

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 7/26/2017  
**Time:** 5:30 p.m.  
**Arrillaga Family Recreation Center**  
**Willow 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. Regular Business

- D1. Accept Commission minutes for the meeting of June 28, 2017 ([attachment](#))
- D2. Nominate a Commissioner to Serve on the Transportation Master Plan Oversight and Outreach Committee ([Staff Report #17-019-PRC](#))
- D3. Approve quarterly report on the Commission 2-Year Work Plan to the City Council ([attachment](#))
- D4. Provide feedback and input for the Burgess Park Snack Shack and Expansion project ([Staff Report #17-020-PRC](#))
- D5. Parks and Recreations Facilities Tour

The purpose of this meeting is to tour parks and recreation facilities in Menlo Park and to familiarize commissioners on amenities and uses they provide to residents. The tour will include the Burgess Park Snack Shack as part of the expansion project proposal and both Nealon and Willow Oaks Parks to receive updates on capital improvement projects. The public is welcome to join the Commission on the tour if they wish to do so but must provide their own transportation. No action will be taken by the Commission while on the tour.

Adjourn the meeting prior to the tour. Times are approximate.

Burgess Park Snack Shack Presentation, 701 Laurel Street, 6:00 p.m.

Nealon Park, 800 Middle Ave., 7:00 p.m.

Willow Oaks Park, 490 Willow Road, 7:30 p.m.

**E. Reports and Announcements**

- E1. Commissioner Reports
- E2. Community Services Director's update and announcements ([Staff Report #17-021-PRC](#))

**F. Informational Items**

- F1. Proclamation for July Parks and Recreation Month ([attachment](#))

**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.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

# Parks & Recreation Commission



## REGULAR MEETING MINUTES - DRAFT

**Date:** 6/28/2017  
**Time:** 6:30 p.m.  
**Senior Center  
Ballroom**  
**110 Terminal Ave., Menlo Park, CA 94025**

### A. Call To Order

Chair Stanwood called the meeting to order at 6:52 p.m.

### B. Roll Call

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

### C. Public Comment

There was no public comment

### D. Presentations and Proclamations

#### D1. Presentation of Community Services Department Sponsorship Program

Recreation Supervisor Todd Zeo and Recreation Coordinator Matt Milde gave a presentation on the Community Services Department Sponsorship Program.

### E. Study Session

#### E1. Consider a request to rename Market Place Park after Mr. Carl Clark, Menlo Park resident and WWII veteran ([Staff Report #17-017-PRC](#))

Cecilia Taylor and Julie Shanson from Belle Haven Action made a presentation.

Public Comment

M. Okelo spoke in regards of the request to rename Market Place Park after Mr. Carl Clark.

Following discussion, the Commission requested information from Staff. This item was continued to a future meeting.

### F. Reports and Announcements

#### F1. Accept Commission minutes for the meeting of May 24, 2017 ([attachment](#))

**ACTION:** Motion and second (Johnson/Baskin) to accept the Parks and Recreation Commission

meeting minutes of May 24, 2017 passes unanimously.

- F2. Select Commissioner for the Parks and Recreation Facilities Master Plan Update consultant review committee

Vice Chair Johnson volunteered to be on the Parks and Recreation Facilities Master Plan consultant review committee. The Commission unanimously voted Vice Chair Johnson for the Parks and Recreation Facilities Master Plan consultant review committee.

- F3. Discuss and prepare for City parks and facilities tour scheduled for July meeting

Derek Schweigart and the Commission discussed and prepared the City parks and facilities tour scheduled for the July Parks and Recreation Commission meeting. After discussion, the following parks were selected: Burgess Park, Seminary Oaks Park and Willow Oaks Park.

## **G. Reports and Announcements**

- G1. Commissioner Reports (Lane and Palefsky)

Commissioner Lane was not present at the meeting. Commissioner Palefsky gave an update on the Bedwell Bayfront Park Master Plan.

- G2. Community Services Director's update and announcements ([Staff Report #17-018-PRC](#))

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

## **H. Adjournment**

Chair Stanwood adjourned the meeting at 8:36 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 7/26/2017

**Staff Report Number:** 17-019-PRC

### Regular Business:

**Nominate a Commissioner to Serve on the Transportation Master Plan Oversight and Outreach Committee**

## Recommendation

Staff recommends the Commission nominate a member to serve as a representative on the Transportation Master Plan Oversight and Outreach Committee for potential Council appointment on August 29, 2017.

## Policy Issues

The development of a Transportation Master Plan (TMP) is included in the Council's adopted 2017 Work Plan (#46) and is one of the highest priority implementation programs in the 2016 General Plan Circulation Element. The creation of an Oversight and Outreach Committee (the Committee) will help guide the TMP process to a successful completion. The Committee would be a Brown Act body, meaning all meetings of the Committee would be open to the public and noticed at least 24 hours prior to the meeting.

## Background

On November 29, and December 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multi-year, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life, and regional coordination are significant concerns to the City of Menlo Park. The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multi-modal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a TMP and updates to the Transportation Impact Fee (TIF).

A TMP would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to

identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values, and prioritize projects based on need for implementation. The TMP, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions towards regional improvements. It will serve as an update to the City's Bicycle and Sidewalk Plans. Following development of the Master Plan, the TIF program update would provide a mechanism to modernize the City's fee program to collect funds towards construction of the improvements identified and prioritized in the Master Plan.

The TMP, however, is not designed to identify project-level, specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the Plan. These efforts would be prioritized in the Plan for future work efforts and through current projects such as Willows Neighborhood Complete Streets.

On May 23, 2017, the City Council authorize the City Manager to enter into an agreement with W-Trans, after an extensive consultant selection process, for the TMP and TIF Program in a not to exceed amount of \$400,000. The overall project schedule is included as Attachment A.

## Analysis

The scope of work for the development of the TMP includes the creation of the Committee comprised of 11 members appointed by the City Council. The composition of the Committee would be two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following City Commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks & Recreation Commission
- Planning Commission

These four Commissions, out of all seven City Commissions, most align with the purpose of the TMP with their typical review subjects and carry-out assignments.

Staff is asking each Commission to nominate one member for appointment to serve on the Committee, subject to Council confirmation of the appointment. If more commissioners are interested in serving, he or she could apply for an at-large appointment. All Commission nominations should be completed by August 16, 2017. Recruitment application (Attachment B) for the two at-large appointments is open through Wednesday, August 16, 2017.

Each member nominated by a commission will be asked to complete the same application so the City Council can have equal information about all potential members. The packet of applications will be posted on the website and distributed to the City Council. The appointments are tentatively scheduled for the August 29, 2017 City Council meeting.

The core mission for the Committee is as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals

- Guide and keep the project process on track to meet the key milestones; and
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities.

The term for this appointment will correspond with the TMP project schedule, which is targeted for approximately one year starting from July 2017. Although tentative, the Committee is expected to attend four meetings as summarized below:

Oversight and Outreach Committee Proposed Meetings		
Event	Approximate Date and Time	Purpose
Meeting #1	September 2017, evening	<ul style="list-style-type: none"> <li>• Review existing transportation conditions</li> <li>• Review study performance metrics and prioritization criteria</li> </ul>
Meeting #2	January 2018, evening	<ul style="list-style-type: none"> <li>• Review transportation strategies and recommendations</li> <li>• Review Draft Transportation Master Plan</li> </ul>
Meeting #3	March/April 2018, evening	<ul style="list-style-type: none"> <li>• Review Final Transportation Master Plan</li> </ul>
Meeting #4	July/August 2018, evening	<ul style="list-style-type: none"> <li>• Review Transportation Impact Fee Program</li> </ul>

The Committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays.

In addition, Committee members are strongly encouraged to attend project workshops and other public events. Although tentative, the events are listed below:

TMP Community Events		
Event	Date/Time	Location
Downtown Block Party	Wednesday, August 16, 2017 5:30 – 8:00 pm	Downtown Menlo Park Santa Cruz Ave b/t University Dr & El Camino Real
Kelly Park Concert Series	Tuesday, August 22, 2017 6:00 – 8:00 pm	Kelly Park 100 Terminal Ave
Neighborhood walk-shop #1	TBD*	TBD
Neighborhood walk-shop #2	TBD	TBD
Neighborhood walk-shop #3	TBD	TBD

\* TBD = to be determined

The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and Committee members in person. More detailed information about these walk-shops will be publicized in the near future.

