

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 4/26/2017
Time: 6:30 p.m.
**Senior Center
Ballroom**
110 Terminal Ave., Menlo Park, CA 94025

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. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Presentations and Proclamations

D1. Update on Community Service Department contracted classes and programs

E. Regular Business

E1. Accept Commission minutes for the meeting of March 22, 2017 ([attachment](#))

E2. Review and provide feedback on proposed Nealon Park playground replacement project ([Staff Report # 17-009-PRC](#))

E3. Review and provide feedback on the Belle Haven Pool Master Plan update and draft site plan options ([Staff Report # 17-010-PRC](#))

F. Reports and Announcements

F1. Commissioner Report (Marianne Palefsky)

F2. Community Services Director's update and announcements ([Staff Report # 17-011-PRC](#))

G. Informational Items

G1. Update on Nealon Park field renovation projects ([Staff Report # 17-012-PRC](#))

H. Adjournment

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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.

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Parks & Recreation Commission



REGULAR MEETING MINUTES - DRAFT

Date: 3/22/2017
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Harris called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Chair Harris, Vice Chair Stanwood, Commissioner Johnson and Commissioner Palefsky
Absent: Commissioner Baskin and Commissioner Lane
Staff: Derek Schweigart, Assistant Community Services Director

C. Public Comment

There was no Public Comment

D. Presentations and Proclamations

D1. Update on the South Bay Salt Pond Restoration Project by John Bourgeois

John Bourgeois gave the Commission an update on the South Bay Salt Pond Restoration Project.

E. Regular Business

E1. Accept Commission minutes for the meeting of February 22, 2017 ([attachment](#))

ACTION: Motion and Second (Palefsky/Stanwood) to accept the Parks and Recreation Commission meeting minutes of February 22, 2017; passes 4-0-3 (Commissioners Baskin and Lane absent, one Commission vacancy).

E2. Review and approve Commission Quarterly Update to Council ([attachment](#))

Derek Schweigart and the Commission reviewed the Commission Quarterly Update to Council.

After discussion, the following action was taken:

ACTION: Motion and Second (Stanwood/Palefsky) to approve the Commission Quarterly Update to Council; passes 4-0-3 (Commissioners Baskin and Lane absent, one Commission vacancy)

Vice Chair Stanwood volunteered to present the Commission Quarterly Update to the City Council.

F. Reports and Announcements

F1. Commissioner Report (Jennifer Johnson and Laura Lane)

Commissioner Johnson gave the Commissioner report on playgrounds.

F2. Community Services Director's update and announcements ([Staff Report # 17-008-PRC](#))

Derek Schweigart gave the Commission the Community Services Director's update and announcements.

G. Informational Items

G1. City Council Work Plan Transmittal and Capital Improvement Program (CIP) process update ([attachment](#))

Derek Schweigart gave the Commission and update on the City Council Work Plan Transmittal and Capital Improvement Program (CIP) process.

H. Adjournment

Chair Harris adjourned the meeting at 8:10 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/26/2017

Staff Report Number: 17-009-PRC

Regular Business: Review and provide feedback on the Nealon Park Playground Replacement project update

Recommendation

Staff is recommending that the Commission review and provide feedback on the Nealon Park Playground CIP project update.

Policy Issues

The project is consistent with the City Council goal to replace park playground equipment as part of the City's playground replacement schedule and is included in the City Council's 2017 Work Plan (No. 14).

Background

Since receiving the playground safety report in March 2015, staff has twice reported to the Parks and Recreation Commission on the condition of Menlo Park's fifteen playgrounds. Staff members from the Public Works and Community Services Departments have met three times in 2017 to discuss playground replacement priorities and design ideas. At the recent CPRS Conference and Expo, staff and Parks and Recreation Commissioners attended a presentation on inclusive playgrounds. At the Commission's March meeting, Commissioners Jennifer Johnson and Laura Lane presented on their findings at the conference.

Analysis

The parks most in need of playground replacement are Nealon Park, Willow Oaks Park and Burgess Park. Staff recommends the replacement projects be completed in this order due to the findings of the playground safety report completed in 2015. The Nealon Park playground is scheduled for replacement as a Capital Improvement Project in fiscal year 2017/18.

The next step is to start the competitive process of selecting the playground manufacturer that can design and build the new Nealon Park playground. Staff recommends that Park and Recreation Commissioners participate in the selection process. The intent of the collaboration is to gather input from the Commission to assist in determining which playground manufacturer would best meet the City's needs. The selected company will schedule a minimum of two public meetings to gather the public's input on the design. The tentative schedule is to award the contract in 2017 and begin construction in early 2018.

Below are guiding questions to assist in the discussion;

1. How do Commissioners want to participate in the selection of the playground manufacturer?
2. What aspects of inclusiveness should be included in the Nealon Park Playground design?
3. What educational concepts should be included in the Nealon Park Playground design?

4. Should the Nealon Park playground have an identified theme such as animals, nature, boats, space, history, etc

Impact on City Resources

Capital Improvement Project of \$450,000.00 for FY 2017/18.

Environmental Review

No environmental review needed for these projects.

Public Notice

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

Attachments

None

Report prepared by:
Dave Mooney, Parks Supervisor



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/26/2017

Staff Report Number: 17-010-PRC

Regular Business: Review and provide feedback on the Belle Haven Pool Master Plan update and draft site plan options

Recommendation

Staff recommends that the Commission review and provide feedback on the Belle Haven Pool Master Plan update and draft site plan options.

Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 11 – Complete Belle Haven Pool facility analysis and audit for year-round operations.

Background

The Belle Haven Pool has traditionally been a seasonal pool only operating during the summer months but in FY 2012-13 the City's pool operator expanded programming and pool usage to make the Belle Haven Pool a year-round operation. Since then the Belle Haven Pool has seen increased demand and usage as a result of the expanded programming. Usage is anticipated to increase further due to new development in the vicinity of the facility.

Given that the current pool infrastructure was inadequate to support the long-term impacts of a year-round operation or to meet future demand, the City began working with Jeff Katz Architecture (JKA) to conduct a comprehensive study to determine the mitigations necessary to keep the pool viable in its current configuration and explore the potential for a new or remodeled facility to meet the future demand.

