violent, get as much distance as possible from the person.

- 7.13.20. If the person is brandishing a weapon, do whatever possible to not find yourself in a trapped position. Always try to have an escape route or exit. If this is not possible and the only chance you may have is to hide, try to hide in an area where the entrance can be blocked or locked. Turn off the lights. Some areas may include bathrooms and locker rooms which have bolts on the inside. If you find that the assailant has entered the only space you are in and is in between you and the escape route, fight by throwing tables, chairs, computers and do whatever necessary to not be a still target. However, remember that getting as much distance as possible is still the best option. Follow these steps:
 - Identify the threat
 - Get away
 - Immediately call 9-1-1.

7.14 CIVIL DISTURBANCE

In the case of a civil disturbance, such as an angry group of people, unruly protest, riot, etc., do not treat the people causing the problem in a hostile manner in any way. If you feel that you are in danger, get away as quickly as possible. Get as much distance as you can between you and the group. If necessary, call 9-1-1 and have the Police Department handle the situation.

7.15 OTHER EMERGENCIES

This EAP is an attempt to prepare for emergencies; as such, it tries to anticipate what could possibly and credibly go wrong, and prepare employees to respond appropriately. There may be unforeseen emergencies, however. Regardless of the nature of the emergency, the general response should always follow these basic guidelines:

- 7.15.1. Move as far away from the hazard as necessary to protect yourself. Do not go looking for or approach the hazard to investigate until and unless you are properly equipped and trained, and are sure it is safe to do so.
- 7.15.2. Keep others away from the hazard.

- 7.15.3. If it is a severe enough emergency that you feel it is going to require emergency responders, call 911 immediately.
- 7.15.4. Notify Evacuation Coordinators.

7.16 PUBLIC INFORMATION

The media (press, radio, television, etc.) have extensive rights to information and access to information. In the event the media or press requests interviews or information, all requests will go to the President of the company. Only the President is authorized to talk to the press.

8.0 TRAINING

8.1 DRILLS

Practice and drills are vital to reducing panic and confusion. All employees shall take drills seriously and participate as much as possible. The more automatically employees react to the sound of the alarm, the more they may be responsive in a real emergency. The most important part of any emergency is the people. Not every emergency gives off smoke or fumes. Every employee should be able to react immediately the scenarios that they are most likely to encounter at work. Drills at the facility may include fire extinguisher use, spill response, and evacuation. Each of these drills are an effective method to learn and reinforce action plan procedures.

The evacuation drill is conducted on an annual basis. The effectiveness of the drill is evaluated by having the evacuees complete the Evacuation Drill Evaluation form. The form is included in this plan as Appendix E.

8.2 EAP TRAINING

Emergency Action Plan training is provided to new employees as soon as possible. This training shall include the criteria listed in this program in addition to the actual evacuation drill. Additional training is also required whenever an employee's responsibilities and/or department reporting changes, or whenever a change in this policy effects employee actions. A combination of the written Emergency Action Plan, Power Point presentations, videos, and on the job instruction will be used to facilitate the EAP Training. Employees will be trained on:

- 8.2.1. Evacuations and sheltering in place: How to initiate an evacuation, and proper evacuation procedure as well as when to shelter in place.
- 8.2.2. Emergency specific procedures described in Section 7 of this EAP.
- 8.2.3. Fire prevention
- 8.2.4. General Spill Response.

9.0 RECORDKEEPING

The primary emergency response coordinator is responsible for maintaining records the following records associated with this EAP:

- 9.1.1. Training shall be properly documented.

- 9.1.2. Records for each emergency drill are maintained and include the date of the drill, area(s) evacuated, and a follow up analysis describing the results of the drill.
- 9.1.3. A report, memo, or other record are to be prepared any time an action plan in this EAP is initiated.
- 9.1.4. This EAP plan will be maintained electronically and in hard copy with the other safety programs at Team Sheeper.

Telephone Numbers

Life - Threatening or Police/Fire Emergency	911
Menlo Park Fire Department	(650) 323-2404
Menlo Park Police Department	(650) 330-6300
Assistant Fire Marshall	(650) 688-8428
Air Quality Management District	(415) 749-4779
Local Hazard Materials Program	(650) 363-4305
Cal EPA Department of Toxic Substances Control	(800) 728-6942
Cal/OSHA	(510) 794-2521
Stanford Hospital	(650) 723-7337
Local Water Company	(650) 330-6640
San Mateo County Environmental Health	(650) 363-4305
HMBP Environmental Contact: Donald Webber	(650) 330-6790
National Response Center	(800) 424-8802
Poison Control Center	(800) 222-1222
Regional Water Quality Control Board	(510) 622-2493
Department of Public Safety Fire and Environmental Services Unit (CUPA)	(650) 372-6200
State Office of Emergency Services	(800) 852 -7550
PG&E	(800) 743-5002

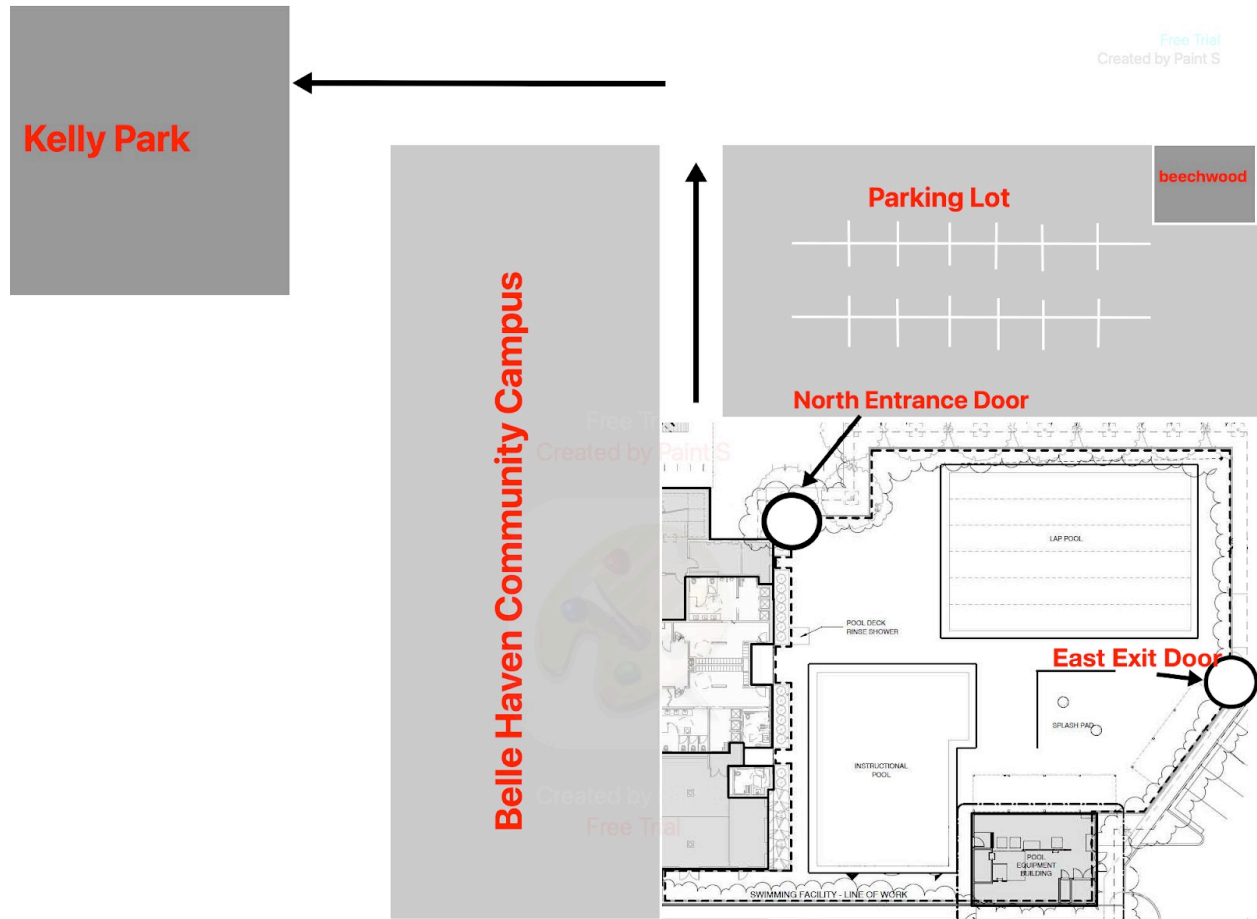
Assembly Area Head Count Form Page 1 of 2

