

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 5/24/2017
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., 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. Overview of proposed 2017-18 Community Services Department Budget
([Staff Report #17-013-PRC](#))

E. Regular Business

- E1. Accept Commission minutes for the meeting of April 26, 2017 ([attachment](#))
- E2. Select Commission Chair and Vice-Chair for the term May 2017 – May 2018
- E3. Review and approve preliminary plans for Willow Oaks Park Improvements - Restroom and Dog Park Renovation ([Staff Report #17-014-PRC](#))
- E4. Review and approve a recommendation to City Council to accept the draft Belle Haven Pool Audit and Master Plan and the preferred site plan option ([Staff Report #17-015-PRC](#))

F. Reports and Announcements

- F1. Commissioner Report (Marianne Palefsky on Bedwell Bayfront Master Plan)
- F2. Community Services Director's update and announcements ([Staff Report #17-016-PRC](#))

G. Adjournment

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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.

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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/24/2017

Staff Report Number: 17-013-PRC

Presentation: Proposed budget for the Community Services Department for FY 2017-18

Recommendation

Staff recommends that the Commission review the proposed budget for the Community Services Department for FY 2017-18.

Policy Issues

The City Manager will present the proposed budget for fiscal year 2017-18 on May 31. Council will then hold a public hearing on the proposed budget and capital improvement program on June 6, 2017 and provide direction to staff on any desired changes. The City Council's direction will then be incorporated into a staff report for the adoption of the budget scheduled for the Council meeting on June 20, 2017.

Background

The Community Services Department provides recreation programs, services and facilities enriching the lives of Menlo Park and other area residents. Goals are to support healthy lifestyles, allow people to learn new things and connect with one another as a community. The department oversees activities in 10 different facilities totaling 130,000 square feet, including a state-of-the-art gymnastics center, an award-winning gymnasium, two recreation centers, two child care centers, two after school programs, two community pools and a senior center. Additionally, the department hosts citywide special events, summer concerts and movies, and programs at the local performing arts center.

The department offers a broad range of programming and services encompassing recreation, child care and teens, senior services and special events. An overview of department programs and services, highlights from the current fiscal year and a high level view of the department's current and proposed budget is included in this staff report as Attachment A.

Analysis

The Community Services Department budget remains largely unchanged from FY 2016-17. Based on its workload indicators, the department continues to perform at a high level while increasing participants and participant hours. The department continues to maintain a high level of cost recovery which is estimated to be around 84% this year with all 14 of the department's programs meeting or exceeding the Council's cost-recovery policy. The budget proposal for FY 2017-18 remains fairly steady from the current fiscal year with an increase of roughly \$250,000 or approximately 3% over the current fiscal year. The table included as Attachment B includes a year over year comparison for various budget categories for the current and proposed fiscal years.

Highlights of the proposed budget for FY 2017-18 are:

Service Enhancement Requests

In anticipation of a balanced budget or small surplus to the City budget overall, Community Services has requested four new service enhancements, including:

- An additional \$10,000 for the Grant for the Arts Program which funds local arts organizations at the Performing Arts Center (PAC). The Sequoia Union High School District has doubled the rental fees for the PAC and more organizations are requesting support from the City for performances. The City is now programming its full allotment of 55 days per year at the PAC for the first time since the theater agreement was finalized five years ago.
- An additional FTE to cover front desk operations at the Gymnastics Center. Since the new gymnastics facility was opened in 2013, participation has increased 54%. Additionally, the use of rotating temporary staff in this position has proven unreliable and problematic.
- Funding for fitness equipment (estimated at \$50,000) to establish a drop in fitness center in the gymnastics multi-purpose room to meet ongoing requests and demand.
- An additional FTE to serve as a 'floater teacher" for Child Care. Menlo Park child care programs currently serve 200 children for over 11 hours each day and we need an additional teacher to cover mandated breaks, vacations and illnesses to help maintain licensing ratios.

Revenues

- The main sources of revenue in the Inter-Governmental Revenue category comes from grant funds received by the State and Federal Government primarily for the Belle Haven Child Development Center (BHCD). The \$870,000 expected contribution is similar to the current fiscal year. After the budget was presented to the Commission last year, the City received an additional \$250,000 grant through the Silicon Valley Community Foundation to participate in the Big Lift. Although this funding was planned for three years, the Trump budget proposal appears to jeopardize the federal government contribution and this grant may not continue as originally planned.
- Charges for services will see an increase of \$35,000 or approximately .66% due primarily to anticipated increases to class participation and facility rentals.
- The department also anticipates a decrease in revenue from event and program sponsorships

Expenses

- There is a modest increase to salaries and wages anticipated next year as a result of the City's compensation and classification study which was completed last year and small cost of living increases (1.73%).
- There is an increase in employee fringe benefits which is largely due to the City's cost for workman's compensation insurance (1.94%). This is an internal service fund charge which is shared across all departments regardless of where the costs originate.

Impact on City Resources

If approved by Council, the Community Services budget will increase by approximately \$250,000 or 3% over the current fiscal year. The increase is largely the result of employee benefit costs. Revenues for the department are projected to increase by \$35,000 over last fiscal year or an increase of .35%. This increase in expenditures without corresponding revenue increases suggests fee increases might be in order to allow the department to maintain its cost recovery levels. A City-wide cost allocation study will help to define city-wide overhead costs for the department and support additional fees where appropriate. This fee increase is anticipated in July, 2017.

Environmental Review

The City's budget is not a project under California Environmental Protection regulations

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. CSD overview and proposed budget FY 2017-18
- B. CSD General Fund Proposed Budget Year by Year Comparison

Report prepared by:
Derek Schweigart
Community Services Manager

COMMUNITY SERVICES FY 2017-18 BUDGET NARRATIVE

SUMMARY	
FTEs	51
Total Requested Budget	\$8.2 million
Funding Sources	General Fund Special Revenue Fund Trust Agency Fund
Advisory Commission	Parks & Recreation

OVERVIEW

The Community Services department provides recreation programs, services and facilities enriching the lives of Menlo Park and other area residents. The Department's goals are supporting healthy lifestyles, helping people learn new things and providing opportunities to connect with one another as a community. Community Services includes activities in 10 different facilities totaling 130,000 square feet, featuring a state-of-the-art gymnastics center, an award-winning gymnasium, two recreation centers, two child care centers, two after-school programs, two community pools and a senior center. Additionally, this department hosts citywide special events, a summer concert series and programs at the local performing arts center.

Operationally, this department provides the following services:

Recreation

Our widely diverse recreational opportunities for all ages include:

Adult sports like basketball leagues, softball leagues and volleyball classes. There are also drop-in sports including basketball, volleyball, floor hockey and badminton. CSD also offers specialty programming such as Team Fitness and Menlo Swim and Sport fitness who provide bootcamp fitness classes.

Youth sports include basketball leagues, a girls' volleyball league and the Kids Love Soccer program. The department also sponsors AAU basketball tournaments and provides contract classes including basketball, golf, tennis and winter sports clinics.

Menlo Park Gymnastics provides very popular gymnastics programs, including an extensive preschool program and both boys and girls competitive teams. The Arrillaga Family Gymnastics Center offers inclusion for special needs children, circus arts classes and rentals for community meetings and fitness classes.

Classes at our two recreation centers include youth and adult enrichment classes in health and fitness, dance, martial arts, cooking, art, music, performing arts, crafts, horseback riding, sports (including ice skating, hockey, soccer, tennis, basketball and baseball), computer skills, English as a Second Language and more.

Aquatics programming is provided through a lease agreement with Team Sheeper, Inc. and includes year-round programming at both the Burgess and Belle Haven Pools.

Other recreation facilities include tennis courts, a skate park, picnic areas, sports fields, two dog parks and Bedwell Bayfront Park, a 160-acre open space area with walking paths along San Francisco Bay.

Attachment A

Child care & teen activities

The Belle Haven Child Development Center provides licensed, subsidized child development services for income-qualified children ages 3–5 and is partially funded through State grants. The program includes a nutritional component.

The Menlo Children's Center provides licensed child care for ages 18 months through 5 ½ years old, as well as after-school care for school-aged children. A full-day summer camp program is also provided. All care includes a nutritional component, academic support and transportation from local schools.

The Belle Haven Youth Center houses the Belle Haven After-school Program, providing licensed child care for school-aged children, as well as a full-day summer camp program. A nutritional component, homework program, and transportation from local schools are included.

Senior services

The Menlo Park Senior Center offers classes, social services, special events, recreation and social activities, for older adults and residents over age 55. Programs include a nutrition and exercise programs for older adults, arts and crafts, peer counseling, a men's social hour, insurance counseling, ESL courses, dance and fitness classes. Nutritious daily meals are offered and are prepared in house.

Special events

Ten major community events are held each year, as well as an eight-week summer concert series and movie series. These events include Kite Day, Fourth of July Parade and Celebration, Annual Downtown Block Party, Movies in the Park, Halloween Hoopla Costume Parade, Breakfast with Santa, Holiday Tree Lighting, Egg Hunt and more.

The Community Services department also programs the Menlo-Atherton Performing Arts Center for 55 days per year with a combination of rentals and city-sponsored programs, including the Music at Menlo summer festival, Kepler's Arts and Lectures, children's concerts and sing-alongs, movie nights and local performing arts groups which are supported by a Grant for the Arts program.

2016–17 HIGHLIGHTS

- Implemented substantial new efforts based on five year strategic plan update approved in 2016
- Increased program and event sponsorships by 50 percent.
- Completed community engagement efforts for new projects at Jack Lyle, Nealon and Willow Oaks Parks
- Began community engagement efforts for the Bedwell Bayfront Park Master Plan Update
- Continuous improvements to customer service, including internal customer service
- Completed ten year lease extension with private contractor for aquatics services
- Achieved an all-time high cost recovery level for the department, among the highest in the Bay Area
- Completion of Belle Haven After School Program playground
- CSD Sponsorship Policy (was approved this FY right?)

2017–18 BUDGET

The Community Services Department budget remains largely unchanged from 2016-17, at \$8.2 million. As program participation continues to increase and the labor market in the Bay area continues to tighten, the department's extensive use of temporary staff has become a challenge. Consequently, the budget includes a request for 2 additional FTE's to alleviate the reliance on temporary help and ensure staffing to accommodate additional demand. The Department's budget also includes additional funding this year to

provide twice the number of Grants for the Arts, allowing more area arts organizations access to the Performing Arts Center.

FUTURE GOALS & INITIATIVES

- Continue implementing the updated strategic plan for 2015-2021, including
 - Improve opportunities for volunteerism at community events
 - Explore emerging sports trends and opportunities to expand programs
 - Explore opportunities to expand programming at Onetta Harris Community Center and the Senior Center in Belle Haven
 - Complete analysis of after school programs and determine future direction given changing community needs
 - New gymnastics classes offered in the Belle Haven Community
- Continue refinements to program marketing, capacity analysis and program delivery
- Continue increasing sponsorships and partnerships
- Implement the Parks and Recreation Facilities Master Plan Update
- Implement the Council's decisions on the updated User Fee Study

CITY COUNCIL WORK PLAN ITEMS

Providing high-quality resident enrichment, recreation and discovery.