JKA's scope of work includes a thorough facility audit and plumbing investigation, development of an equipment repair/replacement/maintenance plan, master planning options for a new and/or renovated facility, financial impact studies, and presentations to the Parks and Recreation Commission and the City Council. The report is expected to be completed by the spring of 2017. The project would allow the City Council to identify any recommended alternatives and future studies required.

On February 22, 2017, the Commission received a draft of the pool audit and analysis phase of the project that involved an audit of the pool's filtration system, purifications and circulation systems, leak detection, pool house, decking and lighting. The analysis covered a review of ADA compliance and user comfort and convenience when using the pool house, locker rooms and showers. The staff report and draft of the pool audit is included as Attachment A.

Analysis

The facility audit identified a number of major equipment upgrades and renovations needed to meet current codes and resolve safety and security concerns. In addition, the City and pool operator wanted to explore

options for increased capacity and programming to meet the current and future demands for the pool. JKA was asked to prepare three options for the City's consideration that included:

1. Making necessary improvements to meet current health and safety code.
2. Upgrading the facility to meet code and industry standards, provide for a modest increase in programming, utilize existing facility footprint and meet community needs for the next seven to ten years.
3. Creating a new aquatic facility with increased programming potential to meet community needs for the next 25-30 years.

Preliminary plans are being developed to determine scope requirements. These plans are meant to be schematic in nature and are intended to provide high level information for review and comment. A project update and draft renderings of site plans are included as Attachment B. Currently staff are working with JKA to analyze programming that might be possible with the options being proposed. For option two above, there are several alternatives being considered to improve capacity and programming that are of similar scope and potential cost. These alternatives include:

1. Maintaining existing footprint while dividing the pool in two separate pools with two water temperatures.
2. Leave the pool as is and provide a new recreational spray ground in the current wade pool location.
3. Expand the shallow area of the pool toward the existing playground and expand pool area for recreation, lessons, aerobics, etc.
4. Expand shallow area of the pool toward the existing playground to provide a beach entry to the pool.

City staff and JKA is requesting Commission feedback on the draft options in preparation for the project presentation and study session planned for the Commission meeting May 24, 2017. These questions are suggested to help guide the Commission's discussion:

1. Does the Commission have any questions regarding the facility audit and analysis phase of the project and/or need any additional information?
2. What questions or feedback does the Commission have regarding the various alternatives being proposed in Site Plan Option One? Is there a preferred alternative?
3. What questions or feedback does the Commission have regarding the proposed Site Plan Option Two?
4. Are there any questions regarding the overall master plan or information needed to assist the Commission in making a recommendation to Council?

Impact on City Resources

The City Council approved the project budget as part of the FY 2014-15 adopted CIP for \$100,000. The estimated cost for the project is \$98,310 which includes the consultant contract, contingency and project staff management.

Environmental Review

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research, and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted or funded. The results of the Project will identify required environmental reviews and studies required to advance the project.

Public Notice

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Attachments

- A. PRC Staff Report and Belle Haven Pool Audit dated February 22, 2017
- B. Belle Haven Pool Master Plan Update and Draft Alternatives

Report prepared by:
Derek Schweigart
Assistant Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 2/22/2017

Staff Report Number: 17-005-PRC

Regular Business:

Review and provide feedback on the Belle Haven Pool Audit and Analysis Phase

Recommendation

Staff recommends that the Commission review and provide feedback on the Belle Haven Pool Audit and Analysis Draft.

Policy Issues

The project is consistent with the 2016 City Council Work Plan Goal # 12 – Complete the Belle Haven Pool facility analysis for year-round operation.

Background

The Belle Haven Pool has traditionally been a seasonal pool only operating during the summer months, but in FY 2012-13 the City's pool operator expanded programming and pool usage to make the Belle Haven Pool a year-round operation. Since then the Belle Haven Pool has seen increased demand and usage as a result of the expanded programming. Usage is anticipated to increase further due to new development in the vicinity of the facility.

Given that the current pool infrastructure is inadequate to support the long term impacts of a year round operation or to meet future demand, the Project will conduct a comprehensive study to determine the mitigations necessary to keep the pool viable in its current configuration and explore the potential for a new or remodeled facility to meet the future demand.

Staff issued the Belle Haven Pool Facility Audit and Master Plan Request for Proposal on June 17, 2016 and received five consultant proposals on July 12, 2016. A panel of staff members reviewed the proposals and invited the two most qualified consultants to interview for the project. Interviews were conducted on July 25, 2016 and Jeff Katz Architecture was selected as the most qualified consultant based upon their expertise in similar projects and their understanding of the project scope.

Analysis

The project scope of work consists of a facility audit and plumbing investigation, development of an equipment repair/replacement/maintenance plan, master planning options for a new and/or renovated facility, financial impact studies, and presentations to the Parks and Recreation Commission and the City Council. The report is expected to be completed by the spring of 2017. The Project would allow the City Council to identify any recommended alternatives and future studies required.

The first phase of the project scope of work is the completion of an existing conditions report and analysis

that would include an audit of the pool's filtration, purifications and circulations systems, pool house, decking and lighting. This would also include underground and above grade pool circulations plumbing for integrity and leak detection. All areas will be inspected and evaluated based on current legal requirements and industry best practices. Included also is a review of ADA compliance and user's comfort and convenience when using the pool house, locker rooms and showers.

The Belle Haven Pool Existing Facility Audit Draft (Attachment A) provides a title and description of the component, proposed and alternative solution to any issue, remaining lifespan if applicable, priority status and more. A final draft of the existing facility audit will be provided to the Commission at their meeting on April 26, 2017 as part of the overall draft master plan.

Staff suggests the following questions to help guide the Commission's discussion on this topic:

1. Does the question have any questions regarding the existing conditions report and/or need additional information to assist with their review?
2. What else would the Commission like to know more about regarding this project?
3. Looking ahead to the Commission meeting on April 26th, what are your expectations and desired outcomes you would like to see addressed as part of the proposed pool master plan?
4. How would the Commission like to be involved in the project as it moves forward?