[illegible]

Assembly Area Head Count Form Page 2 of 2

Missing Employees Name(s) 1. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	Area Last Seen _____ _____ _____ _____ _____ _____
Injured Employees Name(s) 1. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____	Type of Injury _____ _____ _____ _____ _____ _____ _____
Additional Employees / Guest Name(s) 1. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____	Problem(s) _____ _____ _____ _____ _____ _____ _____ _____

APPENDIX C



Fire Prevention Plan

1. **Potential Fire Hazards:** Team Sheeper may store a small quantity of products that are potential fire hazards. These products generally fall into one of the following categories:
 - 1.1. Flammable liquids such as gasoline and some paint related products.
 - 1.2. Flammable gasses. Natural Gas and Propane are good examples.
 - 1.3. Combustible liquids such as diesel fuel, lubricating oils and some solvents.
 - 1.4. Overloaded electrical outlets
2. **Proper Handling and Storage Procedures:** Flammable materials are to be used only in well-ventilated areas. This will prevent a buildup of vapors to a level that could pose a health or fire/explosion hazard. Containers of flammable and combustible materials should be closed when not in use. They should also not be stored near a heat or ignition source. Smoking is not permitted when working with flammable liquids. Compressed gases are to be securely stowed at all times and, when not in use, valves are to be closed.
3. **Responsibilities:**
 - 3.1. Supervisors are responsible for the overall safety of the work areas under their respective control.
 - 3.2. Individual employees are responsible for keeping their work areas free of excessive debris and unwarranted accumulations of flammable and combustible materials.
 - 3.3. Management is responsible for ensuring available on-site fire fighting and fire suppression equipment is properly maintained and available for immediate use.
 - 3.4. Supervisors are responsible for ensuring that significant spills of flammable and combustible liquids are contained and cleaned up according to the City's guidelines.
4. **Training:** Supervisors shall ensure that subordinate employees receive appropriate training on this Plan and on how to respond in the event of a fire emergency. In particular, this training shall include:
 - 4.1. Fire/Explosion Response
 - 4.2. Facility Evacuation Procedures
5. **Fire Extinguishers** servicing and maintenance is conducted in accordance with section 6.1 of the Emergency Action Plan.
6. **Automatic Fire Sprinkler System** servicing and maintenance is conducted in accordance with Section 6.1 of the Emergency Action Plan.
7. **Periodic Inspections** will be conducted in compliance with Team Sheeper's Injury and Illness Prevention Program. As part of these inspections, the contents of the fire and emergency preparedness and prevention checklists included as part of this plan are considered.

Fire Preparedness and Prevention Checklist

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have all emergency systems and equipment been properly tested and inspected?		
2. Exit Signs, Monthly		
3. Fire Extinguishers, Monthly		
4. Extinguisher correct for hazard?		
5. Pin is in place?		
6. Plastic tab (seal) in place and secured to pin?		
7. Fully charged (Gauge is in green zone)?		
8. Sprinkler, Quarterly		
9. Fire Alarm, Annual Drill and Semi-Annual Contractor Inspection		
10. Are exits arranged and maintained to provide free and unobstructed exit from all parts of the building at all times when occupied? No lock or fastener shall be installed to prevent free escape from the inside of any building.		
11. Does the emergency lighting in the building allow safe access and light the direction to the exits when the main power has failed?		
12. Are door openings or means of egress 32 inches or greater in clear width?		
13. Do all exit doors swing in the direction of exit travel?		
14. Does the changeover of illumination energy sources in an emergency take less than 10 seconds?		
15. Do the battery-operated lights only use reliable types of rechargeable batteries, with suitable facilities for maintaining them in properly charged condition?		
16. Is each exit route, in its entirety, arranged or marked so that the way to a place of safety is indicated in a clear manner? Any door or passageway that is not an exit or way to reach an exit, but is capable of being confused with an exit, shall be arranged or made to prevent occupant confusion with acceptable exits.		
17. Are the access routes to exits marked by readily visible signs in all cases where the exit is not immediately visible to an employee or visitor? Is sign placement such that no point in the exit access is more than 100 feet from the nearest visible sign?		
18. Are all doors, passageways or stairways that are neither exits nor a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading "Not An Exit"?		
19. Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?		

Emergency Preparedness and Prevention Checklist

Area Inspected: _____ Date: _____ Conducted By: _____

	Yes	No
1. Have you been trained in the use of fire extinguishers?		
1.1. If yes, do you know the location of the closest fire extinguisher?		
2. Are all exit doors, hallways and aisle ways in your work area clear (32" minimum) and unobstructed for emergency exiting?		
3. Are all windows closed securely each night?		
4. Are files and storage areas purged and cleared regularly to eliminate unnecessary paper storage?		
5. Are chemicals, paints, and fluid storage areas checked regularly to eliminate storage of old and unnecessary products?		
6. Are enough electrical plugs provided to eliminate the use of extension cords for daily operations?		
7. Do you know the best route to your assigned Assembly Area in the event of an evacuation?		
8. Do you know who to report to following an evacuation?		
9. Have you been trained in first aid and/or CPR?		
10. If provided, do you know where the closest First Aid Kit is located in your work area?		
11. Are all bookcases and other tall furniture secured to avoid tipping in the event of an earthquake?		
12. Do you know where your company's Emergency Action Plan is located?		

Evacuation Drill Evaluation Form

Employee Name (optional): _____

Assembly Area: _____

Person in Charge: _____

Date: _____

Please take a moment to fill out this evaluation form to allow us to correct any deficiencies that may exist in our evacuation program.

False	True
1. I could hear the evacuation alarm. <input type="checkbox"/>	<input type="checkbox"/>
2. I had been trained on the evacuation procedure. <input type="checkbox"/>	<input type="checkbox"/>
3. I knew the evacuation route out of my work area. <input type="checkbox"/>	<input type="checkbox"/>
4. I knew where my Assembly Area was located. <input type="checkbox"/>	<input type="checkbox"/>
5. The Assembly Area was easy to find. <input type="checkbox"/>	<input type="checkbox"/>
6. I did not stop for my personal belongings. <input type="checkbox"/>	<input type="checkbox"/>
7. My superior knew what to do. <input type="checkbox"/>	<input type="checkbox"/>
8. A head count was taken at the Assembly Area <input type="checkbox"/>	<input type="checkbox"/>
9. I did not run during the evacuation drill. <input type="checkbox"/>	<input type="checkbox"/>
10. I remembered what I was supposed to do. <input type="checkbox"/>	<input type="checkbox"/>

General Comments:



STAFF REPORT

Library Commission

Meeting Date:

9/24/2025

Staff Report Number:

PRC-2025-028

Informational Item:

**Library and Community Services department
statistics and recent activities**

Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and provide feedback on the statistics and recent activities in the Library and Community Services (LCS) department outlined in this report.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission is charged with advising the City Council on matters related to the City's parks and recreation activities.

Background

LCS provides a wide range of lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events and aquatics.

Analysis

August 2025 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Monthly statistics for August 2025 are provided in Attachment A.

LCS has updated our statistics template to be more comprehensive, improving data usability. All previously reported statistics have been transferred to the new template for continuity. Notable updates to the data collected and reported include:

- Indoor room usage
- Pickleball and tennis court usage
- Picnic rentals
- Field rentals
- Recreation participation by month (previously enrollment was reported by season)
- Child care:
 - Hours of education and care provided
 - Meals/snacks provided
 - Ages of children enrolled

Additionally, the City's aquatics operator, Menlo Swim and Sport, has provided aquatics and attendance stats for the half-year available in Attachment B.

Halloween events

Planning for the City of Menlo Park's annual "Halloweek" of events is underway, and details for event dates have been announced. Halloweek is comprised of three events (Attachment C).