Very Important

- No. 12: Parks and Recreation Facilities Master Plan Update
- No. 13: Bedwell Bayfront Park Master Plan

Important

- No. 18: Burgess Park Snack Shack

Furthering efficiency in city service delivery models.

Important

- No. 42: Community Services Strategic Plan Implementation

Fund	100					
Program	Community Services					
Project	All Projects					
		2014-2015	2015-2016	2016-2017	2017-18 Proposed	% Change in
Account	Description	Actual	Actual	Estimate		Budget
130	Inter Governmental Revenue	824,399	926,176	875,982	871,284	-0.54%
170	Charges for Services	5,241,366	5,324,732	5,361,900	5,397,510	0.66%
180	Misc Revenue	26,429	64,453	62,750	54,043	-16.11%
Total Revenues		6,092,194	6,315,361	6,300,632	6,322,962	0.35%
510	Salaries and Wages	3,696,198	3,757,806	4,011,789	4,082,499	1.73%
520	Fringe Benefits	1,596,444	1,600,426	1,823,581	1,859,730	1.94%
530	Operating Expense	662,825	710,208	799,324	913,311	12.48%
540	Utilities	390,674	387,037	358,770	345,200	-3.93%
550	Services	973,226	846,557	794,247	803,270	1.12%
560	Fixed Assets & Capital Outlay	74,729	93,767	73,254	106,300	31.09%
570	Travel	11,746	17,281	16,531	17,200	3.89%
580	Repairs & Maintenance	52,717	50,178	61,849	63,600	2.75%
590	Special Projects Expenditures	152,324	165,175	500	500	-
Total Expenditures		7,610,883	7,628,435	7,939,396	8,191,110	3.07%
Net Revenue		(1,518,689)	(1,313,074)	(1,638,764)	(1,868,148)	12.28%

Parks & Recreation Commission



REGULAR MEETING MINUTES - DRAFT

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

A. Call To Order

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

B. Roll Call

Present: Chair Harris, Vice Chair Stanwood, Commissioner Baskin, Commissioner Johnson, Commissioner Lane and Commissioner Palefsky
Absent: None
Staff: Derek Schweigart, Assistant Community Services Director

C. Public Comment

There was no Public Comment

D. Presentations and Proclamations

D1. Update on Community Services Department contracted classes and programs

Bridget Matheson, Recreation Coordinator, gave an update on the Onetta Harris Community Center contracted classes and programs.

Kristen Middleton, Recreation Coordinator, gave an update on the Arrillaga Family Recreation Center contracted classes and programs.

E. Regular Business

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

ACTION: Motion and Second (Stanwood/Johnson) to accept the Parks and Recreation Commission meeting minutes of March 22, 2017; passes 6-0-1 (One Commission vacancy).

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

Dave Mooney, Parks Supervisor, reviewed the proposed Nealon Park playground replacement project with the Parks and Recreation Commission. After discussion, no action was taken. The Commission feels comfortable with the Sub-Committee (Commissioner Johnson and Commissioner Lane) handling the Nealon Park playground replacement project and bringing updates to the

Commission.

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

Derek Schweigart reviewed the Belle Haven Pool Master Plan and draft site plan options with the Commission. After discussion, no action was taken.

F. Reports and Announcements

- F1. Commissioner Report (Marianne Palefsky)

Commissioner Palefsky gave the Commissioner report on the Bedwell Bayfront Park Master Plan.

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

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

G. Informational Items

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

Derek Schweigart gave the Commission an update on the Nealon Park field renovation projects.

H. Adjournment

Chair Harris adjourned the meeting at 9:05 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/24/2017

Staff Report Number: 17-014-PRC

Regular Business:

Review and provide feedback on the Willow Oaks Park Improvement project

Recommendation

Staff recommends that the Commission select a preferred alternative for the dog park design and review and provide feedback on the design guidelines for the restroom.

Policy Issues

The City Council previously approved a project to upgrade the dog park at Willow Oaks Park as part of the FY 2015-16 Capital Improvement Program (CIP) and approved funding in FY 2016-17 to construct a restroom. The Project is consistent with City policies and 2016 City Council Work Plan item No. 40, Replace Willow Oaks Dog Park and install a restroom.

Background

On February 11, 2017, a public meeting was held at Willow Oaks Park to provide information on potential locations and design options for the restroom, as well as options and amenities for the dog park. Subsequent to that meeting, the City held a community meeting on March 9th at the Arillaga Family Recreation Center to discuss the Project.

The following is a summary of the Willow Oaks Park Community Engagement Methods:

- November 2015 public engagement meeting;
- February 11, 2017 on-site engagement meeting;
- A postcard mailer was sent to residents to regarding the scheduling of a March 2017 meeting;
- Staff went door to door to engage with local businesses and inform them of the March 2017 meeting;
- Invitation was made to the sports user groups to attend March 2017 meeting;
- Survey Monkey questionnaire was issued; and
- March 9, 2017 public engagement meeting.

Based on the public input, a majority of the survey respondents voiced their support for a restroom with a preference that it be located adjacent to the tennis courts. More cited a preference for an asphalt composite shingle roof for the restroom, while a few respondents preferred clay tile. There were also comments regarding security concerns, potential amenities and the need for the restroom to be properly maintained and cleaned. There was a clear preference cited to close the restroom early, add baby changing stations, and for porcelain fixtures.

Comments received for the dog park cited a clear preference for decomposed granite and wood chips with

an appreciation that grass becomes a maintenance issue. There was an expressed disapproval of artificial turf. Additional comments included requests for an improved entry transition area, a different surface around the perimeter and a shade structure. There was also an overwhelming recommendation to add a water fountain for dogs.

Analysis

In order to further develop the design parameters, staff is seeking the Commission's input on the restroom design and dog park components and the recommendation for a preferred alternative for each. The preferred restroom alternative will be presented to the Planning Commission for design approval.

Restroom Options

For the restroom, staff is seeking input on the roof style, roof material, exterior siding material type, color preferences, and floor plan. Presented in Attachments #2-4 are examples of design features to choose from.

Option 1 - Peaked roof, raised metal seam roof, two American with Disabilities Act (ADA) compliant restrooms with a central utility chase and horizontal, fiber reinforced cement siding, light yellow with green trim.

Option 2 - Shed roof, sloped front to back, asphalt composite shingle roof, two ADA compliant restrooms with a central utility chase and stucco exterior, light gray with dark gray trim.

Option 3 - Shed roof, sloped back to front, clay tile roof, one ADA compliant restrooms and one family restroom with a utility chase located in the rear of the building with access from the side and stucco exterior, light red with brick red trim.

Dog Park Options

The two options for the dog park include a single shade structure, bench, drinking fountain and improved entry area (Attachments 5 & 6).

Option 1 - Consists of a three distinct surface treatments (grass, engineered wood chip and decomposed granite in approximately equal proportions).

Option 2 - Consists of two surface treatments with approximately 85% of the surface covered with wood chips and the remaining 15% of the surface utilizing decomposed granite and located around the perimeter and entry area of the dog park.

Impact on City Resources

The Willow Oaks Park Restroom project budget is \$350,000 and the Willow Oaks Dog Park project budget is \$250,000. Source of funds is Rec-in-Lieu Fees.

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

Attachment #1: Restroom Site Plan

Attachment #2: Restroom Option 1

Attachment #3: Restroom Option 2

Attachment #4: Restroom Option 3

Attachment #5: Dog Park Option 1

Attachment #6: Dog Park Option 2

Report prepared by:

Michael Zimmermann, Senior Civil Engineer

Reviewed by:

Azalea Mitch, City Engineer

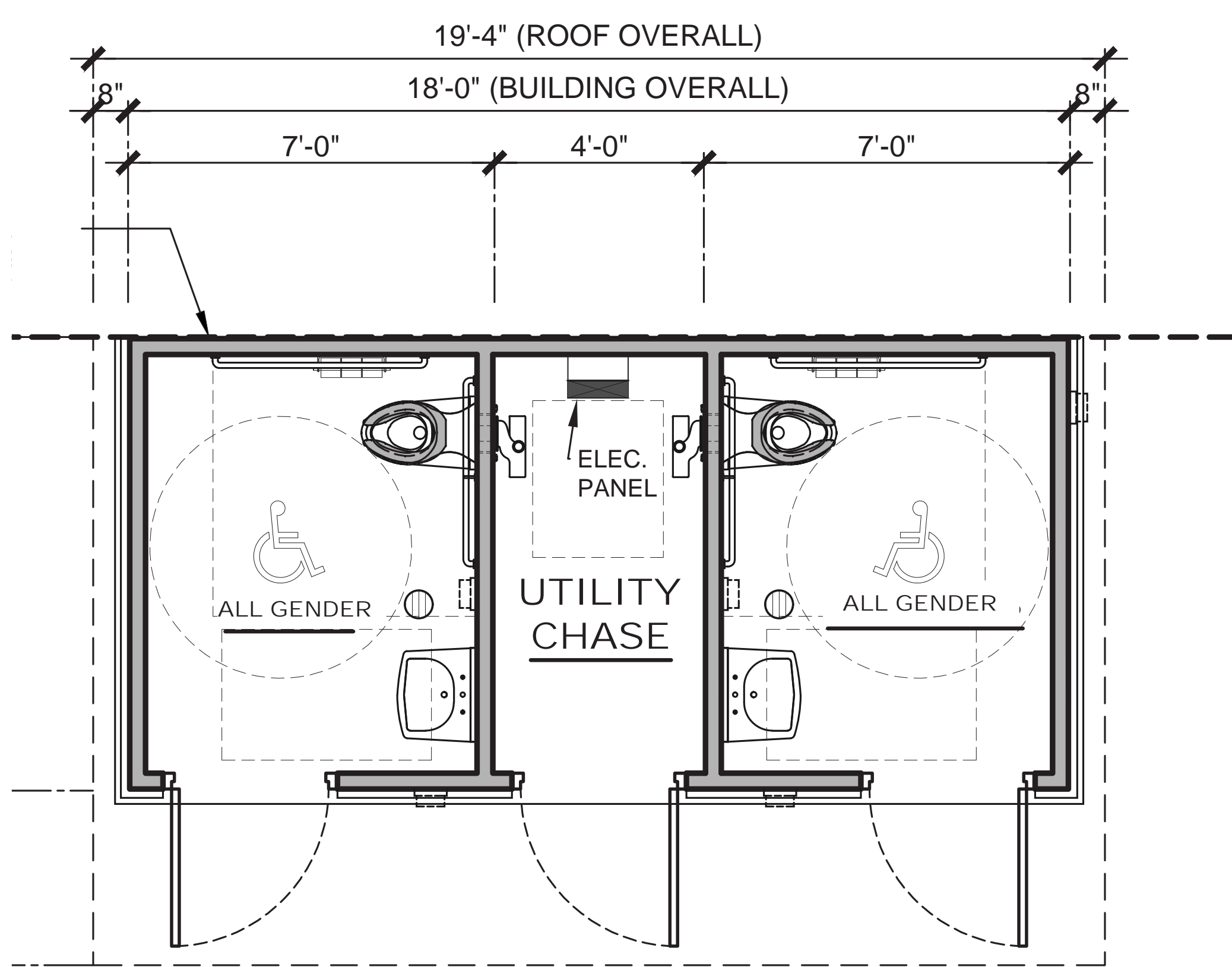
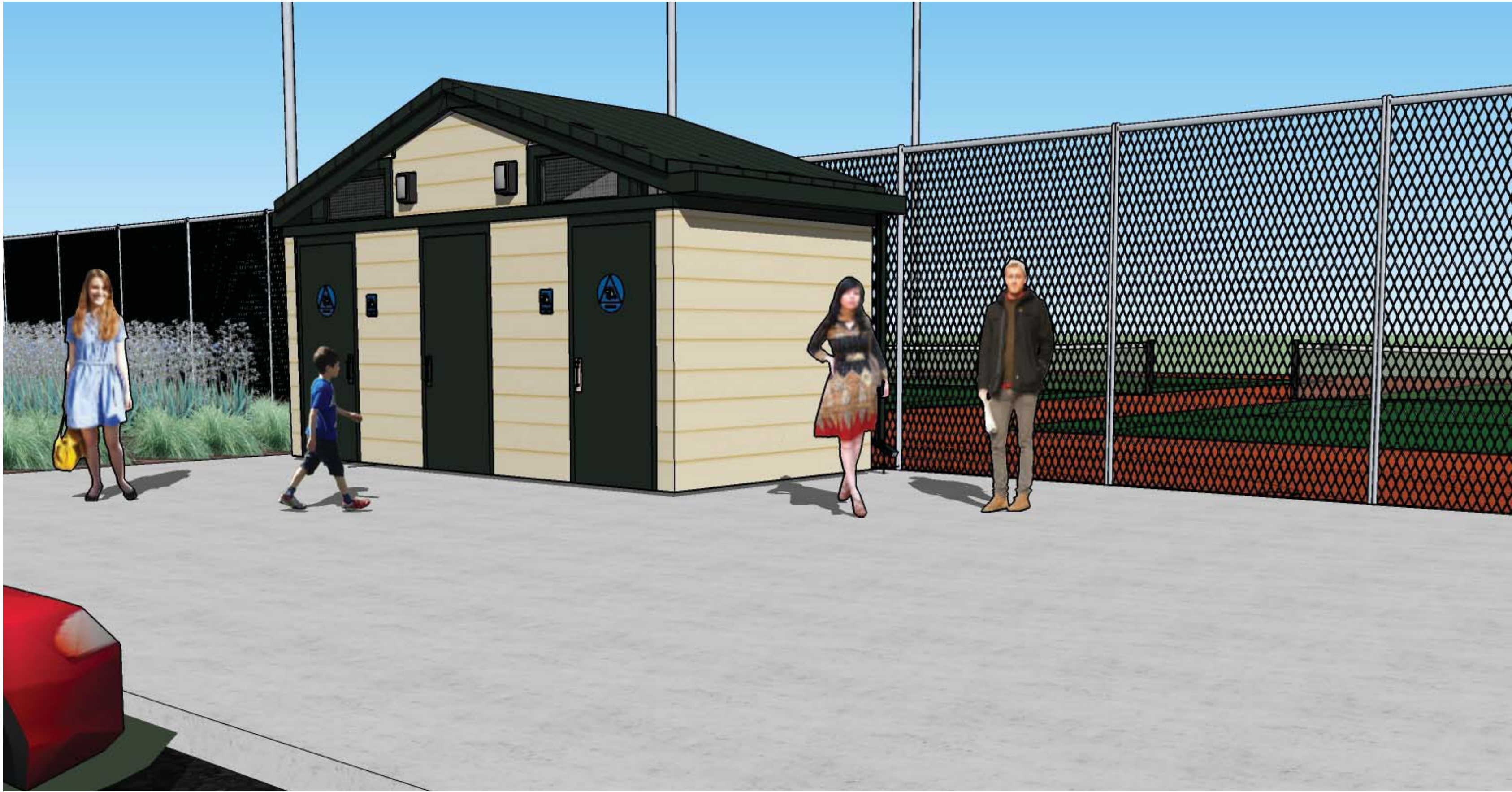
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PROPOSED RESTROOM LOCATION

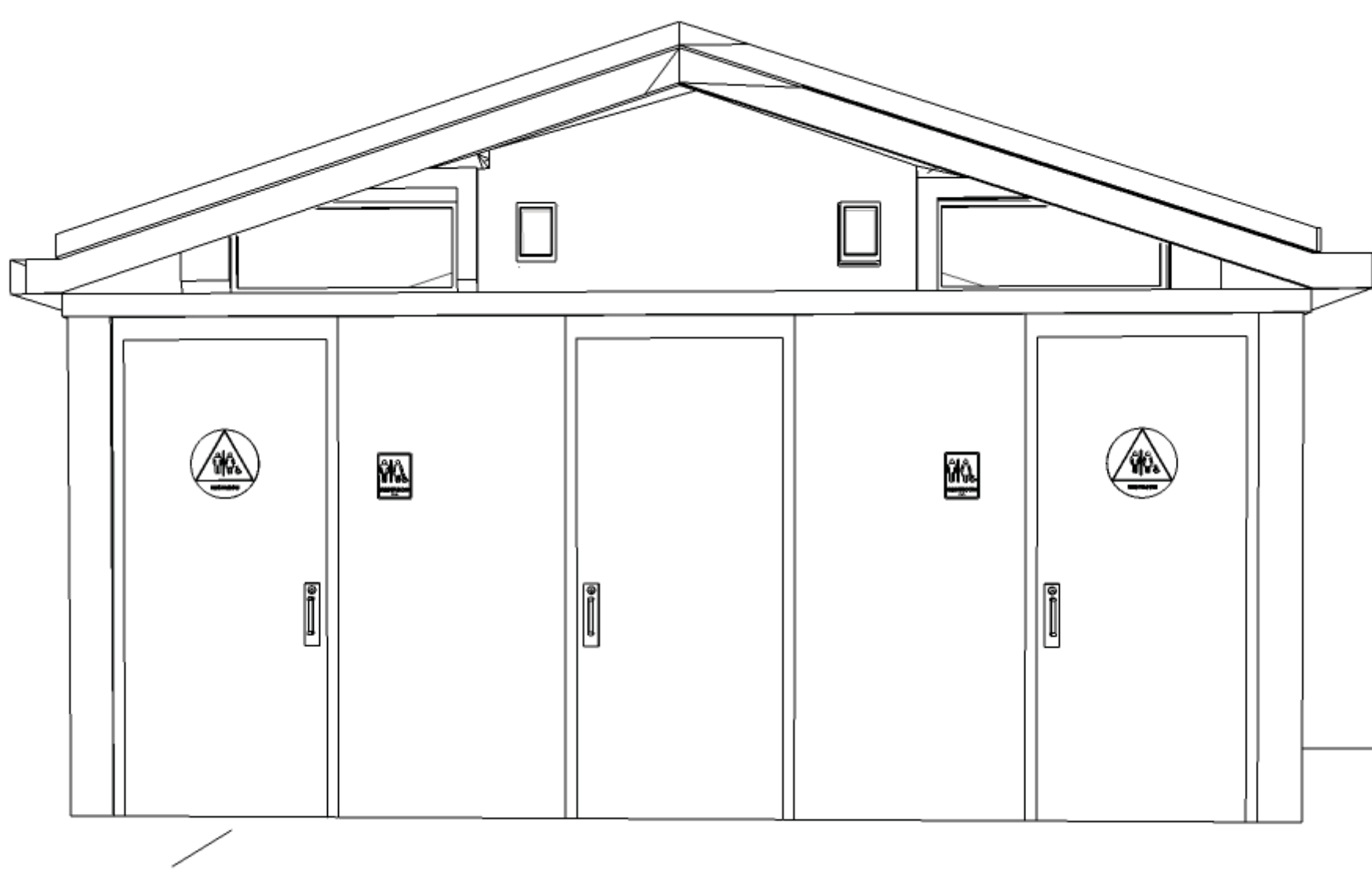


WILLOW OAKS PARK IMPROVEMENT PROJECT

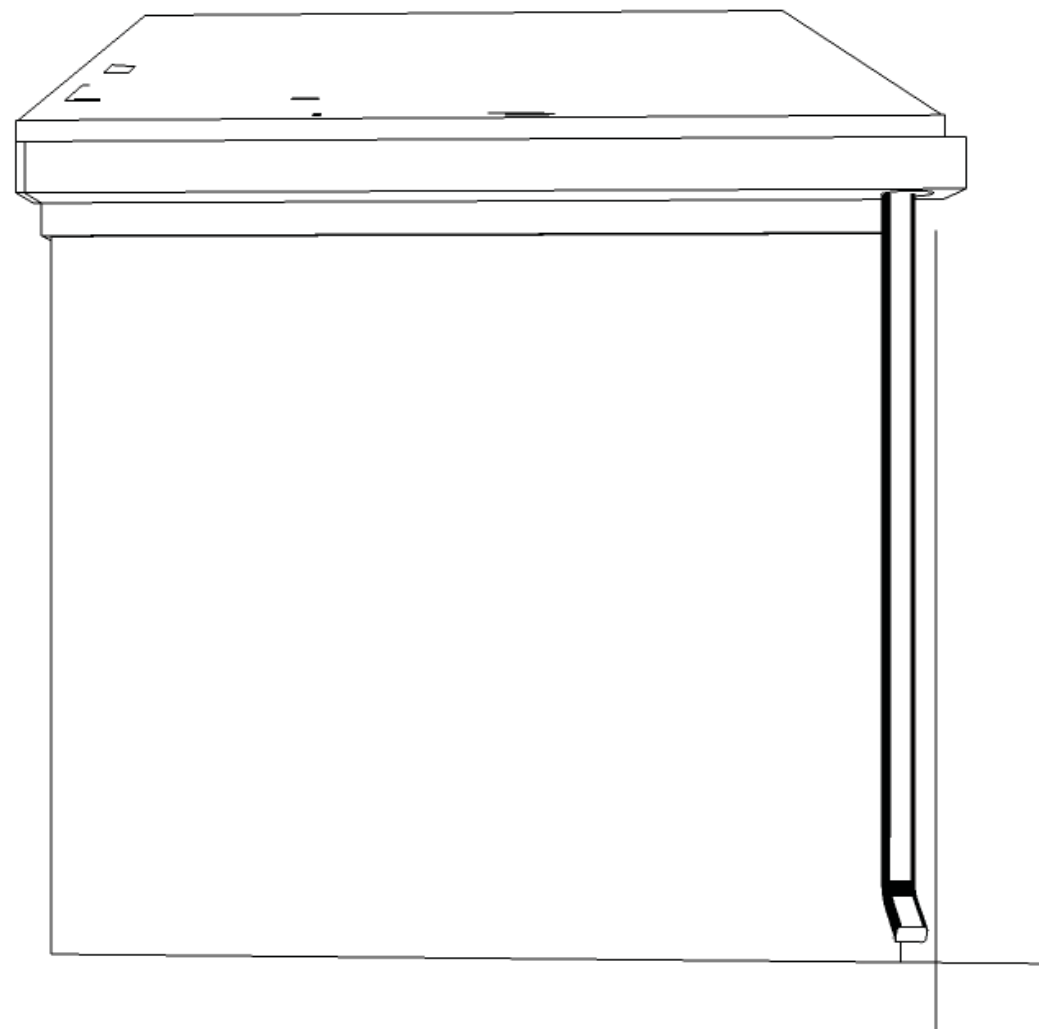
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FLOOR PLAN