Impact on City Resources

The City Council approved the project budget as part of the FY 2014-15 adopted CIP for \$100,000. The estimated cost for the project is \$98,310 which includes the consultant contract, contingency and project staff management.

Environmental Review

The Project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research, and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the Project will identify required environmental reviews and studies required to advance the project.

Public Notice

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

Attachments

A. Belle Haven Pool Existing Facility Audit Draft

Report prepared by:
Derek Schweigart
Assistant Community Services Director

Belle Haven Exisiting Facility Audit DRAFT 02-15-17

Line #	Photo	Location	Title	Description	Priority Code	Category	Proposed Solution	Alternate Solution	Remaining Lifespan
#1	8617	Administration	Timeclock	Timeclock is mounted in a location that does not meet requirements for accessible height or approach clearances	1 - Safety/Code	ADA	Relocate time clock to provide required mounting height and clear floor space	NA	NA
#2	8613	Administration	Exposed Electrical	Electrical cabling and wire is exposed at ceiling of administration space	1 - Safety/Code	Code	Re-install cabling in conduit and provide cover plates over all junction boxes	NA	NA
#3	8623	Administration	Flooring	Existing concrete has visible wear and potential for slip issues	1 - Safety/Code	Safety	Skim coat floor to provide positive drainage and install non-slip epoxy coating, APF Poly 100 Urethane UVR or equal	NA	NA
#4	8622	Building Structure	Block Walls	Visible cracks in block wall near main entrance	2 - Maintenance/Function	Maint./Age	Inject cracks for waterproofing and investigate further for possible need of reinforcement strapping	NA	NA
#5	8503/8627	Building Structure	Wood Beam Rot	Structural wood beams supporting the roof show moderate signs of rot at exterior of building, primarily along front elevation.	2 - Maintenance/Function	Maint./Age	Clean and fill rotted areas using polyester or epoxy filler, re-paint. Beam caps could be installed to help prevent further damage to exposed beams.	NA	NA
#6		Building Utilities	Lighting	Lighting is incandescent	3 - Industry Standard/Enhancement	Upgrade	Upgrade to LED lighting for interior/exterior building lighting	NA	Years 2-3
#7		Main Pool	Pool Structure	Leak found at cracked in-floor cleaning head body, located near the corner of the pool, where the shallow end rope that separates the shallow end from the deep end, closest to the Senior Center. The area of leakage was identified with red crayon.	2 - Maintenance/Function	Maint./Age	Replace cleaning head body at time of next pool drain	NA	Years 2-3
#8		Main Pool	Pool Structure	Leak found at cracked in-floor cleaning head body, located at the deep end corner of the pool, closest to the equipment at the 12-1/2" foot depth market. The area of leakage was identified with red crayon.	2 - Maintenance/Function	Maint./Age	Replace cleaning head body at time of next pool drain	NA	Years 2-3
#9		Main Pool	Pool Structure	Minor leaking is suspected either in the fibergalss liner or at the joints of the tile pool markers	2 - Maintenance/Function	Maint./Age	Further investigation is required at time of next pool drain to investigate the condition of the fiberglass liner.	At time of next fiberglass repair/replacement it would be recommended to remove the fiberglass liner, inspect the existing pool shell, and install new plaster finish or GOML	Years 4-5
#10		Main Pool	No Diving Signage	Per current code no diving sign/universal symbol required areas less than 6' deep	1 - Safety/Code	Code	Add tile markings	NA	NA
#11		Main Pool	Stair Nosings	Per current code stair nosings shall have contrasting color	1 - Safety/Code	Code	Add painted contrasting nosings	NA	NA
#12		Main Pool	Underwater Lights	Metal conduit is in poor condition and not protecting wiring	2 - Maintenance/Function	Maint./Age	Replace conduit (only feasible during deck replacement)	NA	NA
#13		Men's Restroom	Changing Areas	Private changing areas are not provided	3 - Industry Standard/Enhancement	Upgrade	Install partitions in existing changing area, including one per ADA clearance requirements	Install curtain enclosures	NA
#14	8587	Men's Restroom	Restroom Accessories	Paper towel & soap dispensers mounted too high and without proper approach clearance	1 - Safety/Code	ADA	Relocate accessories to provide required heights and clearances	NA	NA
#15	8596	Men's Restroom	Flooring	Rubber mats are being used to prevent slipping, causing trip concerns due to inconsistent surface	1 - Safety/Code	Safety	Skim coat floor to provide positive drainage and install non-slip epoxy coating to include integral cove base, APF Poly 100 Urethane UVR or equal	NA	NA
#16		Men's Restroom	Showers	Shower is currently not accessible due to mounting heights and reach ranges as well as clear floor space due to installed curtains	1 - Safety/Code	ADA	Reconfigure shower area to provide individual shower stalls, including one per ADA clearance requirements	NA	NA