- **Halloween Hoopla parade and carnival**
Costumed community participants decorate bikes, wagons, or scooters and are led on a people parade through downtown Menlo Park. At the end of the parade route, paraders and visitors enjoy Halloween-inspired carnival games, bounce houses, prizes, candy, balloon and tattoo artists, and free performances. Saturday, Oct. 25, from 11 a.m. – 2 p.m. The parade will begin down Santa Cruz Ave. and finish at the carnival at Fremont Park.
- **Pumpkin Splash**
Participants wear swimsuits and dive into floating pumpkin patches at Belle Haven Pool and Burgess Pool. Tickets are required. Admission cost includes a pumpkin, pumpkin decorations, a goody bag, and additional time for swimming. Sunday, Oct. 26, at Belle Haven Pool, 100 Terminal Ave., from 11 a.m. – noon or at Burgess Pool, 501 Laurel St., from 1 – 3 p.m.
- **Trunk-or-treat**
Trunk-or-treating provides young trick-or-treaters with a safe and fun way to enjoy Halloween. Instead of going door-to-door, children go from car-to-car, with each vehicle's trunk decorated in a creative and festive Halloween theme. City of Menlo Park departments and staff members, as well as local community organizations, participate in providing the vehicles with decorated trunks and candy. Tuesday, Oct. 28, from 4:30–6 p.m. at Belle Haven Community Campus parking lot, 100 Terminal Ave.

Cost of services study

The City of Menlo Park is currently undertaking a cost of services study to evaluate and update the cost recovery for various municipal services (Attachment D), including those provided by Library and Community Services. The cost of services study will assess the costs associated with providing fee-for-service activities to help inform the structure of fees in the master fee schedule.

It is recommended that cities periodically review their fee schedules to ensure that fees being charged are not more than what is necessary to cover the reasonable costs of the governmental activity. The City of Menlo Park's last cost of services study was conducted in 2017.

By law, service fees may not exceed the estimated reasonable cost of providing the services for which they were levied. Understanding user fees can help the City:

- Gain an understanding of the actual cost of providing fee-for-service activities
- Make decisions on dedicating a funding source (user fees) for requested services so that the City can allocate tax revenues elsewhere to fund other important services
- Generate funding needed for appropriate staffing levels
- Transparency to City leadership regarding the cost of providing services.

Government Consulting Partners, Inc. has been selected to prepare the City's comprehensive cost of services study, which will include developing a cost allocation plan, calculating fully burdened hourly staff labor rates, and conducting a comprehensive fee and service charge study.

Club 678: New youth club at Belle Haven Community Campus

Belle Haven Community Campus (BHCC) is launching a new youth club for 6th- to 8th-grade students. The club, called Club 678, will begin on September 22. Club 678 will run Monday through Friday from 3 – 5:30 p.m. (or from 1:30 – 5:30 p.m. on school minimum days) in the Event Room of BHCC.

Club 678 will provide students with a mix of recreational activities, light academic support, and numerous opportunities to develop leadership skills. City of Menlo Park recreation professionals will guide youth attendees through activities such as craft projects, mini sports leagues, and lessons in Photoshop. Each week will follow a different theme, allowing students to participate in hands-on projects, sports, games, art, STEM activities, and special events that keep them engaged.

Youths who are interested in participating can join for free by registering online (Attachment E).

Youth Advisory Committee

A new session of the Youth Advisory Committee (YAC) is scheduled to begin on September 24. This session saw a record-setting number of interested applicants, with 34 applications being submitted. Youth Advisors selected 14 of the applicants to serve on the 2025-26 YAC. All selected participants live in Menlo Park and attend the following schools:

- 7 Menlo Atherton High School
- 1 Basis Independence High School
- 1 Nueva School
- 1 Menlo School
- 1 Bellarmine College Prep
- 2 Crystal Springs Uplands High School
- 1 Castilleja

New YAC members will advise the Parks and Recreation Commission on youth activities, events, and programs, and help foster involvement of youth in municipal government and civic affairs. YAC meetings are held twice a month on the second and fourth Wednesdays of the month from 6 – 7:45 p.m. at Belle Haven Community Campus.

Costumes for Kindness: Donation drive for Halloween costumes

In partnership with the Menlo Park Police Department, LCS is holding a costume drive (Attachment F) from now through October 17. Donated costumes should be new or gently used and should fit a child between kindergarten and 5th grade. Donations will go directly to students of Belle Haven Elementary School. Donated costumes can be dropped off during regular business hours at the Menlo Park Police Department, 701 Laurel St., or at Arrillaga Family Recreation Center, 700 Alma St.

Know Your Rights

The City of Menlo Park's libraries are a source of information for community members. The Menlo Park Library has made available a Bibliocommons list (Attachment G) for community members seeking information about their rights and other related information and resources, such as the National Immigration Law Center, ACLU, East Bay Sanctuary, and Immigration Institute of the Bay Area. The Bibliocommons list also includes a link to Know Your Rights – San Mateo County Executive's Office (Attachment H), which provides highly relevant, additional resources, including:

- A rapid response hotline
- Links to Red Cards from the Immigrant Legal Resource Center (in English, Spanish, Chinese, and Tagalog). Printed know your rights cards are available in person at the library.

- Downloadable preparedness plans
- Guides for finding low or no-cost legal assistance.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

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. August 2025 statistics
- B. Menlo Swim and Sport statistics for 2024 and Jan – Jun 2025
- C. Hyperlink. City of Menlo Park webpage – Halloweek:
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Events/Community-events/Halloweek>
- D. Hyperlink. City of Menlo Park webpage – Aug. 12 City Council agenda:
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250812/i1-comprehensive-cost-of-services-study.pdf>
- E. Hyperlink. City of Menlo Park webpage – Activity Guide:
<https://menlopark.gov/Government/Departments/Library-and-Community-Services/Activity-guide>
- F. Hyperlink. City of Menlo Park webpage – Costumes for Kindness: <https://menlopark.gov/Citywide-calendar/Events/20250915-20251015-Costumes-for-Kindness>
- G. Hyperlink. External webpage Bibliocommons Know Your Rights:
<https://menlopark.bibliocommons.com/v2/list/display/150468461/2727823017>
- H. Hyperlink. External webpage San Mateo County Executive's Office: <https://www.smcgov.org/ceo/know-your-rights>

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Report reviewed by:

Nick Szegda, Assistant Library and Community Services Director

Table 1. Library items circulated

Location*	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
800 Alma St.	36,698	36,029	35,330	34,288	34,639	36,767	32,143	36,302	34,067	35,042	35,224	35,148	36,111
100 Terminal Ave.*	1,940	2153	2,056	1,877	1,893	2,299	2,008	2,423	2,645	2,191	2,366	2,286	2,192
eBooks	-	-	-	-	-	9,426	9,316	9,792	9,902	9,875	9410	10,546	*
eAudio	-	-	-	-	-	5,307	5,083	5,411	5,677	5,935	6159	6,254	6,575
eVideo	-	-	-	-	-	1,496	1,174	1,159	1,066	1,308	1198	1,531	1,239
eSerials	-	-	-	-	-	2,176	2,209	2,415	2,426	2,230	2191	1,782	2,241
Total online / digital	19,394	18,490	19,612	18,122	17,756	18,405	17,606	18,777	19,071	19,348	18,958	16,604	10,055

*Not available at time of posting

Table 2. Library cards

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
New cards issued - MP residents	244	207	186	158	120	200	184	201	151	161	198	216	235
Total cardholders - MP residents	23,340	23,444	23,431	23,673	23,765	23,847	23,953	24,076	24,196	24,302	24,472	24,652	24,875

Table 3. Library patron questions answered

Location*	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
800 Alma St.	3,482	3,182	3,283	3,038	2,971	3,321	3,124	3,398	3,232	3,084	3,730	3,776	3,469
100 Terminal Ave.*	463	429	521	423	469	565	471	499	432	402	509	497	464

Table 4. Library holds filled (item requests)

Location*	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Incoming holds - 800 Alma St	4,054	4,189	4,123	3,803	3,915	4,391	3,979	4,185	3,788	4,313	4,187	4,070	4,081
Outgoing holds - 800 Alma St	3,897	3,064	3,035	2,766	2,694	3,087	2,862	3,082	2,664	2,756	2,970	2,996	3,074
Incoming holds - 100 Terminal Ave.*	227	194	162	149	184	262	203	129	167	161	200	157	182
Outgoing holds - 100 Terminal Ave.*	10	11	26	15	13	43	**262	363	303	264	305	266	304