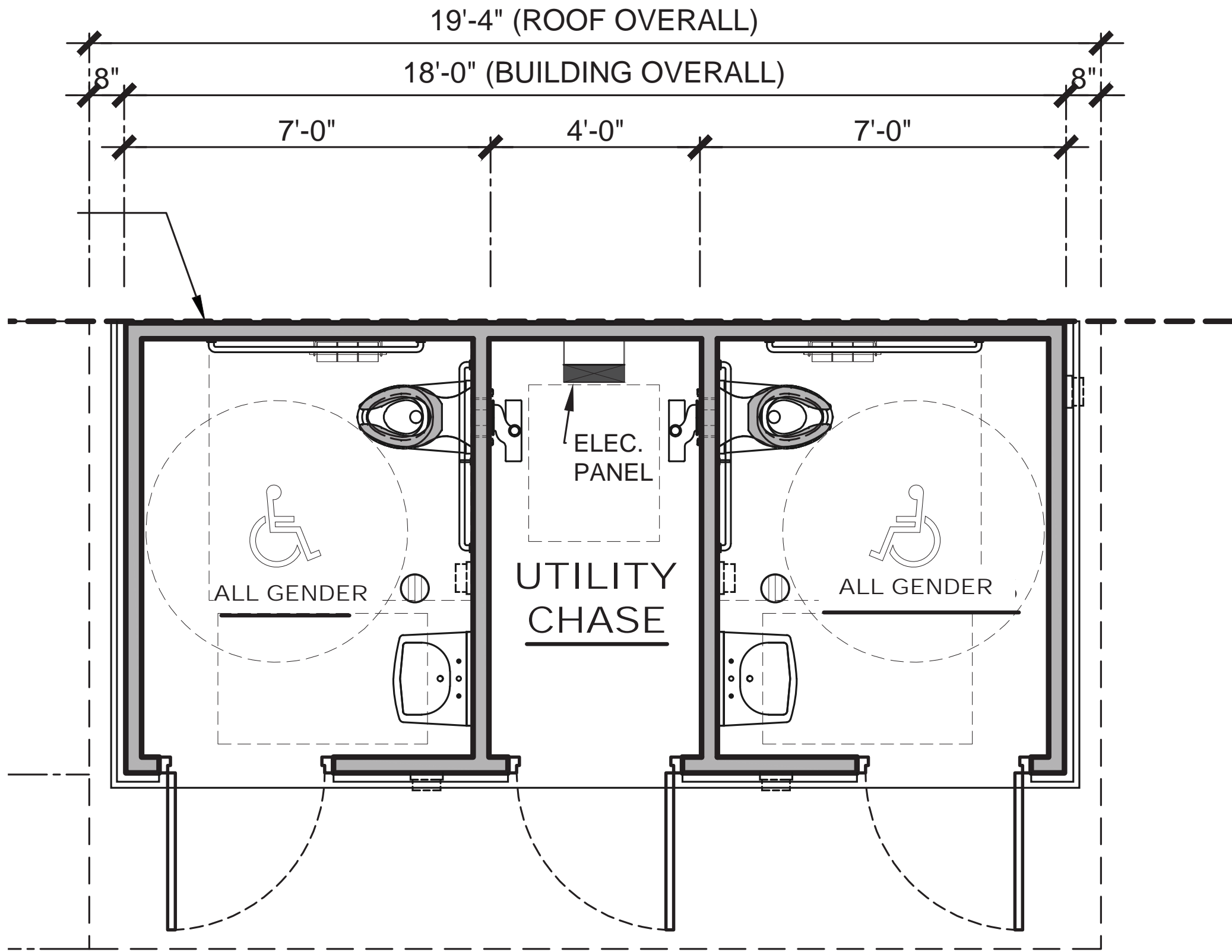


FRONT ELEVATION

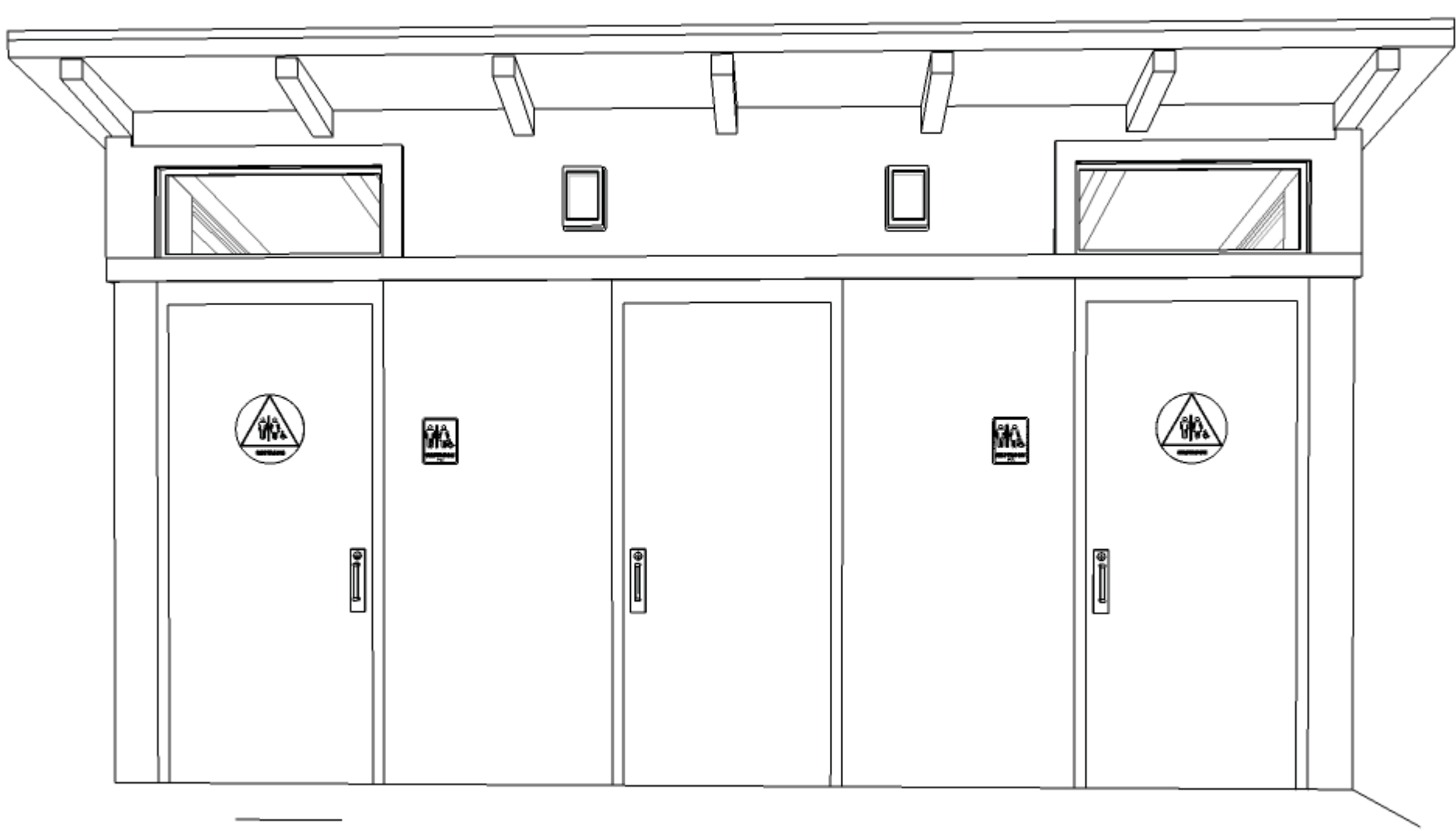


SIDE ELEVATION

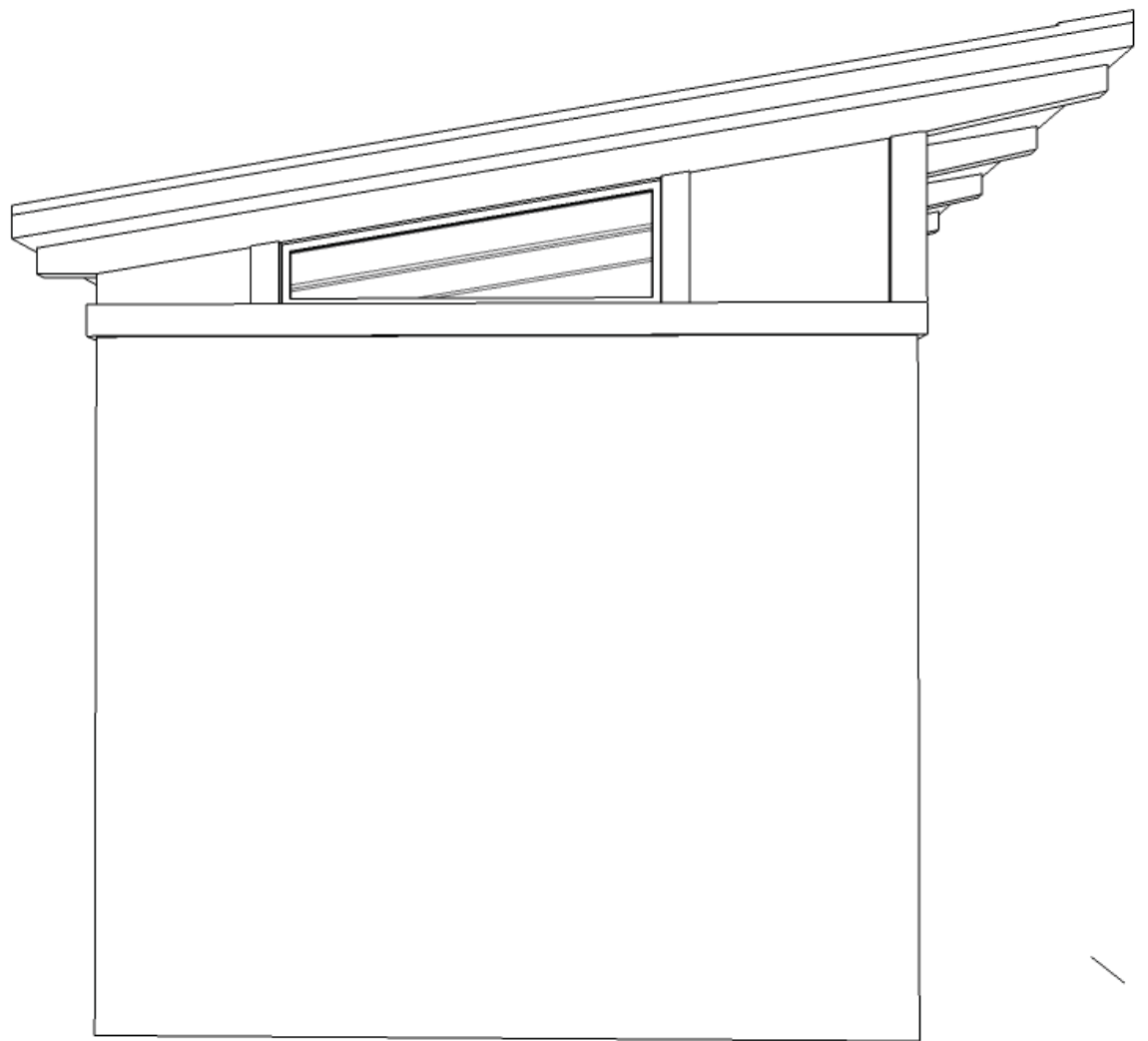
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FLOOR PLAN