In addition to attending public events, interested individuals can follow the latest project progress through the project website ([www.menlopark.org/TMP](http://www.menlopark.org/TMP)) and will have opportunities to provide input on ideas, priorities, and the vision for the TMP through the website.

If the Commission is not interested in having a representative on the Committee, the City Council could consider either decreasing the membership or converting a commission slot to an at-large slot.

To date, no Commissioners have been nominated by his/her respective Commission.

### **Impact on City Resources**

The formation of the Committee is part of the scope of work in the approved TMP contract with W-Trans.

### **Environmental Review**

The formation of the Committee to help guide the development of the TMP is not a project under the California Environmental Quality Act (CEQA) Guidelines. Future project actions originated from the TMP will comply with environmental review requirements under CEQA.

### **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. Project Schedule
- B. Application web link - [www.menlopark.org/DocumentCenter/Home/View/15092](http://www.menlopark.org/DocumentCenter/Home/View/15092)

Report prepared by:  
Kevin Chen, Assistant Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer



**Transportation Master Plan  
Project Schedule**

- |   |                           |
|---|---------------------------|
| 1. Project Initiation                                   | June 2017                 |
| 2. Transportation Information Summary                   | June –July 2017           |
| 3. Public Engagement (1)                                | July - September 2017     |
| 4. Identify Performance Metrics/Prioritization Criteria | September 2017            |
| 5. Initial Strategies and Recommendations               | September – December 2017 |
| 6. Public Engagement (2)                                | January 2018              |
| 7. Admin Draft TMP                                      | February 2018             |
| Draft TMP   | March 2018                |
| Final TMP   | April 2018                |
| 8. Transportation Impact Fee                            | April– June 2018          |
| 9. Meetings   | Ongoing                   |



## MEMORANDUM

**Date:** 8/29/2017  
**To:** Menlo Park City Council  
**From:** Tucker Stanwood, Parks and Recreation Commission Chair  
**Re:** Quarterly Report to Council on Two Year Work Plan Goals

### Current work plan goals and achievements for 2016-2018:

1. Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.
2. Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City Park and Community Services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.
  - Commissioners Laura Lane and Jennifer Johnson have been working with City Staff on developing a Request for Qualifications (RFQ) for the Park Playground Replacement Project which is identified as item # 14 in the 2017 Council Work Plan.
  - Commission provided feedback to staff on the Nealon Park playground replacement and provided direction to staff on the Commission's future involvement, as well as the importance of inclusivity, educational components and themes.
  - Commission provided feedback on Belle Haven Pool Audit and Master Plan and approved a recommendation to Council to accept the Master Plan and Option B which includes a complete pool remodel. The pool audit and master plan is identified as item # 11 in the 2017 Council Work Plan. It is anticipated that the master plan will be presented to Council at their meeting on August 29.
  - Commission reviewed and approved preliminary plans for Willow Oaks Park projects that include a new restroom and dog park renovation. After receiving public comment, the Commission approved various options and amenities for the dog park and the proposed restroom. The Willow Oaks Park Improvements are identified as item # 17 in the 2017 Council Work Plan.
  - Commission provided input on the Nealon Park Field Renovation and were supportive of the temporary dog park that opened in June. Nealon Park Sports Field improvements are identified as Item # 30 in the 2017 Council Work Plan.
  - Commissioners continue to participate in the community engagement efforts for the Bedwell Bayfront Park Master Plan which include participation in the Oversight and Outreach Group and project open houses and community meetings. The master plan is identified as item #

13 in the 2017 Council Work Plan.

- Commission participated in the Parks and Recreation Facilities Master Plan Update consultant selection which will be presented to Council at their meeting on August 29. Commissioners will be involved in the community engagement efforts. The project will begin in the fall and will incorporate the work on concurrent master plans for Belle Haven Pool and Bedwell Bayfront Park. The master plan is identified as # 12 in the 2017 Council Work Plan.
  - Commission received a presentation and provided input to staff on the Burgess Park Snack Shack renovation proposal which includes a remodel of the existing Snack Shack to include a commercial grade kitchen and potential change in the operational model. This project has been identified as # 18 in the 2017 Council Work Plan.
3. Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.
- Commission received a presentation and update on the Community Services Department's sponsorship program. The sponsorship program continues to be refined to maintain consistency in program and event implementation as well as the development of City branded marketing collateral materials.

Other areas and issues addressed by the Commission:

1. Commission received a study session and consideration of a request by residents to rename Market Place Park in the Belle Haven neighborhood. The Commission requested additional information on past practices of renaming park and recreation facilities, particularly those that are an exception to Council policy. Council also challenged residents to demonstrate significant support for the request and will consider the request at a later date.
2. Commission received a presentation and provided feedback on the South Bay Salt Pond Restoration project which is scheduled to occur in late summer and is adjacent to Bedwell Bayfront Park. Project representatives are stakeholders for the Bedwell Bayfront Park Master Plan and participated in the community engagement efforts as well as an interagency meeting.
3. Commission received a presentation on Community Services Department contract classes and programs and provided feedback to staff which includes increasing more adaptive classes for children with special needs or disabilities.



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 7/26/2017

**Staff Report Number:** 17-020-PRC

**Regular Business:**

**Provide feedback and input for the Burgess Park Snack Shack Expansion project.**

### Recommendation

Staff recommends the Parks and Recreation Commission provide feedback regarding the Burgess Park Snack Shack remodel and expansion project proposed by Sinnott & Co. Architecture and Construction in cooperation with the Menlo Atherton Little League (MALL).

### Policy Issues

The project has been identified as item # 18 in the 2017 City Council Work Plan. The project includes an expansion of the existing Burgess Park Snack Shack to accommodate a commercial grade kitchen and to construct an adjacent building to accommodate the storage needs of AYSO, Little League and City special events.

Originally, the group proposed using private funds for design and construction currently, the group is requesting a City contribution beyond use of the land and potential staff time for the review and coordination of the project.

Policy issues include: Is the expansion of the Snack Shack an appropriate / priority use of public land, staff resources and funds? If so, what concerns are there about the proposed design and what is the best management model for the facility?

### Background

Sinnott & Co. approached the City of Menlo Park in late 2016 to discuss the potential of a remodel of the Burgess Snack Shack. The idea came about when the former Fosters Freeze restaurant closed its doors a couple of years ago. Soon after the closure discussions began among city leaders on ways the Burgess Snack Shack could be enhanced to provide similar services that were provided by Foster's Freeze. Since that time discussions have occurred between Sinnott & Co., City Council, City staff, MALL and potential Snack Shack operators.

The Snack Shack is currently underutilized in its current form and limited to seasonal usage by sports field user groups. Historically, the City has not marketed the Snack Shack to outside groups because MALL utilizes the space for more than six months of the year. Prior to the recent proposal, the City has not explored other uses and opportunities for the Snack Shack that could provide enhanced services to sports field groups as well as Burgess Park users. One trend in sports field concessions is the option for traditional ballpark fare as well as a variety of healthy foods. A renovated facility including a commercial grade kitchen operated by a professional caterer and concessionaire could provide the opportunity for expanded and enhanced food service to both sports field guests and other park users.

This project also solves storage needs for the City and sports field user groups that currently utilize our storage rooms in the Snack Shack including additional storage needs for City special events programming and for the baseball and soccer field equipment for the users groups.

## Analysis

Sinnott & Co have worked with MALL to develop two project proposals (Attachment A). The proposals use the Construction Specification Institute (CSI) format of divisions to identify the various tasks and more accurately define a scope of work. Although the two proposals overlap, one estimate is for the storage building and all landscape and hardscape. The other is for the Snack Shack remodel and addition. Each includes design, permitting and contractor's overhead and profit. Combined, the proposals total \$1,316,000. In addition to the remodel proposals, Sinnott & Co have contacted potential caterers interested in operating a remodeled Snack Shack for their input on the pros and cons of three different potential lease / management models, including:

1. Lease/management by MALL or other non-profit for fund raising purposes (current model)
2. City management with availability to rent on a reservation basis for special events and sports teams
3. Lease/management by a commercial caterer or restaurateur
4. Hybrid form of the above

Sinnott and Company's preferred kitchen arrangement and proposed operation of the building results from discussions with Tim Sandborn of All Sports Concessions and Catering and Jim Wells of J. Wells Catering in Menlo Park. All Sports currently runs the grills from the storeroom of the building for all the significant baseball events. A letter from them is included as Attachment B, detailing how they envision operating the facility.

Jim Wells provided an email describing his proposal to provide 1950s style food (ala Foster's) as well as healthy fare. He proposes to pay the city rent to operate the facility, possibly keeping it open during the summer for lunch and catering to all special park events. He is not willing to share the space with other caterers.