Table 5. Library foot traffic (gate count)

Location*	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
800 Alma St.	14,408	13,262	13,304	13,450	13,048	13,679	11,525	12,600	13,474	13,367	15,845	13,228	8,539
100 Terminal Ave. (All-ages library)	3,266	3117	3221	3,108	2,573	5,135	4,569	4,765	4,574	2,392	2,539	2,585	2,268
100 Terminal Ave. (Children's library)	-	-	-	-	-	-	-	-	-	-	-	-	892

Table 6. Library program attendance and room usage

Location*	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Total attendance - 800 Alma St.	1248	795	798	744	1,044	1,011	937	967	978	1,127	1,112	1,609	1,551
# of programs - 800 Alma St.	37	31	39	28	32	32	29	34	37	37	42	36	38
Total attendance - 100 Terminal Ave.*	298	190	326	166	316	612	464	240	379	188	355	407	540
# of programs - 100 Terminal Ave.*	29	22	25	21	24	28	30	23	27	25	26	33	26
Conference Room - available hours	-	-	-	-	-	-	-	-	-	-	-	-	217
Conference Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	-	16.5
Conference Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	-	8%
Tutor Room - available hours	-	-	-	-	-	-	-	-	-	-	-	-	217
Tutor Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	-	49.5
Tutor Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	-	23%

*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr. to 100 Terminal Ave.

**In February 2025, Belle Haven Library began allowing outgoing hold to other libraries outside Menlo Park

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Table 7. Belle Haven Child Development Center (Preschool)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Students ages 3-5	35	43	44	44	48	48	48	50	54	54	56	47	45
Special needs students	-	-	-	-	-	-	-	-	-	-	-	0	1
English second language students	-	-	-	-	-	-	-	-	-	-	-	37	34
Meals and snacks served	-	-	-	-	-	-	-	-	-	-	-	3,102	2,000
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	-	9,214

Table 8. Menlo Children's Center (Preschool)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Students ages 18 mo - 2 years	-	-	-	-	-	-	-	-	-	-	-	7	4
Students ages 2 - 3 years	-	-	-	-	-	-	-	-	-	-	-	11	16
Students ages 3 - kindergarten	-	-	-	-	-	-	-	-	-	-	-	23	23
Total enrollment	39	28	28	28	26	32	32	32	44	46	44	43	43
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	-	7,830

Table 9. Menlo Children's Center (After school)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	9
Students grades 1st - 5th	-	-	-	-	-	-	-	-	-	-	-	-	32
Summer camp enrollment	-	-	-	-	-	-	-	-	-	-	-	63	30
Total enrollment	30	30	31	31	31	31	29	28	29	29	27	63	71
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	5,985	3,937

Table 10. Belle Haven Youth Center (After school)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Transitional kindergarten	-	-	-	-	-	-	-	-	-	-	-	0	0
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	4	4
Students grades 1 st - 5th	-	-	-	-	-	-	-	-	-	-	-	29	29
Summer Camp enrollment	-	-	-	-	-	-	-	-	-	-	-	52	54
Total enrollment	67	55	55	55	55	58	58	58	58	58	122	85	85
Total hours of education and care provided*	-	-	-	-	-	-	-	-	-	-	-	11,720	12,094

*all hours total for all students

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Table 11. Menlo Park Senior Center - Meals and transportation (100 Terminal Ave.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Lunches served	914	1113	1132	836	726	810	851	956	971	952	*	970	985
Grocery boxes distributed	460	460	460	460	460	230	460	460	460	460	213	460	485
Senior shuttle trips	1,618	1660	1786	1,160	1,332	1,488	1,342	1,504	1,454	1,474	1,234	816	784
Special event attendance	-	-	-	-	-	127	150	55	214	129	100	80	80

Table 12. Menlo Park Senior Center - Senior class enrollment (100 Terminal Ave.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	-	114	114
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	-	60	61
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	-	38	38
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	-	55	55
Other	-	-	-	-	-	-	-	-	-	-	-	11	11
Enrollment - non-residents	-	-	54	-	-	85	-	-	87	-	-	121	121
Enrollment - residents	-	-	109	-	-	118	-	-	132	-	-	157	158
Enrollment - Total	-	-	163	-	-	203	-	-	219	-	-	278	279
Total classes offered	-	-	14	-	-	15	-	-	17	-	-	19	19

Table 13. Arrillaga Family Recreation Center - Senior class enrollment (800 Alma St.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	-	64	64
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	-	0	0
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	-	28	28
Languages or other literary arts	-	-	-	-	-	-	-	-	-	-	-	27	27
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	-	-	11	-	-	67	-	-	27	-	-	27	27
Enrollment - residents	-	-	25	-	-	51	-	-	50	-	-	92	92
Enrollment - Total	-	-	36	-	-	118	-	-	77	-	-	119	119
Total classes offered	-	-	2	-	-	7	-	-	6	-	-	4	4

*Menlo Park Senior Center was closed during April and part of May 2024 to relocate from 700 Alma St. to 100 Terminal Ave.
**Season is still in progress and data shown is not yet final.

Table 14. Facility rentals - Arrillaga Family Recreation Center (700 Alma St.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Residents	-	-	18	-	-	29	-	-	23	-	-	14	9
Non-residents	-	-	25	-	-	64	-	-	62	-	-	19	35
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	-	1,068	1,437
Cypress Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Cypress Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	88.25	39
Cypress Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	24%	10%
Juniper Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Juniper Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	168.33	132
Juniper Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	46%	36%
Maple Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Maple Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	155.75	92
Maple Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	43%	25%
Oak Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Oak Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	54	11
Oak Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	15%	3%
Oak Patio - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Oak Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	-	0	0
Oak Patio - utilization %	-	-	-	-	-	-	-	-	-	-	-	0%	0%
Sequoia Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Sequoia Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	61.5	90
Sequoia Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	17%	25%
Sequoia Patio - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Sequoia Patio - reserved hours	-	-	-	-	-	-	-	-	-	-	-	0	30
Sequoia Patio - utilization %	-	-	-	-	-	-	-	-	-	-	-	0%	8%
Willow Room - available hours	-	-	-	-	-	-	-	-	-	-	-	363	363
Willow Room - reserved hours	-	-	-	-	-	-	-	-	-	-	-	138	66
Willow Room - utilization %	-	-	-	-	-	-	-	-	-	-	-	38%	18%

Table 15. Facility rentals - Arrillaga Family Gymnasium (600 Alma St.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Residents	-	-	-	-	-	-	-	-	-	-	-	100	32
Non-residents	-	-	-	-	-	-	-	-	-	-	-	20	30
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	-	37	80
Court #1 - available hours	-	-	-	-	-	-	-	-	-	-	-	517	515
Court #1 - reserved hours	-	-	-	-	-	-	-	-	-	-	-	122.5	113
Court #1 - utilization %	-	-	-	-	-	-	-	-	-	-	-	24%	22%
Court #2 - available hours	-	-	-	-	-	-	-	-	-	-	-	517	515
Court #2 - reserved hours	-	-	-	-	-	-	-	-	-	-	-	128	119
Court #2 - utilization %	-	-	-	-	-	-	-	-	-	-	-	28%	23%

Table 16. Facility rentals - Belle Haven Community Campus (100 Terminal Ave.)

