



Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 2/22/2023
Time: 6:30 p.m.
Locations: [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and
Belle Haven Branch Library
413 Ivy Drive, Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

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

How to participate in the meeting:

- Attend in person at Belle Haven Branch Library, 413 Ivy Drive, Menlo Park, CA 94025
- 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: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city's website menlopark.gov. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

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, Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Presentations and Proclamations

D1. Belle Haven School field redesign – Ravenswood City School District ([Staff Report PRC-2023-003](#))

E. Study Session

- E1. Process to identify a name for the Menlo Park Community Campus project now under construction / Proceso para identificar el nombre de la Instalación Comunitaria de Menlo Park (MPCC) que actualmente está bajo construcción ([Staff Report PRC-2023-004](#) / [Informe de Personal PRC-2023-004](#))

F. Regular Business

- F1. Approve minutes from October 26, 2022 meeting ([Attachment](#))

G. Informational Items

- G1. Parks and Recreation Facilities Master Plan addendum to include pickleball – proposed process and timeline ([Staff Report PRC-2023-005](#))
- G2. Nealon Park all-abilities playground - El Capitan Track Ride update ([Staff Report PRC-2023-006](#))
- G3. Advisory body recruitments ([Staff Report PRC-2023-007](#))

H. Commissioner Reports

- H1. Individual Commissioner reports

G. Adjournment

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

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

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, 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 Cal. Gov. 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 notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 2/16/2023)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2023

Staff Report Number: PRC-2023-003

Presentation: Belle Haven School field redesign – Ravenswood City School District

Recommendation

City staff recommends that the Parks and Recreation Commission review a presentation by Ravenswood City School District about a proposed redesign of the Belle Haven School field area (Attachment A.)

Policy Issues

As an advisory body to the City Council, the PRC makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

Background

Belle Haven School is owned and operated by Ravenswood City School District. The school is centrally located in the Belle Haven neighborhood and includes approximately 1.6 acres of green space with a field, walking path, youth baseball diamond and tennis court. The City of Menlo Park (City) and Ravenswood School District (District) jointly maintain and share access to the Belle Haven School field through a Joint-Use Agreement executed in 2001. (Attachment B).

Analysis

In 2022, District voters approved Measure I to provide capital funding for improvements to District facilities. With the resulting bond proceeds, the District has begun the process to design a major renovation of the Belle Haven School campus facilities, including the field area. District staff will provide a presentation to consider possible changes to the field area to the north of the school, with the intent to make that space even more accessible and beneficial to the Belle Haven neighborhood.

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. Presentation – proposed redesign of Belle Haven School field area
- B. Joint-use agreement

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



Belle Haven Elementary Reimagined

February 22nd, 2023

- We are working on the design for a \$50m reimagined Belle Haven, the first major campus upgrade since the 1960s.
- The initial design calls for six new classrooms, modernizing 18 classrooms, a new student supports building, a new full sized gym, and a new playground.
- The focus of today is the possibility to consider possible changes to the field to the north of the school to make that space even more accessible and beneficial to the Belle Haven community.
- We are planning on renovating the school classrooms beginning January 2024 and would not begin major work on the field area until Summer of 2026. During construction the field is (likely) to be needed as swing space.

Current Site

There are a number of issues with our current site that we are hoping to address with our revised design



Issues we've heard from the community

- It is difficult to access the field. There is no clear community entrance to the field and no designated seating on the field.
- Relatively limited shade on the field (and none on the blacktop).
- A slightly awkward overlap between the baseball field and tennis courts, and an unusually shaped field.
- A field that uses over millions of gallons of water annually.
- The current gym is located far from the community entrance to the field and is under-sized. Accessing the gym also gives access the core campus.
- Publicly inaccessible black-top space behind the school.

Preliminary Campus Design

Our proposed initial design addresses many of the issues that we've heard with the site



Focus of today's conversation



Preliminary Campus Design

We are not presenting final designs – more options for conversation

- While the campus designs are settling into place, the designs for the field are in earlier stages
- The goal of these designs is to show pieces in place without focusing on the many aspects that will come in the final design (such as additional trees)
- This area is the last to be built; while we need to submit some preliminary designs with the campus, we will have significantly more time to finalize the design for this space

Preliminary Campus Design: Option 1

Our initial plan called for a new gym, additional parking, a community picnic area, a renovated turf field, a bio-swale divisor

Community picnic and recreation area with lots of trees

On site parking lot – not shown is the solar panels and publicly accessible EV chargers we plan on adding

New full size basketball gym with a community entrance (to the north) and a school entrance (to the south)



Expand the field by removing an older play structure

New play area (brown) and PV structure (yellow)

Newer basketball courts, a mini-pitch, and greenspace

Preliminary Campus Design: Option 2

An alternative design could keep the tennis court and the tennis court

Keep the tennis court...

... shrink the parking lot

Keep a small
baseball field



Preliminary Campus Design: Option 2

A third alternative design could add a community benefit building (e.g. a health clinic) on the northwest corner

Add a community benefit space (lose or relocate the picnic grove)

Community Benefit Space

The building could utilize a mid-sized parking lot



Next Steps

Until construction begins of the field (and classrooms) begins in January of 2024, we can continue to tweak the designs

Timeline

- 2/23 - Board approves sequencing plan
- Early March - Submit initial design to DSA
- January, 2024 – Begin school site construction
- Summer, 2026 – Conclude building construction, begin work on black top and fields
- Fall-Summer, 2026-27 – Work on fields blacktop

Ways to Get Involved

- Learn more on our website: <http://www.ravenswoodschools.org/Choose-Ravenswood/Facilities/Belle-Haven-Redesign>
- Join one of our three upcoming in-person and online community events
- Join us at tri-weekly in-person office hours
- Give feedback through our (anonymous) on-line form
- Come to one of our bi-weekly board meetings at 2120 Euclid (this project is discussed there monthly)
- We'll be back at the Parks Commission this Spring
- Email Will to set-up a time to talk through the project or timeline

We've also done one Belle Haven-wide mailer and plan on doing another one – the project has also been covered in multiple newspaper articles

**BELLE HAVEN SCHOOL
JOINT USE AGREEMENT**

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

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

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

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

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

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

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

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

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

3. MAINTAINANCE; COSTS.

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

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

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

4. MISCELLANEOUS.

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

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

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

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

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

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

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

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

District: Ravenswood School District

Date: 12/7/01

By: *Mark McElhannon*

Its: Chief Business Officer

Attest: *Quinn Smith*

City: City of Menlo Park

Date: 12-17-01

By: *John B. Smith*

Its: City Manager

Attest: *Susan G. Ramsdell*

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

Date: 12-17-01

By: *John B. Smith*

Its: Executive Director

Attest: *Susan G. Ramsdell*

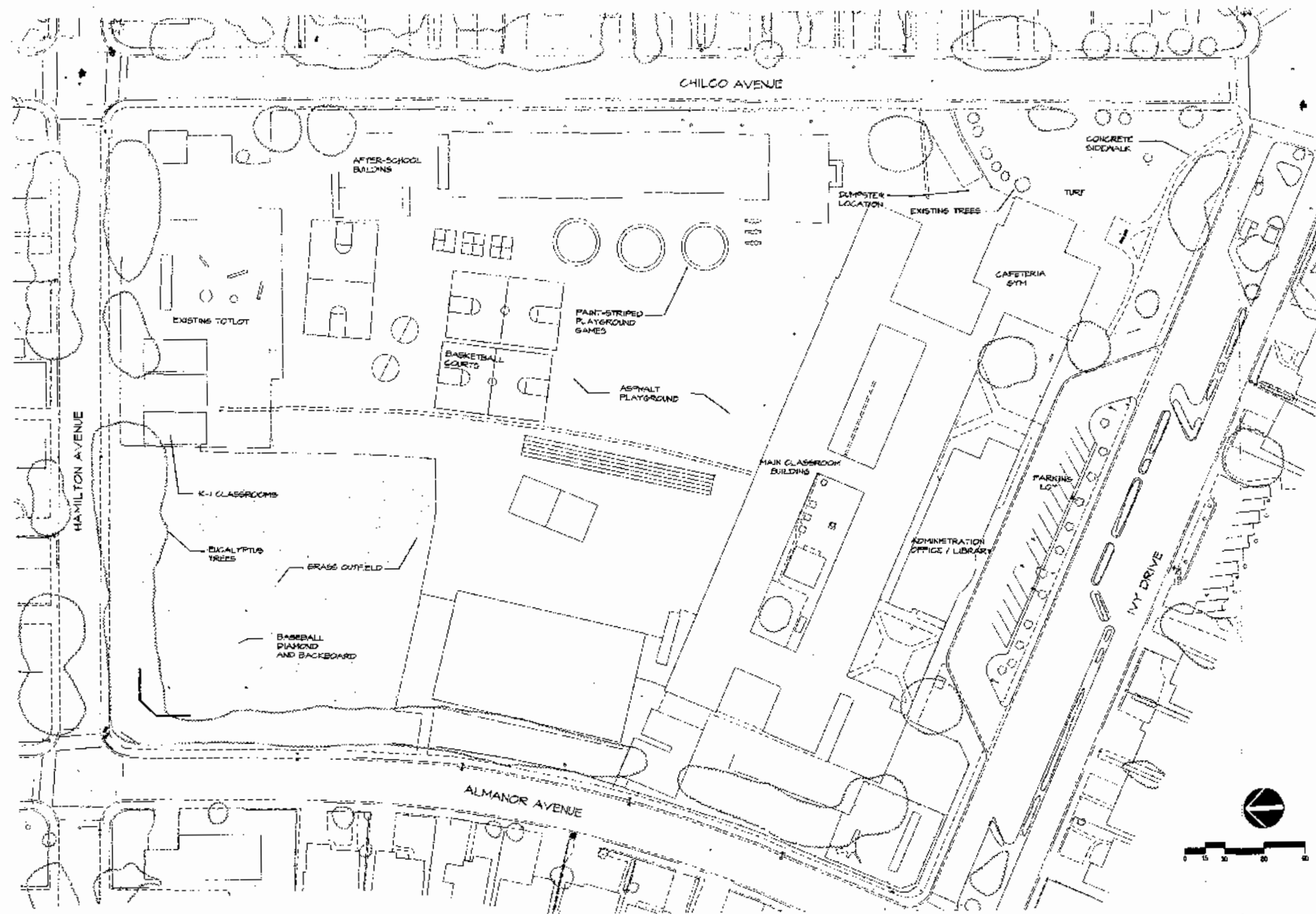


EXHIBIT A: EXISTING IMPROVEMENTS

DATE: _____
 SCALE: _____
 DRAWN BY: BLW
 DRAWING NAME: _____
 DESIGNED BY: _____
 CHECKED BY: _____
 SURVEYED BY: _____

APPROVED: _____
 RUBEN R. HINO, DIRECTOR OF ENGINEERING SERVICES
 CITY OF MENLO PARK
 DATE: 4/22/00
 SCALE: AS SHOWN
 SHEET: 1 OF 1



