

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 11/15/2017
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. Library Commission's proposal for Little Free Library

D2. Nealon temporary dog park survey results ([attachment](#))

E. Regular Business

E1. Accept Commission minutes for the meeting of October 25, 2017 ([attachment](#))

E2. Review and approve staff recommendations for the field user groups for FY 2017-18 ([Staff Report # 17-029-PRC](#))

F. Reports and Announcements

F1. Commissioner Reports

F2. Community Services Director's update and announcements ([Staff Report # 17-030-PRC](#))

G. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 11/9/17)

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.

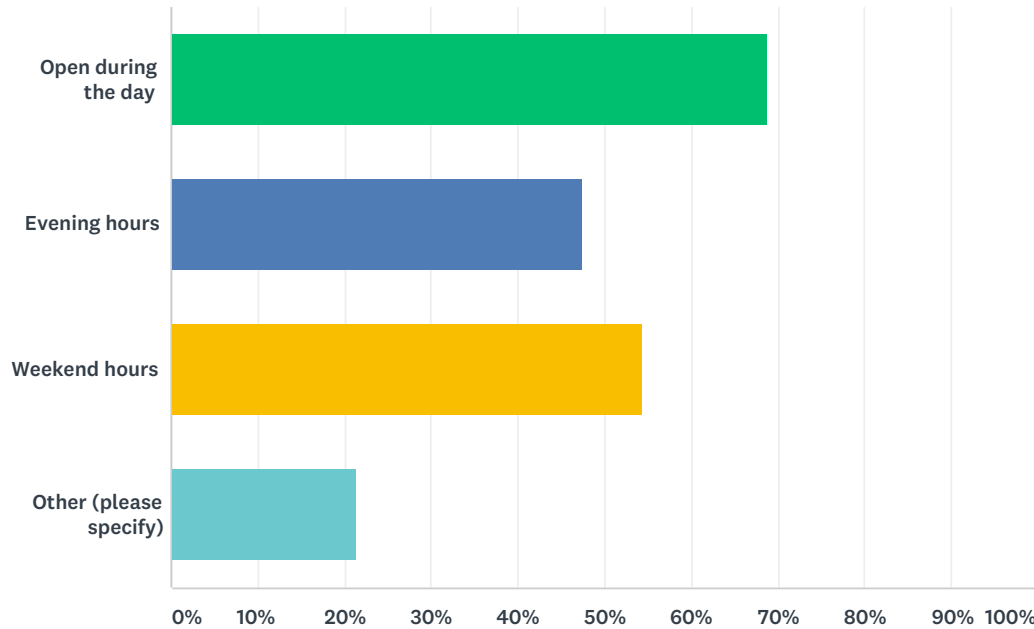
At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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.

Q1 Which features of the temporary dog park have you enjoyed the most?

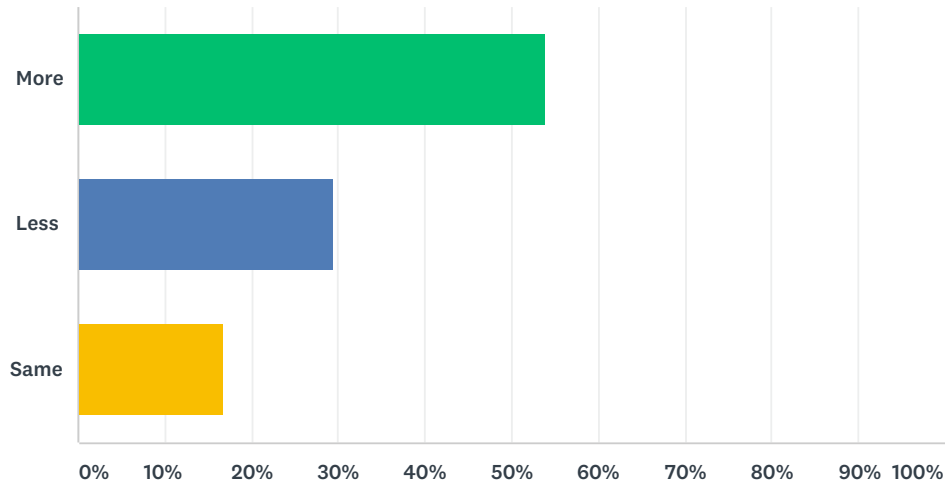
Answered: 103 Skipped: 0



ANSWER CHOICES	RESPONSES	
Open during the day	68.93%	71
Evening hours	47.57%	49
Weekend hours	54.37%	56
Other (please specify)	21.36%	22
Total Respondents: 103		

Q2 Have you used the temporary dog park more or less than you used the dog park on the sports field.