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Residents	-	-	10	-	-	38	-	-	34	-	-	4	8
Non-Residents	-	-	15	-	-	3	-	-	0	-	-	0	0
Instructor usage (in hours)	-	-	-	-	-	-	-	-	-	-	-	*	*
Makerspace - available hours	-	-	-	-	-	-	-	-	-	-	-	328	248
Makerspace - reserved hours	-	-	-	-	-	-	-	-	-	-	-	70.25	47
Makerspace - utilization %	-	-	-	-	-	-	-	-	-	-	-	21%	19%
Event Hall - available hours	-	-	-	-	-	-	-	-	-	-	-	304	364
Event Hall - reserved hours	-	-	-	-	-	-	-	-	-	-	-	220.5	196.5
Event Hall - utilization %	-	-	-	-	-	-	-	-	-	-	-	73%	54%
Movement Studio - available hours	-	-	-	-	-	-	-	-	-	-	-	304	364
Movement Studio - reserved hours	-	-	-	-	-	-	-	-	-	-	-	80	39
Movement Studio - utilization %	-	-	-	-	-	-	-	-	-	-	-	26%	11%
Flex Classroom - available hours	-	-	-	-	-	-	-	-	-	-	-	304	364
Flex Classroom - reserved hours	-	-	-	-	-	-	-	-	-	-	-	17	11.5
Flex Classroom - utilization %	-	-	-	-	-	-	-	-	-	-	-	6%	3%
Gymnasium - available hours	-	-	-	-	-	-	-	-	-	-	-	378	289
Gymnasium - reserved hours	-	-	-	-	-	-	-	-	-	-	-	209	203
Gymnasium - utilization %	-	-	-	-	-	-	-	-	-	-	-	81%	70%

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Table 17. Class enrollment - Arrillaga Recreation Center (800 Alma St.)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Fitness, yoga, martial arts, or health	-	-	-	-	-	-	-	-	-	-	-	197	101
Arts and crafts or technology	-	-	-	-	-	-	-	-	-	-	-	54	47
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	-	130	236
Language and literary arts	-	-	-	-	-	-	-	-	-	-	-	27	27
Other	-	-	-	-	-	-	-	-	-	-	-	173	363
Enrollment - non-residents	-	-	196	-	-	213	-	-	161	-	-	175	307
Enrollment - residents	-	-	485	-	-	520	-	-	474	-	-	506	467
Enrollment - Total	-	-	681	-	-	733	-	-	635	-	-	681	774
Total classes offered	-	-	56	-	-	57	-	-	59	-	-	68	63
# of instructors	-	-	20	-	-	26	-	-	22	-	-	33	33

Table 18. Class enrollment - Arrillaga Family Gymnasium (700 Alma St.)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Enrollment - Basketball	-	-	-	-	-	-	-	-	-	-	-	6	27
Enrollment - Volleyball	-	-	-	-	-	-	-	-	-	-	-	72	102
Enrollment - Youth mixed activity sports camp	-	-	-	-	-	-	-	-	-	-	-	0	0
Enrollment - non-residents	-	-	113	-	-	10	-	-	112	-	-	56	74
Enrollment - residents	-	-	177	-	-	48	-	-	96	-	-	16	55
Enrollment - Total	-	-	290	-	-	58	-	-	208	-	-	78	129
Total classes offered	-	-	28	-	-	10	-	-	14	-	-	5	7
# of instructors	-	-	6	-	-	2	-	-	8	-	-	2	2
Drop-in basketball visits	-	-	847	-	-	631	-	-	596	-	-	206	171
Drop-in volleyball visits	-	-	993	-	-	1240	-	-	844	-	-	394	287
Leagues – individual registrations	-	-	1300	-	-	-	-	-	-	-	-	56	0
Leagues – team registrations	-	-	137	-	-	-	-	-	35	-	-	14	0

Table 19. Class enrollment - Belle Haven Community Campus (100 Terminal Ave.)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Fitness, yoga, and health	-	-	-	-	-	-	-	-	-	-	-	80	80
Arts and crafts and technology	-	-	-	-	-	-	-	-	-	-	-	41	41
Dance, music, or performing arts	-	-	-	-	-	-	-	-	-	-	-	15	15
Language and literary arts	-	-	-	-	-	-	-	-	-	-	-	13	13
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Enrollment - non-residents	-	-	27	-	-	21	-	-	20	-	-	10	10
Enrollment - residents	-	-	126	-	-	80	-	-	145	-	-	139	139
Enrollment - Total	-	-	153	-	-	101	-	-	165	-	-	149	149
Total classes offered	-	-	16	-	-	15	-	-	19	-	-	15	15
# of instructors	-	-	10	-	-	9	-	-	9	-	-	9	9
Drop-in basketball visits	-	-	203	-	-	231	-	-	658	-	-	29*	167
Drop-in volleyball visits	-	-	106	-	-	50	-	-	13	-	-	*	10
Drop-in Fitness Center	-	-	1053	-	-	1713	-	-	1697	-	-	542	720

Table 20. Class enrollment - Arrillaga Family Gymnastics Center (501 Laurel St.)													
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Gymnastics enrollment	-	-	-	-	-	-	-	-	-	-	-	898	887
Aerial Silks enrollment	-	-	-	-	-	-	-	-	-	-	-	49	43
Enrollment - non-residents	-	-	355	-	-	383	-	-	368	-	-	287	282
Enrollment - residents	-	-	817	-	-	950	-	-	942	-	-	628	605
Enrollment - Total	-	-	1,172	-	-	1,333	-	-	1,310	-	-	929	1,125
Total classes offered	-	-	120	-	-	120	-	-	120	-	-	119	119
# of instructors	-	-	-	-	-	-	-	-	-	-	-	2	2

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Table 21. Picnic Rentals													
Location	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Burgess Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	-	3,472	2,976
Burgess Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	-	74.5	97
Burgess Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	-	2%	3%
Nealon Park picnic area - available hours	-	-	-	-	-	-	-	-	-	-	-	2,542	1,860
Nealon Park picnic area - reserved hours	-	-	-	-	-	-	-	-	-	-	-	90	108
Nealon Park picnic area - utilization %	-	-	-	-	-	-	-	-	-	-	-	4%	6%

Table 22. Park Rentals													
Location	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025
Bedwell-Bayfront Park - available hours	-	-	-	-	-	-	-	-	-	-	-	434	434
Bedwell-Bayfront Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	12	12
Bedwell-Bayfront Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	3%	3%
Sharon Park - available hours	-	-	-	-	-	-	-	-	-	-	-	434	434
Sharon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	0	0
Sharon Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	0	0

Table 23. Athletic Field Rentals													
Location	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025
Burgess Park - available hours	-	-	-	-	-	-	-	-	-	-	-	4,142	3,456
Burgess Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	2,976	1,206
Burgess Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	72%	35%
Hillview School - available hours	-	-	-	-	-	-	-	-	-	-	-	744	744
Hillview School - reserved hours	-	-	-	-	-	-	-	-	-	-	-	478.5	202
Hillview School - utilization %	-	-	-	-	-	-	-	-	-	-	-	64%	27%
Jack Lyle Park - available hours	-	-	-	-	-	-	-	-	-	-	-	Closed	744
Jack Lyle Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	Closed	197
Jack Lyle Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	Closed	26%
Kelly Park - available hours	-	-	-	-	-	-	-	-	-	-	-	868	868
Kelly Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	243	240
Kelly Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	28%	28%
La Entrada School - available hours	-	-	-	-	-	-	-	-	-	-	-	Closed	3,038
La Entrada School - reserved hours	-	-	-	-	-	-	-	-	-	-	-	Closed	240
La Entrada School - utilization %	-	-	-	-	-	-	-	-	-	-	-	Closed	8%
Nealon Park - available hours	-	-	-	-	-	-	-	-	-	-	-	Closed	1,302
Nealon Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	Closed	73
Nealon Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	Closed	6%
Oak Knoll School - available hours	-	-	-	-	-	-	-	-	-	-	-	Closed	744
Oak Knoll School - reserved hours	-	-	-	-	-	-	-	-	-	-	-	Closed	106
Oak Knoll School - utilization %	-	-	-	-	-	-	-	-	-	-	-	Closed	14%
Willow Oaks Park - available hours	-	-	-	-	-	-	-	-	-	-	-	Closed	1,488
Willow Oaks Park - reserved hours	-	-	-	-	-	-	-	-	-	-	-	Closed	239
Willow Oaks Park - utilization %	-	-	-	-	-	-	-	-	-	-	-	Closed	16%
Total available hours	-	-	-	-	-	-	-	-	-	-	-	5,754	12,384
Total reserved hours	-	-	811	-	-	530	-	-	1575	-	-	3,697.5	2,503
Total field utilization %	-	-	-	-	-	-	-	-	-	-	-	64%	20%