Belle Haven Exisiting Facility Audit DRAFT 02-15-17

Line #	Photo	Location	Title	Description	Priority Code	Category	Proposed Solution	Alternate Solution	Remaining Lifespan
#17	8517/8518	Pool Deck	Deck Condition	Existing deck coating shows significant degradation and areas of potential safety concerns due to cracking, puddling, or insufficient slip resistance	1 - Safety/Code	Safety	Remove existing coating and install new deck finish, Life Floor or similar	Replace pool deck	Year 1
#18	8519	Pool Deck	Access Hatch	Existing access hatch on pool deck shows significant rusting and degradation	2 - Maintenance/Function	Maint./Age	Replace access hatch	NA	Year 1
#19	8535	Pool Deck	Deck Sloping	Current path to the wading pool has sections that exceed required 2% max slope	1 - Safety/Code	ADA	Provide 'level' path around pool deck to wading pool ramp. Install handrails along existing wading pool ramp.	NA	NA
#20	8536	Pool Deck	Deck Drainage	Deck drainage is provided via area drains and cut channels in the pool deck with varied effectiveness	2 - Maintenance/Function	Upgrade	Replace deck drainage with continuous trench drains	NA	NA
#21	8527	Pool Deck	Shade	Adequate shade & seating is not provided	3 - Industry Standard/Enhancement	Upgrade	Install new permanent shade structures and additional movable seating/bleachers	Provide removable umbrellas with recessed	NA
#22	8534	Pool Deck	Rust Bleed	Visible rust bleed in areas around pool deck, including pool edge above skim gutter	2 - Maintenance/Function	Maint./Age	Further investigation is required to determine best solution. Consider cutting / grinding concrete around area of rust to ensure rebar has minimum 2" of cover on all sides.	NA	Years 2-3
#23	8524	Pool Deck	Guest Lockers	Guest lockers provided on pool deck do not provide required number of accessible lockers (4 Required)	1 - Safety/Code	ADA	Provide additional/replace lockers to provide required accessible lockers including operation of lockers, height requirements, identification, and clear floor space.	NA	NA
#24	8526	Pool Deck	Storage	Existing shed storage space is inadequate for current needs including pool covers, goals, pool cleaner, lane lines, site furnishings, play equipment, etc.	3 - Industry Standard/Enhancement	Upgrade	No reasonable solution	NA	Years 4-5
#25	8527/8533	Pool Deck	ADA Lift	Required clear and level floor space around ADA pool lift is not provided	1 - Safety/Code	ADA	Relocate lift to another area of the pool deck which has less slope	NA	NA
#26	8529	Pool Deck	Drinking Fountain	Required high/low fixture and clear space around drinking fountain is not provided	1 - Safety/Code	ADA	Install new high low drinking fountain in location that provides availble space for required approach and clear floor space	NA	NA
#27	8525	Pool Deck	Deck Sloping	Deck slope in front of Admin. Sliding Door exceeds 2%	1 - Safety/Code	ADA	Remove sliding door and replace with window	If door is needed for operations, remove existing concrete	NA
#28		Pool Deck	Deck Lighting	Deck lighting is inadequate for full programming. Currently only used for limited programming and site security.	3 - Industry Standard/Enhancement	Upgrade	Provide new deck lighting including pole fixtures	NA	Years 4-5
#29		Pool Deck	Guard Room	Guard room is currently provided by a non-accessible shed located on the pool deck	3 - Industry Standard/Enhancement	Upgrade	No reasonable solution	NA	Years 4-5
#30		Pool Deck	ADA Lift	Lift must be available to be used without assistance at all times	1 - Safety/Code	ADA	Provide new permanent lift	Provide deck hydrant next	NA
#31		Pool Mechanical	Pool heater	Installed 2013 is not NSF/ANSI-50 certified as required by code	1 - Safety/Code	Code	Install heater certified for use in public swimming pool, Lochinvar Copperfin II or equal	Install Lochinvar Aquas High Efficiency heater	Years 5-10
#32		Pool Mechanical	Piping	The existing piping is inadequately sized to accommodate the current code required circulation rate	1 - Safety/Code	Code	Maximize the recirculation rate within the limits of the filtration and below grade piping system	NA	NA
#33	8575	Pool Mechanical	Flooring	Flooring shows signs of spalling/degradation	2 - Maintenance/Function	Maint./Age	Skim coat floor to provide positive drainage and install non-slip epoxy coating, APF Poly 100 Urethane UVR or equal	NA	NA
#34	8569	Pool Mechanical	Safety Rails	Safety rails around filtration pit show some signs of rust	2 - Maintenance/Function	Maint./Age	Install new guardrails at cat walk and provide safety chain to restrict access	NA	NA
#35	8566/8577	Pool Mechanical	Sewer Catch Basin	Sewer Catch Basin #1 is pumped to #2 before exiting site	2 - Maintenance/Function	Maint./Age	No reasonable solution	NA	