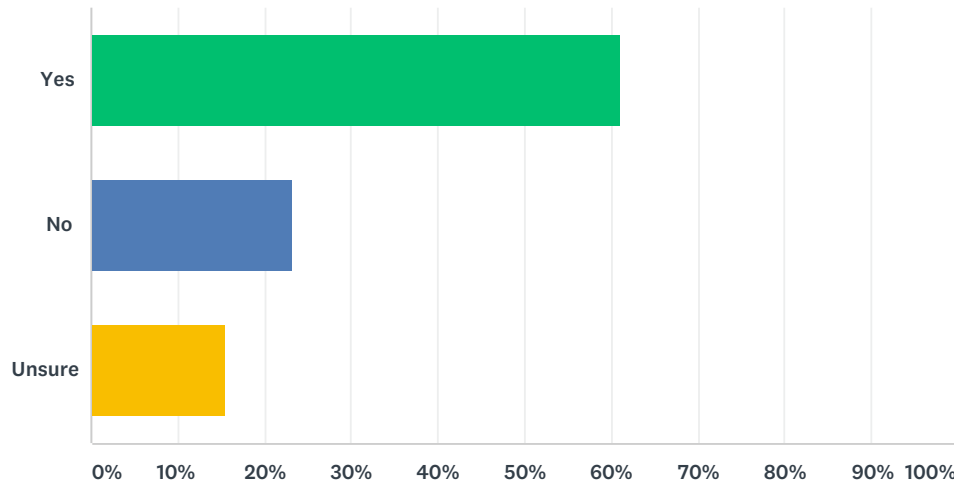
Answered: 102 Skipped: 1



ANSWER CHOICES	RESPONSES	
More	53.92%	55
Less	29.41%	30
Same	16.67%	17
TOTAL		102

Q3 If the temporary dog park became permanent in the future and was open during all park hours, would you continue use it at this new location?

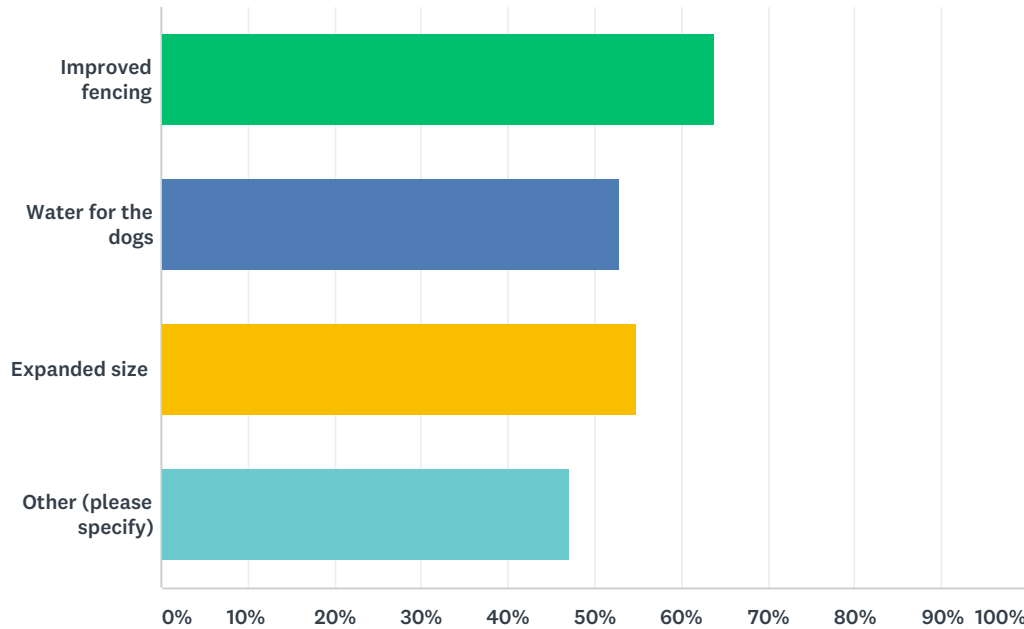
Answered: 103 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	61.17%	63
No	23.30%	24
Unsure	15.53%	16
TOTAL		103

Q4 If the temporary dog park became permanent in the future, what improvements would you like to see made?

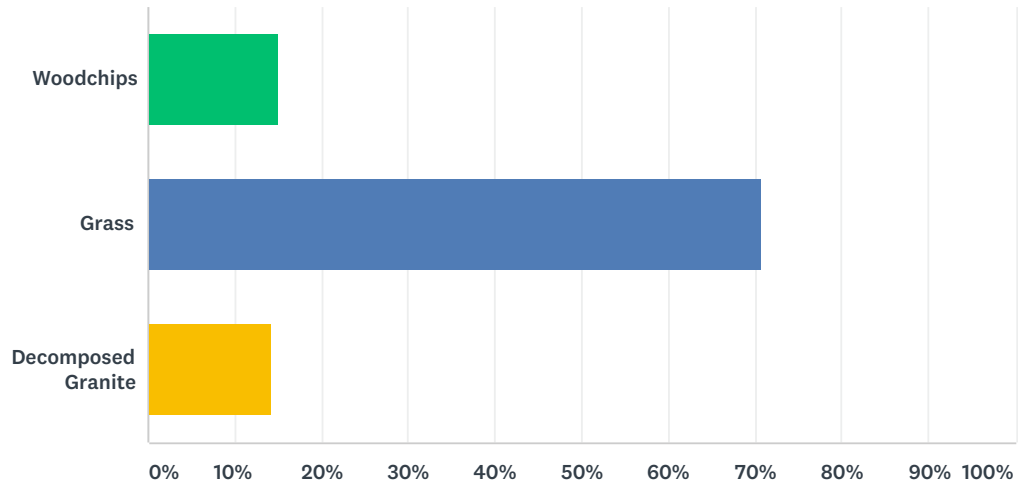
Answered: 102 Skipped: 1



ANSWER CHOICES	RESPONSES	
Improved fencing	63.73%	65
Water for the dogs	52.94%	54
Expanded size	54.90%	56
Other (please specify)	47.06%	48
Total Respondents: 102		