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Table 24. Tennis and Pickleball Court Rentals														
Location	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	
Burgess Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Burgess Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	-	174	184	
Burgess Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	-	40%	42%	
Kelly Park - Pickleball Court #1 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Kelly Park - Pickleball Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	-	21	45	
Kelly Park - Pickleball Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	-	5%	10%	
Kelly Pickleball Court #2 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Kelly Pickleball Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	-	5	21	
Kelly Park - Pickleball Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	-	1%	5%	
Kelly Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Kelly Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	-	51	77	
Kelly Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	-	11%	18%	
Nealon Park - Tennis Court #1 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Nealon Park - Tennis Court #1 reserved hours	-	-	-	-	-	-	-	-	-	-	-	172	161	
Nealon Park - Tennis Court #1 utilization %	-	-	-	-	-	-	-	-	-	-	-	40%	37%	
Nealon Park - Tennis Court #2 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Nealon Park - Tennis Court #2 reserved hours	-	-	-	-	-	-	-	-	-	-	-	164	163	
Nealon Park - Tennis Court #2 utilization %	-	-	-	-	-	-	-	-	-	-	-	38%	38%	
Willow Oaks - Tennis Court #3 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Willow Oaks - Tennis Court #3 reserved hours	-	-	-	-	-	-	-	-	-	-	-	120.75	112	
Willow Oaks - Tennis Court #3 utlization %	-	-	-	-	-	-	-	-	-	-	-	28%	26%	
Willow Oaks - Tennis Court #4 available hours	-	-	-	-	-	-	-	-	-	-	-	434	434	
Willow Oaks - Tennis Court #4 reserved hours	-	-	-	-	-	-	-	-	-	-	-	99	142	
Willow Oaks - Tennis Court #4 utilization %	-	-	-	-	-	-	-	-	-	-	-	23%	33%	

Table 25. Tennis and Pickleball Classes														
Location	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2024	Aug. 2025	
Youth tennis enrollment	-	-	-	-	-	-	-	-	-	-	-	21	23	
Adult tennis enrollment	-	-	-	-	-	-	-	-	-	-	-	6	7	
Tennis enrollment - resident												21	27	
Tennis enrollment - non-resident												6	3	
Tennis enrollment total												27	30	

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Table 26. Recreation client accounts

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
New recreation client accounts	1,216	523	380	654	543	297	275	991	972	505	501	459	937
Total recreation client accounts	10,840	12,056	12,579	13,233	13,776	14,043	14,318	15,309	16,281	16,786	17,287	17,743	18,680
Hyperlocal client accounts	-	-	-	-	-	1,354	1,360	1,482	1,576	1,613	1,682	1,695	1,848

Table 27. Web page views

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
/Library	-	-	-	-	-	4,636	3,858	4,389	3,886	3,921	4,390	4,247	4,332
/ActivityGuide	-	-	-	-	-	4,706	4,001	7,141	3,937	7,508	4,872	5,016	10,099

*Not available at time of posting

Table 28. Newsletter engagement


	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	*May 2025	Jun. 2025	Jul. 2025	Aug. 2025
Newsletters sent	-	-	-	-	-	3	4	5	4	5	4	4	5
Average recipients per newsletter	-	-	-	-	-	24,441	25,260	25,088	24,889	23,123	24,602	24,475	24,346
Total recipients (excludes bounces, etc.)	-	-	-	-	-	71,858	95,010	117,826	93,190	108,779	91,739	91,030	121,730
Total newsletter clicks	-	-	-	-	-	1,992	2,170	2,942	1,586	2,874	2,389	2,587	3,481
Total newsletter unique clicks	-	-	-	-	-	1,209	1,226	1,765	926	1,519	1,200	1,346	1,720
Total newsletter opens	-	-	-	-	-	61,371	88,301	103,780	76,786	79,229	69,913	68,109	86,160
Total unique opens	-	-	-	-	-	38,439	52,081	62,139	47,124	51,316	44,582	43,747	55,666
% open rate (monthly average)	-	-	-	-	-	80%	87%	83%	77%	69%	71%	70%	71%
% unique opens rate (monthly average)	-	-	-	-	-	50%	52%	50%	47%	44%	45%	45%	46%
Unsubscribes Monthly Total	-	-	-	-	-	168	216	179	147	170	139	128	207
% Unsubscribes - Monthly Average	-	-	-	-	-	0.22%	0.22%	0.14%	0.15%	0.15%	0.14%	0.13%	0.17%
Email Bounces - Monthly Total	-	-	-	-	-	1,547	2,097	2,567	2,086	2,564	2,192	2,172	2,760


*On May 10, 2025 a server error caused a newsletter to fail to send to approximately 8,920 subscribers

Table 29. Large-scale community event attendance

	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	Mar. 2025	Apr. 2025	May 2025	Jun. 2025	Jul. 2025	Aug. 2025
College and Career Fair	-	-	-	-	-	120	-	-	-	-	-	-	-
Black Liberation Month Celebration	-	-	-	-	-	-	290	-	-	-	-	-	-
Community Resource Fair	-	-	-	-	-	-	-	180	-	180	-	-	-
Egg Hunt/Spring Fest	-	-	-	-	-	-	-	-	2200	-	-	-	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	-	-	-
Juneteenth Celebration	-	-	-	-	-	-	-	-	-	-	310	-	-
4th of July Parade and Celebration	-	-	-	-	-	-	-	-	-	-	-	2,200	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	249	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	*	-
Summer Concert – Fremont Park	300	-	-	-	-	-	-	-	-	-	-	302	-
Summer Concert – Fremont Park	550	-	-	-	-	-	-	-	-	-	-	365	-
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	-	275
Summer Concert – Fremont Park	-	-	-	-	-	-	-	-	-	-	-	-	750
Summer Concert – Karl E. Clark Park	80	-	-	-	-	-	-	-	-	-	-	120	130
Summer Concert – Kelly Park	80	-	-	-	-	-	-	-	-	-	-	-	-
Summer Concert – Kelly Park	330	-	-	-	-	-	-	-	-	-	-	-	-
Trunk-or-Treat	-	-	215	-	-	-	-	-	-	-	-	-	-
Halloween Parade and Festival	-	-	1500	-	-	-	-	-	-	-	-	-	-
Pumpkin Splash	-	-	150	-	-	-	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	900	-	-	-	-	-	-	-	-
Photos with Santa	-	-	-	-	450	-	-	-	-	-	-	-	-