Belle Haven Exisiting Facility Audit DRAFT 02-15-17

Line #	Photo	Location	Title	Description	Priority Code	Category	Proposed Solution	Alternate Solution	Remaining Lifespan
#36	8541	Pool Mechanical	Electrical	Electrical panels and distribution within pool mechanical room shows minimal rusting	2 - Maintenance/Function	Maint./Age	Monitor rust buildup and replace attachments, panels, conduit as necessary	Replacement of electrical panel and distribution	Years 5-10
#37		Pool Mechanical	Hydrostatic Relief Valves	Install Hydrostatic Relief Valve to protect the pool when drained by relieving uplift caused by ground water	2 - Maintenance/Function	Safety	Install hydrostatic relief valve in main drain	NA	NA
#38		Pool Mechanical	Pump Priming	Main Pool pump loses prime following backwash cycle and takes significant effort to re-start	2 - Maintenance/Function	Maint./Age	Install check valve between filter and pump to eliminate priming issues	NA	NA
#39		Pool Mechanical	D.E. Filter Tank	Plaster finish of filter tank shows signs of degradation	2 - Maintenance/Function	Maint./Age	Re-plaster filter tank	Remove plaster and install waterproof coating	Years 2-3
#40		Site Access	Facility Entrance	There is not a clear definition of the entrance to the Pool vs the Youth Center	3 - Industry Standard/Enhancement	Upgrade	Provide awning/shade or raised roof area at main pool entrance	NA	NA
#41		Site Access	Drop-off	The accessible parking and hatched area is used for drop off to both the Pool and Youth Center	1 - Safety/Code	Safety	Provide continuous sidewalk and designated drop-off area along the front of the facility	NA	NA
#42		Site Access	Main Entrance Doors	Door hardware is mounted above ADA height requirements. Currently doors remain open during operating hours.	1 - Safety/Code	ADA	Install new compliant door hardware	Replace doors	NA
#43	8630	Site Access	Perimeter Fencing	Fencing into the Youth Center play area is 6' chain link and easily scalable for un-authorized access. This area provides access to the back side of the pool facility.	1 - Safety/Code	Safety	Upgrade Perimeter Fencing in these areas to 8' picket fencing	NA	NA
#44	8543	Site Access	Perimeter Fencing	Fencing and brick wall along Youth Center play area and Senior Center at the Wading Pool are 6' and are easily scalable for un-authorized access.	1 - Safety/Code	Safety	Upgrade Perimeter Fencing & Brick wall in these areas to 8' picket fencing	NA	NA
#45	8625	Site Access	Sidewalk Grate	Grate at front of building has openings greater than 1/4"	1 - Safety/Code	Code	Install new code compliant grate	NA	NA
#46	8505	Site Access	Bus Stop	Inadequate seating and shade	3 - Industry Standard/Enhancement	Upgrade	Provide covered bus stop and more seating capacity at current stop location	NA	NA
#47	8546	Site Access	Stairs & Ramp from Senior Center	Access from Senior Center (currently not utilized) including the stairs and ramp do not meet requirements for consistent rise/run and sloping requirements (<5%)	1 - Safety/Code	Code	Remove access to stairs and ramp from Senior Center, demolish stairs and ramp, and expand pool deck area	Replace access with compliant stairs and ramp	NA
#48	8528	Site Utilities	Electrical Feed to Youth Center	Youth Center electrical feed is from the pool building and exposed at the pool deck	1 - Safety/Code	Safety	Provide protective barrier around exposed conduit	NA	NA
#49		Site Utilities	Gas Meter	It appears that there is one Gas Meter serving all 3 buildings in the campus	2 - Maintenance/Function	Upgrade	No reasonable solution	NA	NA
#50		Wading Pool	Recirculation/Filtration	The existing piping is inadequately sized to accommodate the current code required circulation rate	1 - Safety/Code	Code	Maximize the recirculation rate within the limits of the filtration and below grade piping system	NA	NA
#51		Wading Pool	Horizontal depth	Required on deck per current code	1 - Safety/Code	Code	Add tile markings	NA	NA
#52		Wading Pool	No Diving	Per current code no diving sign/universal symbol required areas less than 6' deep	1 - Safety/Code	Code	Add tile markings	NA	NA
#53		Wading Pool	Contrasting nosing on	Per current code stair nosings shall have contrasting color	1 - Safety/Code	Code	Add painted contrasting nosing	NA	NA
#54		Wading Pool	Accessibility	Wading pools require sloped entry to meet ADA	1 - Safety/Code	Upgrade	No action is recommended	NA	NA
#55		Wading Pool	Single main drain	Per current code (new pools) should have two drains	1 - Safety/Code	Upgrade	No action is recommended - compliant with vacuum relief	NA	NA
#56		Wading Pool	Entry Railing	Provide hand rails at entry	1 - Safety/Code	Code	Install dual hand rails at shallow end stair	NA	NA
#57	8539	Wading Pool Mechanical	Roof Structure	Existing roof structure shows minimal signs of rot and excessive paint peeling	2 - Maintenance/Function	Maint./Age	Prep and paint roof structure to protect from further rot	NA	Years 2-3
#58		Women's Restroom	Changing Table	Baby changing table is provided in one of the changing stalls too high and without proper approach clearances	1 - Safety/Code	ADA	Relocate baby changing table to provide required height and clearance	NA	NA
#59	8606	Women's Restroom	Restroom Accessories	Paper towel & soap dispensers mounted too high and without proper approach clearance	1 - Safety/Code	ADA	Relocate accessories to provide required heights and clearances	NA	NA

Belle Haven Existing Facility Audit DRAFT 02-15-17

[illegible]

Belle Haven Pool Audit and Master Plan Update – April 19, 2017

The City of Menlo Park contracted with Jeff Katz Architecture (JKA) to conduct an assessment of the Belle Haven Pool facility and complete a master plan that analyzes the feasibility of two different design options for the pool. Here is the summary of the scope of work:

1. Assess the existing facility to identify areas requiring repair/retrofit to address code, health, safety, and welfare issues, as well as areas in need of repair due to degradation.
2. Conduct a Leak Detection Investigation and provide a report of the findings.
3. Develop two conceptual site design options for the facility and explore the pros and cons of each, including construction cost estimates and operational cost analysis / financial analysis.
4. Provide a recommendation to assist the City in future planning.

In October of 2016, JKA & Water Technology Inc. (WTI) conducted a comprehensive site assessment of the facility. The assessment identified aquatic, mechanical, electrical, plumbing, structural, site, accessibility and programmatic deficiencies at the facility and provided an analysis of current conditions and recommendations for improvement. A spreadsheet of identified deficiencies, recommended repairs/improvements, and anticipated costs is included in the study, with a priority ranking and columns to act as a tool for the City to plan for, complete, and track future improvements. Items are designated with a Priority Code as follows:

1. Safety / Code
 - This designation refers to an item that effects public/staff safety or is in conflict with a current code requirement.
2. Maintenance / Function
 - This designation refers to an item that is in need of maintenance or effects the performance/function of the facility or programming.
3. Industry Standard / Enhancement
 - This designation refers to an item that is suggested to improve the facility.

Each item is identified by a category triggering a recommended improvement. The categories are as follows: Code, ADA, Maintenance/Age, Safety, Upgrade. Following that, a proposed solution is described as well as an alternate solution where applicable.

The leak detection services and report was provided by Precision Leak Detection, Inc. JKA coordinated the leak detection investigation, which occurred on January 11, 2017. This investigation included the pool shell, scum gutters, in-floor return system, surge pit, and a camera inspection of the plumbing lines. Drain lines were pressurized with Nitrogen gas and the pool lights were removed to allow inspection of the associated infrastructure.

The facility needs major equipment upgrades and a remodel in order to meet current codes and resolve safety and security concerns. In addition, the City and pool operator want to increase programming in order to meet current and future demands. The following is a summary of Master Plan design options to be explored:

- Option 1: This option provides upgrades to the facility to bring it up to code and industry standards and allow the facility to operate for the next 7-10 years. It will improve programming where possible within the existing buildings and site footprint (including the Youth Center). Some program and accessory space modifications will be made to meet programmatic needs and requirements including a remodel of the existing Pool House and Youth Center buildings. This option may include the removal of the Existing Wading Pool and possible expansion of the Existing Lap Pool. Additional pool deck, covered storage area and shade space will be added. As an alternate, the option of adding a small spray ground where the existing wading pool is located will be analyzed.
- Option 2: This option is more comprehensive creating a new aquatic facility with increased programming potential to meet the City's programmatic goals and expected future demands. Some additions may include synchronized swimming, youth water polo, lap swimming, open swimming, and swim lessons. It includes the demolition of the Existing Pool House and Existing Youth Center, as well as removal of the Existing Wading Pool. A new Pool House will be constructed with a large Multi-Purpose Room for shared uses. The lap swim portion of the existing pool will remain and a new Warm Water Pool will be constructed with beach type entry of adequate size for added programming. This plan will also include an added sprayground adjacent to the existing dry playground for shared uses.
- Option 3: This option provides upgrades to the facility to bring it up to code and resolve safety and security concerns. Some program and space modifications will be made to meet code requirements

including a remodel of the existing Pool House building. This option may include the removal of the Existing Wading Pool and accessory spaces that are not code compliant. No enhancements or added programming are proposed in this option.