FRONT ELEVATION



SIDE ELEVATION



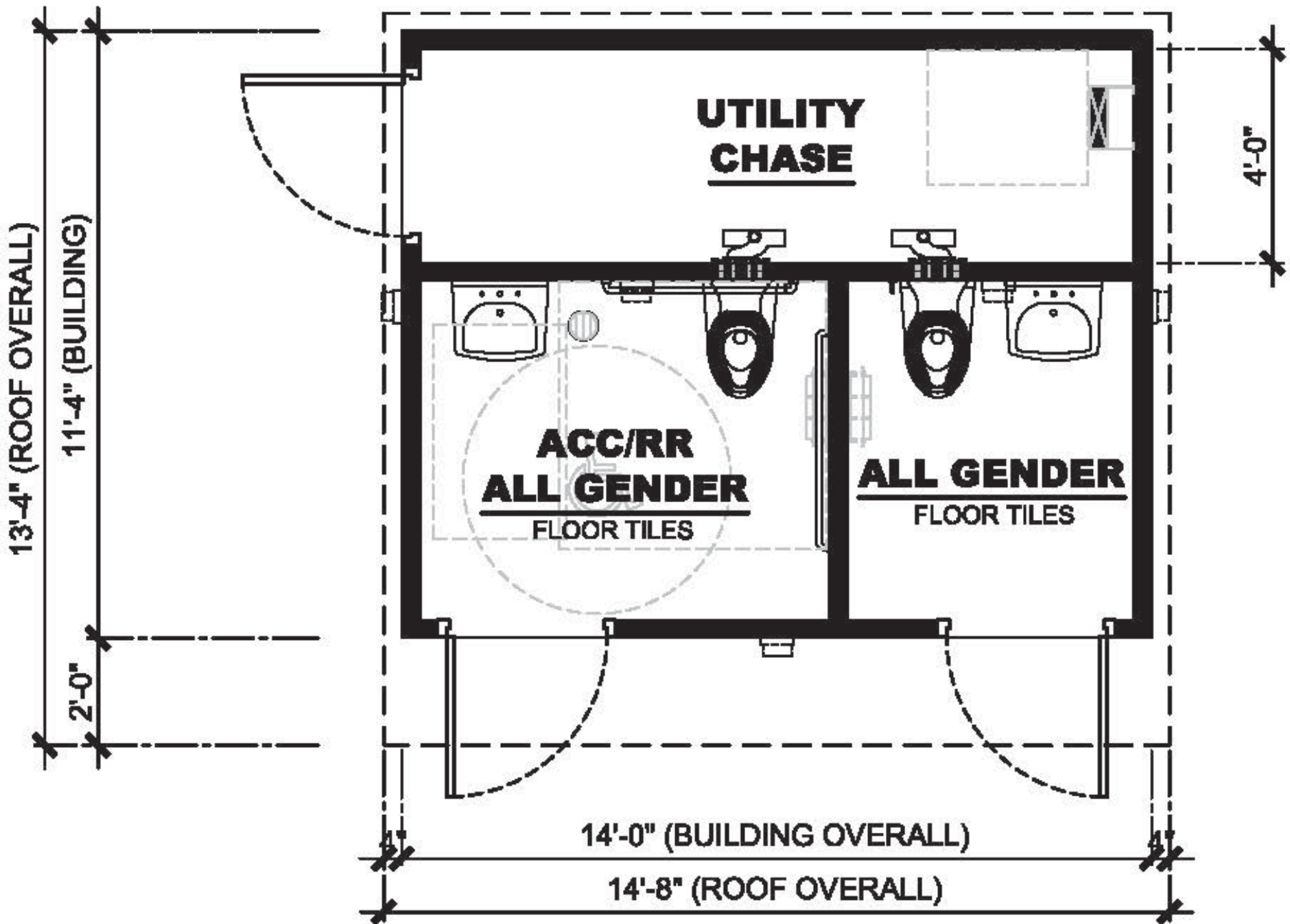
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Santa Cruz, CA 95060-2756
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RESTROOM OPTION 2