Sandborn and All Sports are similar except they would like to pay a percentage presumably of their gross sales from the facility. They will be open to the public on select days. Both prefer management model # 3 allowing lease of the facility by a third party caterer or restaurant. Option # 1 is not attractive to the Little League as it is run primarily by volunteers and they do not want the responsibility of operating a facility of this scale given their lack of expertise in this area. Management model # 2 does not work for the caterers because of the difficulty moving in and out of the facility. Both caterers contacted for input believe food and equipment needs to be stored long term that cannot be used by others renting the space from the City for special events. The complexity of the equipment necessary to provide the many food options also makes it difficult to rent the space to untrained groups.

Staff suggests the following questions be used to guide the Commission discussion on the proposed topics following the presentation by Sinnott & Co:

1. Is expansion of the Snack Shack an appropriate use of public land, staff resources and funds, given the current items on the Council Work plan and emerging priorities being identified in the Belle Haven Pool Master Plan, Bedwell Bayfront Park Master Plan and Parks and Recreation Facilities Master Plan Update?
2. If so, what concerns are there about the proposed design? What Management model does Commission feel will best serve the City's needs?

3. Is there additional information the Commission needs to provide feedback to the Council on this topic?

### **Impact on City Resources**

Budget estimates prepared by Sinnott & Co. indicate costs totaling \$1,316,000 for the projects. City Council has not approved funding for this project at this time. In an initial proposal, Sinnott & Co. proposed undertaking a private fundraising campaign to pay for the project. No additional discussions have taken place. Additionally, there are no estimates for Community Services or Public Works staff support at this time.

### **Environmental Review**

The Planning Department is determining if this proposal constitutes a project under CEQA and will make determination prior to any proposal presented to Council.

### **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. Letter and Proposals from Sinnott & Co.
- B. Feedback from potential caterers
- C. Burgess Snack Shack site plans

Report prepared by:  
Todd Zeo  
Recreation Supervisor

July 17, 2017

Mr. Todd Zeo  
Ms. Cherise Brandell  
City of Menlo Park  
Civic Center  
Menlo Park, CA 94025

Re: Park and Recreation Commission Review  
**Food Concession 'Snack Shack', Sports Storage Buildings and Park Landscaping**  
Burgess Park  
Menlo Park, Ca.

Dear Todd and Cherise:

Thank you and the Commission for agreeing to review the proposal this summer.

The purpose of the addition and remodel of the existing restroom and storage building into the 'Snack Shack' and the creation of the new storage building is to respond to a growing demand for food and drink at events in the park and to provide more storage for the city and field sports teams.

The design is the result of meetings with Little League Baseball representatives, civic leaders and staff, and potential operators.

The design also addresses the area around the improved buildings including a new, outdoor entertainment area from part of the picnic area; expanded bleachers for baseball game viewing; enlarged walkway/circulation space; a batting cage; café seating; and stretched fabric shading over the bleachers.

The 'snack shack' building was partially inspired by the closing of Foster's Freeze. While tying into the brick exterior of the existing building, it includes a glass pass through for orders under a cantilevered, contemporary awning with 1950's graphics reminiscent of the old Foster's Freeze. Those graphics include script lettering for shakes, hamburgers and sundaes which the prospective operators have agreed to supply. The kitchen is a complete, fast food commercial facility which can be open year-round.

The building also includes expanded city storage and a concealed waste disposal room. The existing restrooms are not improved.

Community outreach is expressed in the brick walls of the building with space reserved for donor's bricks. Shallow glass cabinets are also placed in 'history niches' on the outside of both buildings to display the city's history. A wall is also reserved on the new storage building for local baseball history and announcements.

The storage building is reserved for baseball and soccer storage. The baseball room will house a small tractor used for grooming the infield fines and smaller equipment. Both spaces are significantly larger than what they have now. The storage building is approximately 375 square feet. The area of the 'snack shack' addition and remodel is approximately 800 SF, not including the restrooms.

Two project cost estimates are attached. They use the Construction Specification Institute (CSI) format of divisions to identify the various tasks and more accurately define a scope of work. Although the projects overlap, one estimate is for the storage building and all landscape and hardscape. The other is for the snack shack remodel and addition. Each includes design, permitting and contractors overhead and profit. Combined they total \$1,316,000 as of this writing.

Finally, the kitchen arrangement and proposed operation of the building results from discussions with Tim Sandborn of All Sports Concessions and Catering and Jim Wells of J. Wells Catering in Menlo Park. All Sports currently runs the grills from the storeroom of the building for all the significant baseball events. A letter from them is attached detailing how they envision operating the facility. Jim Wells sent me an email. In it he describes providing the 1950s style food (ala Foster's) but also healthy fare. He plans on paying the city rent to operate the facility, possibly keeping it open during the summer for lunch and catering to all special park events. He is not willing to share the space with other caterers.

Sandborn and All Sports is similar except they would like to pay a 'percentage' presumably of their gross sales from the facility. They will be open to the public on 'select days'. Both prefer the first management model identified in your email of 'Lease / management by a third party (potentially a for-profit) caterer or restaurant' or possibly a 'hybrid' form of it. The other two options 'Lease / management by the Little League or other non-profit for fund raising purposes' and 'City management with availability to rent on a reservation basis for special events and sports teams' are not attractive to the Little League or the caterers. The Little League is run primarily by volunteers and does not want the responsibility of operating a facility of this scale. They have no expertise in this area and do not believe the second management model you describe is attractive. The third management model does not work for the caterers because of the difficulty moving in and out of the facility. They both believe food and equipment needs to be stored there, long term, that cannot be used by others renting the space from the City for special events. The complexity of the equipment necessary to provide the many food options also makes it difficult to rent the space to untrained groups.

I hope this submittal is adequate for your discussions and the project wins your support. Please contact me by email with any questions.

Sincerely,

*Sam Sinnott*

Architect and President  
CA Lic No. C12687

**sinnott&co.**  
architecture & construction

558a Santa Cruz Avenue  
Menlo Park, CA 94025





***Project Cost Estimate and Scope of Work  
Burgess Sports Storage Building and Landscaping  
The City of Menlo Park  
Burgess Park  
Menlo Park, California 94025***

**The City of Menlo Park and Little League Baseball**

Civic Center  
Laurel Street  
Menlo Park , Ca 94025  
(650) 330-6618  
[RDMueller@menlopark.org](mailto:RDMueller@menlopark.org)  
[cebrandell@menlopark.org](mailto:cebrandell@menlopark.org)  
[JICMurphy@menlopark.org](mailto:JICMurphy@menlopark.org)  
[MHBryman@gmail.com](mailto:MHBryman@gmail.com)

**Samuel Sinnott & Company**  
**558A Santa Cruz Ave.**  
**Menlo Park, CA 94025**  
**(650) 325 5560**  
**(650) 325 0138 (fax)**  
[sam@sinnottandco.com](mailto:sam@sinnottandco.com)  
[www.Sinnottandco.com](http://www.Sinnottandco.com)

last update on **7/17/2017**  
by **7/17/2017**  
scs

**Project Total: \$595,980**

**Note:**

'NIC' means not in contract. 'By Owner' are required items supplied by the owner. Shaded Boxes are allowances for items to be defined by owner. Items with a name in the center right column have been bid. Total includes overhead & profit of 10% calculated into each division subtotal. Design and Engineering Work is not marked up. Items with an asterisk in the left column have changed since the last billing.