Preliminary plans will be developed to determine overall scope requirements. These plans are meant to be schematic in nature and are intended only to provide information with regard to overall extent of the project. Included are concept level site plans and building floor plans as necessary for each option. The report will also include a design narrative describing the design approach and aquatic elements for each of the options.

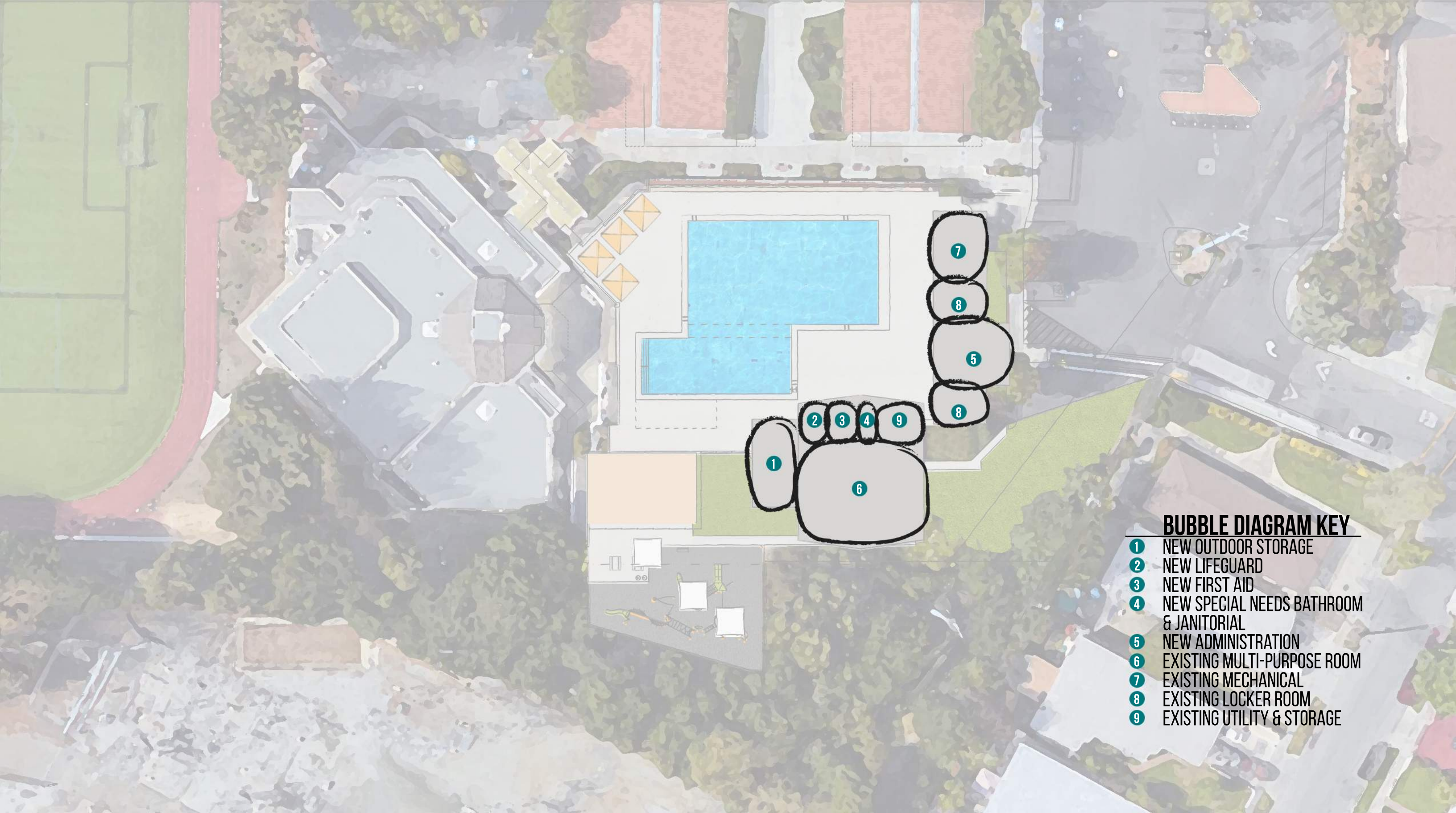
We will also develop preliminary cost estimates based upon project systems. The estimates prepared for this report will include the square foot cost for the various components and include a concept design contingency (to allow for potential increases as the design is refined further in the later stages of the project).

Lastly, an operational cost & financial analysis by The Sports Management Group will analyze operating costs and revenue potential. This will include costs for full-time and part-time staffing and benefits, operational expenses, maintenance, utility costs, and all other operating costs. Estimates of revenue potential by space component and activity type will be developed as well as revenue projections based upon features, estimated market demand, and probable market capture. Cost recovery will be calculated to further determine the financial viability of the preferred programs.