Q5 If the temporary dog park became permanent in the future, what surface would you prefer most for the dogs?

Answered: 99 Skipped: 4



ANSWER CHOICES	RESPONSES	
Woodchips	15.15%	15
Grass	70.71%	70
Decomposed Granite	14.14%	14
TOTAL		99

Q6 Comments

Answered: 66 Skipped: 37

Nealon Park Temporary Dog Park

Q6 Comments

Answered: 66 Skipped: 37

#	RESPONSES	DATE
1	It is imperative that there be a solution for dog owners outside of the 8-10 a.m. hours. As a single dog parent working in education, I am already at work when the park opens at 8 a.m. and do not make enough to afford a dog-walker to take my playful 3 year old to the park in my absence. As the current rules clearly advantage certain residents over others, I challenge Menlo Park to be inclusive of all income levels and work to provide a solution so that dogs from every type of family are able to enjoy the parks, not simply those who are available at 8-10 a.m. Thank you for your time, Kate Milani Assistant Director Stanford University 910.257.3625	10/26/2017 2:23 PM
2	While it has been a relief to have an off-leash area, the temporary park is not large enough to allow dogs to truly run and exercise. Even though the park is only open 8-10am, there is a community of local pet owners who utilize the space responsibly. As a tax-paying home owner in MP, I respectfully request that you continue to maintain the baseball park for pet owners use. Thank you for the upgrade.	10/20/2017 10:02 AM
3	Sports field should be permanent dog park	10/19/2017 6:17 AM
4	The baseball field is so nice for its large size. If you can't expand the hours on the field, could you consider having the baseball field open for certain, limited hours, and the current temporary location open at all times? I LOVE being able to take my dog here after work-- it's a life saver and I'd hate to see it go! Thanks so much!	10/18/2017 5:10 PM
5	It would be great to have a dedicated dog park accessible for so many more hours.	10/11/2017 3:35 PM
6	Thank you for providing us with a temporary space during the renovation. We are looking forward to getting back to the larger space with a grassy surface for the dog's paws to appreciate.	10/9/2017 8:32 PM
7	It would be a shame for the new dog park to only be open for 2 hours in the morning M-F. It would be a huge inconvenience to many of our neighbors who work full time. The location is wonderful for so many people, and I have been able to meet many new neighbors this way. It's a great way to continue to be part of the community, and the dogs all have such a great time. Please consider expanding the hours to include the option for those of us who work full time to live in this area to enjoy the benefits of taking our furry friends out to play and get exercise. Even if 8-10 am could be extended to Saturday and Sunday, that would be very appreciated by much of the dog-owning community in Menlo Park. Thank you for the consideration.	10/8/2017 5:12 PM
8	Please leave it open. I can't make it to the park between 8-10am and there are no other good options for dogs to run in the area. It would absolutely continue to be used. Thanks!	10/7/2017 8:28 AM
9	My wife and I bought a house in Menlo Park recently because of its closeness to Nealon. We love being able to take our dog there as well as socialize with other dog lovers! We absolutely love the park and being able to go there with our erratic tech schedules at any time when it's light out. This is such a good park! Please don't take it away from us!	10/6/2017 10:24 PM
10	Please do NOT make any changes to the center lawn area.	10/4/2017 3:52 PM
11	Rotate the area so you can maintain the field	10/4/2017 7:49 AM
12	The location of the temp dog park is too close to homes and there is significant noise. In addition, the dog owners ignore posted hours and use the park early in the morning (on both weekdays and weekends) and generate significant noise.	10/4/2017 6:18 AM
13	The noise of the dogs in the early hours and later hours was pretty noticeable. Unfortunately the hours posted weren't necessary respected as it seems they have when it was a shared space in the baseball diamond. This should be taken into consideration if choosing another location for a permanent dog park.	10/3/2017 8:21 PM