**Abbrvs:**

Md- man-day, alw- allowance, sub- subcontractor, sup- supplier,  
lf- linear foot, sf- square foot, sy- square yard, sq- square (100sf),  
cy- cubic yard, loc - locations, mat- material

**Division 1 - General**

		subtotal=	\$148,885
liability insurance	0.04 of	600000	24000
existing conditions	1.0 alw	7500	7500
conceptual/schematic des.	1.0 alw	10000	10000
city/baseball meetings	6.0 ea	200	1200
PC Review	1.0 alw	5000	5000
Commission Reviews	1.0 alw	5000	5000
permit Architecture	1.0 alw	30000	30000
landscape Architecture	1.0 alw	15000	15000
structural engineering	1.0 alw	7500	7500
electrical engineering	1.0 alw	5000	5000
civil engineering	1.0 alw	7500	7500
consultant coordinatiion	1.0 alw	5000	5000
permit submittal and coord	1.0 alw	5000	5000
const. admin	1.0 alw	3000	3000
geotechnical report	1.0 alw	2500	2500
arborist report	1.0 alw	1000	1000
pc and building permit fees			by owner
cost estimating	1.0 alw	2000	2000
survey/Site Staking	1.0 alw	750	750
coordinate inspections	4.0 md	650	2600
equipment rental	1.0 alw	500	500
tools	1.0 alw	200	200
job phone	1.0 alw	150	150
site cleanup	2.0 md	500	1000 (broom clean)
debris boxes/hauling	4.0 ea	600	2400
janitorial	1.0 sub	0	0 by owner
window washing	1.0 sub	0	0 by owner
tree protection	1.0 alw	2000	2000
temporary toilet	1.0 alw	700	0 Use Owners
special inspections	1.0 alw	1000	NIC
geotechnical inspections	1.0 alw	750	750
engineer inspections	2.0 alw	500	1000

**Division 23 (formerly 2) - Site work**

		subtotal=	\$111,320
demolition & excavation	1.0 sub	10000	10000
in house demolition	1.0 md	500	500
debris boxes/hauling	4.0 ea	600	2400
setup & protection	1.0 mat	3000	3000 fencing
	1.0 md	500	500
storm drainage	1.0 sub	5000	5000
trenching	1.0 sub	3000	3000
tineted concrete ent area	700.0 SF	50	35000
tree grates	10.0 ea	500	5000
	2.0 md	500	1000
irrigation & planting	1.0 sub	20000	20000
modify backstop	1.0 alw	5000	5000 for view from bleachers
chain link gates	2.0 ea	1500	3000
supervision	12.0 md	650	7800

<b>Division 3 - Concrete</b>		subtotal=	\$22,660
structural slab	400 SF	45 18000	
supervision	4.0 md	650 2600	
<b>Division 4 - Masonry</b>		subtotal=	\$48,125
brick planter infills	4.0 ea	7500 30000	
brick siding	300.0 sf	35 10500	
supervision	5.0 md	650 3250	
<b>Division 5 - Metals</b>		subtotal=	\$2,035
gutters and downspouts	1.0 sub	1200 1200	
flashings	1.0 alw	0 0	see thermal and moisture
supervision	1.0 md	650 650	
<b>Division 6 - Wood &amp; Plastics</b>		subtotal=	\$66,330
framing and trim material	1.0 mtl	12000 12000	
strong walls and incidentals	1.0 mtl		incl. above
wall framing	1.0 mtl		incl. above
	10.0 md	650 6500	
	10.0 md	500 5000	
ceiling framing	1.0 mtl	1000 1000	
& plywood attic	5.0 md	600 3000	
	5.0 md	500 2500	
roof framing	500.0 sf	5 incl. above	
	5.0 md	650 3250	
	5.0 md	500 2500	
eave vents	1.0 mtl	300 incl. above	
	1.0 md	500 500	
	1.0 md	650 650	
exterior trim	1.0 mtl	400 incl. above	
	6.0 md	500 3000	
	6.0 md	650 3900	
siding	600.0 lf	2 incl. above	
	5.0 md	500 2500	
	5.0 md	650 3250	
interior trim	1.0 mtl	200 200	
	2.0 md	500 1000	
storage shelving	1.0 mtl	0 0	by owner
history niche cabinets	3.0 ea	1500 4500	
supervision	7.0 md	650 4550	
punch list	1.0 md	500 500	
<b>Division 7 - Thermal &amp; Moisture Protection</b>		0	\$8,195
insulation	1.0 alw	1500 1500	
attic vents	1.0 alw	1000 1000	
roofing	6.0 sq	500 3000	
supervision	3.0 md	650 1950	
<b>Division 8 - Doors &amp; Windows</b>			\$6,215
windows	1.0 ea	900	NIC
exterior doors	2.0 ea	1,500 3000	includes hardware

	2.0 md	500	1000	
attic access door/ladder	1.0 ea	500	500	
	1.0 md	500	500	
supervise	1.0 md	650	650	
<b>Division 9 - Finishes</b>				\$7,535
drywall	800.0 sf	4	3200	
interior painting	1.0 sub	1000	1000	
exterior painting	1.0 sub	2000	2000	
supervision	1.0 md	650	650	
<b>Division 10 - Specialties</b>				\$128,645
tensil fabric shading	2.0 ea	5000	10000	over bleachers
signage	1.0 alw	5000	5000	
batting cage	1.0 alw	100000	100000	
	3.0 md	650	1950	
<b>Division 11 - Equipment</b>				\$0
<b>Division 12 - Furnishings</b>				\$17,270
bleachers	2.0 ea	3000	6000	
café seating	12.0 ea	700	8400	
supervision	2.0 md	650	1300	
<b>Division 13 - Special Construction</b>				\$0
fire sprinklers	1.0 sub	6000		NIC
supervision	0.0 md	650	0	
<b>Division 14 - Conveying Systems</b>				\$0
<b>Division 25 - Mechanical</b>				\$3,025
Rough Plumbing	1.0 ea	600	600	Hose bibb
water supply line	1.0 alw	1500	1500	
gas line	1.0 alw	1500		NIC
supervision	1.0 md	650	650	
<b>Division 26 - Electrical</b>				\$25,740
underground conduit	1.0 sub	1000	1000	
new transformer	1.0 sub	1000	1000	
site lighting	1.0 alw	5000	5000	
decorative bollards	8.0 ea	1000	8000	
electrical rough & finish	30.0 ea	150	4500	
circuit/sub panel	1.0 sub	500	500	
network/speaker wiring	1.0 alw	750		NIC
lanterns	4.0 ea	200	800	
supervision	4.0 md	650	2600	



***Project Cost Estimate and Scope of Work  
Snack Shack, Storage and Restroom Remodel and Addition  
The City of Menlo Park  
Burgess Park  
Menlo Park, California 94025***

The City of Menlo Park and Little League Baseball  
Civic Center  
Laurel Street  
Menlo Park , Ca 94025  
(650) 330-6618  
[RDMueller@menlopark.org](mailto:RDMueller@menlopark.org)  
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**Samuel Sinnott & Company**  
**558A Santa Cruz Ave.**  
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**(650) 325 5560**  
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[sam@Sinnottandco.com](mailto:sam@Sinnottandco.com)  
[www.sinnottandco.com](http://www.sinnottandco.com)

last update on **7/17/2017**  
by **7/17/2017 11:28**  
**scs**

**Note:** 'NIC' means not in contract. 'By Owner' are required items supplied by the owner. Shaded Boxes are allowances for items to be defined by owner. Total includes overhead & profit which is calculated into each division subtotal.

overhead and profit calculated into each division total 10%

**Abbrvs:** Md- manday, alw- allowance, sub- subcontractor, sup- supplier,  
lf- linear foot, sf- square foot, sy- square yard, sq- square (100sf),  
cy- cubic yard, loc - locations, mat- material

Remodeled Area -	398 SF	Cost =	\$902 per SF
Additional Area -	400 SF		
Total impacted area-	798 SF		

Burgess Snack Shack Remodel and Addition Cost

**Project Total (all divisions)**

**\$720,041**

1092 SF project at \$659 per SF  
(300 SF remodel, 398 SF kitchen addition, 394 SF storage addition)

**Division 1 - General**

subtotal= \$174,875

supervision	0 mo	13200	0 see each Division
liability insurance	0.04 of	450000	18000
existing conditions	1.0 alw	7000	7000
conceptual/schematic des.	1.0 alw	15000	15000
city/baseball meetings	4.0 ea	200	800
PC Review	1.0 alw	10000	10000
Commission reviews	1.0 alw	5000	5000
permit Architecture	1.0 alw	40000	40000
landscape Architecture	1.0 alw	2000	2000
structural engineering	1.0 alw	10000	10000
electrical engineering	1.0 alw	10000	10000
mechanical engineering	1.0 alw	5000	5000
civil engineering	1.0 alw	5000	5000
consultant coordinatiion	1.0 alw	5000	5000
permit submittal and coord	1.0 alw	7500	7500
health department submittal	1.0 alw	7500	7500
encroachment permit	1.0 alw	5000	5000
const. admin	1.0 alw	3000	3000
geotechnical report	1.0 alw	2500	2500
arborist report	1.0 alw	1000	NIC
pc and building permit fees			by owner
cost estimating	1.0 alw	1500	1500
survey/Site Staking	1.0 alw	0	0 NIC
coordinate inspections	4.0 md	650	2600
equipment rental	1.0 alw	500	500
tools	1.0 alw	200	200
job phone	1.0 alw	150	150
site cleanup	2.0 md	500	1000 (broom clean)
debris boxes/hauling	4.0 ea	600	2400
janitorial	1.0 sub	1100	1100
window washing	1.0 sub	600	600
tree protection	1.0 alw	750	750
temporary toilet	1.0 alw	700	0 Use Owners
special inspections	1 alw	1000	1000 pull test
geotechnical inspections	1.0 alw	750	750
engineer inspections	2.0 alw	500	1000