CITY OF MENLO PARK SUB-CONSULTANT
 ENGINEERING DIVISION
 701 LAUREL STREET, MENLO PARK, CA 94025-2485
 PHONE (650) 556-3420 FAX (650) 556-3475

CONSULTANT

MELVIN LEE ASSOCIATES, AIA
 LANDSCAPE ARCHITECTS - PLANNERS
 1820 PACIFIC AVE. SAN FRANCISCO
 CALIFORNIA 94109-2504

BELLE HAVEN SCHOOL

SHEET 1
 OF 1 SHEETS
 PROJ. NAME
 BELLE HAVEN SCHOOL

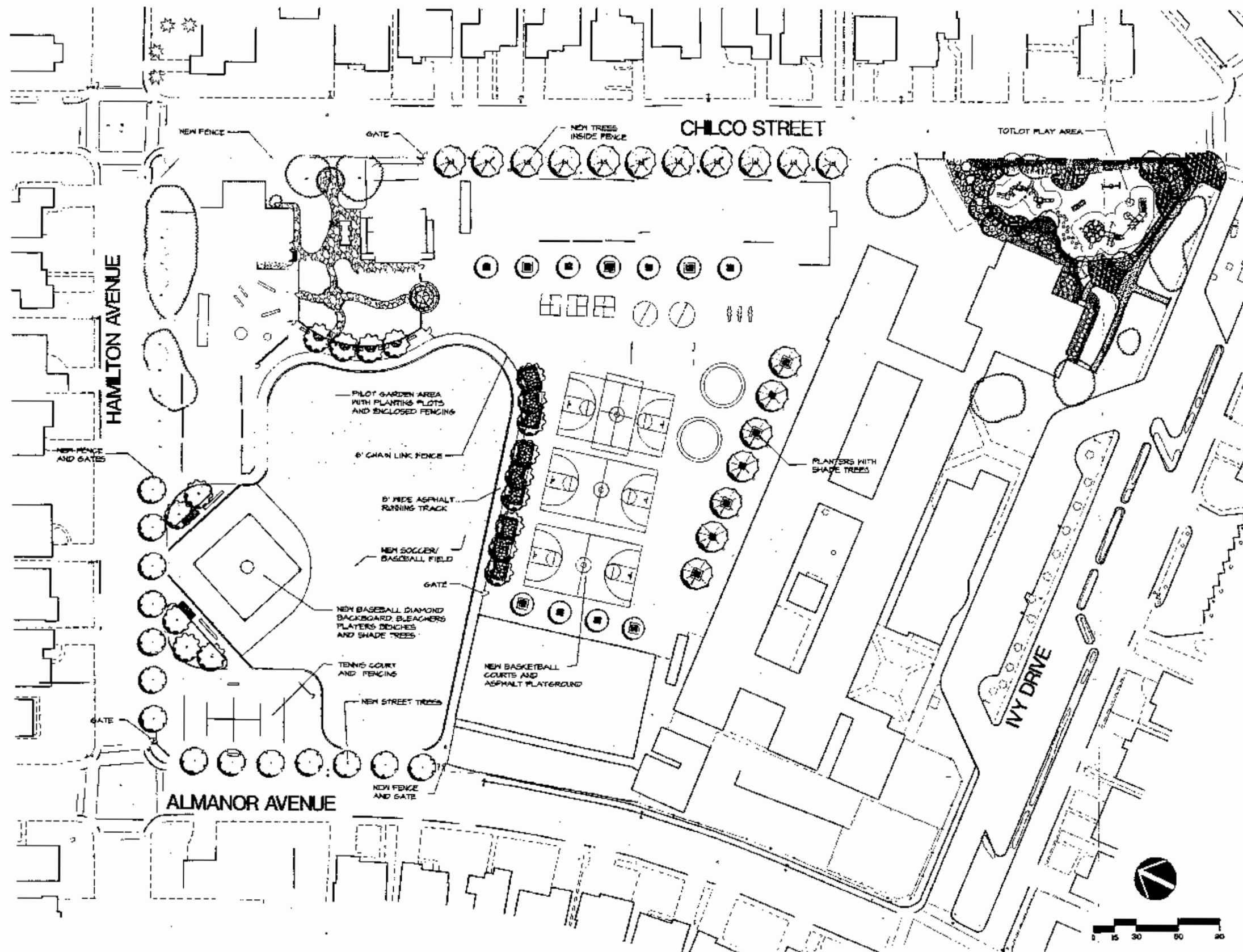


EXHIBIT B: FUTURE IMPROVEMENTS

BELLE HAVEN SCHOOL

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

MELVIN LEE ASSOCIATES - ASLA
LANDSCAPE ARCHITECTS - PLANNERS
1650 PACIFIC AVE. SAN FRANCISCO
CALIFORNIA 94109-2569 (415) 441-0988

Date: 11-06-01



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2023

Staff Report Number: PRC-2023-004

Study Session: Process to identify a name for the Menlo Park Community Campus project now under construction

Recommendation

This study session is for discussion purposes only. No decision about specific building names will be made yet. The Parks and Recreation Commission (PRC) will not make any recommendations about specific building names yet. The purpose of this study session is to hear input from the community and to inform the community and the PRC about the process City Council has directed to identify a name for the Menlo Park Community Campus project.

Policy Issues

The PRC advises the City Council on matters related to City programs and facilities dedicated to recreation. As an advisory body to the City Council, the PRC makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

Background

Menlo Park Community Campus Project

In January and February 2021, City Council approved the project located at 100-110 Terminal Ave., referred to by the unofficial working title, "Menlo Park Community Campus" (MPCC).

In the Funding and Improvement Agreement with Facebook (now Meta), the City Council reserves sole discretion to name the new building, in accordance with city policies, subject to meeting and conferring with Meta.

During summer 2021, four City facilities at 100-110 Terminal Ave. (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool) were demolished to make way for the MPCC project. Construction of the MPCC project began in November 2021 and is anticipated to be completed in 2024.

Naming process

On January 24, 2023, City Council directed staff to update the city's Naming Policy and undertake a process to identify:

- A name and/or dedication for the overall Menlo Park Community Campus (MPCC) building
- Names and/or dedications for each of the five major programs housed in the MPCC building
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC building.

The January 24, 2023, City Council staff report, in English and Spanish, is provided in Attachment B.

Analysis

Community interest in the new building's name

The long-held dream of a new community facility in the Belle Haven neighborhood is visibly taking shape as the MPCC construction progresses and an inspiring new landmark rises at 100-110 Terminal Avenue. Since the project's inception, there has been substantial community interest in the name of the new building. It is important to hear what the community thinks and values. For this reason, the City Council on January 24, 2023, established a process to hear community input about the MPCC naming prior to City Council making the final decision.

MPCC naming process and timeline

City Council directed the following steps and timeline for the MPCC naming process:

- January 24 – City Council provided direction on potential revisions to the Naming Policy and the MPCC facility naming process
- February 22 – PRC study session to consider input from the community, City Council direction and the Naming Policy (including the policy revisions directed by City Council)
- February 22 – PRC opens a 4-week public comment period for Menlo Park residents to provide input to for naming/dedicating the new facility and/or each of its five major programs
- February 22 to March 22 – City staff conducts outreach in English and Spanish through multiple formats and establishes a system to collect and compile input from community members
- March 14 – City Council reviews and adopts revisions to the Naming Policy or reaffirms the current policy if no revisions are desired
- March 22 – PRC and Library Commission jointly convene a public meeting to consider community input and recommend to City Council:
 - Up to 3 potential names and/or dedications for the overall facility
 - Up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.
- March 28 or April 4 – City Council reviews the PRC's recommendations and community input, then selects:
 - The name and/or dedication for the overall facility
 - Names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.

Impact on City Resources

There is no direct impact to the City's General Fund associated with this study session.

Environmental Review

This discussion-only study session 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. The City also mailed postcards with information about the meeting to every

household in Menlo Park's District 1 (Belle Haven / Bayfront.) In addition, the City sent electronic notices via social media and directly to project email and text update subscribers from the project page (Attachment C.)

Attachments

- A. Presentation
- B. City Council staff report number 23-014-CC, "Provide direction regarding City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" (1986); and a process to identify a name for the Menlo Park Community Campus project now under construction," January 24, 2023.
- C. Hyperlink – project page: menlopark.gov/communitycampus

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



INFORME DE PERSONAL

La Comisión de Parques y Recreación

Fecha: 2/22/2023

Numero de reporte: PRC-2023-004

Sesión de estudio:

Proceso para identificar el nombre de la Instalación Comunitaria de Menlo Park (MPCC) que actualmente está bajo construcción

Recomendación

El propósito de esta sesión de estudio es crear discusión solamente. Por el momento no se tomará decisión sobre el nombre del edificio. La Comisión de Parques y Recreación aun no hará recomendaciones para el nombre del edificio. El propósito de esta sesión de estudio, bajo dirección del Consejo Municipal, es escuchar sugerencias de la comunidad e informar a la comunidad y Comisión de Parques y Recreación sobre el proceso para nombrar el proyecto MPCC.

Cuestiones de la póliza

La Comisión de Parques y Recreación aconseja al Consejo Municipal sobre asuntos relacionados a programas e instalaciones relacionadas a recreación en la ciudad. Como grupo asesor al Consejo Municipal la Comisión de Parques y Recreación hace recomendaciones y funciona como un foro publico donde se puede sugerir, comentar y discutir temas relacionados a programas de recreación y sus instalaciones en Menlo Park.

Los antecedentes

Proyecto de la Instalación Comunitaria de Menlo Park

En enero y febrero de 2021 el Consejo Municipal aprobó el proyecto conocido por su nombre no oficial de "Menlo Park Community Campus" (MPCC).

De acuerdo al convenio (Funding and Improvement Agreement) que se realizó con Facebook, ahora Meta, el Consejo Municipal tiene discreción única al nombrar instalaciones de acuerdo a sus pólizas, sujeto a una conferencia y reunión con Meta.

Durante el verano de 2021 se derrumbaron cuatro edificios situados en la Avenida Terminal 100-110 (el Centro de la Comunidad Onetta Harris, Centro para Personas Mayores, Centro Juvenil de Belle Haven y la Piscina de Belle Haven) esto para dar paso a la construcción del proyecto MPCC. Construcción del proyecto MPCC comenzó noviembre de 2021 y se anticipa será terminado el 2024.

Proceso para nombrar

El 24 de enero de 2023 el Consejo Municipal pide a personal de la ciudad actualizar la Póliza para nombrar y emprender un proceso para identificar:

- El nombre y o dedicatoria para la instalación MPCC
- Nombres y o dedicatorias a cada una de los cinco programas que estarán bajo el mismo techo en la instalación MPCC
- Reconocimientos a individuos y o grupos que donen hacia el costo de los muebles, equipo, libros, arte

público, y otras amenidades para el día de apertura de la instalación MPCC

Reporte del personal al Consejo Municipal del 24 de enero de 2023, español e inglés, contenido en el Adjunto B.