SITE PLAN KEY

- 1 NEW POOL DECK
- 2 EXPANDED POOL DECK
- 3 EXISTING PLAYGROUND
- 4 EXISTING LAP SWIM AREA
- 5 EXISTING SHALLOW POOL AREA
- 6 EXISTING POOL HOUSE
- 7 EXISTING YOUTH CENTER
- 8 NEW PARTY/RENTAL AREA OR SPRAYGROUND
- 9 NEW OUTDOOR STORAGE
- 10 NEW CABANA
- 11 NEW LAWN
- 12 POTENTIAL POOL SEPARATION
- 13 POTENTIAL EXPANSION OF SHALLOW AREA OR BEACH ENTRY



BUBBLE DIAGRAM KEY

- 1 NEW OUTDOOR STORAGE
- 2 NEW LIFEGUARD
- 3 NEW FIRST AID
- 4 NEW SPECIAL NEEDS BATHROOM & JANITORIAL
- 5 NEW ADMINISTRATION
- 6 EXISTING MULTI-PURPOSE ROOM
- 7 EXISTING MECHANICAL
- 8 EXISTING LOCKER ROOM
- 9 EXISTING UTILITY & STORAGE



SITE PLAN KEY

- 1 NEW POOL DECK
- 2 EXPANDED POOL DECK
- 3 EXISTING PLAYGROUND
- 4 EXISTING LAP POOL
- 5 NEW WARM WATER POOL
- 6 NEW SHADE STRUCTURE
- 7 NEW POOL HOUSE
- 8 POTENTIAL SPRAYGROUND
- 9 NEW DROP OFF
- 10 BEACH ENTRY
- 11 NEW LAWN



BUBBLE DIAGRAM KEY

- 1 POOL STORAGE
- 2 LIFEGUARD
- 3 FIRST AID
- 4 SPECIAL NEEDS BATHROOMS
- 5 ADMINISTRATION
- 6 MULTI-PURPOSE ROOM
- 7 RESTROOM
- 8 MECHANICAL
- 9 LOCKER ROOMS



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/26/2017

Staff Report Number: 17-011-PRC

Informational Item: Community Services Director's update and announcements

Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

Policy Issues

City policies are not affected.

Background

I. Expansion of the Menlo Park Grant for the Arts

Since 2012, the City of Menlo Park has awarded five organizations \$500-\$1000 annually with grant funding toward subsidizing the rental cost of the Menlo-Atherton Performing Arts Center (M-A PAC) through the Menlo Park Grant for the Arts (MPGA). The program was designed to help subsidize the rental cost for organizations in an effort to support the Menlo Park artistic community. The MPGA has awarded roughly \$25,000 across sixteen local organizations. There has been increased interest in the program by local organizations as well as increases in the staffing and equipment costs associated with the rental use of the theater. As a result, the level of grant funding has been increased to award \$500-\$3000 to not more than ten organizations, or exceeding \$15,000, annually. The following organizations have been awarded grant funding between July 1, 2017 and June 30, 2018:

- Menlowe Ballet
- Palo Alto Jazz Alliance
- Western Ballet
- Master Sinfonia Chamber Orchestra
- ZiRu Dance
- Magical Strings West
- iSing Silicon Valley
- Abhinaya Dance Company of SJC
- Kepler's Literary Foundation
- Circus Arts of Menlo Park

The expansion of the program will support local artists in affording the increasing costs associated with renting the M-A PAC and will allow the City to maintain a high level of quality programming for Menlo Park residents that has been fostered mostly due the success of the Menlo Park Grant for the Arts.

II. Bedwell Bayfront Park (BBP) Master Plan

On Saturday, April 8, the City hosted the first project open house at the Menlo Park Senior Center.

Mayor Kirsten Keith was on hand to welcome participants to the event. There were approximately 50 people in attendance which was a good turn-out given the poor weather conditions that day. We received valuable input for developing conceptual plan alternatives to bring back to the community at the next Open House scheduled for Saturday, June 17. For those that were unable to attend, an online survey and open house exhibits will be available until Sunday, May 7 on the project web site at menlopark.org/bedwellbayfrontplan.

III. Attendance at Onetta Harris Community Center breaks records

During the winter session Onetta Harris Community Center (OHCC) had 20 percent higher attendance in winter classes compared to last year. This means 400 additional people are coming to the Center for classes and drop-in programs. Facebook is also renting the Center's gym on Monday and Wednesdays for Volleyball. OHCC staff has noted more people signing up for classes online and registering earlier than past years. New classes offered that seem to be generating additional participation include: Ballet, Parent & Me Gym, Tiny Ninjas Marital Arts, Zumba Toning and Happy Hour Yoga.

IV. Arrillaga Family Gymnastics Center 5th Anniversary Celebration

The Arrillaga Family Gymnastics Center will be having an Anniversary Celebration to show appreciation for the state of the art gymnastics facility that opened 5 years ago. The staff and athletes will be showing their appreciation for the beautiful facility with an exhibition showcasing the boys and girls competitive teams as well as a performance by the Circus Arts classes. The celebration will be on Sunday May 5th from 2 to 4 pm and lite refreshments will be served.

V. Week of the Young Child

The Week of the Young Child is an annual celebration hosted by the National Association of the Education of Young Children (NAEYC). It is a time when early learning is celebrated along with children and their families. The purpose of the Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs. This year, the celebration takes place the week of April 24-28th.

The Childcare programs in the City plan a week of fun activities that celebrate the joy of being a child and displays the various activities that participants in our programs enjoy. From the simplest activities of body tracing and tie dyeing their own shirts, children learn self-exploration and begin to recognize similarities and differences between their friends. Some of our older children will participate in Crazy Hair Day and Mix-Matched Day providing them with the opportunity for freedom of expression and creativity.

In Menlo Park, the Week of the Young Child always includes at least one activity at each of our sites that our families are welcomed to participate in. We understand that that we must first build relationships with our families to secure the long lasting relationships that we will have as children continue to participate in our childcare programs. The Menlo Children's Center Programs will host Ice Cream Socials for their Preschool and After School families to attend. The Belle Haven Child Development Center will have a Springtime Carnival with arts and crafts, games, and nachos. Family Day at the Belle Haven After school program includes a bounce house, popcorn, snow cones and special crafts. Families look forward to the Week of the Young Child activities each year. We know that a great time will be had by all who participate.