**Division 23 (formerly 2) - Sitework**

subtotal= \$46,365

Demolition and excavation	1 sub	15000	15000
Inhouse demo	3 md	500	1500
	3 md	650	1950
draping	1 alw	1000	NIC
debris boxes/hauling	6 ea	600	3600
setup & protection	1 mat	350	350
	1 md	500	500
	1 md	650	650

# Burgess Snack Shack Remodel and Addition Cost

planting and irrigation	1 alw	1000		see storage and landscape
storm drainage	1 alw	2000	2000	
trenching and backfill	1 sub	10000	10000	
asphalt patch	1 sub	4000	4000	
supervision	4 md	650	2600	

## Division 3 - Concrete

		subtotal=		\$54,395
structural slab	800 SF	45	36000	
flat work patch	1 sub	2000	2000	
misc jackhammer/sawcut	1 ea	1500	1500	
bolster existing footings	4 ea	2000	8000	
supervision	3 md	650	1950	

## Division 4 - Masonry

		subtotal=		\$28,380
brick siding	700.0 sf	35	24500	
supervision	2 md	650	1300	

## Division 5 - Metals

		subtotal=		\$1,678
steel/moment frame	1 ea	5500		NIC
gutters and downspouts	1 sub	1500	1200	
flashings				see thermal and moisture
supervision	0.5 md	650	325	NIC

## Division 6 - Wood & Plastics

		subtotal=		\$121,528
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### Framing

wall framing	1 mat	6000	6000	
	15 md	500	7500	
	15 md	650	9750	
ceiling framing	1 mat	2500	2500	
	10 md	500	5000	
	10 md	650	6500	
roof framing	1 mat	6000	6000	
	15 md	500	7500	
	15 md	650	9750	
misc framing	1 mat	500	500	
	3 md	500	1500	

### Exterior Trim

door/window/fascia	1 mat	2000	2000	
(includes overhang)	10 md	500	5000	
	10 md	650	6500	
siding patch	1 mat	1000	1000	
	6 md	500	2880	
	6 md	650	3900	

### Interior Trim

door/wind	1 mat	1500	1500	
rubber base	10 md	650	6500	
	10 md	480	4800	

### Cabinetry

hallway cabinets	1 sub	5000	5000	plastic lam
city storage shelving	0 lf	450		NIC
cabinet hardware	1 alw	900	900	

**Burgess Snack Shack Remodel and Addition Cost**

	1 md	500	500
supervision	10 md	650	6500
punchlist	2 md	500	1000

**Division 7 - Thermal & Moisture Protection** \$31,350

insulation	1 alw	4000	4000
kitchen hood insulation	1 alw	3000	3000
built up roofing and flashing	5 sq	1000	5000
mech. curbs	1 sub	1000	1000
sloped roof	10 sq	500	5000
window/door flashing paper	1 alw	500	500
roof vents	6 ea	250	1500
weatherstrip & thresholds	3 ea	300	900
wall cap flashing	1 sub	2000	2000
roof /wall flashing	1 sub	3000	3000
supervision	4 md	650	2600
punchlist	0 md	460	0

**Division 8 - Doors & Windows** \$19,360

pass through windows	1 supl	5000	5000
interior doors	1 ea	750	750 includes hardware
exterior doors	3 ea	1000	3000 includes hardware
metal gate/doors to trash	2 ea	2000	4000
install	8 md	500	4000
	4 md	650	2600
supervision	5 md	650	3250
punchlist	0 md	480	0

**Division 9 - Finishes** \$52,360

drywall	3300 SF	5	16500
marlite panels	1 alw	1500	1500
	4 md	500	2000
epoxy floor	700 sf	15	10500
exterior painting	1 alw	5000	5000
Interior Painting	1 sub	6500	6500
paint existing	1 sub	2000	2000
supervision	4 md	650	2600
punchlist	2 md	500	1000

**Division 10 - Specialties** \$12,265

signage	1 alw	10000	10000
	1 md	500	500
supervision	1 md	650	650

**Division 11 - Equipment** \$61,875

stainless counters	1 alw	10000	10000
stainless shelving	1 alw	2000	2000
exhaust hood	1 alw	3500	3500
freezer	1 ea	5000	5000
soft serve	1 ea	1500	1500
ice cream freezer	1 ea	1500	1500



**Burgess Snack Shack Remodel and Addition Cost**

42" refrig	1 ea	5000	5000
18" fryer	1 ea	1500	1500
36" grill/range	1 ea	6000	6000
drink dispenser	1 ea	2000	2000
shake machine	1 ea	500	500
wall ovens/convection	2 ea	1500	3000
microwave & trimkit	1 ea	1000	1000
Dishwasher	1 ea	1500	1500
beverage refrigerator	1 ea	1500	1500
compactor			NIC
disposal	1 ea	500	500
refrig/freezer installation	1 alw	1500	1500
install	11 md	500	5500
supervision	5 md	650	3250

**Division 12 - Furnishings** \$0

**Division 13 - Special Construction** \$21,945

fire sprinklers	1 sub	10000	10000
fire alarm	1 sub	5000	5000
kitchen hood ansul system	1 sub	3000	3000
supervision	3 md	650	1950

**Division 22 - Plumbing** \$36,410

Plumbing	6 ea	1200	7200
fire hydrant			NIC
gas supply line and meter	1 ea	10000	10000
gas line	4 ea	1000	4000
repair sewer line	1 sub	1000	1000
hose bibb	1 sub	250	250
refrig water line	1 ea	250	250
tankless water heater	1 ea	3000	3000
grease trap	1 ea	1000	1000
drinking fountains	2 alw	1000	2000
island sink and faucet	1 alw	800	800
kitchen sink & faucet	1 alw	1000	1000
supervision	4 md	650	2600

**Division 23 - Mechanical** \$17,160

hood exhaust vent	1 alw	4000	4000
heat pump	1 alw	5000	5000
ductwork	1 alw	3000	3000
hood ducting	1 alw	750	750
water heater flue	1 alw	900	900 stainless
supervision	3 md	650	1950

**Division 26 - Electrical** \$40,095

PG&E transformer	1 alw	10000	10000
electrical rough	70 ea	160	11200
& finish			0
220 circuits	2 ea	400	800

# Burgess Snack Shack Remodel and Addition Cost

(n) service panel	1 alw	2500	2500	
dedicated circuits	5 ea	250	1250	
(n) sub panel/circuit	1 alw	800	800	
led lights	15 ea	150	2250	
smoke detectors	4 ea	50	200	
ext. lanterns	6 ea	200	1200	
menu monitors mounts	4 ea	300	1200	includes wiring
stereo system				by owner
stereo speakers	1 alw	1000	1000	
wifi access points				by owner
network wiring	2 ea	400	800	
(computer, cable, phone)				
supervision	5 md	650	3250	

# All Sports Concessions and Catering

Owned and Operated by: Tim Sandborn

allsportsconcessions@gmail.com

(650) 279-2562

To Whom it May Concern:

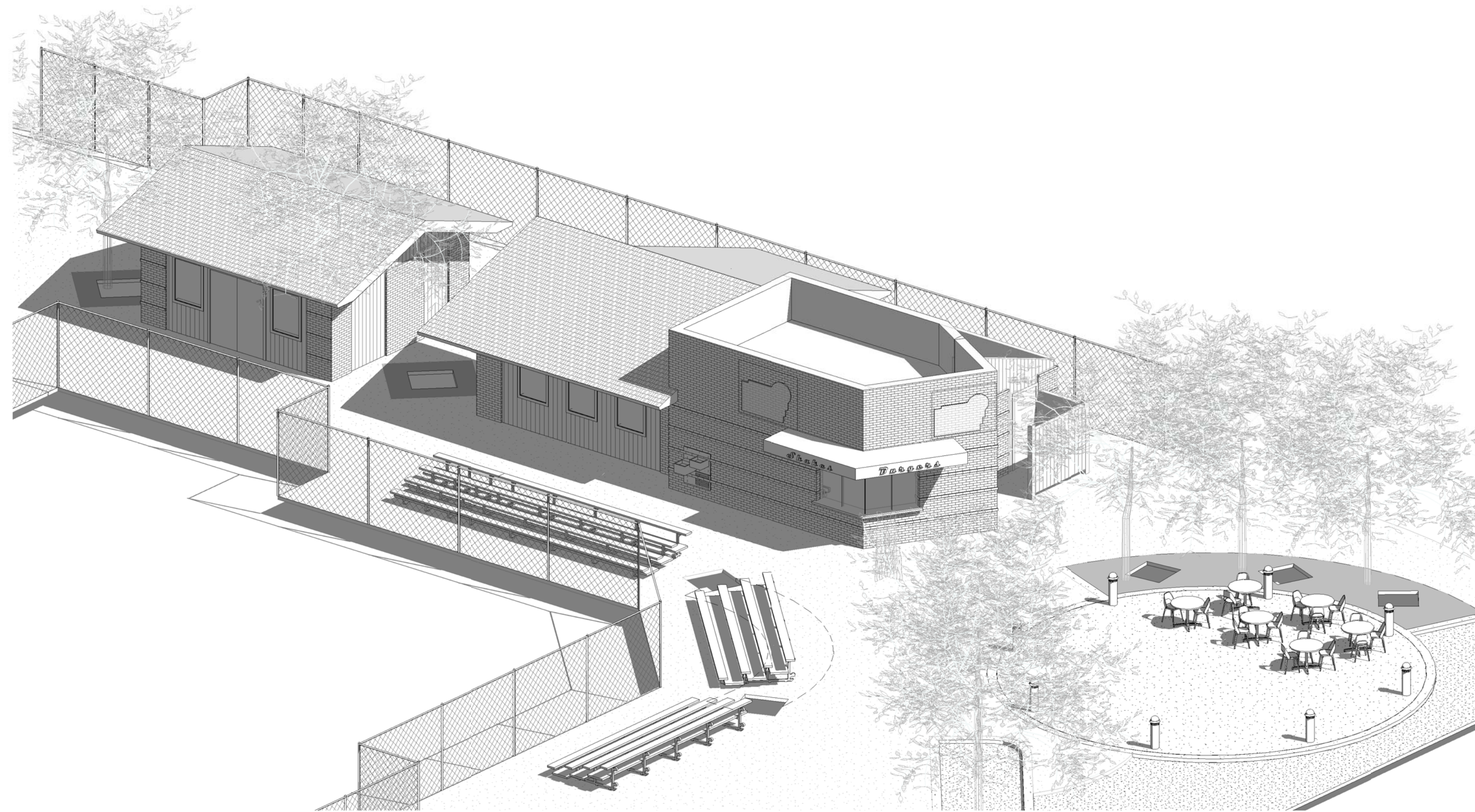
All Sports Concessions and Catering is interested in running the new facility that will be built at Burgess Park in Menlo Park. It is our hope that we can continue to offer concession services out of that building for any sporting and community events that are held at the park. For the past ten years we have opened and provided concessions for the Menlo Atherton Little League program as well as Menlo Park's local youth soccer program. We are familiar with the facility and we have experience with how much demand there is for concession services at this location. Ideally, we would continue to operate out of this new facility much in the same manner as we have with the current facility.

We would like to operate under the first model number listed as possibilities, "lease management by a third party." We are open to negotiating a payment percentage to the city that could be paid annually, bi-annually, or on some other negotiated schedule. It is our hope that we would be the sole operators working out of this facility as we will have all of our food products and equipment stocked in the concession building. We would be open to providing all of the concession and catering needs for the property including but not limited to: Little League games, soccer games, catering for parties on the property, other sporting events, and community events. We could also work out a schedule in which we would be open to serve any walk by traffic on select days during the week. We are open to negotiation for any and all of the terms outlined above.

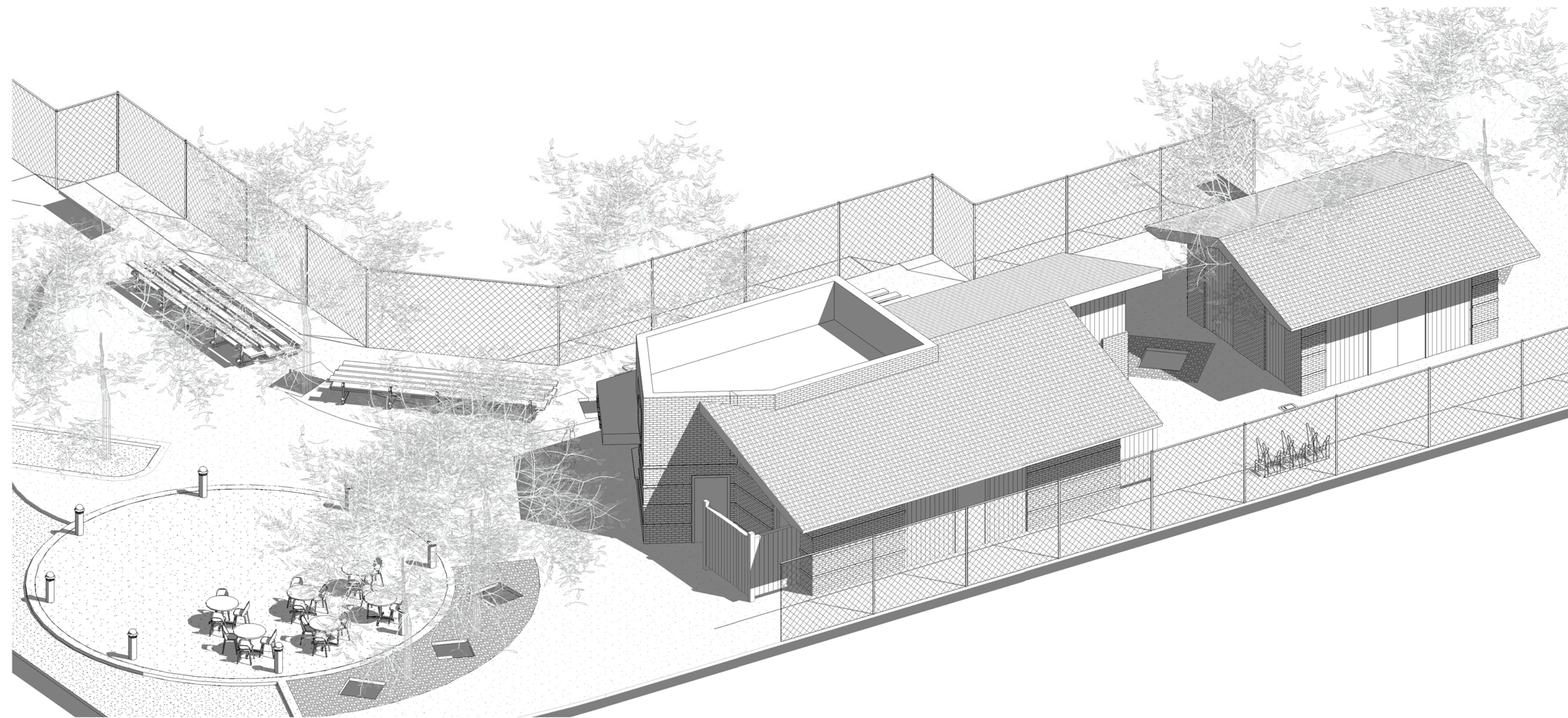
All Sports Concessions and Catering looks forward to continue working with the city of Menlo Park and the Parks and Recreation department. We are excited for the opportunity to expand our culinary presence at Burgess Park. Please let us know if you have any questions or concerns about our interest in being involved in this new and exciting project. We look forward to hearing from you.