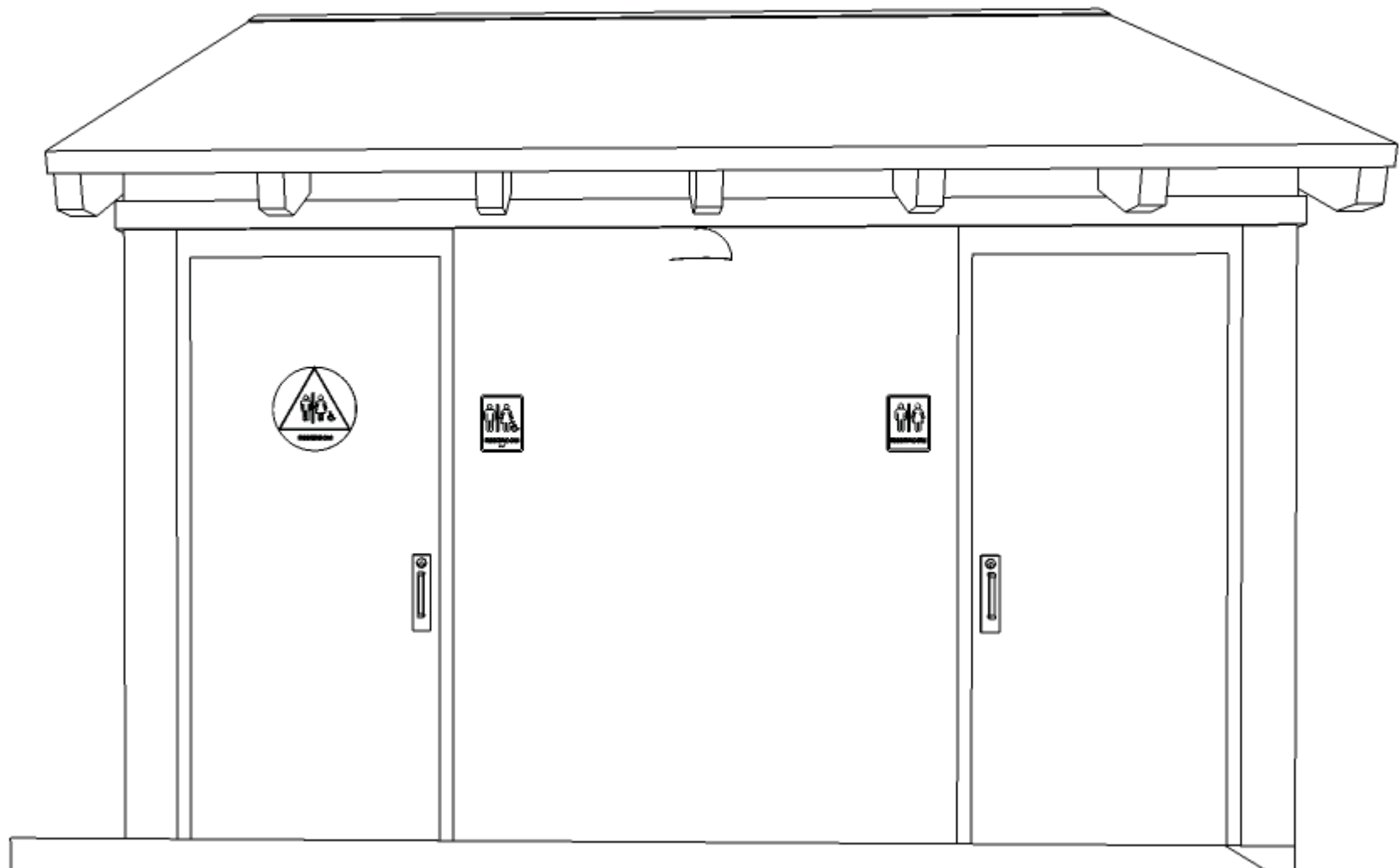
WILLOW OAKS PARK - MENLO PARK, CA

- NOT TO SCALE
- 05.09.2017
- SHEET 2 OF 5

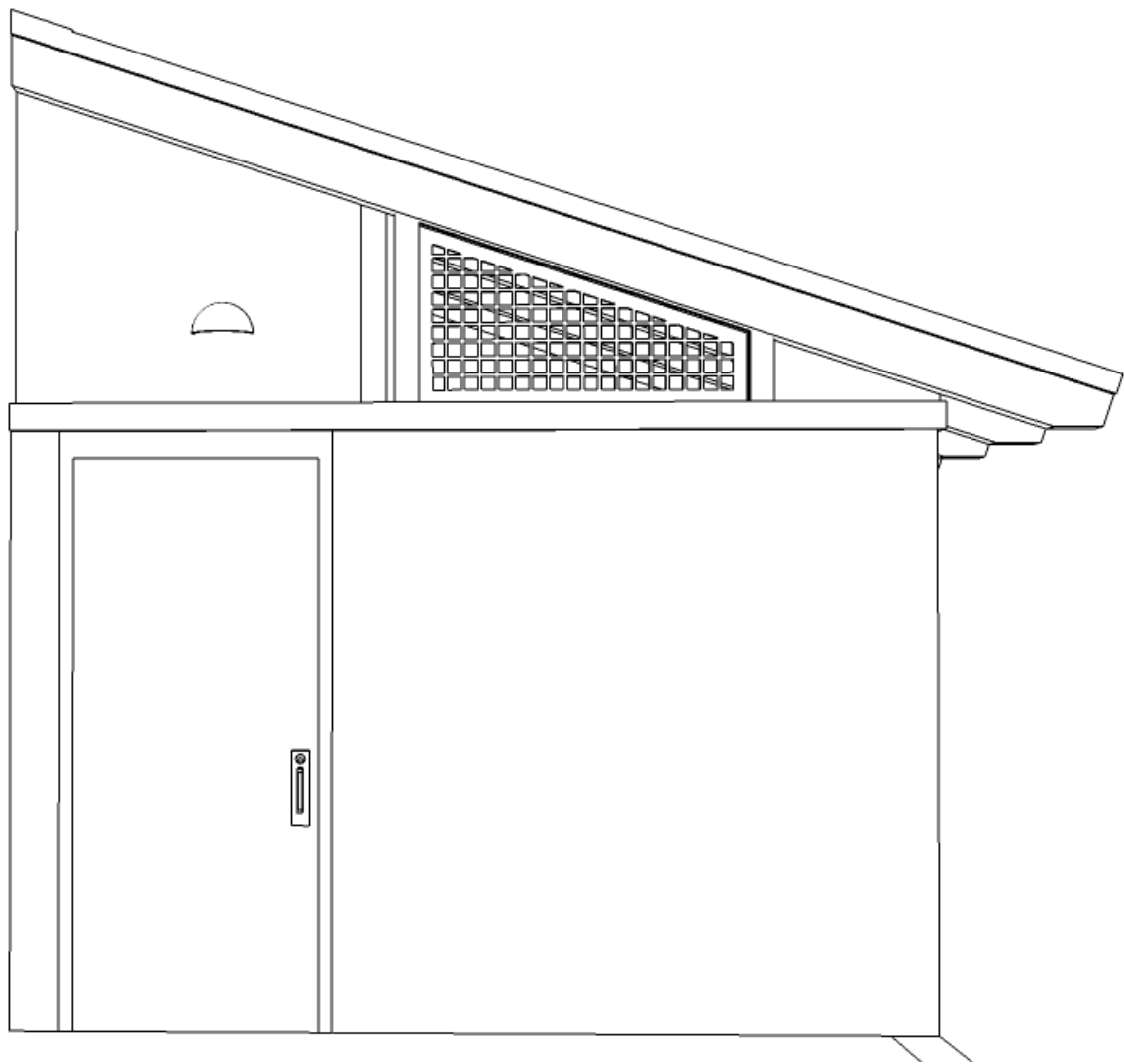
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FLOOR PLAN



FRONT ELEVATION



SIDE ELEVATION

RESTROOM OPTION 3
WILLOW OAKS PARK - MENLO PARK, CA

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**EXISTING MAINTENANCE
GATES TO REMAIN**

NATURAL GRASS SURFACING



**EXISTING CHAIN LINK FENCE
TO REMAIN**

**WOOD MULCH ENGINEERED
SPECIFICALLY FOR DOGS**



**NEW MAINTENANCE GATES
TO MATCH EXISTING**

EXISTING PLAY AREA



NEW SHADE SHELTER

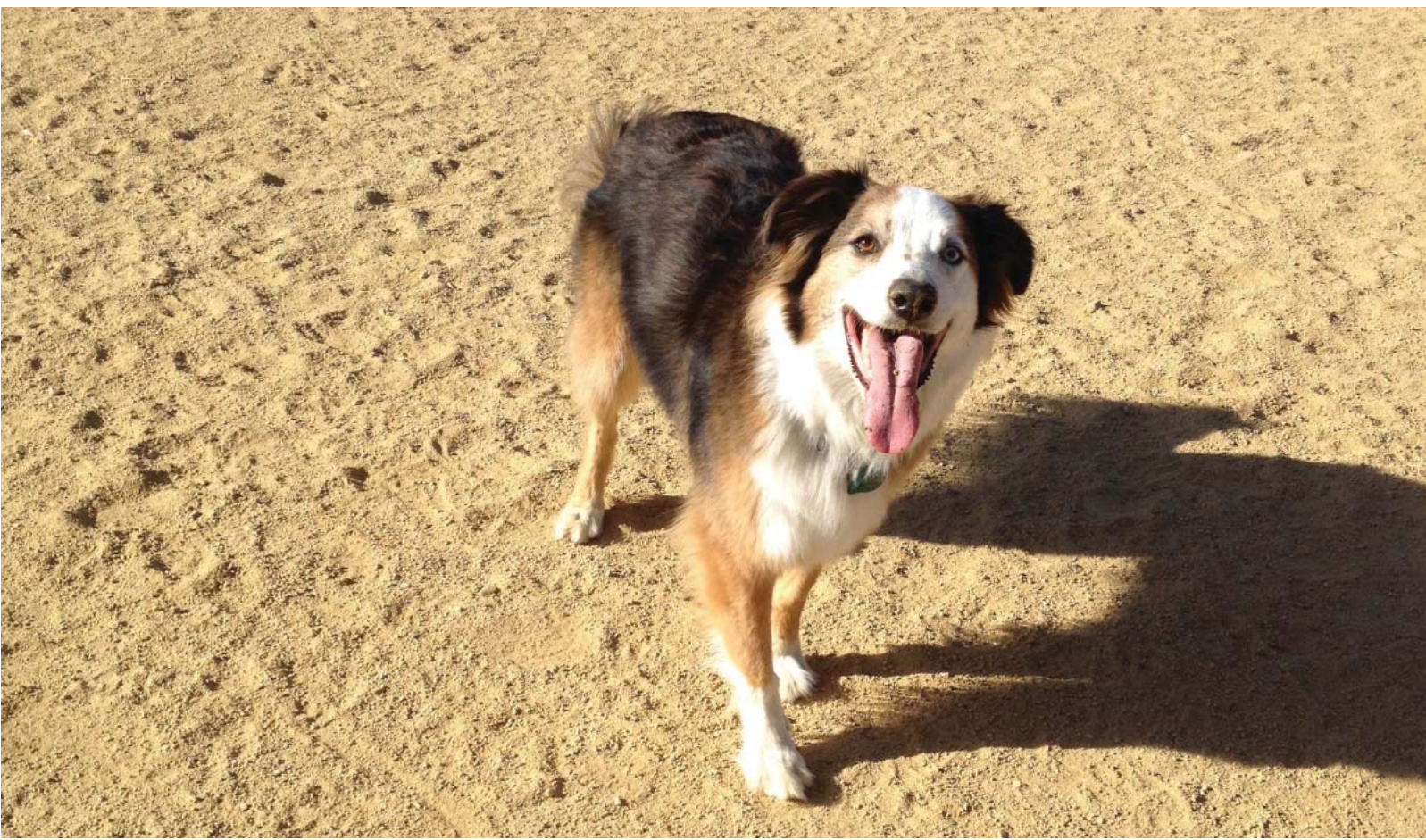


NEW BENCH & WATER FOUNTAIN

**EXISTING GATED ENTRANCE
WITH NEW CONCRETE &
TRASH RECEPTACLES**

EXISTING TREE TO REMAIN

**DECOMPOSED GRANITE
SURFACING**



DOG PARK RENOVATION - OPTION 1

WILLOW OAKS PARK - MENLO PARK, CA



303 Potrero St. Ste 40-C
Santa Cruz, CA 95060-2756
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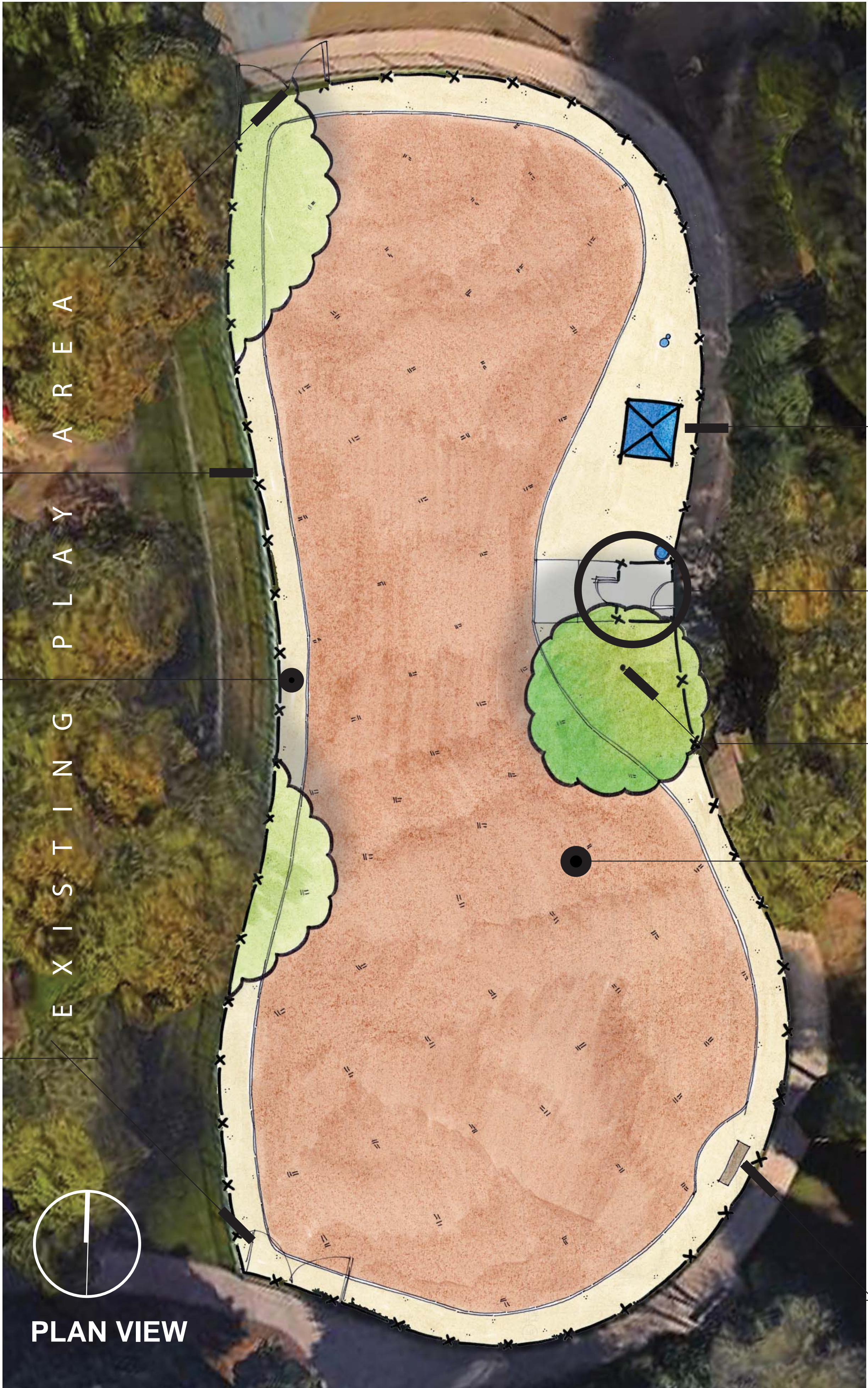
EXISTING MAINTENANCE
GATES TO REMAIN

EXISTING CHAIN LINK FENCE
TO REMAIN

DECOMPOSED GRANITE
PERIMETER WALKING PATH



NEW MAINTENANCE GATES
TO MATCH EXISTING



E X I S T I N G P L A Y A R E A



PLAN VIEW



NEW SHADE SHELTER &
WATER FOUNTAIN

EXISTING GATED ENTRANCE
WITH NEW CONCRETE &
TRASH RECEPTACLES

EXISTING TREE TO REMAIN

WOOD MULCH ENGINEERED
SPECIFICALLY FOR DOGS



NEW BENCH



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DOG PARK RENOVATION - OPTION 2

WILLOW OAKS PARK - MENLO PARK, CA

- NOT TO SCALE
- 05.09.2017
- SHEET 5 OF 5

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/24/2017

Staff Report Number: 17-015-PRC

Regular Business: Review and approve a recommendation to City Council to accept the draft Belle Haven Pool Audit and Master Plan and the preferred site plan option

Recommendation

Staff recommends that the Commission review and approve a recommendation to City Council to accept the draft Belle Haven Pool Audit and Master Plan and the preferred site plan option, as well as provide additional input to be included in the recommendation to Council.