VI. Burgess and Kelly Park Egg Hunts

The Community Services Department hosted our Annual Egg Hunts at Burgess Park and Kelly Park on Saturday April 15th from 10am-Noon. The Bunny visited the children for pictures at both sites and the egg hunts distributed thousands of candy filled eggs for girls and boys ages eight and under. Festivities include crafts, a jellybean guess, and a bubble show at Kelly Park, bounce houses, a planting station and rides on Old Tom at Burgess Park. Activities are cosponsored by the Menlo Park Firefighter's Association and the Menlo Park Fire District. Both events were popular with residents and a huge successes.

VII. New Contractors offering Summer Camps at the Arrillaga Recreation Center

At the Arrillaga Recreation Center (ARC) there will be two new contractors offering Summer Camp options to residents, Rainbow Chefs and Code for Fun. Rainbow Chefs offer unique curriculum based camps which concentrate on nutrition education, healthy life choices, healthy cooking and baking, meal planning, manners, etiquette, and learning about fresh foods from diverse cultural traditions. They empower aspiring chefs to develop healthy eating habits, explore their creativity, and enjoy being in the kitchen!

Code for Fun is committed to exposing all students to computer science at an early age. Their programs are designed for all students, bridging gender and racial gaps. They expose students to computer science and teach them critical thinking skills that will be used in field beyond computer science. Additional information about these programs can be found on their websites at rainbowchefs.com or codeforfun.com.

VIII. New Gymnastics Classes at Onetta Harris Community Center

At Onetta Harris Community Center (OHCC) this spring session a new gymnastics classes was offered. Many residents in the Belle Haven Community have requested for a gymnastics class at OHCC. This Parent and Me Gym offers the opportunity for children to practice different motor skills, work on balance, coordination and body strength. Due to the popularity of the class a second class was added. This was a collaboration project between the two Community Services Programs Gymnastics and OHCC.

IX. City Council Update

On Tuesday, May 16 the Annual Commission Appreciation Event and Brown Act Training will be held at the City Council Chambers. The training will be from 4pm-6pm and the reception will follow from 6-7:30pm. All commission members are invited and encouraged to attend this eventful evening.

Analysis

Analysis is not required.

Impact on City Resources

There is no impact on City resources.

Environmental Review

Environmental review is not required.

Public Notice

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

Attachments

None

Report prepared by:
Natalie Bonham
Recreation Supervisor



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/26/2017

Staff Report Number: 17-012-PRC

Informational Item: Nealon Park Field Improvement Project Update

Recommendation

This is an informational item and does not require action from the Parks and Recreation Commission.

Policy Issues

The City Council previously approved a project to replace the sod and irrigation system on the sports field at Nealon Park as part of the Fiscal Year (FY) 2015-16 Capital Improvement Program (CIP). The Project is consistent with the City Council goal of maintaining and enhancing Menlo Park's municipal infrastructure and facilities and is included in the City Council's 2017 Work Plan (No. 30).

Background

The City's CIP for FY 2015-16 included \$250,000 for the design and construction of a project to replace the existing irrigation system and grass outfield for the Nealon Park sports field. The FY 2015-16 CIP also included \$250,000 for the relocation of the dog park from the sports field at Nealon Park.

After multiple community engagement meetings, it was determined that the dog park would remain on the sports field. Once this decision was made, staff focused on improving the condition of the field. Lack of sprinkler coverage, resulting in "brown spots" on the sports field coupled with heavy use by dogs using the dog park has taken its toll on the sports field turf. The existing turf has become "potholed" and uneven and requires increasing maintenance to provide a consistent and uniform playing surface. Park maintenance staff regularly monitors and maintains the playing surface, but constant use has worn down the turf to the point where replacement is the most cost effective method of repair. Complete turf replacement offers us the opportunity to upgrade the irrigation system, improve head to head sprinkler coverage and reduce brown spots.

This Project involves the replacement of the irrigation system, so that the sports field is irrigated more uniformly and the replacement of the turf with a stronger, more resilient and drought tolerant variety. In late 2016, staff selected Callander and Associates to develop construction drawings. The first phase of the project involves increasing the water pressure of the irrigation system, so that the sports field is irrigated more uniformly. This phase consists of the installation of a 3.0 horsepower booster to be located adjacent to the maintenance shed along the third base line. This location provides easy access to the electrical panel located in the maintenance shed and is in close proximity to the main water supply line feeding the sports field. The new pump will only operate when the irrigation system is active. The new pump is electric and is therefore reasonably quiet. It will also include a sound attenuating enclosure to further mitigate any unwanted noise. The second phase of the project is scheduled to start in June with the closure of the ballfield to sports users, dog owners and their pets. The existing natural turf outfield will be removed, the irrigation system will be demolished, the soil will be amended and regraded, a new irrigation system installed followed by the installation of approximately 45,200 square feet of new sod turf.

Analysis

On April 12, 2017, two bids were submitted and opened for Phase 1 entitled "Nealon Park Booster Pump project". The lowest bidder was Stockbridge General Contracting, Inc., with a bid amount of \$73,540. This project is scheduled for award by the City Council on April 18, 2017, construction is scheduled to begin in early May and completed by early June, 2017.

A second bid package named "Nealon Park Field Improvements project" was advertised on April 6, 2017 with an anticipated bid opening on April 26, 2017. This second phase consist of replacing the existing irrigation system and installing a new sod outfield. Construction is scheduled for mid-June and will extend through mid-September, 2017.

The project is being scheduled in coordination with the 2017 Sports Field Closure Schedule to mitigate the impact of losing this field for sports use. During the 4 month construction period, this field will be closed to dog park users. In order to help mitigate this impact City staff is exploring options for a "temporary" relocation of the dog park to the area east of the field next to Little House (Attachment A).

Impact on City Resources

The project budget of \$250,000 for sod and irrigation replacement was included in the FY 2014-15 adopted CIP and funded by the General Fund.

Environmental Review

The project is categorically exempt under Class 1 of the current State of California Environmental Quality Act Guidelines, which allows minor alterations and replacement of existing facilities.

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. Proposed Temporary Dog Park Location Diagram

Report prepared by:

Michael Zimmermann, P.E., Senior Civil Engineer

Report reviewed by:

Azalea Mitch, P.E., City Engineer



ATTACHMENT A: Proposed Temporary Dog Park Location Diagram