Nealon Park Temporary Dog Park

14	I live close to the park and have been surprised at how well the temporary dog park has worked with respect to both looks and use. The longer hours spreads the concentration of dogs out which I think has resulted in less noise in the morning. The temporary park certainly serves a lot more people since it's available all day. To those of us who have dogs that maybe don't do well in a dog park, the longer hours provide opportunity to take our dogs in when no one else is there to give them a chance to run off leash. This is a real bonus. Obviously, the fencing and looks in general need to improve but I don't think the current location detracts from the overall look of the park especially if a permanent park was really nice. You MUST put in some mechanism though that prevents people from going in before 8 AM. To me, it is the biggest problem and I think that is one of my neighbor's biggest complaints. I actually think it would be good to have it open a little later on the weekends, maybe 9 or 10, again to help neighbors have a break from the noise early in the morning. Are there ways to provide more soundproofing between the park and the neighbors along Morey Drive - maybe landscaping the side of the fence that faces that direction or doing something that might at least lessen the noise. Use the money that would be spent to try and maintain a dual use situation in the baseball field and make a dog park that is "state of the art", solves some of the problems of a typical dog park and serves more people.	10/3/2017 7:05 PM
15	Too small for the dog to have fun	10/3/2017 4:34 PM
16	The temporary space has been a wonderful compromise after many years of contentiousness. Put in permanent fencing in this location, keep it to the lawn area behind Little House and the Ball Park. It's never crowded because users are spread out throughout the day. More space is unnecessary.	10/3/2017 3:58 PM
17	High energy dogs, which is most of the younger ones need space to RUN. Only a minority of owners, especially in this area, are young and fit enough to even jog much less run with their dogs. For those who live alone, pretty numerous in Menlo Park, the fellowship and bonds created with fellow dog owners at a dog park are an important contribution to well being and in some cases their presence is a deterrent to problems that might otherwise arise. This is NOT nothing. But to be successful the dogs need adequate space.	10/2/2017 12:43 PM
18	This area is way too small. Dogs are running into other dogs & owners. My leg got hurt from a dog running into me because there's not enough space. It's also very muddy and there's no water.	10/2/2017 7:57 AM
19	The temporary dog park is to small, too muddy and unsafe. It's an inadequate amount of space which leads to people being knocked down and injured.	10/2/2017 7:39 AM
20	I feel we have been very patient in waiting to return to the dog park. Other cities near Menlo Park are opening new dog parks while we are having difficulty with getting back to ours. Using the field is a great asset to the community and feel we should be back on it soon.	9/30/2017 4:03 PM
21	I would prefer to return to the baseball field.	9/29/2017 10:00 PM
22	Would rather not have this as the regular dog park; too small for the size of the Menlo Park dog community	9/29/2017 7:36 PM
23	The temporary dog park is way too small to let a large dog run when there are more than 2 dogs. They would just run over the other dogs chasing after the ball. The baseball field allows a lot of dogs (large and small) to play at the same time. The temporary one doesn't. Hence it's not an option to make it permanent.	9/29/2017 4:20 PM
24	Controlling and limiting the amount of use in the Park would greatly improve the conditions and experience.	9/29/2017 4:01 PM
25	it's way too small,no water,its a mud hole and not maintained, want the sports field to be permanent dog park.	9/29/2017 10:54 AM
26	please make the temporary dog park permanent. It's better than the limited hours of the muddy field. thank you	9/29/2017 6:19 AM
27	the hours need to be extended beyond 8-10 to serve more peoples needs!!!!	9/29/2017 5:40 AM
28	Is this a ruse to replace the field use from 8-10 for this stamp sized space? If so, you will drive the residents to break the law in search of a big enough space to let dogs run and not just come in and stand.	9/28/2017 8:31 PM
29	I work full time and cannot take me dog to the park if it is only open the limited hours planned to return to. Please consider keeping the extended hours!	9/28/2017 7:07 PM
30	I have so enjoyed being able to take my dog to the park at night and on weekends. Many people I have met there feel the same about the extended hours.	9/28/2017 6:43 PM