Análisis

Interés comunitario en el nombre de la nueva instalación

Por fin comienza a realizarse el sueño de tener una instalación comunitaria nueva en el vecindario de Belle Haven. Se puede admirar elevándose la prominente instalación MPCC en la Avenida Terminal 100-110. Desde el comienzo del proyecto la comunidad muestra interés sustancial en el nombre de la instalación nueva. Es sumamente importante escuchar las opiniones que valora la comunidad. Por esta razón el 24 de enero de 2023 se estableció un proceso para obtener el aporte comunitario para nombrar el proyecto MPCC antes de que el Consejo Municipal tome su decisión final.

Proceso y plazo para nombrar la instalación MPCC

El Consejo Municipal dirigió los siguientes pasos al proceso y plazo para nombrar el MPCC:

- 24 de enero – El Consejo Municipal provee directiva a cambios potenciales a la Póliza para Nombrar y proceso para nombrar la instalación MPCC
- 22 de febrero – La Comisión de Parques y Recreación convoca sesiones de estudio para considerar opción a opinión comunitaria, directiva del Consejo Municipal y Póliza para Nombrar (incluyen cualquier cambio a la póliza dirigida por el Consejo Municipal).
- 22 de febrero - La Comisión de Parques y Recreación abre un periodo de cuatro semanas para obtener opinión pública y residentes de Menlo Park puedan aportar sugerencias para nombrar o dedicar la instalación nueva y o cada uno de los cinco programas en la instalación.
- 22 de febrero a 22 de marzo – Personal de la ciudad brinda apoyo en español e inglés por medio de varios formatos y establece un sistema para coleccionar y compilar las sugerencias de la comunidad
- 14 de marzo – El Consejo Municipal revisa y adopta los cambios al existente procedimiento de la Póliza para Nombrar o reafirma que la póliza actual no necesita cambio
- 22 de marzo - La Comisión de Parques y Recreación conjunto a la Comisión de la Biblioteca tienen una reunión pública para considerar aportaciones comunitarias y recomendar al Consejo Municipal:
 - Hasta tres posibilidades de nombre y o dedicatorias para la instalación
 - Hasta tres posibilidades de nombre o dedicatorias para cada uno de los cinco programas dentro de la instalación nueva (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil, y centro acuático)
- 28 de marzo – El Consejo Municipal revisa las recomendaciones por parte de la Comisión de Parques y Recreación y escucha sugerencias del público, y después selecciona:
 - El nombre y o dedicatorias para la instalación
 - El nombre o dedicatorias de cada uno de los cinco programas dentro de la instalación nueva (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil, y centro acuático)

Impacto en los recursos de la ciudad

No hay impacto al Fondo General de la Ciudad asociados con esta sesión de estudio.

Revisión ambiental

Esta sesión de estudio no se considerada un proyecto bajo la definición de la Ley de Calidad Ambiental en

California, guías §§15378 y 15061(b)(3), ya que no se producirán cambios físicos al medio ambiente por causa directa o indirecta.

Aviso pública

Se cumplió notificar al público al publicar la agenda, listado de artículos en la agenda, por lo menos 72 horas antes de la reunión. Adicionalmente la ciudad mando notificaciones de la reunión por correo a hogares dentro del distrito 1 de Menlo Park (Belle Haven / Bayfront). También se mandó notificación por medios de comunicación social, por correo electrónico y mensaje de texto a suscriptores de la página del proyecto (Adjunto C).

Archivos adjuntos

- A. Presentación
- B. Reporte del personal al Consejo Municipal numero 23-014-CC, “Proveer directiva al procedimiento del Consejo Municipal CC-86-0001, “Nombrar y o cambiar nombre a instalaciones” (1986); y un proceso para identificar un nombre para el proyecto MPCC actualmente bajo construcción,” 24deenero de 2023.
- C. Enlace – página del proyecto: menlopark.gov/communitycampus

Informe elaborado por:

Sean S. Reinhart, director de biblioteca y servicios comunitarios



MENLO PARK COMMUNITY CAMPUS (MPCC) NAMING PROCESS

Parks and Recreation Commission - February 22, 2023

STUDY SESSION

- This study session is for discussion purposes only
- No decision will be made about specific building names yet
- The Parks and Recreation Commission (PRC) will not make any recommendations about specific building names yet
- The purpose of this study session is to hear input from the community and to inform the community and the PRC about the process City Council has directed to identify a name for the Menlo Park Community Campus project.



COMMUNITY INTEREST IN THE NEW BUILDING'S NAME

- The long-held dream of a new community facility in the Belle Haven neighborhood is visibly taking shape as the MPCC construction progresses and an inspiring new landmark rises at 100-110 Terminal Avenue.
- Since the project's inception, there has been substantial community interest in the name of the new building.
- It is important to hear what the community thinks and values.
- For this reason, the City Council on January 24, 2023, established a process to hear community input about the MPCC naming prior to City Council making the final decision.

BACKGROUND – MPCC PROJECT

- In January and February 2021, City Council approved the project located at 100-110 Terminal Avenue, referred to by the unofficial working title, “Menlo Park Community Campus” (MPCC)
- In the Funding and Improvement Agreement with Facebook (now Meta), the City Council reserves sole discretion to name the new building, in accordance with city policies, subject to meeting and conferring with Meta
- During summer 2021, four City facilities at 100-110 Terminal Ave. (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool) were demolished to make way for the MPCC project
- Construction of the MPCC project began in November 2021 and is anticipated to be completed in 2024.

BACKGROUND - NAMES OF CITY FACILITIES IN BELLE HAVEN

Before the MPCC construction started, the City operated seven community facilities in the Belle Haven neighborhood (not including parks):

- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Neighborhood Service Center
- Onetta Harris Community Center



MPCC NAMING PROCESS

On January 24, City Council directed City staff to undertake a process with robust community input to identify:

- A name and/or dedication for the overall MPCC building
- Names and/or dedications for each of the five major programs that will be housed inside the MPCC building (community center, public library, senior center, youth center, and aquatics center.)
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC building.

MPCC NAMING PROCESS - TIMELINE

- January 24 – City Council provided direction on potential revisions to the Naming Policy and the MPCC facility naming process
- February 22 – PRC study session to consider input from the community, City Council direction and the Naming Policy (including the policy revisions directed by City Council)
- February 22 – PRC opens a 4-week public comment period for Menlo Park residents to provide input to for naming/dedicating the new facility and/or each of its five major programs
- February 22 to March 22 – City staff conducts outreach in English and Spanish through multiple formats and establishes a system to collect and compile input from community members.

MPCC NAMING PROCESS - TIMELINE

- March 14 – City Council reviews and adopts revisions to the Naming Policy or reaffirms the current policy if no revisions are desired
- March 22 – PRC and Library Commission jointly convene a public meeting to consider community input and recommend to City Council:
 - Up to 3 potential names and/or dedications for the overall facility
 - Up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.
- March 28 – City Council reviews the PRC's recommendations and community input, then selects:
 - The name and/or dedication for the overall facility
 - Names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed in it.



CITY OF MENLO PARK - NAMING POLICY

- First established by City Council on February 25, 1986
- City Council proposed updates to the Naming Policy on January 24, 2023:
 - Update the policy to current City Council expectations and community interests
 - Establish criteria and procedures for naming, renaming, and/or dedicating public facilities, including major programs housed together in multiservice facilities
 - Establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities
 - Refer the criteria and procedures for smaller-scale commemorative amenities in parks, for example memorial benches, to the Parks and Recreation Commission (PRC) with quarterly reporting to the City Council.
- City Council to formally update the Naming Policy on March 14, 2023.

NAMING POLICY (REVISED) - EXCERPTS

“At the direction of the City Council, the Parks and Recreation Commission, after considering inputs from the community, may recommend to the City Council names and/or dedications for... recreation buildings and related facilities”

NAMING POLICY (REVISED) - EXCERPTS

“The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:

- “A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
- “Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
- “A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
- “National, regional or community groups that have made significant contributions to the Menlo Park community and have not been previously honored in a meaningful way by the City.”

NAMING POLICY (REVISED) - EXCERPTS

“The City Council from time to time may authorize a dedication, memorial plaque, or other recognition in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.”

NAMING POLICY (REVISED) - EXCERPTS

“It shall be the policy of the City not to change the name of any existing City facility, particularly one whose name has City, regional or national significance, unless there is the most extraordinary circumstances of City, regional or national interest and no other new facility can so be designated.”

NAMING POLICY (REVISED) - EXCERPTS

“The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet under-recognized by the City.”



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District 1
households
(Belle Haven
/ Bayfront)

NEW COMMUNITY CAMPUS NAME NUEVO NOMBRE DEL CAMPUS COMUNITARIO



Creating a vibrant community

Menlo Park will soon consider a new plan for naming or changing the names of city buildings. This will affect the current Menlo Park Community Campus project.

Menlo Park estudiará en breve un nuevo plan para bautizar o cambiar los nombres de los edificios municipales. Esto afectará al actual proyecto Menlo Park Community Campus.



ATTEND PARKS AND RECREATION COMMISSION MEETINGS

- February 22 at 6:30 p.m.
- March 22 at 6:30 p.m.
- City Council decision March 28 or April 4

ASISTIR REUNIONES DE LA COMISIÓN DE PARQUES Y ACTIVIDADES RECREATIVAS

- 22 de febrero a las 6:30 p.m.
- 22 de marzo a las 6:30 p.m.
- Decisión del Ayuntamiento 28 de marzo o 4 de abril

PARTICIPATE

- Survey at publicinput.com/name
- Add to the suggestion boxes at Menlo Park libraries
- Sign up for updates at menlopark.gov/subscribe

PARTICIPE

- La encuesta en publicinput.com/nombre
- Pon tu comentario en los buzones de sugerencias de las bibliotecas
- Suscríbese para recibir actualizaciones en menlopark.gov/subscribe

FOR MORE INFORMATION

- Visit menlopark.gov/communitycampus
- Email ssreinhardt@menlopark.gov
- Call 650-330-2510

PARA MÁS INFORMACIÓN

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/ Bayfront)



City of Menlo Park
701 Laurel St.
Menlo Park CA 94025

IMPORTANT NOTICE
NOTICIA IMPORTANTE

HOW TO PARTICIPATE

Public comments about name

- Online survey – publicinput.com/name
- On paper – use library suggestion boxes
- 4-week public comment period – February 22 to March 22

PRC meetings:

- February 22 at 6:30 p.m. and March 22 at 6:30 p.m.

City Council decision meeting:

- March 28 or April 4 at 6:00 p.m.