Burgess	Total Members	Resident %	Total Visits	Member %	Resident %	Total Members	Resident %	Total Visits	Member %	Resident %	Total Members	Resident %	Total Visits	Resident %	Total Members	Resident %	Total Visits	Resident %	Total Members	Resident %	Total Visits	Resident %	Total	Resident %	Total Bookings	Total Visits	Resident %	Total Participants	Total Visits *	Resident %	Total Bookings	Resident %	Visits this Week	Resident %	
Week of	Lap Swim				Open Swim				Aqua Fit				Legends				Masters				Swim School		Camps		Bridge & Mavericks		Clinics		Total Visits						
	Members		Visits		Members		Visits		Members		Visits		Members		Visits		Members		Visits		Members		Visits		Members		Visits		Members		Visits		Members		Visits
29-Dec	461	54.0%	744	69.6%	55.5%	0		83	0.0%	38.6%	61	39.3%	41	48.8%	0	0	210	38.6%	280	32.9%	0				206	206	60.7%	0		1,354	50.4%				
5-Jan	462	54.3%	1001	72.4%	51.3%	0		86	0.0%	58.1%	65	41.5%	103	46.6%	0	0	212	39.2%	464	39.4%	402	46.3%			140	140	58.6%	0		2,196	56.9%				
12-Jan	462	54.8%	949	72.8%	52.6%	0		101	0.0%	33.7%	66	40.9%	108	39.8%	0	0	213	39.9%	423	38.8%	405	47.9%			140	140	58.6%	0		2,126	56.9%				
19-Jan	458	54.6%	972	69.3%	49.9%	0		90	0.0%	33.3%	65	41.5%	111	40.5%	0	0	210	40.0%	383	38.6%	402	47.3%			140	140	58.6%	0		2,098	55.8%				
26-Jan	454	54.4%	869	69.7%	51.9%	0		72	0.0%	40.3%	67	43.3%	104	36.5%	0	0	211	39.8%	453	40.0%	411	47.2%			147	147	59.2%	6	16.7%	2,062	56.9%				
2-Feb	449	54.1%	839	71.0%	50.5%	0		69	0.0%	26.1%	63	39.7%	84	33.3%	7	57.1%	13	53.8%	211	39.8%	467	43.5%	420	47.9%			147	147	59.2%	8	37.5%	2,047	56.8%		
9-Feb	455	53.6%	881	70.7%	51.8%	0		65	0.0%	32.3%	59	37.3%	86	27.9%	7	57.1%	13	53.8%	210	39.5%	457	36.5%	417	47.5%			147	147	59.2%	8	37.5%	2,074	55.5%		
16-Feb	452	54.0%	861	71.3%	46.5%	0		135	0.0%	29.6%	61	37.7%	115	33.0%	8	50.0%	11	54.5%	210	39.5%	444	40.8%	424	46.0%			148	148	58.8%	7	28.6%	2,145	53.0%		
23-Feb	459	54.0%	998	68.3%	49.9%	0		112	0.0%	35.7%	60	38.3%	102	35.3%	8	50.0%	10	50.0%	209	39.7%	484	41.7%	457	48.1%			150	150	58.0%	11	36.4%	2,324	56.1%		
2-Mar	446	54.3%	804	72.1%	46.4%	0		83	0.0%	22.9%	55	34.5%	65	33.8%	8	37.5%	9	66.7%	215	39.5%	435	38.6%	459	47.7%			150	150	58.0%	11	36.4%	2,016	54.9%		
9-Mar	446	54.7%	789	67.0%	50.4%	0		55	0.0%	52.7%	55	34.5%	75	28.0%	8	37.5%	13	46.2%	215	40.0%	407	32.9%	458	48.0%			150	150	58.0%	4	25.0%	1,951	56.8%		
16-Mar	444	55.2%	808	68.3%	50.4%	0		31	0.0%	32.3%	54	33.3%	54	20.4%	8	37.5%	16	56.3%	213	40.4%	448	39.7%	384	56.3%			190	190	59.5%	5	20.0%	1,936	59.5%		
23-Mar	447	55.5%	1033	67.1%	52.9%	0		217	0.0%	59.9%	58	36.2%	124	37.9%	8	37.5%	11	72.7%	214	40.2%	406	39.2%	384	56.5%			190	190	59.5%	4	50.0%	2,369	60.3%		
30-Mar	448	55.1%	885	72.0%	52.9%	37	81.1%	174	2.9%	51.1%	57	36.8%	112	38.4%	9	33.3%	13	46.2%	214	40.7%	441	40.8%	394	56.1%			190	190	59.5%	0		2,209	60.4%		
6-Apr	442	55.0%	913	67.9%	47.2%	52	78.8%	314	8.9%	47.5%	58	39.7%	120	37.5%	7	28.6%	10	30.0%	212	40.1%	385	45.5%	409	55.7%			198	198	59.1%	0		2,349	58.5%		
13-Apr	446	55.4%	1026	66.0%	50.0%	66	69.7%	248	6.9%	43.5%	56	41.1%	101	48.5%	7	28.6%	12	33.3%	211	40.3%	424	44.1%	388	55.7%			198	198	59.1%	3	66.7%	2,400	58.6%		
20-Apr	447	55.5%	814	72.4%	51.6%	66	69.7%	86	14.0%	41.9%	58	41.4%	105	39.0%	8	37.5%	16	31.3%	208	40.9%	406	42.4%	424	55.2%			198	198	59.1%	2	100.0%	2,051	61.1%		
27-Apr	451	55.7%	989	68.7%	51.5%	62	59.7%	108	3.7%	45.4%	54	40.7%	119	39.5%	9	33.3%	14	42.9%	208	41.3%	421	41.3%	402	54.5%			200	200	59.0%	5	80.0%	2,258	59.1%		
4-May	453	55.6%	1128	63.9%	52.3%	62	59.7%	421	5.2%	37.1%	54	38.9%	117	41.0%	10	30.0%	19	52.6%	207	42.0%	438	43.8%	392	54.1%			200	200	59.0%	6	66.7%	2,721	56.2%		
11-May	457	56.2%	985	69.7%	52.5%	62	59.7%	225	3.6%	43.1%	54	38.9%	105	42.9%	9	33.3%	13	38.5%	206	41.7%	418	44.3%	395	54.4%			200	200	59.0%	6	83.3%	2,347	59.3%		
18-May	459	56.6%	1012	66.2%	52.0%	62	59.7%	275	5.8%	43.3%	52	38.5%	100	45.0%	9	33.3%	15	33.3%	206	41.7%	393	42.2%	396	54.0%			200	200	59.0%	3	100.0%	2,394	58.6%		
25-May	453	56.7%	1091	62.8%	52.0%	62	59.7%	637	15.4%	54.8%	53	35.8%	100	49.0%	9	33.3%	15	46.7%	206	42.2%	384	43.8%	403	54.1%			200	200	59.0%	2	100.0%	2,832	59.6%		
1-Jun	447	57.0%	977	67.7%	57.4%	362	67.1%	653	26.6%	54.7%	53	37.7%	117	49.6%	10	40.0%	21	42.9%	205	42.4%	421	43.0%	340	42.1%			84	118	57.1%	5	60.0%	2,652	57.0%		
8-Jun	445	57.1%	982	66.6%	54.8%	386	67.9%	701	33.8%	60.5%	58	41.4%	107	42.1%	12	41.7%	11	54.5%	207	42.0%	420	41.0%	544	48.9%	67	335	19.4%	87	136	57.5%	6	50.0%	3,242	57.2%	
15-Jun	448	56.9%	959	69.4%	53.9%	413	65.4%	765	35.4%	57.9%	63	44.4%	100	48.0%	12	41.7%	14	42.9%	208	41.3%	422	41.2%	449	61.0%	97	485	64.9%	88	99	58.0%	3	33.3%	3,296	63.8%	

<div></div> <div>Belle Haven</div>	Total Visits	Member %	Resident %	Total Visits	Member %	Resident %	Total Members	Resident %	Total Visits	Resident %	Total	Resident %	Scholarship %	Total Bookings	Total Visits	Resident %	Visits this Week	Resident %
	Week of	Lap		Open		Aqua Fit				Swim School			Camps			Total Visits		
	Visits		Visits		Members		Visits											
29-Dec	81	66.7%	53.1%	14	0.0%	64.3%	6	66.7%	12	50.0%	0	0.0%	#DIV/0!				107	54.2%
5-Jan	86	61.6%	41.9%	27	0.0%	22.2%	6	66.7%	4	75.0%	73	54.8%	52.1%				190	44.7%
12-Jan	83	77.1%	49.4%	36	0.0%	83.3%	6	66.7%	1	100.0%	84	57.1%	44.0%				204	58.8%
19-Jan	85	62.4%	43.5%	27	0.0%	70.4%	6	66.7%	2	100.0%	83	57.8%	44.6%				197	53.8%
26-Jan	66	66.7%	47.0%	25	0.0%	60.0%	6	66.7%	2	0.0%	80	58.8%	46.3%				173	54.3%
2-Feb	61	54.1%	47.5%	18	0.0%	50.0%	5	60.0%	4	50.0%	80	58.8%	46.3%				163	53.4%
9-Feb	62	56.5%	29.0%	13	0.0%	38.5%	4	75.0%	4	50.0%	80	58.8%	46.3%				159	45.3%
16-Feb	57	63.2%	38.6%	62	0.0%	71.0%	0		0		80	60.0%	46.3%				199	57.3%
23-Feb	88	60.2%	53.4%	45	0.0%	68.9%	0		0		86	62.8%	43.0%				219	60.3%
2-Mar	74	66.2%	43.2%	33	0.0%	54.5%	0		0		87	62.1%	42.5%				194	53.6%
9-Mar	70	72.9%	50.0%	43	0.0%	60.5%	0		0		86	62.8%	43.0%				199	57.8%
16-Mar	63	68.3%	50.8%	32	0.0%	62.5%	0		0		129	65.1%	48.1%				224	60.7%
23-Mar	73	52.1%	43.8%	154	0.0%	76.6%	0		0		129	65.1%	48.1%				356	65.7%
30-Mar	62	69.4%	61.3%	62	4.8%	69.4%	0		0		129	65.1%	48.1%				253	65.2%
6-Apr	55	65.5%	50.9%	219	8.2%	80.8%	0		0		129	65.1%	48.1%				403	71.7%
13-Apr	68	69.1%	51.5%	141	10.6%	66.0%	0		0		134	64.9%	46.3%				343	62.7%
20-Apr	47	55.3%	51.1%	70	11.4%	64.3%	0		0		134	64.9%	46.3%				251	62.2%
27-Apr	55	78.2%	61.8%	114	13.2%	77.2%	0		0		134	64.9%	46.3%				303	69.0%
4-May	89	53.9%	51.7%	223	7.2%	83.0%	0		0		134	64.9%	46.3%				446	71.3%
11-May	58	63.8%	63.8%	121	5.0%	76.0%	0		0		134	64.9%	46.3%				313	69.0%
18-May	85	61.2%	64.7%	211	8.1%	74.9%	0		0		134	64.9%	46.3%				430	69.8%
25-May	89	59.6%	67.4%	309	9.7%	72.5%	0		0		134	64.9%	46.3%				532	69.7%
1-Jun	84	69.0%	53.6%	231	21.6%	74.5%	0		0		41	51.2%	58.5%				356	66.9%
8-Jun	106	62.3%	63.2%	277	30.0%	81.9%	0		0		53	67.9%	52.8%				436	75.7%
15-Jun	110	60.0%	59.1%	514	24.7%	80.4%	3	66.7%	11	63.6%	251	56.2%	76.9%				886	70.7%