Nealon Park Temporary Dog Park

31	8 am -10 am does not fit most working peoples schedules. Please find a way to keep it open all day and until night. This is the only dog park close. Menlo Park residents all seem to have dogs but I don't know many that can run their dogs between 8-10 am. We need to work.	9/28/2017 6:02 PM
32	We loved having a separate area just for the dogs!	9/28/2017 10:13 AM
33	Grass that can be maintained/switched off of would be ideal for a permanent park.	9/28/2017 9:34 AM
34	The extended hours and days permitted has been great.	9/27/2017 11:44 AM
35	Dog owners are a big powerful group in Menlo Park. Parents are just one voice. Dogs are accepted everywhere now. People need to adjust and share the ballfield. It should be open more than tow hours each morning.	9/26/2017 4:35 PM
36	The dogs will ruin the ball field just like they trashed the grass in the temporary dog park. Make the temporary park permanent with a non-grass surface.	9/26/2017 3:08 PM
37	There are few places, including individual homes, where dogs can run and socialize in this area. Nealon has developed a strong following of responsible community members. Please consider this in all future city planning. Wish list: dog water fountain, dog hose, more waste bag dispensers, upgraded gates, signage. Can't wait for grand reopening!!!	9/26/2017 11:15 AM
38	My Australian shepherd LOVES the bigger park - he is an inveterate ball fetcher. The bigger room is a godsend for him - helps him stay healthy and his weight down. Thanks for the park - from both us. Jim Greer, 210 Laurel St.	9/26/2017 8:16 AM
39	The size of the temporary dog park does not let the dogs run. Most of the grass is dead. Only the strongest weeds survive. The smell can be hard to handle. I'd strongly prefer the old park even with the limited hours	9/26/2017 7:17 AM
40	Please take care of the temp dog park like you do the other areas of Nealon--mow the grass and power wash the sidewalk.	9/24/2017 3:21 PM
41	As a dog owner, I do not think that we should relocate the dog park BACK to the baseball field. It is unsanitary to have that amount of dog feces/urine spill onto the very turf that hundreds of children play on. We should relocate the dog park permanently to the temporary location that it is now. It is more than ample space and is far more convenient as it is open all day long. Thought should be given to the grass as in the winter months it is bound to become a muddy mess - perhaps woodchips or something of that ilk would be preferable.	9/21/2017 12:00 PM
42	The temporary location has been great with expanded hours. As much as I love the dogs, it seems a shame to have them back on the ballfield that just cost over \$200k to renovate. The temporary dog park has been working very well. Let's keep it with ongoing expanded hours and keep the ballfield for the kids.	9/20/2017 10:21 PM
43	Please move the Dog Park off the softball field.	9/20/2017 9:22 AM
44	In my opinion, it would be a huge mistake to move the dog park back to mornings on the baseball diamond. That time doesn't work very well for people with kids/work etc. It precludes a massive demographic	9/19/2017 4:12 PM
45	I love the location of the temporary dog park and would like to see it permanent located there and improved.	9/19/2017 6:47 AM
46	Please just leave the new field beautiful and clean for sports and maximize the current dog park space with more space and a better planned area.	9/18/2017 9:00 PM
47	The new sports field looks so beautiful. Don't let the dogs tear it up. Maybe the temporary area could be a little larger but it is big enough!	9/18/2017 8:02 PM
48	I support making the temporary dog park permanent rather than moving it to the baseball field.	9/18/2017 8:01 PM
49	Please make the temporary dog park permanent.	9/18/2017 6:35 PM
50	temp park is too small for the 60+ dogs that come at 8-10. there is no room for dogs to run because people are in the way. the field is already getting muddy because of poor/no drainage. please allow us back unto the baseball field. hire poop picker uppers to keep ball park clean. provide water that is in an area that dogs can drink without hurting ballpark. I really believe providing space by tennis court and temp dog park for others to use and giving the dog the larger area is the best solution everyone happy	9/18/2017 11:19 AM
51	The temporary dog park should become a permanent "all-hours" option in addition to the limited hour playing field NOT as a replacement.	9/16/2017 12:59 PM

Nealon Park Temporary Dog Park

52	I do not understand why providing a dog safe area has been so controversial.	9/16/2017 12:41 AM
53	The temporary park was supposed to end Sept 15. Now it is October 30. We have another six weeks to go, and conditions are terrible. In the morning we walk past an empty ball field with only crows; in the evening, we walk past Xtreme Baseball teams. Dog owners (and there are many who use Nealon Park) also pay taxes.	9/15/2017 12:40 PM
54	We are avid users of baseball field when available. This space is too small for our needs	9/15/2017 8:38 AM
55	ABSOLUTELY NO WOODCHIPS!!!! No rocks or pebbles, etc. Grass only.	9/14/2017 9:11 PM
56	The temporary dog park was much too small to accommodate the number of dogs that needed to use it. The dogs do not have enough room to run around, and the lack of space led to more aggression and fights.	9/14/2017 9:00 PM
57	I'm open to ideas on the surface. I realize grass is not environmentally friendly with our lack of water. I'd be open to artificial grass or other solutions that don't involve mud. Woodchips get moved around too much and then it gets muddy. Thanks for asking for our thoughts and thanks a bunch for supporting dog owners and our need for off-leash areas on the Peninsula!!!	9/14/2017 5:11 PM
58	It would be helpful to have some hours reserved for smaller dogs, especially if there were two dog park locations.	9/14/2017 4:36 PM
59	The size of the permanent surface was wonderful . Larger dogs could really run at high speed , without having to stop or turn round . The hours of the temporary park are really essential , as many people cannot manage 8-10am only	9/14/2017 4:20 PM
60	It might make sense to keep the temporary dog park open and during the normal hours of 8 to 10 when the field is open,it could be used for small dogs.	9/14/2017 4:13 PM
61	The "temporary" park was fine for a temporary amount of time. It is too small for the number & size of dogs that typically come (mostly during the 8-10 a.m. period) and led to some stress for dogs when it got crowded. As it went on, the grass was destroyed because all dogs tended to crowd together (you can see where, since some of the grass is okay). The lack of water was inconvenient, but again, something we were willing to live with as a temporary measure. The fencing was okay, but definitely did not keep all dogs in, and we had quite a few escapees. We were disappointed that the original estimate of a re-opening was delayed by over a month, and are hopeful that it is not due to a desire to remove us from the ball field.	9/14/2017 3:54 PM
62	The temporary park was way too small for larger dogs. Instead, a lot of people have used the Lyle field (and La Entrada while it was open) to let their dogs fetch balls and run. But since this is not officially allowed, it's always a tricky situation. Also, the dogs are not as closely monitored by the dog owners (and etiquette is not as established) on these fields, I saw a lot more feces that was not being picked up. Let us keep the baseball field. Happy to pay a fee if clean-up is the biggest concern.	9/14/2017 3:18 PM
63	I miss being able to walk the track around the ball field. Also the temporary space gets really crowded in the mornings which can get unpleasant.	9/14/2017 3:12 PM
64	I have used it only occasionally because of my dog's advanced age. I found it much too crowded and strongly prefer the sports field, even with limited hours, where he was better able to get around.	9/14/2017 3:07 PM
65	The dog don't play on wood chips. Like at Willow dog park. Also it.makes picking up after your dog harder.	9/14/2017 3:03 PM
66	Thank you for creating a space for dogs that is open for all to use.	9/14/2017 8:31 AM