Sincerely,  
Lacey Sandborn  
Catering Manager  
All Sports Concessions and Catering

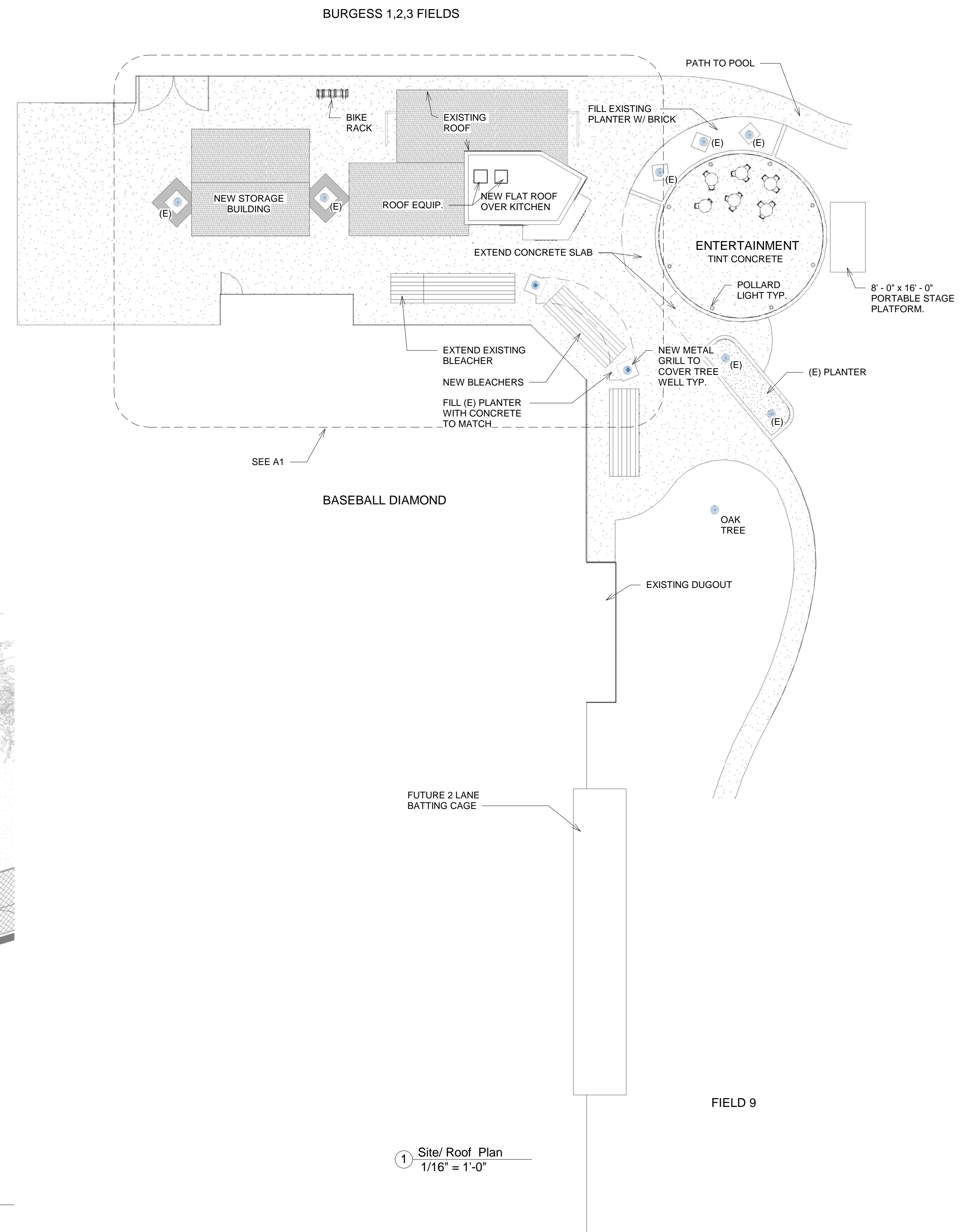




3D.2



3D.1



ISSUE NO.	REV. NO.	ISSUE DATE

JOB NO. Project Number

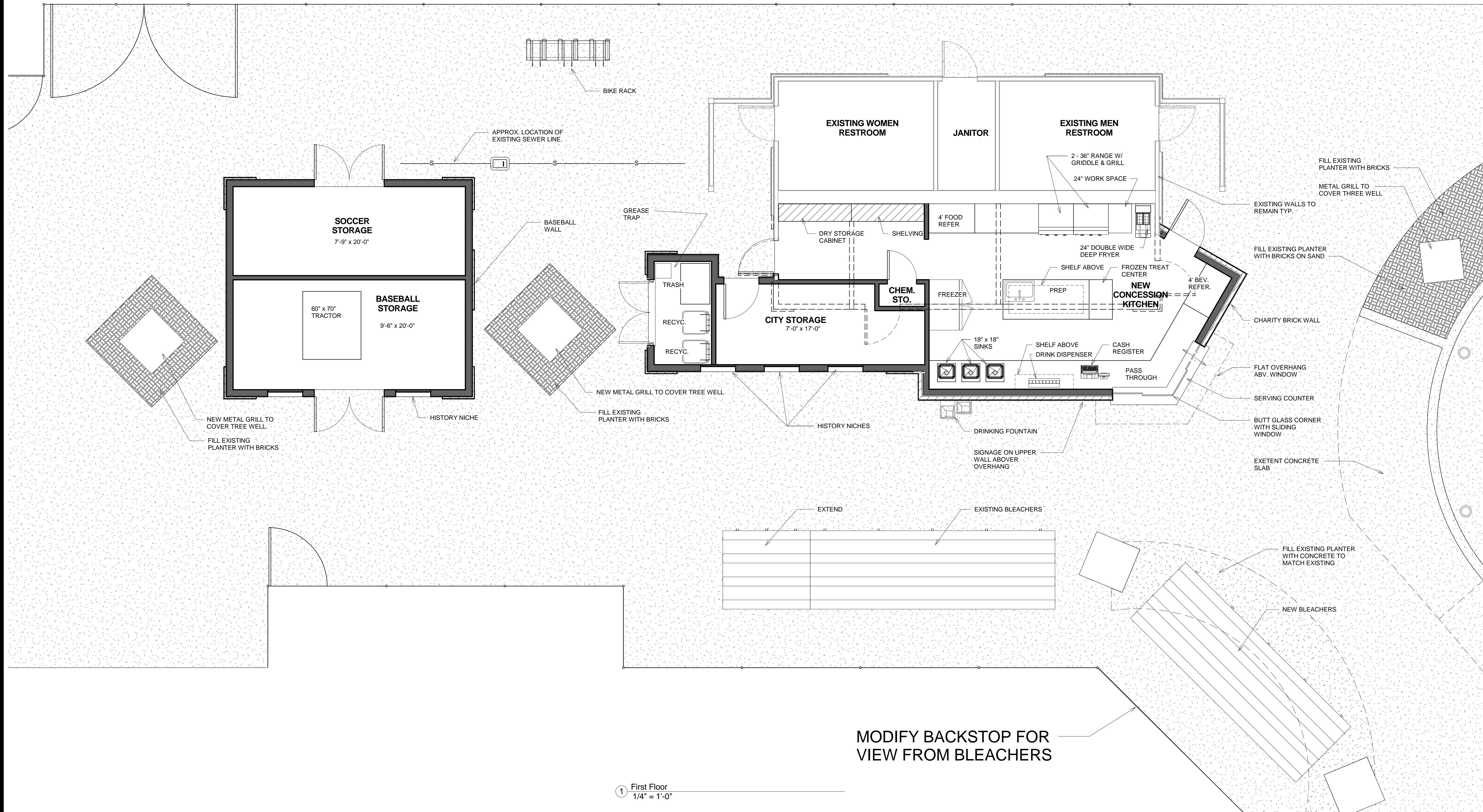
DATE: 7.6.17

SCALE: 1/16" = 1'-0"

SHEET NO.

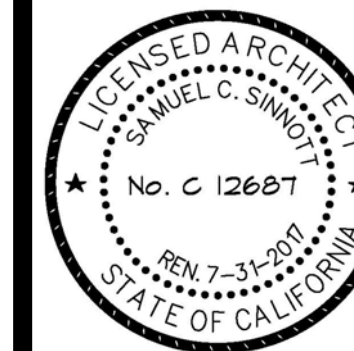
A0.1





① First Floor  
1/4" = 1'-0"

MODIFY BACKSTOP FOR  
VIEW FROM BLEACHERS



FOOD CONCESSION 'SNACK SHACK' &  
SPORTS STORAGE EXPANSION FOR:  
**CITY OF MENLO PARK**  
BURGESS PARK  
MENLO PARK, CA 94025

FLOOR PLANS

ISSUE NO.	REV. NO.	ISSUE DATE

JOB NO. Project Number

DATE: 7.6.17

SCALE: 1/4" = 1'-0"

SHEET NO.

**A1.1**





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 7/26/2017

**Staff Report Number:** 17-021-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. Summer Activities at the Arrillaga Gymnastics Center

Summer is in full swing at the Arrillaga Gymnastics Center with our summer camps Menlo Palooza and Menlo Madness taking advantage of all that is offered. There are approximately 20 to 35 campers who visit gymnastics once a week for an hour with their camp counselors. The gymnastics staff break the children up into groups and work with the children on all the gymnastics apparatus including bars, floor and the balance beam. Participants learn at least one skill a week with many learning how to do a forward roll for the first time!