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 summer 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.

On April 26, 2017, the Commission reviewed and provided feedback to staff on the draft site plan options. During the meeting, Commissioners wanted to receive more information on current and future demand of

the pool to determine the optimal site plan option. One of the draft options included a division of existing pool into two temperature pools for performance and instruction. The Commission cited safety concerns over the proximity of the pools and differing ability levels and activity. Two temperature pools is attractive to a broader base of pool users but there should be a greater separation as depicted in the second site plan option. Other desirable enhancements included a beach entry with spray feature to accommodate a broader user group and an elevated viewing area for families similar to the lawn at Burgess Pool. The staff report and draft pool site plan options is included as Attachment A.

Analysis

The feedback received from the Commission at their meeting on April 26 was incorporated in the latest site plan drafts (Option A and B). The latest site plan options are included as Attachment B.

Code Upgrade

A comprehensive pool assessment the Commission received on February 22 revealed a number of 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 containing this information was included with the Commission staff report and included in Attachment A. The audit provides the City a planning tool to anticipate needed repairs and improvements and their associated costs. If the City addressed only facility code, safety and security concerns contained in the audit, the improvements would include a remodel of the existing pool house building and removal of the existing wading pool and accessory spaces that are not code compliant. There would be no additional enhancements or added programming. The estimated cost for these code and safety improvements is \$1-2 million.

In addition to the improvements needed to meet current facility codes and resolve safety and security concerns, the Master Plan addresses the current inadequacies of a pool originally designed for seasonal use that is now operating year-round. This would include improving the user experience as well as for providing programming to meet current and future demands. There are two options proposed in the Master Plan each with its advantages and disadvantages and also its estimated cost.

Option A

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 improves 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 includes the removal of the Existing Wading Pool and explores the adding a new spray ground or modern wading pool in its place. Additional pool deck, covered storage area and shade space will be added. As an alternate, the option of adding a ramp entry into the instructional pool will be considered. The estimated cost for this option is \$3-5 million.

Option B

This option provides 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 which includes the programs located in the existing Youth Center. A new Lap Swim Pool and a new Warm Water Activity Pool will be constructed with beach type entry and adequate size for additional programming. This plan explores the addition of

added recreational elements where possible and varied shade areas for guests and possible rentals. The estimated cost for this option is \$6-8 million.

There are advantages and disadvantages to both Option A and B. However given the potential City investment, staff recommends Option B as the preferred alternative. Option A provides upgrades to meet industry code and standards with some improved amenities but its useful life of seven to ten years falls short of what the City should expect from its investment. Option B on the other hand provides the opportunity to serve a growing and diverse population with a two pool configuration with separate water temperature capability. The footprint optimizes the aquatic footprint with the greatest volume and diversity of water space which will allow extensive simultaneous programming for non-swimmers, therapy, instructional, performance and competitive uses. The model is similar to Burgess Pool which is at full capacity and has the greatest potential for a sustainably operation given the current and future demand for aquatics programming. Option B provides the City a new pool with a life expectancy of 30 to 40 years which is conservative given the current pool was originally built and opened in the 1960s.

Next Steps

The proposed site plans provided are meant to be schematic in nature and are intended only to provide information with regard to overall extent of the project. JKA will incorporate feedback from City Staff, Commission and pool operator into the Master Plan options. Next they will develop a narrative to provide further specification of the program elements, building floor plans, site plan details, benefits and limitations of program elements, preliminary cost estimates and preliminary operational cost and financial analysis relative to program elements.

Operational cost and financial analysis will be completed by The Sports Management Group to analyze operating costs and revenue potential. This will include costs for full-time and part-time staffing and benefits, maintenance, utilities and all other operational costs. Revenue estimates will be developed by space component and activity type as well as projections based on features, market demand and probably market capture. Cost recovery will be calculated to further determine the financial viability of the preferred programs.

A final Master Plan along with a final operational cost and financial analysis will be provided to City staff and the pool operator for review. Feedback will be incorporated in the final recommendations which will be presented to the City Council for its consideration.

The Belle Haven Pool is a specialized facility requiring detailed analysis, so the City embarked on a specific Master Plan for the facility. In Fiscal Year 2017-18, the City will conduct a citywide Parks and Recreation Facilities Master Plan that the pool Master Plan will be incorporated. At that time, the pool Master Plan will be evaluated along with other parks and facilities throughout the City. As the Belle Haven Pool is one of the City's oldest facilities, usage has increased over the past few years due to year-round programming, Burgess Pool is fully impacted and the neighborhood is growing, we anticipate that the pool will remain an important consideration.

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. PRC Staff Reports on Belle Haven Pool Audit and Master Plan dated February 22, 2017 and April 26, 2017
- B. Draft Site Plan Options for Belle Haven Pool Master Plan (60% Plans)

Report prepared by:
Derek Schweigart
Assistant Community Services Director



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

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

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

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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 fibergalsss 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.

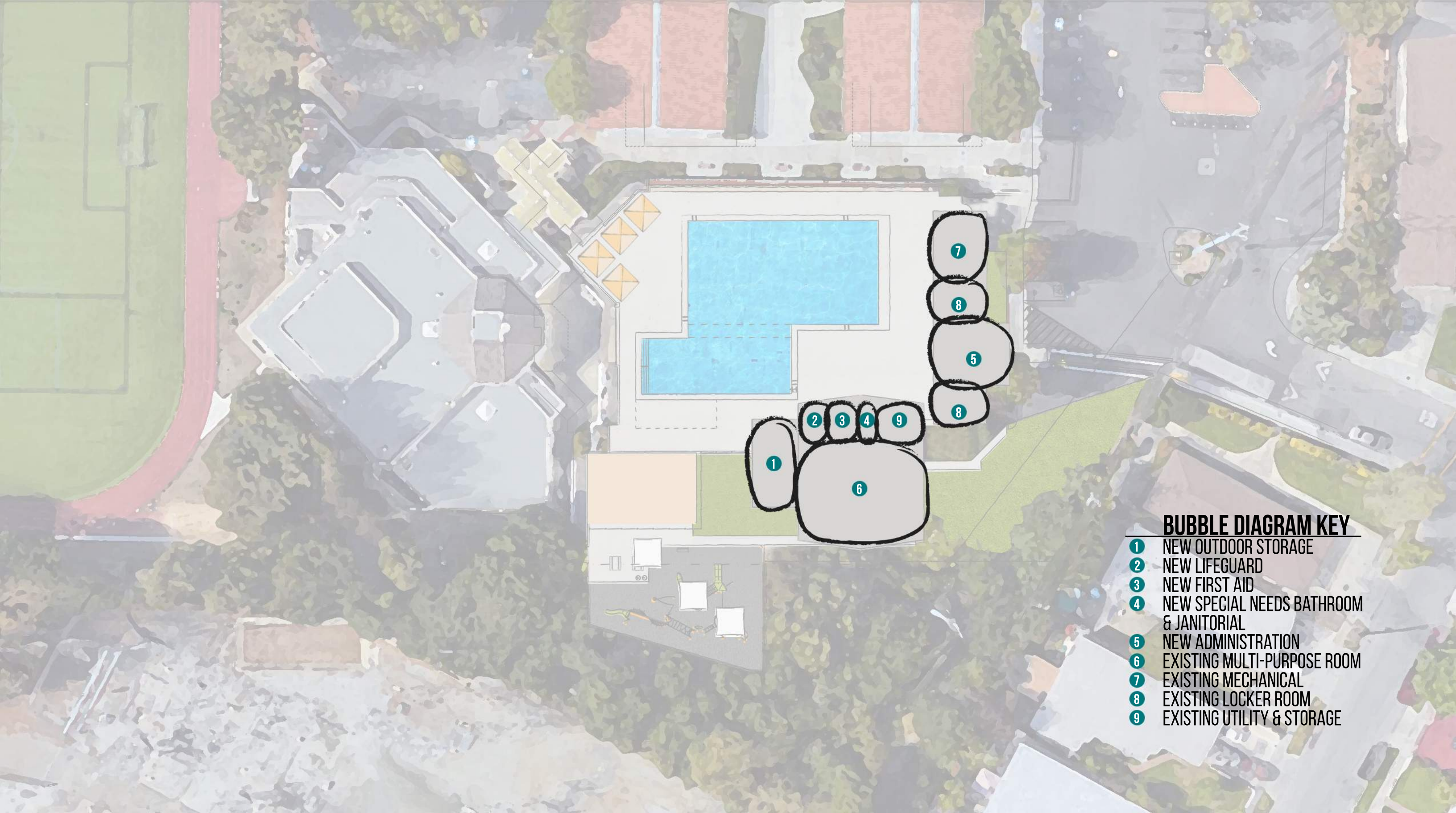
We will also develop preliminary cost estimates based upon project systems. The estimates prepared for this report will include the square foot cost for the various components and include a concept design contingency (to allow for potential increases as the design is refined further in the later stages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



SITE PLAN KEY

- 1 POOL DECK
- 2 PLAYGROUND
- 3 LAP SWIM AREA
- 4 SHALLOW POOL AREA
- 5 POOL HOUSE
- 6 YOUTH CENTER
- 7 WADING POOL
- 8 WADING POOL PUMP BUILDING
- 9 LAWN / PLAY AREA
- 10 LIFEGUARD
- 11 STORAGE SHED



BUBBLE DIAGRAM KEY

- 1 WADING POOL PUMP ROOM
- 2 CHEMICAL STORAGE
- 3 BATHROOM & JANITORIAL
- 4 ADMINISTRATION
- 5 MULTI-PURPOSE ROOM
- 6 MECHANICAL
- 7 LOCKER ROOM
- 8 KITCHEN
- 9 OFFICE
- 10 UTILITY & STORAGE
- 11 LIFEGUARD
- 12 STORAGE