 Belle Haven	Total Visits	Member %	Resident %	Total Visits	Member %	Resident %	Total Members	Resident %	Total Visits	Resident %	Total	Resident %	Scholarship %	Total Bookings	Total Visits	Resident %	Visits this Week	Resident %
	Lap			Open			Aqua Fit				Swim School			Camps			Total Visits	
Week of	Visits			Visits			Members		Visits									
19-May	48	31.3%	72.9%	97	3.1%	89.7%											145	84.1%
26-May	26	34.6%	53.8%	137	21.2%	94.2%											163	87.7%
2-Jun	35	48.6%	65.7%	403	31.0%	92.6%											438	90.4%
9-Jun	82	48.8%	50.0%	657	36.8%	89.6%					163	58.9%	78.5%				902	80.5%
16-Jun	77	48.1%	55.8%	616	43.3%	93.3%					237	53.6%	64.1%	11	55	54.5%	985	78.7%
23-Jun	92	54.3%	57.6%	599	40.7%	90.5%					250	62.0%	66.4%	8	40	87.5%	981	80.0%
30-Jun	106	44.3%	74.5%	1076	29.7%	93.3%					140	52.1%	79.3%	6	24	50.0%	1,346	86.8%
7-Jul	107	43.9%	62.6%	743	33.8%	92.2%					299	62.5%	76.9%				1,149	81.7%
14-Jul	101	55.4%	57.4%	531	36.0%	95.3%					283	60.1%	72.1%				915	80.2%
21-Jul	143	49.7%	58.0%	627	26.6%	88.5%					273	62.6%	66.3%				1,043	77.6%
28-Jul	106	62.3%	59.4%	635	30.7%	89.3%					206	70.9%	62.6%				947	81.9%
4-Aug	116	62.1%	60.3%	482	44.0%	89.6%					304	57.6%	65.1%				902	75.1%
11-Aug	92	52.2%	60.9%	380	41.6%	93.4%											472	87.1%
18-Aug	77	63.6%	63.6%	285	41.8%	89.8%											362	84.3%
25-Aug	116	62.1%	66.4%	465	33.5%	75.1%											581	73.3%
1-Sep	158	51.9%	67.1%	283	10.6%	79.5%					61	65.6%	13.1%				502	73.9%
8-Sep	127	66.1%	72.4%	167	0.0%	62.9%					80	58.8%	18.8%				374	65.2%
15-Sep	130	60.0%	64.6%	69	0.0%	73.9%					93	55.9%	23.7%				292	64.0%
22-Sep	169	58.6%	72.8%	219	0.0%	71.7%					98	57.1%	24.5%				486	69.1%
29-Sep	199	50.8%	69.8%	407	0.0%	70.3%					100	57.0%	26.0%				706	68.3%
6-Oct	169	59.2%	61.5%	286	0.0%	74.5%					113	57.5%	26.5%				568	67.3%
13-Oct	148	66.9%	66.9%	80	0.0%	66.3%	2	100.0%	15	93.3%	117	57.3%	27.4%				360	64.7%
20-Oct	136	71.3%	58.1%	48	0.0%	70.8%	4	100.0%	14	92.9%	119	56.3%	28.6%				317	61.2%
27-Oct	102	66.7%	71.6%	35	0.0%	88.6%	5	80.0%	17	82.4%	119	56.3%	28.6%				273	67.8%
3-Nov	112	67.9%	61.6%	44	0.0%	65.9%	5	80.0%	18	83.3%	119	56.3%	28.6%				293	61.4%
10-Nov	90	74.4%	58.9%	18	0.0%	50.0%	6	83.3%	16	87.5%	119	56.3%	28.6%				243	58.8%
17-Nov	81	64.2%	55.6%	7	0.0%	100.0%	5	80.0%	5	80.0%	119	56.3%	30.3%				212	58.0%
24-Nov	41	61.0%	53.7%	16	0.0%	56.3%	5	80.0%	2	100.0%	118	55.9%	30.5%				177	55.9%
1-Dec	64	70.3%	50.0%	22	0.0%	77.3%	7	71.4%	9	88.9%	120	55.0%	32.5%				215	57.2%
8-Dec	65	76.9%	52.3%	23	0.0%	78.3%	7	71.4%	5	80.0%	117	53.8%	33.3%				210	56.7%
15-Dec	57	73.7%	52.6%	21	0.0%	85.7%	7	71.4%	5	100.0%	118	53.4%	35.6%				201	57.7%
22-Dec	63	63.5%	54.0%	45	0.0%	88.9%	6	66.7%	10	50.0%	118	53.4%	35.6%				236	60.2%
29-Dec	81	66.7%	53.1%	14	0.0%	64.3%	6	66.7%	12	50.0%	118	53.4%	35.6%				225	53.8%

PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
SEPTEMBER 24, 2025

MEETING DATE	PROPOSED AGENDA TOPICS
May 28, 2025 (Joint meeting w/ LC) (Location: BHCC)	<ul style="list-style-type: none"> • Presentation: BHCC first year of operations • Library and recreation programs survey results • LCS department budget overview
June 25, 2025	<ul style="list-style-type: none"> • Ad Hoc Subcommittee project – 5K “fun run” • Prepare a status report on the current work plan 2024-25 and prepare a new work plan 2025-26 • Review YAC charter
July 23, 2025	<ul style="list-style-type: none"> • Presentation: Field allocation process • Study session: PRC report out to Council on work plan 24-25 • Study session: PRC work plan for 25-26 • Ad Hoc Subcommittee project – 5K “fun run” • Library parks and facilities community survey results – recreation focus
August 27, 2025	<ul style="list-style-type: none"> • Review of community events planned in 2025-26 • Commission member park tour report-out form • Ad Hoc Subcommittee project – 5K “fun run”
September 24, 2025	<ul style="list-style-type: none"> • Presentation: Friends of Bedwell Bayfront Park • Aquatics program updates • Policy review: picnic rentals and facility use guidelines • Ad Hoc Subcommittee project – 5K “fun run”
October 22, 2025	<ul style="list-style-type: none"> • Tennis and pickleball update • Parks and Recreation Facility Master Plan review
November 19, 2025 (3 rd Wednesday)	<ul style="list-style-type: none"> • Approve the PRC 2026 meeting calendar • CAPRA Accreditation • Youth Advisory Committee update
December 15, 2025 (3 rd Monday) (Joint meeting w/ LC)	<ul style="list-style-type: none"> • Year in review • Open house / social
January 2026	<ul style="list-style-type: none"> •
February 2026	<ul style="list-style-type: none"> •
Standing/ recurring agenda items (typically every meeting)	<ul style="list-style-type: none"> • Approve previous meeting's minutes • Department activities and statistics • Tentative agenda calendar • Commissioner reports
Unscheduled future topics	<ul style="list-style-type: none"> • Capital Improvement Projects (CIP) update, including Kelly Park turf and track renovation project • Realize Flood Park project update (San Mateo County Parks) • Community gardens • Invite Council Liaison to meeting

* PRC Meetings are typically held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

** All dates and topics are tentative and subject to change.