THANK YOU



MPCC PROCESO DE NOMBRAMIENTO

Comisión de Parques y Recreación - 22 de febrero de 2023

SESIÓN DE ESTUDIO

- El propósito de esta sesión de estudio es crear discusión solamente
- Por el momento no se tomará decisión sobre el nombre del edificio
- La Comisión de Parques y Recreación aun no hará recomendaciones para el nombre del edificio
- El propósito de esta sesión de estudio, bajo dirección del Consejo Municipal, es escuchar sugerencias de la comunidad e informar a la comunidad y Comisión de Parques y Recreación sobre el proceso para nombrar el proyecto MPCC



INTERÉS COMUNITARIO EN EL NOMBRE DE LA NUEVA INSTALACIÓN

Por fin comienza a realizarse el sueño de tener una instalación comunitaria nueva en el vecindario de Belle Haven. Se puede admirar elevándose la prominente instalación MPCC en la Avenida Terminal 100-110.

Desde el comienzo del proyecto la comunidad muestra interés sustancial en el nombre de la instalación nueva.

Es sumamente importante escuchar las opiniones que valora la comunidad.

Por esta razón el 24 de enero de 2023 se estableció un proceso para obtener el aporte comunitario para nombrar el proyecto MPCC antes de que el Consejo Municipal tome su decisión final.

INFORMACIÓN DE CONTEXTO - MPCC

- En enero y febrero de 2021 el Consejo Municipal aprobó el proyecto, conocido por su nombre no oficial, de “Menlo Park Community Campus” (MPCC).
- De acuerdo al convenio (Funding and Improvement Agreement) que se realizó con Facebook, ahora Meta, el Consejo Municipal tiene discreción única al nombrar instalaciones de acuerdo a sus pólizas, sujeto a una conferencia y reunión con Meta.
- Durante el verano de 2021 se derrumbaron cuatro edificios situados en la Avenida Terminal 100-110 (Centro de la Comunidad Onetta Harris, Centro para Personas Mayores, Centro Juvenil de Belle Haven y la Piscina de Belle Haven) esto para dar paso a la construcción del proyecto MPCC.
- Construcción del proyecto MPCC comenzó noviembre de 2021 y se anticipa será terminado el 2024.

CONTEXTO - NOMBRE DE OTRAS INSTALACIONES EN BELLE HAVEN

No incluyendo los parques, la ciudad de Menlo Park operaba siete instalaciones comunitarias en el vecindario de Belle Haven antes de comenzar construcción del proyecto MPCC:

- Biblioteca de Belle Haven
- Centro de Desarrollo Infantil de Belle Haven
- Piscina de Belle Haven
- Centro Juvenil de Belle Haven
- Centro para Personas Mayores
- Centro de Servicios al Vecindario
- Centro de la Comunidad Onetta Harris



PROCESO DE NOMBRAMIENTO DEL MPCC

El 24 de enero el Consejo Municipal pide a personal de la ciudad emprender un proceso para identificar:

- El nombre y o dedicatoria para la instalación MPCC
- Nombres y o dedicatorias a cada uno de los cinco programas que estarán bajo el mismo techo en la instalación MPCC (centro de la comunidad, biblioteca publica, centro para personas mayores, centro juvenil, y centro acuático.)
- Reconocimientos a individuos y o grupos que donen hacia el costo de los muebles, equipo, libros, arte público, y otras amenidades para el día de apertura de la instalación MPCC.

PROCESO DE NOMBRAMIENTO DEL MPCC - PLAZO



- 24 de enero – El Consejo Municipal provee directiva a cambios potenciales a la Póliza de Nombramiento y proceso para nombrar la instalación MPCC
- 22 de febrero – La Comisión de Parques y Recreación convoca sesiones de estudio para considerar opción a opinión comunitaria, directiva del Consejo Municipal y Póliza de Nombramiento (incluyen cualquier cambio a la póliza dirigida por el Consejo Municipal)
- 22 de febrero - La Comisión de Parques y Recreación abre un periodo de cuatro semanas para obtener opinión pública para que residentes de Menlo Park puedan aportar sugerencias para nombrar o dedicar la instalación nueva, y o cada uno de los cinco programas en la instalación
- 22 de febrero a 22 de marzo – Personal de la ciudad brinda apoyo en español e inglés por medio de varios formatos y establece un sistema para coleccionar y compilar las sugerencias de la comunidad

PROCESO DE NOMBRAMIENTO DEL MPCC - PLAZO



- 14 de marzo – El Consejo Municipal revisa y adopta los cambios al existente procedimiento de la Póliza de Nombramiento o reafirma que la póliza actual no necesita cambio
- 22 de marzo - La Comisión de Parques y Recreación y la Comisión de la Biblioteca tienen una reunión pública para considerar aportaciones comunitarias y recomendar al Consejo Municipal:
 - Hasta tres posibilidades de nombre y o dedicatorias para la instalación
 - Hasta tres posibilidades de nombre o dedicatorias para cada uno de los cinco programas dentro de la instalación nueva (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil, y centro acuático)
- 28 de marzo – El Consejo Municipal revisa las recomendaciones por parte de la Comisión de Parques y Recreación y escucha sugerencias del público, y después selecciona:
 - El nombre y o dedicatorias para la instalación
 - El nombre o dedicatorias de cada uno de los cinco programas dentro de la instalación nueva (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil, y centro acuático)



PÓLIZA PARA NOMBRAR – CIUDAD DE MENLO PARK



- Establecida por el Consejo Municipal el 25 de febrero de 1986
- El 24 de enero de 2023 el Consejo Municipal propone actualizar la Póliza para Nombrar:
 - Actualizar la póliza a expectativas del Consejo Municipal e intereses de la comunidad
 - Establecer criterio y proceso para nombrar, renombrar y o tener dedicatorias en instalaciones públicas, incluyendo programas de importancia que estén en una instalación multiservicios
 - Establecer criterio y proceso para reconocer individuos y o grupos que donan hacia el costo de la construcción nueva o renovación de una instalación publica
 - Referir criterio y proceso para amenidades conmemorativas de una escala pequeña en parques de la ciudad. Como por ejemplo bancas conmemorativas, incluyendo reportes trimestrales de la Comisión de Parques y Recreación para el Consejo Municipal
- Que el Consejo Municipal formalmente actualice la Póliza para Nombrar el 14 de marzo de 2023.

PÓLIZA PARA NOMBRAR (CAMBIOS) - EXTRACTOS



“Por directiva del Consejo Municipal la Comisión de Parques y Recreación, después de considerar el aporte comunitario, puede recomendarle al Consejo Municipal nombres y o dedicatorias para... edificios de recreación e instalaciones relacionadas”

PÓLIZA PARA NOMBRAR (CAMBIOS) - EXTRACTOS



“Se reconocerá y tomara en consideración el siguiente criterio al nombrar, dedicar, renombrar y o re dedicar instalaciones de la ciudad”:

- “Una conexión convincente y clara a localidades significantes, comunidades, vecindarios, historia, características geográficas, gente, cumplimientos, eventos, y u otros atributos de la ciudad y comunidad en Menlo Park”
- “Inclusión, pertenecer, acceso, igualdad y justicia para toda persona que viva en comunidades de Menlo Park:
- “Una persona fallecida (no antes de los cinco años de muerte) que haya hecho contribuciones a la ciudad y comunidades de Menlo Park y cuyas distinciones aun no sean reconocidas por la ciudad”
- “Grupo comunitario nacional o regional que ha hecho contribuciones significativas a las comunidades de Menlo Park y que aun no se les ha echo honor significativo por la ciudad”

PÓLIZA PARA NOMBRAR (CAMBIOS) - EXTRACTOS



“De vez en cuando el Consejo Municipal puede autorizar la puesta de alguna placa conmemorativa a personas o grupos que se reconozcan por haber donado a la instalación. Aun así la póliza de la ciudad es de retener el nombre histórico de la instalación.”

PÓLIZA PARA NOMBRAR (CAMBIOS) - EXTRACTOS



“Negar el cambio de nombre a una instalación de la ciudad existente debería ser la póliza de la ciudad. En particular cuando cuyo nombre tiene gran significado en la ciudad, región o nación. Solamente que ocurran circunstancias sumamente extraordinarias o de interés de ciudad, región o nación, y que ningun otra instalación pueda ser designada se pueda permitir el cambio”

PÓLIZA PARA NOMBRAR (CAMBIOS) - EXTRACTOS



“Nombres de lugares existentes dentro de Menlo Park deben determinarse tener significado histórico para la ciudad. Con gran renuencia la ciudad modificara un nombre existente y solo para conmemorar a una persona o personas que hayan hecho contribuciones importantes dentro de la ciudad y que sus distinciones aún no sean reconocidas por la ciudad”



Se envió
postal a todos
los hogares del
distrito 1
(Belle Haven /
Bayfront)

NEW COMMUNITY CAMPUS NAME

NUEVO NOMBRE DEL CAMPUS COMUNITARIO



Creating a vibrant community

Menlo Park will soon consider a new plan for naming or changing the names of city buildings. This will affect the current Menlo Park Community Campus project.

Menlo Park estudiará en breve un nuevo plan para bautizar o cambiar los nombres de los edificios municipales. Esto afectará al actual proyecto Menlo Park Community Campus.

ATTEND PARKS AND RECREATION COMMISSION MEETINGS

- February 22 at 6:30 p.m.
- March 22 at 6:30 p.m.
- City Council decision March 28 or April 4

ASISTIR REUNIONES DE LA COMISIÓN DE PARQUES Y ACTIVIDADES RECREATIVAS

- 22 de febrero a las 6:30 p.m.
- 22 de marzo a las 6:30 p.m.
- Decisión del Ayuntamiento 28 de marzo o 4 de abril

PARTICIPATE

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Crear una comunidad vibrante

Se envió
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Bayfront)



City of Menlo Park
701 Laurel St.
Menlo Park CA 94025

IMPORTANT NOTICE
NOTICIA IMPORTANTE

COMO PARTICIPAR

Comentario publico para el nombre

- Encuesta por la red – publicinput.com/nombre
- En papel – use las cajas de sugerencias en la biblioteca
- Comentario publico durante 4 semanas – 22 de febrero a 22 de marzo

Reuniones de la Comisión de Parques y Recreación:

- 22 de febrero a las 6:30 p.m. y 22 de marzo a las 6:30 p.m.

Reunión del Consejo Municipal para tomar decisión:

- 28 de marzo o 4 de abril a las 6:00 p.m.



GRACIAS



STAFF REPORT

City Council

Meeting Date:

1/24/2023

Staff Report Number:

23-014-CC

Regular Business:

Provide direction regarding City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (1986); and a process to identify a name for the Menlo Park Community Campus project now under construction

Recommendation

City staff recommends that City Council provide direction to City staff regarding:

1. Proposed revisions to City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (Attachments A and B).
2. A proposed process to identify naming and/or dedications for a new City facility now under construction at 100-110 Terminal Avenue and currently referred to by the unofficial working name, “Menlo Park Community Campus.”