SITE PLAN KEY

- 1 NEW POOL DECK / EMERGENCY LIGHTING
- 2 EXPANDED POOL DECK
- 3 EXISTING PLAYGROUND
- 4 EXISTING LAP SWIM AREA
- 5 EXISTING SHALLOW POOL AREA
- 6 REMODELED POOL HOUSE
- 7 REMODELED YOUTH CENTER / MPR
- 8 NEW WADING POOL/ SPRAYGROUND
- 9 NEW OUTDOOR COVERED STORAGE
- 10 NEW SHADE / CABANA RENTAL
- 11 IMPROVED LAWN / PLAY AREA
- 12 NEW SHADE / PARTY RENTAL AREA
- 13 NEW SHADE STRUCTURE
- 14 NEW UMBRELLA
- 15 OPTIONAL RAMP POOL ENTRY

SITE PLAN - OPTION A



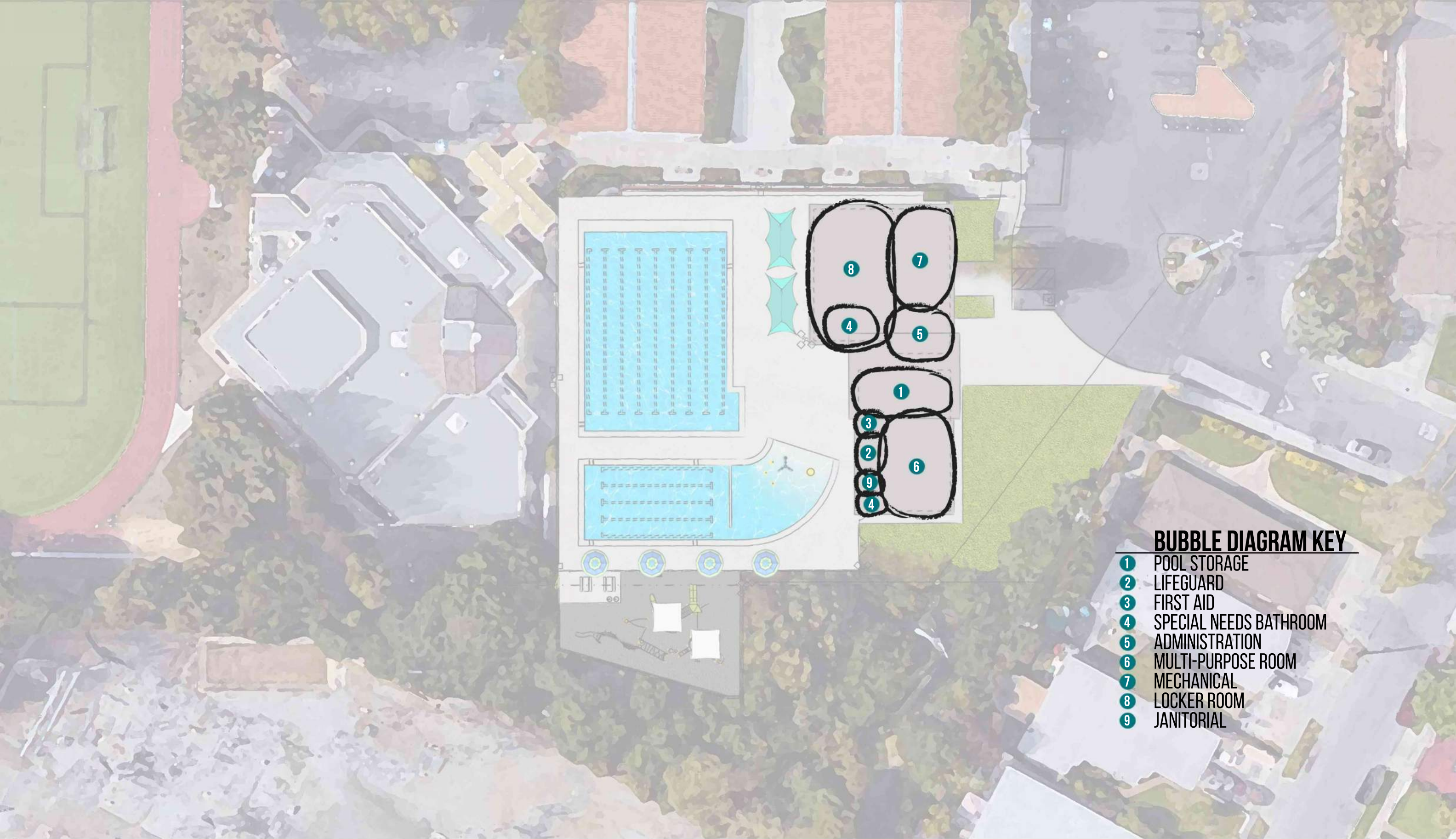
BUBBLE DIAGRAM KEY

- 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 ADDED PERFORMANCE LIGHTING
- 3 EXISTING PLAYGROUND
- 4 NEW LAP POOL
- 5 NEW WARM WATER ACTIVITY POOL
- 6 NEW SHADE STRUCTURE
- 7 NEW POOL HOUSE
- 8 IMPROVED LAWN / PLAY AREA
- 9 IMPROVED DROP OFF
- 10 BEACH ENTRY WITH PLAY ELEMENTS
- 11 NEW UMBRELLA



BUBBLE DIAGRAM KEY

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 5/24/2017

Staff Report Number: 17-016-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. Menlo Park Senior Center

A larger than ever crowd flooded into the Menlo Park Senior Center last week to enjoy two days of festivities planned for Cinco De Mayo. On May 4, the folkloric students entertained the crowd with their colorful outfits and dances, while over 80 people enjoyed a traditional home cooked meal with their friends. May 5 drew in a sold-out crowd of 135, who not only came to enjoy the delicious meal and the festive atmosphere of the Center, but to dance to the live 8-piece Mariachi band's toe-tapping music. The event also enlisted six volunteers, who collectively donated 28 hours of their time to the program, assisting in the kitchen, helping with the decorations, greeting the guests, and helping with serving the food.

II. Gymnastics

The Arrillaga Family Gymnastics Center celebrated the facility's fifth birthday and showcased our world class facility which offers programming to 10,000 participants per year. The facility houses all Olympic quality competitive equipment and is capable of offering six gymnastics classes and one circus arts class at the same. We also have a viewing area for observers that has an entire glass wall that looks into the gymnastics workout area.

On Sunday, May 7th, over 300 community members attended the celebration. The boys and girls gymnastics teams wowed spectators with an exciting exhibition showcasing all our competition quality gymnastics equipment. Silks class participants demonstrated beautiful choreographed routines that literally took the audience's breath away. Even the gymnastics coaches showed off some of their best moves inspiring participants and spectators as well. The event concluded with light refreshments in the lobby.

III. Willow Oaks Park Improvements

The Departments of Community Services and Public Works encourage the public to attend the next meeting regarding the Willow Oaks Park Improvements. The Parks and Recreation Commission is

scheduled to discuss this project on Wednesday, May 24, 2017 starting at 6:30pm in the Cypress Room at the Arrillaga Family Recreation Center. Come learn about the latest concepts for the dog park renovation and new restroom, voice your feedback and preferences, and hear about next steps for the project. For more information, visit the Willow Oaks Park's project page.

IV. Childcare Staff Attends a BOOST Conference

The childcare division from the Belle Haven Afterschool Program and Menlo Children's Center staff attended the annual BOOST Collaborative Conference. Staff collaborated, learned, connected, built and explored new avenues to expand the City of Menlo Park's after school programs. BOOST is one of the most acknowledged symposiums, with thousands of after-school peers from around the country, as well as hundreds of companies shedding light on all the great things they do to engage youth during after school time.

Many workshops were offered such as, "Coaching Staff to Success" which focused on coaching best practices while allowing staff to practice coaching techniques that cultivate a relationship rooted in mutual respect and caring. As well as, "Activities to Engage Youth" which focused on activities and strategies that can increase student engagement and contribute to a positive school environment.

The conference also included a host of keynote speakers, such as Barbara Boxer, a champion of quality public education and wrote landmark legislation establishing the first-ever federal funding for after-school programs. Jesse Williams, BET's 2016 Humanitarian Award recipient also spoke. He sits on the board of directors of Advancement Project, a leading national civil rights advocacy organization. With all the networking and team-building opportunities, the staff will be well equipped to implement new ideas and continue creating amazing after school experiences for youth in Menlo Park.

V. Mamma Mia! Sing-along!

The Community Services Department teamed up again with Guggenheim Entertainment to host the second Mamma Mia! Sing-along! at the Menlo-Atherton Performing Arts Center earlier this month. Participants were encouraged to dress up as their favorite Mamma Mia! character or in their favorite beach attire. Roughly 150 people attended the interactive movie that was full of not only singing, but dancing as well. A Fun Pack was handed to head attendee which contained personal props for participants to use to interact throughout the duration of the movie such as noise poppers to use during the kissing scenes, confetti for the dance scenes, tissues for the sad parts, and earplugs to use when Pierce Brosnan sang. The Mamma-Mia! Sing-along was our 10th sing-along/quote-along interactive movie experience. Previous sing-along titles include: Willy Wonky and the Chocolate Factory, Grease and Frozen. Previous quote-along titles include: Indiana Jones, Princess Bride, Ghostbusters and Toy Story.

VI. Kite Day

2017 Kite Day, at Bedwell-Bayfront Park, brought out hundreds of residents, warm sun and lots of cool wind. Event attendees spread out in the park in an effort to find the best spot to fly their kites. Participants also enjoyed snow cones, hot dogs and entertainment such as a bounce house, rock wall and a spin art booth. "Mega Fish" the 46-foot giant kite made an appearance along the horizon and could be seen from Bayfront Expressway. A variety of informational booths from the Friends of Bedwell Bayfront Park, the City's Bedwell-Bayfront Park Master Plan, Mid-Peninsula Open Space and the Menlo Park Library provided information for the community. Kite Day was held in conjunction with San Mateo County's annual Streets Alive! Parks Alive! festivities. A special thank you goes out to all of the Menlo Park staff and volunteers who made this event happen, plus Alliance Residential Company who donated some of the kites. More photos of the Kite Day can be found on the Special Events Facebook

page. Hopefully we will see you next year!

VII. Belle Haven Community Spring Fair

On Saturday, May 13, 2017 the Menlo Park Community Services Department along with the Ravenswood City School District and our Title Sponsor: Facebook hosted our annual Belle Haven Community Spring Fair. There were approximately 30 agencies and service providers represented at this event, which included: Facebook, Home Depot, Menlo Park Police, County of San Mateo, Tzu Chi Foundation, Job Train, Children's Health Council and various departments from the City of Menlo Park. The agencies came out to show their support for the Belle Haven community and provide resource information and free giveaways to those that attended. The event also featured local dance performances and a host of children's activities.

VII. City Council Update

On May 23rd the City Council will approve a contract for the Belle Haven Child Development Center Improvement Project scheduled to begin July 5, 2017. There will be a Budget Workshop on May 31, 2017 at 6pm and Budget Public Hearing at 7pm on June 6, 2017, both will be held in Council Chambers. Also on June 6, 2017 the City Council will be approving a plan to expand the City's Herbicide Free Parks program to include all areas where children play.

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