Parks & Recreation Commission



REGULAR MEETING MINUTES **DRAFT**

Date: 10/25/2017
Time: 6:30 p.m.
Arrillaga Family Recreation Center
Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Stanwood called the meeting to order at 6:36 p.m.

B. Roll Call

Present: Chair Stanwood, Vice Chair Johnson, Commissioner Baskin, Commissioner Harris, Commissioner Lane (arrived at 6:44 p.m.) Commissioner Staley and Commissioner Palefsky

Absent: None

Staff: Assistant Community Services Director, Derek Schweigart

C. Public Comment

Jacqui Cebrian (donated time from Lynne Bramlett) with the Library Commission spoke to the Commission regarding the Little Free Library pilot project.

D. Study Session

D1. Update on the Menlo Atherton Performing Arts Center

Recreation Coordinator, Matt Milde gave the Commission an update on the Menlo Atherton Performing Arts Center. He mentioned the history of the Performing Arts Center, the current programming, Menlo Park Grant for the Arts and the current challenges of the Performing Arts Center.

E. Regular Business

E1. Accept Commission minutes for the meeting of September 18, 2017 and October 11, 2017 ([attachment](#)) ([attachment](#))

ACTION: Motion and second (Palefsky/Baskin) to accept the Parks and Recreation Commission meeting minutes of September 18, 2017 passes unanimously

ACTION: Motion and second (Staley/Johnson) to accept the Parks and Recreation Commission meeting minutes of October 11, 2017 passes unanimously

- E2. Consider a recommendation to the City Council to rename Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran ([Staff Report # 17-025-PRC](#))

Cecilia Taylor and Julie Shanson with Belle Haven Action Group spoke to the Commission regarding renaming Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran. They presented to the Commission a petition with 115 neighborhood resident signatures.

Public Comments

- Lynn Bramlett spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Robert Corpus spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Joe Rutherford spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Donna Rutherford spoke in support of renaming Market Place Park after Mr. Karl Clark.
- LJ Anderson spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Vicky Robledo spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Greg Goodwin spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Stewart Hyland spoke in support of renaming Market Place Park after Mr. Karl Clark.
- Keisha Evans spoke in support of renaming Market Place Park after Mr. Karl Clark.

After discussion, the following action was taken by the Commission:

ACTION: Motion and second (Harris/Baskin) to recommend to the City Council to rename Market Place Park after Mr. Karl Clark, Menlo Park resident and WWII veteran passes unanimously

- E3. Review and consider the results of a safety analysis of crumb rubber infill material on the artificial turf field at Hillview School and recommend next steps, if any ([Staff Report # 17-026-PRC](#))

David Teter with Millennium Consulting Associates gave the Commission the results on the safety analysis of crumb rubber infill collected from the synthetic turf athletic field located at Hillview Middle School and Kelly Park. Ahmad Sheikholeslami with the Menlo Park City School District was also present to respond to Commission questions.

- E4. Adopt a recommendation to City Council to approve the Bedwell Bayfront Park Master Plan ([Staff Report #17-027-PRC](#))

Project Manager, Marie Mai with Callander Associates and the Commission reviewed the Bedwell Bayfront Park Master Plan. City staff recommended that the Commission approve a

recommendation to the City Council in support of the Bedwell Bayfront Park Master Plan including whether or not the plan should include an outdoor classroom/ seating area, off-leash Dog Park and a model glider area.

Public Comment:

- Harry Ackley spoke in support of a model glider area at Bedwell Bayfront Park
- Mitch Brenner passed on his public comment
- Eileen McLaughlin spoke regarding opposition to a kayak launch at Bedwell Bayfront Park
- Allan Bedwell with Friends of Bedwell Bayfront Park spoke regarding opposition to an off-leash Dog Park and a model glider area at Bedwell Bayfront Park
- Christine Couch spoke regarding opposition to an off-leash Dog Park at Bedwell Bayfront Park
- Chris Macintosh spoke regarding opposition to a kayak launch, an off-leash Dog Park and a model glider area at Bedwell Bayfront Park
- Davena Gentry with Friends of Bedwell Bayfront Park spoke regarding opposition to a kayak launch at Bedwell Bayfront Park
- Helen Wolter spoke regarding opposition to a kayak launch and an off-leash Dog Park