This is a discussion-only item to seek feedback and direction from City Council related to naming of City facilities. No City Council action related to facility naming is requested at this time. Additional details about a proposed process and timeline related to facility naming are provided in the Analysis section of this report.

Policy Issues

City Council Procedure #CC-86-0001, “Naming and/or changing the name of facilities” (Naming Policy) was adopted February 25, 1986, and provides guidance on the naming of City-owned facilities (Attachment A). The Naming Policy has not been revised since its adoption in 1986.

Notable and/or relevant policy statements in the Naming Policy include:

- “The Park and Recreation Commission, after considering inputs from the community, will recommend to City Council names for new... buildings and miscellaneous facilities. The naming will recognize: A deceased person (no sooner than five years after death), ethnic or other national and community groups, not yet honored in some fashion, who have made significant contributions to the City... and have not been previously honored in a meaningful way by the City.”
- “At those facilities having recreation buildings, the City from time to time may authorize placing of a memorial plaque inside a building when that facility is closely identified with a person or group, but the policy of the City is to retain the historic name of the facility.”
- “It shall be the policy of the City not to change the name of any existing recreation and park facility, particularly one whose name has City or national significance, unless there is the most extraordinary circumstances or City or National interest and no other new facility can be so designated.”
- “The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing names only with the greatest reluctance and only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet

unrecognized.”

The Naming Policy also makes brief references to smaller-scale, more ephemeral commemorative amenities that honor private individuals in City parks such as memorial benches, and but it prescribes no criteria or procedures for evaluating and selecting such items, aside from generally encouraging them.

Background

Past Naming Policy exceptions

City Council has made exceptions to the Naming Policy in the past, for example to waive the policy element related to recognizing deceased persons no sooner than five years after their death, including:

- On November 14, 2017, the policy was waived to rename Market Place Park in honor of local war hero and community leader Karl E. Clark
- On April 5, 2011, City Council approved a recommendation to rename multiple facilities in the Burgess Park civic center campus – the recreation center, gymnasium and gymnastics center – in honor of real estate developer and philanthropist John Arrillaga and family
- In September 2008, the policy was waived to change the name of Bayfront Park to Bedwell Bayfront Park in honor of former City Manager Michael Bedwell
- In October 2004, the policy was waived to name the Burgess Park Little League field in honor of former Parks and Recreation Commission chairperson Tom Harrison.

In each of the above noted cases, the City Council determined that the Naming Policy standard for “major, overriding contributions” by these honorees had been met.

Onetta Harris Community Center

Before the adoption of the Naming Policy, the City Council in July 1983 renamed the Belle Haven Community Center in honor of community leader Onetta Harris, who had passed away the previous year. The Onetta Harris Community Center bore her name from 1983 until the building was demolished in 2021, along with multiple other City facilities on the same site, to make way for a new community facility.

Menlo Park Community Campus project

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multiservice center to incorporate the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, Belle Haven Pool, and Belle Haven Branch Library into a single new community facility. In the Funding and Improvement Agreement executed with Meta, the City reserves sole discretion on the naming of the facility in accordance with its policies, subject to meeting and conferring with Meta.

On January 12, 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the project located at 100-110 Terminal Avenue, which by then had come to be referred to by the unofficial working title, “Menlo Park Community Campus” (MPCC.) City Council requested further review of several design elements of the proposed pool area. Those items were discussed January 26, 2021, and February 1, 2021. City Council approved the pool design elements February 1, 2021.

During summer 2021, four City buildings/facilities at 100-110 Terminal Avenue – the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool – were demolished to make way for the construction of the MPCC project. Programs that were previously housed in those facilities were temporarily relocated to interim service locations during the MPCC’s construction. The

Belle Haven Branch Library continues to operate in its current location at 413 Ivy Drive on the Belle Haven Elementary School campus, and will be relocated to the MPCC after construction is completed.

Construction of the MPCC project, which is primarily comprised of a single newly constructed multiservice facility, began in November 2021 and is anticipated to be completed in 2024. The new multiservice facility will be slightly larger in total square footage and substantially more modern, resilient, and environmentally sustainable than the five facilities it will replace.

Commemorative park amenities

On November 1, 2022, City Council reviewed a proposed Commemorative Park Amenities Policy to establish procedures and criteria for smaller-scale commemorative installations in City parks, for example memorial plaques on park benches and similar outdoor installations that are more numerous and typically have shorter lifespans than buildings by nature of their design and exposure to the elements. The City Council deferred action on establishing a City Council policy for such, and instead directed staff to add commemorative park amenities to the Parks and Recreation Commission (PRC) work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC (Attachments C and D).

Analysis

Community interest in the new facility's name

The long-held dream of a new community facility in the Belle Haven neighborhood is visibly taking shape as the MPCC construction progresses and an inspiring new landmark rises at 100-110 Terminal Ave. Since the project's inception, there has been substantial community interest in the name of the new facility.

Some community members have expressed a strong desire to honor Onetta Harris in the new facility's name. Some community members have expressed a strong desire to highlight the historic Belle Haven neighborhood in the new facility. Some have suggested a naming contest with community entries followed by voting or other selection methods. Some have offered the idea of attaching names or dedications to each of the facility's five primary functions (community center, public library, senior center, youth center and pool/aquatics center) as well as one overall name to denote the whole facility and campus.

Names of other City-operated facilities in the Belle Haven neighborhood

Before the start of the MPCC project construction, the City of Menlo Park operated seven community-serving facilities in the Belle Haven neighborhood (not including parks):

- Belle Haven Branch Library
- Belle Haven Child Development Center
- Belle Haven Pool
- Belle Haven Youth Center
- Menlo Park Senior Center
- Neighborhood Service Center
- Onetta Harris Community Center

When the MPCC project is completed, five of the above-noted programs (library, pool, youth center, senior center and community center) will be housed together in a single newly constructed facility. The other two programs (child development center and neighborhood service center) will continue to operate in their current facilities.

Potential revisions to the Naming Policy

Staff requests direction from City Council regarding potential revisions to City Council Procedure CC-86-0001. Attachment B includes potential revisions that would:

- Align the policy with current City Council expectations and community interests regarding the naming and/or dedication of public facilities operated by the City
- Establish criteria and procedures for the naming, renaming, and/or dedication of public facilities, including major programs that are housed together in multiservice facilities like the MPCC
- Establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities
- Refer the criteria and procedures for smaller-scale commemorative amenities in City parks, for example memorial plaques on park benches, to the PRC work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC.

Staff will incorporate City Council's feedback and direction into a revised Naming Policy for potential City Council adoption (or reaffirmation of the current policy if City Council desires no revisions) tentatively March 14.

Proposed MPCC facility naming process and timeline

City staff requests direction from City Council regarding a proposed process to identify:

- A name and/or dedication for the overall MPCC facility
- Names and/or dedications for each of the five major programs housed in the MPCC facility
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC facility.

City staff recommends the following process and timeline for the MPCC facility naming process:

- January 24 – City Council provides direction to staff regarding potential revisions to the Naming Policy and a proposed MPCC facility naming process
- February 22 – PRC convenes a public study session to consider input from the community, City Council direction and the Naming Policy (including any potential policy revisions directed by City Council.) PRC opens a four-week public comment period during which time Menlo Park residents may offer their input and suggestions for naming/dedicating the new facility and/or each of its five major programs. City staff conducts outreach in English and Spanish through multiple formats and establishes a system to collect and compile input from community members
- March 14 – City Council reviews and adopts revisions to the existing City Council Procedure CC-86-0001 (Naming Policy; 1986), or reaffirms the current Naming Policy if no revisions are desired.
- March 22 – PRC convenes a public meeting to consider all community input received during the four-week public comment period, as well as City Council direction and the revised (or reaffirmed) Naming Policy. PRC recommends to City Council up to 3 potential names and/or dedications for the overall facility, and up to 3 potential names and/or dedications for each of the five major programs (community center, public library, senior center, youth center and aquatics center) that will be housed within the new facility.
- March 28 – City Council reviews the PRC's recommendations and hears additional public input, then selects a name and/or dedication for the overall facility, and selects names and/or dedications for each of the five major programs that will be housed therein.

Impact on City Resources

There are no substantive direct impacts to the City's General Fund associated with the requested City Council direction. Depending on the City Council's desired process for selecting a name for the new facility, there could be some indirect impacts in the form of staff time and effort and some minor expenditures for community outreach, which can be accommodated within existing City resources.

Environmental Review

The requested City Council direction 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. In addition, the City sent electronic notices via Nextdoor, Facebook and directly to project email and text update subscribers from the project page (Attachment E).

Attachments

- A. City Council Procedure CC-86-0001, Naming and/or changing the name of facilities. February 25, 1986
- B. Proposed redline revisions to City Council Procedure CC-86-0001
- C. Hyperlink – Staff report 22-213-CC, Commemorative Park Amenities Policy, November 1, 2022:
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221101-city-council-agenda-packet.pdf
- D. Hyperlink – City Council meeting, November 1, 2022 minutes:
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/minutes/20221101-city-council-minutes.pdf
- E. Hyperlink – project page: menlopark.gov/communitycampus

Report prepared by:

Sean S. Reinhart, Library and Community Services Director



INFORME DE PERSONAL

Consejo Municipal

Fecha: 1/24/2023

Numero de reporte: 23-014-CC

Negocios regulares:

Se pide directiva al Consejo Municipal referente al proceso CC-86-0001, “El nombrar o cambiar el nombre de instalaciones” (1986); y un proceso que identifique el nombre que llevara el proyecto de la instalación comunitaria de Menlo Park que actualmente está bajo construcción

Recomendación

Recomendación al Consejo Municipal por parte del personal de la ciudad para que se dé una directiva con respecto a:

1. Propuesta de modificación al proceso del Consejo Municipal CC-86-0001, “Nombrar y/o cambiar el nombre a instalaciones” (Adjunto A y B)
2. Propuesta para un proceso que identifique nombrar y/o dedicar la instalación nueva de la ciudad que en estos momentos está bajo construcción en la Avenida Terminal 100-110 y que es referida bajo el nombre no oficial de “Menlo Park Community Campus” (MPCC).

Esto solo es un tema de discusión con el propósito de obtener comentario y directiva del Consejo Municipal para nombrar instalaciones de la ciudad. No se requiere acción del Consejo Municipal relacionado a lo dicho en este momento. En la sección de Análisis de este reporte se proporcionara detalles a la propuesta al proceso de nombrar y el tiempo que puede tomar en cumplirse.

Cuestiones de la póliza

Proceso #CC-86-0001 del Consejo Municipal, “Nombrar y/o cambiar de nombre a instalaciones” (Póliza para Nombrar) adoptada el 25 de febrero de 1986 es un guía para nombrar las instalaciones pertinentes a la ciudad (Adjunto A). Desde su adaptación en 1986 no se ha actualizado la póliza para nombrar.