Then July 10-15 was beach week at gymnastics center. Children and families entered the facility that was filled with seaweed, sea shells as well as various sea animal decorations. All gymnastics classes participated in the beach themed activities that the staff had prepared. They played beach volleyball in the foam pit, did a little fishing on the gymnastics floor and walked over sea creatures on the balance beam. The week also featured an appearance by Shelly the gigantic inflatable sea turtle that all the children love to jump on.

#### II. Childcare Preschool Graduations

The annual Menlo Children's Center Preschool Graduation was held Thursday, June 15, with 20 children in the graduating Class of 2017. The graduates were busy all week rehearsing for their musical performance of "The World is a Rainbow" and "Dynamite Graduation." Parents and staff were also recognized for their work throughout the year. Each graduate was presented with a diploma and a beach time gift, accompanied by many cheers and tears on this celebratory occasion. The 60 parents, grandparents, siblings and friends in attendance enjoyed a beautiful day and had a wonderful picnic lunch provided by Menlo Children's Center. We wish all the graduates and their families much success in the future.

Belle Haven Child Development Center (BH CDC) had their annual Preschool Graduation Friday, June 23, at the Plaza in front of the program. This is the time of year where teachers and families come

together to celebrate their great achievements and the joy of moving on to the next exciting chapter in their lives, kindergarten! Forty-nine graduates received their certificates and approximately 200 family members cheering them on. This year the children celebrated in style as they walked the red carpet just like in Hollywood. The children performed “Slippery Fish” (English and Spanish) and “We’re Moving Up to Kindergarten.” It is always hard to say goodbye and the teachers at Belle Haven CDC will surely miss the children but are grateful to have been part of their lives.

### **III. Senior Center Walk a thon**

The 6<sup>th</sup> Annual Menlo Park Senior Center Walkathon took place on Thursday, July 20, 2017, from 10-11:30. This event started at the Senior Center’s main room with warm-up exercise led by Lori Rock from Foothill College, and continues onto Kelly Park, where seniors will walk laps. This year, the children from summer camp participated in the event as buddies for the seniors by walking with them on the track. The volunteer nurses from Mills Peninsula Senior Focus also tested participants for their A1C Blood Glucose throughout the morning, as a valuable, complementary service. The event ended with a lunch and dance at 11:30. The goal of the walkathon is not only to raise funds for the senior programs, but to also highlight the importance of healthy living, and exercise.

### **IV. Nealon Park Field Renovations Update**

The Nealon Softball field renovation project has moved into the final stages. The irrigation and drainage has been repaired and the new sod has been installed. The field needs to “rest” for about 6 weeks for the sod to properly take. While the grass is resting, work on the infield will begin to level the playing surface, replace the backstop behind home plate and cement the dugout floors.

### **V. Menlo Park Movie Series 2017**

This year’s Menlo Movie Series features 9 weeks of free movies, a family friendly atmosphere, beautiful Menlo Park weather, and an overall experience that is sure to please. The Movie Series kicks off the season at the Onetta Harris Community Center on Thursday, July 27<sup>th</sup> at 8:45pm with *Moana*. Bring out the family, a blanket, chairs and a snack to enjoy this adventure with Moana and her pot-bellied sidekick Pua.

On Friday, August 4<sup>th</sup>, the fun moves to Curtis Street at Santa Cruz Avenue on the Paseo with *The Secret Life of Pets* at 8:30pm. The Menlo Park Paseo is the perfect venue to arrive early with your family and peruse the downtown shops or enjoy a bite to eat at one of the many local restaurants.

The series continues on the Paseo every Friday night until September 22<sup>nd</sup> with movies like *Finding Dory*, *The Lego Batman Movie*, *Casablanca* and *Beauty and the Beast* (2017). Also, make sure to come out to the City of Menlo Park’s Summer Block Party on Wednesday, August 16<sup>th</sup> to enjoy food and fun. The Block Party excitement concludes with a special showing of Disney’s *Cars* (2006) at 8:30 pm.

Finally make sure to arrive early to our showing of *Rogue One: A Star Wars Story* on September 15<sup>th</sup> at 6:30pm dressed up as your favorite Star Wars character to participate in our costume contest. Enjoy a night of watching the stars, under the stars. All movies are subject to change and start times do vary.

### **VI. Menlo-Atherton Performing Arts Center**

The long awaited goal of achieving over 55-days use of the Menlo-Atherton Performing Arts Center (M-A PAC) has been reached! As part of the joint-use agreement with the Sequoia High School District, the City is allotted a minimum of 55 annual program days at the Menlo-Atherton Performing

Arts Center. Since the theater opened in Fall 2009, the City had not been able to maximize the allotted minimum days of use due to a number of hurdles including theater rental costs, level of staffing, fiscal support, theater size, scheduling limitations among others. After only utilizing 11 program days in both 2009 and 2010, the Community Services Department refocused its efforts to attract professional performing art organizations to the theater. At the time, the most successful usage of the theater had been community rental groups using city-sponsored days. With this in mind the Menlo Park Grant for the Arts (MPGA) was designed in 2012 to allow organizations that might not otherwise have the opportunity to utilize the M-A PAC, due to financial constraints, the opportunity to receive support from the City to perform in the venue. The MPGA now awards ten organizations \$500-\$3000 annually to support the Menlo Park artistic community and programs that benefit local residents. Grant funding, compiled with increasing community relations and developing partnerships, has contributed to the gradual increase in City-sponsored dates for public programming. In FY 2016-17, the City supported 59 days of performing arts programming at the M-A PAC, impacting an estimated 20,000 people with professional ballet, chamber orchestras, dance, jazz bands, movie sing-alongs and community galas. We are proud of this milestone and look forward continuing to build partnerships in our community to promote performing arts in Menlo Park.

## **VII. City Council Update**

At the August 28<sup>th</sup> City Council meeting there will be several items of interest. The Park and Recreation Commission will provide an update to Council on their two year work plan. The approval of the Team Sheepher contract for the operation of the Burgess and Belle Haven Pools will be on the agenda. A presentation and approval of the BH Pool Audit and Master Plan will be presented. As well as the Park and Recreation Facilities Master Plan consultant selection will be on the agenda.

## **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



# Proclamation

## JULY 2017 IS PARKS AND RECREATION MONTH

**Whereas**, park and recreation programs are an integral part of communities throughout this country, especially here in Menlo Park; and

**Whereas**, our parks and recreation facilities are vitally important to establishing and maintaining quality of life, ensuring health of all community members, and contributing to the economic and environmental well-being of Menlo Park; and

**Whereas**, parks and recreation programs build healthy, active communities helping to prevent chronic disease and improving the mental health of all citizens; and

**Whereas**, parks and recreation programs increase a community's economic prosperity through increased property values, expanded local tax base, increased tourism, attraction and retention of businesses, and crime reduction; and

**Whereas**, parks and open spaces are fundamental to the environmental well-being of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**Whereas**, the City of Menlo Park provides and maintains 14 parks and 2 open spaces totaling over 250 acres for the residents of Menlo Park to enjoy; and

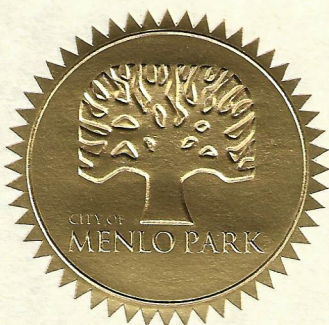
**Whereas**, the City of Menlo Park Resident Satisfaction Survey indicated that 80% of residents were very satisfied or satisfied with park and recreation programs and events; and

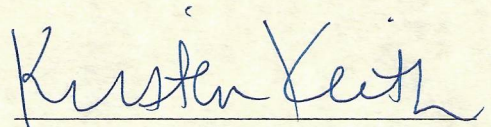
**Whereas**, last year the City of Menlo Park Community Services Department conducted more than 20,000 different recreation and social service programs; and

**Whereas**, the City of Menlo Park celebrates providing more than 1.4 million participant hours at our Menlo Park recreation and community services facilities; and

**Whereas**, the Menlo Park City Council urges all its residents to recognize that parks and recreation enrich the lives of residents and visitors as well as add value to the community's homes and neighborhoods.

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Kirsten Keith, Mayor of the City of Menlo Park, on behalf of the City Council, recognize July 2017 as Parks and Recreation Month and, in doing so, urge all its citizens to use and enjoy its parks, trails, open space, facilities, and recreation opportunities.



  
Kirsten Keith, Mayor  
July 2017