After discussion, the following action was taken by the Commission:

ACTION: Motion and second (Lane/Palefsky) to recommend to City Council to approve the Bedwell Bayfront Park Master Plan passes unanimously

ACTION: Motion and second (Palefsky/Lane) to exclude the kayak launch from the Bedwell Bayfront Park Master Plan passes unanimously

ACTION: Motion and second (Lane/Baskin) to include an off-leash Dog Park to the Bedwell Bayfront Park Master Plan fails (2-5-0 Lane, Baskin aye)

ACTION: Motion and second (Palefsky/Harris) to include an outdoor classroom/seating area to the Bedwell Bayfront Park Master plan passes unanimously

ACTION: Motion and second (Johnson/Lane) to include a model glider area to the Bedwell Bayfront park fails (3-4-0 Lane, Johnson and Stanwood aye)

F. Reports and Annoucements

F1. Commissioner Reports

There was no Commissioner Report

F2. Community Services Director's update and announcements ([Staff Report #17-024-PRC](#))

The Community Services Director's update and announcements were not given.

G. Adjournment

Chair Stanwood adjourned the meeting at 10:02 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/15/2017

Staff Report Number: 17-029-PRC

Regular Business:

Review and approve staff recommendations for the field user groups for 2018.

Recommendation

Staff recommends the Parks and Recreation Commission consider and approve the staff recommendations for the Field User Groups for 2018. All nine current user groups are in good standing and maintain current approved user group status.

Policy Issues

The approval of the current Field User Groups is consistent with the current Field User Group policy.

Background

In March 2010, the Parks and Recreation Commission approved a new athletic field use policy. As part of the policy, athletic field user groups were required to fill out a Field User Group Application. The application requires a presentation to the Parks and Recreation Commission and their approval for all new user groups. Returning user groups are only required to submit their updated paperwork. While the returning user groups are welcome to come to the annual presentation meeting, it is not a requirement for renewal unless the user group violated city field policies during the past year and is on probation.

In admitting new user groups the following criteria have been used by previous Commissions for making recommendations on the approval process:

Approval: Complete information; demonstrated ability to follow field use policies; an appropriate and intended use of City athletic fields.

Conditional Approval: Incomplete information; on probationary status due to not following field use policies.

Deny Approval: Failure to follow field use policies over the past year; not an appropriate or intended use of Menlo Park's athletic fields

Approval of a User Group only guarantees field space for the user group; it does not guarantee the amount of field space, the field location, or times. The field allocation criteria stated in the athletic field policy will guide staff in making these field allocations as equitably as possible.

If additional groups have not completed their paperwork in advance of the deadline or request field space after the review process, they may still be allotted field space. However, the field space will be allocated after all of the approved user groups have been allocated their field space.

New User Group Applications

New user group applicants' presentations should take no more than 5 minutes and should cover the following:

1. Overview of Organization (location, board members, affiliations, vision/mission)
2. Total number of users
3. Percentage of residents and non-residents
4. Process for registration/enrollment (open, tryouts, etc.)
5. Description of intended use of fields for upcoming year
6. Overview of field needs (locations, times, seasons)
7. Any other comments that would be beneficial to the Commission

Analysis

In 2017, all nine of the current user groups remain in good standing. All organizations rented field space in both the spring and fall seasons.

An updated table of our user group resident percentages is included below. All groups continue to maintain or have increased their percentage of Menlo Park residents.

Approved user groups				
Organization	Residents	Non-Residents	Total Users	% of Residents
AYSO	1111	324	1435	77%
Alpine Strikers Football Club (CYSA)	540	313	811	63%
Menlo Atherton Adult Soccer League (MAASL)	20	70	90	22%
Alpine Little League (AWLL)	387	256	643	60%
Menlo-Atherton Little League (MALL)	345	163	508	68%
Menlo Atherton Lacrosse Grizzlies (MAL)	184	41	225	81%
Association de Futbol Latino Americana (ADF)	150	50	200	75%
Extreme Baseball	95	25	120	79%
Mid-Pen High School	65	0	65	100%
Total	2897	1242	4139	70%
City	Adult Sports Leagues, Kids Love Soccer Classes, City Summer Camps, Hi Five Sports Camps			
Other	1-time rentals and other smaller non-approved rental groups			

The total usage of the sports fields for 2016 is provided below:

Total Sports Field Hours in 2017	Hours Used
Oak Knoll	1805
Burgess Park	10250
Kelly Park	7700
Hillview Field	5190
La Entrada	9300
Jack Lyle	6750
Nealon	5100
Willow	4400
Belle Haven	380
Total	50875

While a majority of these fields are heavily used during peak seasons and peak times, space can be found during the following times and days:

- During non-peak season
- Late afternoons Saturday and Sunday
- Belle Haven School has additional availability during the weekends

In 2017, several issues have impacted field operations. Staff continue to receive negative feedback from Kelly Park users related to traffic congestion and time it takes to get to and from park.