Declaraciones relevantes y/o notables en la Póliza para Nombrar incluyen:

- “Después de considerar la aportación de la comunidad la Comisión de Parques y Recreación recomendará al Consejo Municipal nombres para instalaciones y edificios nuevos. El nombre reconocerá: A una persona fallecida (no antes de 5 años de su muerte), grupos nacionales, comunitarios o de alguna etnia que aún no haya sido honrada de alguna manera y cuyas contribuciones a la ciudad sean significativas y que también anteriormente la ciudad no les haya hecho honor de alguna manera.”
- “De vez en cuando la ciudad puede autorizar la puesta de alguna placa conmemorativa dentro de instalaciones que tengan edificio de recreación y que tal conmemoración sea de una persona o grupo que se le relacione con tal edificio. Aun así la póliza de la ciudad es de retener el nombre histórico de la instalación.”
- “Negar el cambio de nombre a una instalación recreativa o un parque existente debería ser la póliza de la ciudad. En particular cuando cuyo nombre tiene gran significado en la ciudad o nacionalmente. Solamente que ocurran circunstancias sumamente extraordinarias o de interés de la ciudad, o nacional,

y que ninguna otra instalación pueda ser designada se pueda permitir el cambio.”

- Nombres de lugares existentes dentro de Menlo Park deben determinarse tener significado histórico para la ciudad. Con gran renuencia la ciudad modificara un nombre existente y solo para conmemorar a una persona o personas que hayan hecho contribuciones importantes dentro de la ciudad y que sus distinciones aún no son reconocidas.”

La Póliza para Nombrar también hace referencia, en una escala más pequeña, hacia amenidades conmemorativas a corto plazo con individuos privados, como una banca conmemorativa en un parque de la ciudad. Aparte de apoyar este tipo de acción no está prescrito un criterio ni un proceso para poder evaluar y escoger estas cosas.

Los antecedentes

Excepciones pasadas a la Póliza para Nombrar

En el pasado se han hecho excepciones a la Póliza para Nombrar por parte del Consejo Municipal, como por ejemplo el no aplicar la póliza en relación al reconocimiento a personas fallecidas antes de los 5 años de haber muerto, estos incluyen:

- La póliza se omitió al renombrar el parque Market Place para brindar honor a un héroe de guerra y líder comunitario Karl E. Clark, 14 de noviembre de 2017
- El Consejo Municipal bajo recomendación aprobó renombrar varias instalaciones en el centro cívico del parque Burgess – el centro de recreación, gimnasio y centro gimnástico – en honor al desarrollador de bienes raíces y filántropo John Arrillaga y familia, 5 de abril de 2011
- En honor al ex administrador de la ciudad Michael Bedwell la póliza se omitió para cambiar el nombre del parque Bayfront al parque Bedwell Bayfront, septiembre de 2008
- Se omitió la póliza para renombrar el campo de ligas menores del parque Burgess en honor al ex comisionado de parques y recreación Tom Harrison, octubre 2004

En cada uno de los casos mencionados el Consejo Municipal determino que “excepciones a contribuciones importantes” del estándar de la Póliza para Nombrar fueron cumplidas por los honrados.

Centro de la Comunidad Onetta Harris

En 1983, antes de la adopción de la Póliza para Nombrar, el Consejo Municipal renombro el Centro de la Comunidad Belle Haven para honrar a la líder comunitaria Onetta Harris que había fallecido un año anterior. Llevo su nombre desde 1983 hasta que se demolió el Centro de la Comunidad Onetta Harris en 2021, incluyendo múltiples instalaciones de la ciudad en el mismo sitio, y así dar comienzo a la construcción de una nueva instalación comunitaria.

Proyecto de la instalación comunitaria de Menlo Park (Menlo Park Community Campus Project)

El 16 de diciembre de 2019 Facebook, ahora Meta, entrego su propuesta para explorar fondos y el desarrollo de un centro multiservicios nuevo que incorporaría el Centro de la Comunidad Onetta Harris, Centro para Personas Mayores de Menlo Park, Centro Juvenil de Belle Haven, Piscina de Belle Haven y la Biblioteca de Belle Haven en una sola instalación comunitaria. De acuerdo al convenio que se realizó con Meta (Funding and Improvement Agreement) la ciudad tiene discreción única al nombrar instalaciones de acuerdo a sus pólizas, sujeto a una conferencia y reunión con Meta.

El control de arquitectura, el permiso de uso, el acuerdo de mejoramiento y fuente de financiamiento fue aprobado por el Consejo Municipal el 12 de enero de 2021 para el proyecto situado en la Avenida Terminal 100-110, que hasta ese momento mejor conocido por su nombre no oficial de “Menlo Park Community Campus” (MPCC). EL Consejo Municipal pidió que varios elementos propuestos al diseño del área para la

piscina tuvieran revisión adicional. El 26 de enero de 2021 se tuvo una discusión sobre el tema. El Consejo Municipal aprobó los elementos de diseño para la piscina el 1 de febrero de 2021.

Durante el verano de 2021 se derrumbaron cuatro edificios situados en Avenida Terminal 100-110 – el Centro de la Comunidad Onetta Harris, Centro para Personas Mayores, Centro Juvenil de Belle Haven y la Piscina de Belle Haven – esto para dar paso a la construcción del proyecto MPCC. Los programas que anteriormente tenían como casa estos edificios fueron temporariamente trasladados a sitios provisionales durante la construcción del MPCC. Servicios de la biblioteca de Belle Haven siguen en su mismo sitio en 413 Ivy Drive, que esta adjunto la instalación de la escuela primaria Belle Haven. Después de terminar la construcción del MPCC la biblioteca será trasladada a la misma instalación.

En noviembre 2021 comenzó la construcción del proyecto MPCC que es compuesto primordialmente de una nueva instalación multiservicios y que se anticipa será terminado el 2024. La nueva instalación multiservicios tendrá una ligera ganancia en espacio, por pies cuadrado, y sustancialmente más moderno, resistente, y ambientalmente sustentable, comparándolo a los cinco edificios que remplazara.

Amenidades conmemorativas en parques

El Consejo Municipal reviso la propuesta para una póliza de Amenidades Conmemorativas en Parques, 1 de noviembre de 2022, para establecer proceso y criterio en casos de instalaciones conmemorativas de una escala pequeña en parques de la ciudad. Como por ejemplo la instalación de una placa conmemorativa en la banca de un parque o algo similar que esta afuera tendría menos vida por estar expuesto a los elementos comparado a un edificio. El Consejo Municipal ha diferido acción para establecer una póliza municipal y dirigieron a los empleados agregar la propuesta de Amenidades Conmemorativas en Parques en el plan de trabajo de la Comisión de Parques y Recreación (PRC) con reportes trimestrales al Consejo Municipal que incluyan cualquier pedido de una amenidad conmemorativa revisada por la PRC (Adjuntos C y D).

Análisis

Interés comunitario en el nombre de la nueva instalación

Por fin comienza a realizarse el sueño de tener una instalación comunitaria nueva en el vecindario de Belle Haven. Se puede admirar elevándose el prominente proyecto MPCC en su sitio en la Avenida Terminal 100-110. Desde el comienzo del proyecto la comunidad muestra interés sustancial en el nombre de la instalación nueva.

Se expresa un fuerte deseo de honrar a Onetta Harris al nombrar la instalación nueva por parte de algunos miembros de la comunidad. Algunos miembros de la comunidad también expresan un deseo fuerte de poder destacar el vecindario histórico de Belle Haven en la instalación nueva. Sugerido por algunas personas fue montar un concurso para nombrar la instalación nueva aceptando sugerencias de la comunidad proseguida por votos o algún otro método de selección. Otros ofrecen la idea de aplicar nombres o dedicatorias por cada una de las 5 funciones primarias de la instalación (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil y piscinas/centro acuático), y a la vez dar un solo nombre a toda la instalación.

Nombre de otras instalaciones manejadas por la ciudad en el vecindario de Belle Haven

No incluyendo los parques, la ciudad de Menlo Park operaba siete instalaciones comunitarias en el vecindario de Belle Haven antes de comenzar construcción del proyecto MPCC:

- Biblioteca de Belle Haven
- Centro de Desarrollo Infantil de Belle Haven
- Piscina de Belle Haven

- Centro Juvenil de Belle Haven
- Centro para Personas Mayores
- Centro de Servicios al Vecindario
- Centro de la Comunidad Onetta Harris

Al terminar la construcción del proyecto MPCC cinco de los programas mencionados (biblioteca, piscina, centro juvenil, centro para personas mayores y centro de la comunidad) estarán bajo un mismo techo en la instalación nueva. Los otros dos programas (centro infantil y centro de servicios a la comunidad) seguirán operando desde sus locaciones actuales.

Posibles revisiones a la Póliza para Nombrar

Personal de la ciudad pide directiva por parte del Consejo Municipal en cuanto la posibilidad de tener revisiones al proceso del Consejo Municipal CC-86-0001. El adjunto B incluye posibles revisiones que pueden:

- Alinear las expectativas del Consejo Municipal y el interés comunitario en cuanto al nombre o dedicatoria en instalaciones públicas operadas por la ciudad
- Que establezca criterio y proceso para nombrar, renombrar y o tener dedicatorias en instalaciones públicas, incluyendo programas de importancia que están bajo un mismo techo como la instalación multiservicios MPCC
- Que establezca criterio y proceso para reconocer individuos y o grupos que donan hacia el costo de la construcción nueva o renovación de una instalación publica
- Referir criterio y proceso para amenidades conmemorativas de una escala pequeña en parques de la ciudad. Como por ejemplo placas conmemorativas en bancas del parque, el plan de trabajo incluyendo los reportes trimestrales por parte de la Comisión de Parques y Recreación y cualquier pedido a una amenidad conmemorativa que hayan revisado.

Personal de la ciudad incorporará los comentarios y directiva del Consejo Municipal en una revisión a la Póliza para Nombrar con fin de que el Consejo Municipal lo adopte (o reafirme la póliza actual y que revisiones por el Consejo Municipal no son necesarias) tentativamente el 14 de marzo.

Proceso y plazo a la propuesta para nombrar a la instalación MPCC

Personal de la ciudad pide directiva del Consejo Municipal en cuanto la propuesta al proceso para identificar:

- El nombre y o dedicatoria para la instalación MPCC
- Nombres y o dedicatorias a cada una de los cinco programas que estarán bajo el mismo techo en la instalación MPCC
- Reconocimientos a individuos y o grupos que donen hacia el costo de los muebles, equipo, libros, arte público, y otras amenidades para el día de apertura de la instalación MPCC

Personal de la ciudad recomienda el siguiente proceso y plazo para nombrar la instalación MPCC:

- 24 de enero – El Consejo Municipal provee directiva a personal de la ciudad acerca de revisiones potenciales a la Póliza para Nombrar y da propuesta a un proceso para nombrar la instalación MPCC
- 22 de febrero – La Comisión de Parques y Recreación convoca sesiones de estudio para considerar opción a opinión comunitaria, directiva del Consejo Municipal y Póliza para Nombrar (incluyen cualquier cambio a la póliza dirigida por el Consejo Municipal). La Comisión de Parques y Recreación abre un periodo de cuatro semanas para obtener opinión pública y residentes de Menlo Park puedan aportar sugerencias para nombrar o dedicar la instalación nueva y o cada uno de los cinco programas en la instalación. Personal de la ciudad brinda apoyo en español e inglés por medio de varios formatos y establece un sistema para coleccionar y compilar las sugerencias de la comunidad
- 14 de marzo – El Consejo Municipal revisa y adopta los cambios al existente procedimiento del Consejo

Municipal CC-86-0001 (Póliza para Nombrar; 1986), o reafirme la póliza actual si no hay necesidad de cambios

- 22 de marzo - La Comisión de Parques y Recreación convoca una junta pública para considerar toda sugerencia aportada durante las cuatro semanas de comentario público, y también directiva del Consejo Municipal y el cambio (o reafirmación) a la Póliza para Nombrar. La Comisión de Parques y Recreación recomienda al Consejo Municipal hasta tres posibilidades de nombre y o dedicatorias para la instalación. También tres posibilidades de nombre o dedicatorias para cada una de los cinco programas dentro de la instalación nueva (centro de la comunidad, biblioteca pública, centro para personas mayores, centro juvenil, y centro acuático)
- 28 de marzo – El Consejo Municipal revisa las recomendaciones por parte de la Comisión de Parques y Recreación y escucha sugerencias adicionales del público. Después escogerá un nombre y o dedicatoria para la instalación, y luego escogerá nombres y o dedicatorias a cada una de los cinco programas dentro de la instalación

Impacto en los recursos de la ciudad

No hay impacto directo sustantivo al Fondo General de la Ciudad asociado a la solicitud que pide directiva del Consejo Municipal. Puede ver impactos indirectos dependiendo del proceso que desee tomar el Consejo Municipal para seleccionar el nombre de la instalación nueva, como el recompensar el tiempo y esfuerzo del personal de la ciudad y tal vez algunos gastos menores al divulgar apoyo comunitario cuales pueden ser abastecidos con recursos existentes de la ciudad.

Revisión ambiental

La petición para una directiva del Consejo Municipal no se considerada un proyecto bajo la definición de la Ley de Calidad Ambiental en California, guías §§15378 y 15061(b)(3), ya que no se producirán cambios físicos al medio ambiente por causa directa o indirecta.

Aviso pública

Se cumplió notificar al público al publicar la agenda, listado de artículos en la agenda, por lo menos 72 horas antes de la reunión. Adicionalmente la ciudad mando notificaciones electrónicas por Nextdoor, Facebook y por correo electrónico directamente a suscriptores de la página del proyecto (Adjunto E).

Archivos adjuntos

- A. Proceso del Consejo Municipal CC-86-0001, Nombrando o renombrando instalaciones. 25 de febrero de 1986
- B. Propuesta de cambios al Proceso del Consejo Municipal CC-86-00
- C. Enlace – Reporte del personal 22-213-CC, Póliza de Amenidades Conmemorativas en Parques, 1 de noviembre de 2022: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221101-city-council-agenda-packet.pdf
- D. Enlace – Reunión del Consejo Municipal, 1 de noviembre 2022 minutos: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/minutes/20221101-city-council-minutes.pdf
- E. Enlace – página del proyecto: menlopark.gov/communitycampus

Informe elaborado por:

Sean S. Reinhart, director de biblioteca y servicios comunitarios



REGULAR MEETING MINUTES – DRAFT

Date: 10/26/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Bryman called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Brosnan, Bryman, Bunyagidj, Diepenbrock, Joshua, Theriault
Absent: Baskin
Staff: Library and Community Services Director Sean Reinhart, Acting Assistant
Community Services Director Rondell Howard, Library and Community Services
Supervisor Tricia Mullan, Management Analyst Ashley Walker

C. Public Comment

None.

D. Study Session

- D1. Nealon Park all-abilities playground – El Capitan Track Ride (zip line) hours of operation
(Staff Report PRC-2022-026)

Inter Assistant Community Services Director Rondell Howard introduced the item.

- Paul Kick spoke in opposition of the zip line being open after dusk and in support of police involvement and enforcement.
- Jennifer Johnson spoke in support of keeping the zip line open and in support of police enforcement.
- Kristine Ball spoke in support of replacing the zip line with a quieter play feature.
- Lynn Banchoff spoke in support of removing the zip line.

The Commission discussed past efforts to reduce the noise generated by the zip line, operating hours, relocating the zip line, upgrading the zip line lock, staff capacity limitations for daily locking and unlocking, and considering impacts to neighbors.

E. Regular Business

- E1. Approve minutes from September 28, 2022, meeting (Attachment)

ACTION: Motion and second (Brosnan/ Bunyagidj), to approve the minutes from the September 28, 2022, meeting, passed 5-0 (Baskin absent and Joshua abstaining).

- E2. Recommendation to continue the pickleball pilot program through June 30, 2023, and expand its

scope (Staff Report PRC-2022-027)

Interim Assistant Community Services Director Howard and Library and Community Services Supervisor Tricia Mullan made the presentation (Attachment).

- Prescott Lee and Lynn Mickleburgh made a presentation (Attachment).
- Vern Leslie spoke in support of more pickleball courts and adding a screen to help abate noise from the courts.
- Shani Paval spoke in opposition of converting tennis courts to pickleball.
- Brian Kissel spoke in support of pickleball.
- Mei Yick spoke in support of adding more tennis and more pickleball courts on an expedited timeline.
- Katrina Ryan spoke in support of modifying existing courts based on the current master plan language.
- Pierre Cintra spoke in support of pickleball.
- David Yoshida spoke in support of pickleball.
- Adam Hopkins spoke in support of pickleball.
- Nate Gardner and Andrea Baylon spoke in support of the proposed plan to expand pickleball courts.
- James Schott spoke in support of expanding pickleball and exploring possible indoor pickleball locations.
- Amy Harris spoke in support of more pickleball in Menlo Park.
- Derrick Shirley spoke on the possible negative impact to Hillview's tennis program and suggested the flexible use of courts February through April 2023.
- Anja Brown spoke on potential unauthorized private tennis lessons at the tennis courts.
- Viola Ng and Dana Wintrop spoke in support of keeping tennis courts.
- Vern Leslie, with donated time from Mariangela Smania, spoke in support of sharing the courts and working together.
- Prescott Lee and Lynn Mickleburgh, with donated time from AJ, spoke in support of keeping tennis.
- Emily Robinson spoke in support of keeping tennis.
- Alicia Falsetto spoke in support of pickleball.
- JD Tappey and Monica Williams spoke in support of pickleball.
- Mike Orsak spoke in support of pickleball.
- Luis Torres spoke in support of equal access to tennis and pickleball equal.

The Commission discussed working with the Hillview tennis program, expanding pickleball to Kelly Park and La Entrada School, expanding court hours, next steps for prioritizing equal access to tennis and pickleball, building new courts as opposed to converting existing courts, and examining the existing tennis reservation system.

ACTION: Motion and second (Diepenbrock/ Joshua), to approve the continuation and expansion of the pilot pickleball program through June 30, 2023, address unauthorized tennis court usage during the pilot evaluation phase, work with Hillview's tennis program to minimize impacts to their season, and explore expansion into other parks, passed 5-1 (Baskin absent, Bryman dissenting).

E3. Establish a procedure for the annual selection of chair and vice chair (Staff Report PRC-2022-028)

- Janet Hapner spoke in support of pickleball and tennis being expanded.

ACTION: Motion and second (Bunyagidj/ Bryman), adopt the proposed procedure for the annual selection of chair and vice chair, passed 6-0 (Baskin absent).

F. Informational Items

- F1. Advisory body hybrid meetings and attendance report (Staff Report PRC-2022-029)

Director Reinhart made the presentation (Attachment).

- F2. Suggestion box feedback received (Staff report PRC-2022-030)

Director Reinhart introduced the item.

- F3. Parks and Recreation Commission tentative agenda calendar (Attachment)

ACTION: By acclamation, the Commissioners canceled the December meeting.

G. Commissioner Reports

- G1. Individual Commissioner reports

Chair Bryman reported out on commissioner workshop with Interim Assistant Community Services Director Howard.

H. Adjournment

Chair Bryman adjourned the meeting at 9:50 p.m.

Ashley Walker, Management Analyst



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2023

Staff Report Number: PRC-2023-005

Informational Item: Parks and Recreation Facilities Master Plan
addendum to include pickleball – proposed process
and timeline

Recommendation

City staff recommends that the Parks and Recreation Commission review a proposed process and timeline for developing an addendum to the Parks and Recreation Facilities Master Plan to include emerging community interest in pickleball.

Policy Issues

As an advisory body to the City Council, the Parks and Recreation Commission (PRC) makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

Background

The Parks and Recreation Facilities Master Plan (PRFMP) was accepted by City Council on October 15, 2019 (Attachment A). The PRFMP is designed to provide a comprehensive road map to guide decision-making for the City of Menlo Park to maintain, manage and develop its parks, open spaces and recreation facilities for the next 20 years, and to help provide the community with the recreational opportunities that they desire.

At the time the PRFMP was developed and approved in 2019, pickleball had not yet emerged as a sport requiring use of current and/or future recreation facilities in Menlo Park, and as a result, pickleball is not included in the PRFMP.

In September 2020, in response to community member requests for rapid implementation of a new service not included in the PRFMP, the PRC recommended a pickleball pilot program to gauge community interest in pickleball. The pickleball pilot program was launched in November 2020, then was later extended and expanded. The pilot program currently includes 8 pickleball courts located on converted tennis courts – 4 at Kelly Park and 4 at Nealon Park.

Analysis

Key considerations

The success of the pickleball pilot program indicates that there exists sufficient interest and demand for pickleball to warrant developing a focused addendum to the PRFMP to include pickleball. Developing a focused addendum to the PRFMP to include pickleball is an essential preparatory step to place future pickleball-related capital projects or expansions in the context of the City's overall system of recreation and

sports facilities, and will include the following key considerations:

1. Anticipated changes in pickleball usage resulting from the construction of 3 new, purpose-built pickleball courts at Willow Oaks Park tentatively scheduled for implementation in 2023 and completion in 2024
2. Impacts to tennis users of potentially converting additional existing tennis courts to pickleball
3. Estimated costs and timelines for potentially creating additional purpose-built pickleball courts in city parks
4. Evaluate options for user fees related to pickleball and tennis, including but not limited to the following considerations:
 - A. Ensure that Menlo Park residents of all backgrounds, income levels, and lived experiences have meaningful, equitable, inclusive access to public recreation amenities, including tennis courts and pickleball courts
 - B. Prioritize use by Menlo Park residents and deprioritize use by non-residents
 - C. Evaluate current and potential user fees, including pickleball court fees, tennis court fees, and court reservation fees
 - D. Evaluate user fees for City-sponsored tennis and pickleball programming
 - E. Evaluate rental fees for use of City courts for private instruction
 - F. All fees are subject to City Council authorization in the City of Menlo Park Master Fee Schedule
 - G. Target effective date for potential user fee revisions: July 1, 2023
5. Alignment of potential future pickleball-related capital projects with the goals, prioritization, and timelines in the Parks and Recreation Facilities Master Plan.