La Entrada school field continues to be an issue for the City. The field has been rendered unplayable during the fall season because of issues related to construction and communication challenges with the Las Lomas School District. The current plan calls for the city to complete a mid-year renovation of the field in December and January. However, there are no guarantees that the renovation will work due to ongoing irrigation issues at the field.

On a positive note, the Nealon Park renovation is complete. Beginning in January we will open up the field to all user groups for the spring allocation.

The drought officially ended in 2017. The rain last winter and spring had negative impacts to our revenue by approximately \$5,000 due to field closures. However, on a positive note, the rain combined with the lifting of watering restrictions has helped improve field conditions for our users.

Impact on City Resources

The approval of current Field User Groups for use of City operated sports fields is not expected to impact

Staff Report #: 17-029-PRC

revenue projections for the current fiscal year.

Environmental Review

The annual approval of Field User Groups is not a project 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

None.

Report prepared by:
Todd Zeo, Recreation Supervisor



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/15/2017

Staff Report Number: 17-030-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

1. Organizational Development

City Manager Alex D. McIntyre has taken initial steps toward a management reorganization. He plans to transition Community Services Director Cherise Brandell to a new role as Organizational Development Project Manager through June 2018. In her new role, Cherise will be focusing her time on facilitating on a strategic plan for the organization, working with employees at all levels to create and strengthen staff engagement, supporting our leaders and managers in becoming stronger communicators and ensuring our engagement efforts are visibly linked to our mission.

Separately, the City Manager named Assistant Community Services Director Derek Schweigart, the Interim Director. These changes were effective October 30.

2. Halloween Hoopla Parade & Trick-or-Treat

Many city departments including Public Works, Community Services and Administrative Services worked hard to weave a web of wonder for children and parents alike at this year's City Hall-oween event. City departments came together to create 11 magical landscapes of make believe for visiting trick or treaters and their families from Menlo Children's Center's Preschool and After School Programs. The 145 children paraded through the different city departments enjoying the beautiful Burgess Campus and sunshine. Each of the participating departments were decorated by themes and manned by the theme's characters who handed out candy. As the children traveled along the route, taking in the eye candy and collecting real candy, they were able to meet real life heroes from the Game of Thrones at the Police Department and then their favorite make believe Super Heroes at the City Manager's Office, even Lego Batman stopped in to wish the trick or treaters a safe and silly Halloween. After all the participants trekked through Candyland (aka Community Development) and journeyed to Sesame Street (Arrillaga Gym) where they met Big Bird and the gang, they thwarted Bowser and escaped his castle in Super Mario World (Arrillaga Recreation Center) to end their parade at the City Council Chambers. Here they voted for their favorite department decorations and costumes – which happened to be the Engineering Division's convincing rendition of Hogwarts Castle. This

“Spooktacular” event was a great success thanks to all the city employees and departments that worked together to create a whimsical and exciting experience for the children to enjoy.

3. San Mateo County Flood Park Draft Environmental Impact Report

Representatives from San Mateo County Parks Department presented the Draft Environmental Impact Report (DEIR) for the Flood Park Landscape Plan to the City Council at their meeting on November 7, 2017. After public comment, Council members provided general feedback on topics that included safe routes to the park, traffic mitigations for emergency access, on-street parking concerns near the park, Bay Road and Ringwood intersection improvements and requests for the County to study alternative methods to the current parking fee collection practices to eliminate potential queue spillback on Bay Road at the park entrance.

For close to 80 years Flood County Park has been considered a neighborhood park to the residents of Menlo Park, south-east Redwood City, East Menlo Park and East Palo Alto. It is nestled along the borders of those communities and is rich with history, once a part of the Flood family estate and a project of the Work Progress Administration in the 1930s. In recent years, Flood Park has been the preferred location for family reunions, milestone celebrations, school and corporate events.

In 2015 San Mateo County began a process known as Reimagine Flood Park.

<http://parks.smcgov.org/reimagine-flood-park>. A preferred redesign plan was selected for the park through an extensive community engagement process.

The County of San Mateo has produced a DEIR and is seeking public comment until November 16, 2017. Please submit your comments to <http://parks.smcgov.org/flood-deir-feedback>.

4. Literacy Surrounds Belle Haven Child Development Center

With the collaboration of Menlo Park City Library, San Mateo County Library and Raising A Reader Program, the families at Belle Haven CDC will receive resources that will help engage and encourage families to develop, practice and maintain a habit of sharing books with their children. Menlo Park Library visits the center weekly for storytelling. To continue motivation and bring in the excitement of books, Raising A Reader supplies the center with book bags for each child to be taken home weekly. Tips of how to read to a child are also provided for families. The County of San Mateo Library's book mobile will soon be visiting the Belle Haven community so the families within the community can also enjoy the opportunity of book sharing. For more information, please visit the library webpages.

<http://www.menlopark.org/389/Library> <https://smcl.org/>

Analysis

Analysis is not required.

Impact on City Resources

There is no change in impact on City resources from these items.

Environmental Review

Environmental review is not required.

Public Notice

Staff Report #: 17-030-PRC

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:
Todd Zeo, Recreation Supervisor