Proposed process and timeline

City staff proposes the following process and timeline to develop a focused addendum to the PRFMP to include pickleball. All dates are tentative and subject to change.

- February 22, 2023 – PRC reviews informational item outlining the proposed process and timeline
- February 28, 2023 – City Council reviews informational item outlining the proposed process and timeline
- March 22, 2023 – PRC reviews pickleball usage and facility data, including benchmark data from other Peninsula cities that provide pickleball courts, and evaluation of tennis and pickleball user fees
- March-April 2023 – City staff conducts robust outreach and engagement with community stakeholders, including current pickleball and tennis users, to collect input and data about current and future community needs related to pickleball play in Menlo Park
- April 26, 2023 – PRC reviews community input and makes recommendations for a draft PRFMP addendum to include pickleball
- May 9, 2023 – City Council reviews the progress of the PRFMP addendum's development, including considerations for potential changes to tennis and/or pickleball user fees
- May 24, 2023 – PRC recommends PRFMP addendum to City Council for approval
- June 13 or June 27, 2023 – City Council approves the PRFMP addendum and any changes to the master fee schedule related to tennis and/or pickleball user fees.

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

Environmental Review

This informational report 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. Hyperlink – Parks and Recreation Facilities Master Plan (2019.) menlopark.gov/Government/Open-government/Master-plans

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2023

Staff Report Number: PRC-2023-006

Informational Item: Nealon Park all-abilities playground update – El Capitan Track Ride access for children of all abilities

Recommendation

City staff recommends that the Parks and Recreation Commission read this informational report containing updates about the hours of operation of the El Capitan Track Ride at Nealon Park all-abilities playground. City staff is preparing to restore children's access to the ride on or around March 12, 2023, to coincide with the start of Daylight Savings Time.

Policy Issues

At the City Council's direction, the Parks and Recreation Commission (PRC) advises the City Council on matters related to City programs and facilities dedicated to recreation.

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

- "Menlo Park has a high-quality system of parks and recreation facilities. The City's parks, facilities, and events bring the community together as 'One Menlo Park.' As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City."
- "Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities. Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities. Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive."

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

- "The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives:
 - The fair, just and equitable management of all institutions serving the public directly or by contract;
 - The fair, just and equitable distribution of public services and implementation of public policy; and
 - The commitment to promote fairness, justice, and equity in the formation of public policy."

Background

The Nealon Park all-abilities playground opened in December 2019 to replace a previous outdated and deteriorating playground, and immediately upon opening became a popular destination for children and families of all abilities.

The Nealon Park playground is Menlo Park's only all-abilities playground, and is a recognized National Demonstration Site based on its unique and innovative total inclusive features. The goal and intent of the Nealon Park all-abilities playground is to provide a shared space that includes people with disabilities, especially children, in everyday recreational activities and provide them the same opportunities to participate in every aspect of play to the best of their abilities and desires. As such, the playground advances and is consistent with the Guiding Goals established in the Parks and Recreation Facilities Master Plan, as well as City Council policy statements about fairness, justice and equity for all Menlo Park residents.

On October 26, 2022, the Parks and Recreation Commission held a study session about the hours of operation of the "El Capitan Track Ride," commonly referred to as the "zip line," at the Nealon Park all-abilities playground. The study session was held in response to overnight noise complaints from nearby residents about the zip line equipment. Additional background information about the equipment's design and purpose, the nature of the noise complaints from nearby residents, and the efforts undertaken to attempt to address the complaints while also preserving access to the equipment for children of all abilities, is outlined in the October 26, 2022 staff report (Attachment A).

On December 21, 2022, due to persistent overnight noise complaints from nearby residents, winter weather, and limited staff capacity to manually lock and unlock the ride, the El Capitan Track Ride was temporarily taken out of service for the winter, pending further review by the Parks and Recreation Commission on February 22, 2023.

During the temporary winter closure of the El Capitan Track Ride, signs were posted at the entrances to the Nealon Park all-abilities playground and on the ride, encouraging Menlo Park residents to submit comments. Similar messaging was broadcast to email subscribers to the Library and Community Services News electronic weekly newsletter (Attachment B).

City staff has received 5 comments from residents during the temporary winter closure. The comments are compiled in Attachment B.

Analysis

The purpose of the El Capitan Track Ride equipment is to provide children of all abilities to play together, on the same equipment, in an inclusive and equitable manner that is free from barriers to access often found in other playground equipment. As such, the El Capitan Track Ride is unique, integral and essential to the primary mission of Menlo Park's only all-abilities playground.

For this reason, City staff is preparing to fully restore children's access to the El Capitan Track Ride on or around March 12, 2023, to coincide with the start of Daylight Savings Time. Due to limited staff capacity, City staff does not plan to manually lock and unlock the ride on a daily basis.

The Nealon Park all-abilities playground is closed to the public during the overnight hours. Reports about unauthorized overnight use of the equipment, or about excessive noise in the park at any hour, should be

directed to the Police non-emergency phone line at 650-330-6300.

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 and resource allocations are the sole purview of the City Council.

Environmental Review

This study session 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. In addition, during the temporary winter closure of the equipment, signs encouraging Menlo Park residents to submit comments were posted at the entrances to the Nealon Park all-abilities playground and on the equipment itself, and the same messaging was broadcast to email subscribers to the Library and Community Services News electronic weekly newsletter.

Attachments

- A. Hyperlink – October 26, 2022, Parks and Recreation Commission agenda (item D1):
<https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20221026-parks-and-recreation-commission-agenda-packet.pdf>
- B. Compilation of resident feedback received during the temporary winter closure

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

Zip Line winter closure

Due to overnight noise complaints from nearby residents, winter weather, and limited staff capacity, the El Capitan Track Ride (zip line) will be temporarily out of service for winter starting Dec. 21, 2022.

The Parks and Recreation Commission will discuss the all-abilities zip line on Feb. 22, 2023. Menlo Park residents are welcome and encouraged to submit comments.

Submit your comment:
menlopark.gov/feedback

Library and Community Services feedback form

Submission date: 17 December 2022, 9:48AM
Receipt number: 61
Related form version: 2

First name Anne

Last name Linderman

Email

Phone

Do you have a question, idea, complaint, or compliment? We want to hear from you! Please write your comments below. We welcome your thoughts.

I would love if the all abilities zip line could be opened again, at least on the weekends. Can parents get more info about the noise complaints and the potential cost of having someone lock it up at nights instead of having it locked all weekend when most kids are wanting to use it? Thank you!

Library and Community Services feedback form

Submission date: 17 December 2022, 2:26PM
Receipt number: 63
Related form version: 2

First name

Last name

Email

Phone

Do you have a question, idea, complaint, or compliment? We want to hear from you! Please write your comments below. We welcome your thoughts.

I think the all-abilities zip line is an important piece of inclusive playground equipment that should remain available for children of all abilities. Although noise may be a concern if the zipline is used at inappropriate hours, providing a way that it is open for differently abled children is an important and laudable goal. It has not been emphasized enough why inclusive playground equipment is so sorry needed.

Library and Community Services feedback form

Submission date: 17 December 2022, 4:47PM
Receipt number: 64
Related form version: 2

First name Bob
Last name Conway
Email
Phone

Do you have a question, idea, complaint, or compliment? We want to hear from you! Please write your comments below. We welcome your thoughts.

How can you spend City funds on locking and unlocking this Zip line?
If you want to keep it move it to the other side of the playground so the City does not have to spend all this \$. In a few years you with the funds you spend (locking /un locking) you could pay for the ride relocation!

Bob Conway

Yes, I hear the clicking all day long, it drowns out the children's laughter!

Thank you for reading

Library and Community Services feedback form

Submission date: 1 January 2023, 3:50PM

Receipt number: 66

Related form version: 2

First name Ibrahim

Last name Khan

Email

Phone

Do you have a question, idea, complaint, or compliment? We want to hear from you! Please write your comments below. We welcome your thoughts.

My comment is regarding the El Capitan zip line removal. We are completely disregarding the points of view from the children, who are the main users of this structure. Instead, we listen to the people who are complaining of noises during the night. I feel keeping the zip line is absolutely necessary. Children who are developing emotional and motor skills can learn quite a lot from the zip line experience, such as taking turns and the reward for being patient. The removal of the zip line could cause delays in these skills, causing children to fall behind socially and mentally. I feel that instead of getting rid of the zip line, we can work together to implement rules that prevent it from being used at night, such as establishing stricter park hours. Doing so would eradicate noise complaints and create a healthy playground environment for the residents and visitors alike.

Library and Community Services feedback form

Submission date: 24 January 2023, 3:10PM

Receipt number: 70

Related form version: 2

First name Armand

Last name Niederberger

Email

Phone

Do you have a question, idea, complaint, or compliment? We want to hear from you! Please write your comments below. We welcome your thoughts.

Regarding Nealon park zip line and Nealon park in general in response to request for comments. We live near the park and our 4 y/o daughter absolutely loves Nealon Park; it's one of the reasons we moved here. We would appreciate reopening of the zip line as well as the carousel (adjacent to the zip line which no longer has the ropes installed). If there are big noise problems, we would accept reasonable restrictions. Also, if the closures happened due to accidents, warnings would be appreciated. Thank you very much for this awesome park.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2023

Staff Report Number: PRC-2023-007

Informational Item: Advisory body recruitments

Recommendation

City staff recommends that the Parks and Recreation Commission review this informational item about the City of Menlo Park advisory body recruitments (Attachment A).

Analysis

Vacancies

The following advisory bodies currently have openings. Interested applicants should submit the online application form by 5 p.m., Friday, April 7, 2023.

- Complete Streets – 2
- Environmental Quality – 2
- Finance and Audit – 3
- Housing – 1
- Library – 2
- Parks and Recreation – 2 (Attachment B).
- Planning – 2

Eligibility

The requirements (and length of terms) can vary depending on the advisory body, but in general all applicants must meet the following criteria:

- Resident of Menlo Park (specific exceptions exist for certain advisory bodies)
- At least 18 years of age

Application

Applications can be submitted year round and will be kept on file for when vacancies arise. For specific recruitments, interested parties should follow the deadline listed with the vacancy notice. Interested parties should complete the online application form or request a paper application.

Attachments

- A. Hyperlink – Commissions and committees webpage. menlopark.gov/Government/Commissions-and-committees
- B. Hyperlink – Parks and Recreation Commission webpage. menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission

Report prepared by:

Sean S. Reinhart, Library and Community Services Director