

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 7/24/2019
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. 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. 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.

- E. Study Session**

- E1. Results from the prioritization exercise of the Parks and Recreation Facilities Master Plan Update ([Staff Report # 19-012-PRC](#))

- F. Regular Business**

- F1. Approve the Parks and Recreation Commission minutes for the meeting of June 26, 2019 ([attachment](#))

- G. Reports and Announcements**

- G1. Commissioner Reports (Dana Payne)

- H. Informational Items**

- H1. Parks Make Life Better Campaign ([Staff Report # 19-013-PRC](#))
 - H3. Community Services Director's update and announcements ([Staff Report # 19-014-PRC](#))

- I. Adjournment**

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on

any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available 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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email 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: 7/18/2019)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/24/2019

Staff Report Number: 19-012-PRC

Study Session:

**Parks and Recreation Facilities Master Plan
Recommendations Prioritization**

Recommendation

City Staff recommends that the Parks and Recreation Commission receive and provide input on the Parks and Recreation Facilities Master Plan Recommendation Prioritization.

Policy Issues

The Parks and Recreation Facilities Master Plan project is a part of the City Council adopted 2018-19 work plan and was scheduled to be completed by June 30, 2019. On April 16, 2019, the City Council requested changes to the process that extended the completion date past what was previously communicated.

The project is also consistent with policies and programs (i.e., LU-1, LU-6, LU-7, CIRC-1, CIRC-2, CIRC-3, CIRC-4, CIRC-6, OSC1, OSC2, N1, S1) stated in the 2016 City General Plan Connect Menlo Land Use and Circulation Element. These policies and programs seek to promote sustainable and orderly development, a safe and user-friendly circulation system promoting accessibility for multiple modes of transportation and preserve open space lands for recreation and address the Open Space / Conservation Noise General Plan.

Background

The Parks and Recreation Master Plan serves as a guiding document for the City as it seeks to improve and maintain the parks and recreation facilities in Menlo Park. It is primarily a planning and policy document and not envisioned to approve specific facilities improvement projects or programs. Projects and programs that are advanced under this Plan would need to undergo their own design, environmental review and approval process prior to being implemented.

Over the past year and an half extensive community input has been gathered through a variety of methods to assess community needs and recreation demand in the City including community workshops, pop-up and intercept activities, focus groups, stakeholder interviews, online surveys and various social media efforts. A significant amount of the community engagement has occurred in the Belle Haven neighborhood to ensure participation from the community, including a City Council study session held last April and a Parks and Recreation User Focus Group in May.

The data gathered from the above methods, along with a thorough review of existing parks, facilities and programs, benchmarking comparisons and review of current trends and best practices, draft Guidelines and Recommendations were developed and made available for public review and comment. An on-line survey on these two chapters was developed and posted on the project website in both English and Spanish with over 130 surveys received. General Comments included Improvements to the Belle Haven Campus, additional picnic areas, off leash dog areas, public art, equitable fees and park distribution and improved

bike and pedestrian access.

On May 30, 2019, a Parks and Recreation User Focus Group meeting was held at the Menlo Park Senior Center to review the online survey results on the draft guidelines and recommendations and solicit feedback from those in attendance. The focus of the meeting also included a review of the proposed criteria for evaluation the Master Plan recommendations included as (Attachment A) and to test the prioritization exercise. After receiving input from the focus group on the criteria, City staff prioritized the recommendations on how closely the recommendations align with the criteria and organized them based on project type, overall rating and estimated cost.

Analysis

There are a total of 123 recommendations identified in the Master Plan that are consistent with the plan goals and guidelines and sorted into 3 categories based on scale and complexity. The recommendations were placed into 3 project types: Programmatic, Straightforward and or a Complex/Capital Improvement project (CIP). The recommendations that are programmatic in nature such as scheduling more events and activities at Kelly Park to improve its visibility as a park destination are not ranked and would be budgeted through the City's operating budget and programmed as part of department operations. Recommendations identified as a straightforward projects are also not ranked and are considered minor in nature and would fall under the City's routine maintenance program and funded under Parks Minor or Facilities Minor line items in the City's Annual CIP budget. Straightforward projects would be easy to implement and lower in cost. Finally, the recommendations that are identified as Complex/CIP projects are larger projects that require more funding and planning, typically large infrastructure or those requiring complex design or significant community outreach were rated based on how well they match the project evaluation criteria.

There are 44 recommendations identified as Complex/CIP projects that were rated and prioritized. Prioritization helps the City to organize the long list of projects. By categorizing and ranking the projects, the City can focus efforts and resources on projects that best meet the goals and guidelines of the Parks and Recreation Facilities Master Plan. The prioritization criteria and framework uses a simple scoring system and rates each recommended project over 10 weighted categories. The weighting was higher for such things as addressing a current safety or public health concern, identified an existing need or deficiency or providing overall balance and equity of the park system which was a key goal of the Master Plan. Those categories that were weighted slightly lower are for such things as improving a park's or facility's aesthetics or character or enhancing its usability and function. All of the recommendations can be found in the Recommendations Prioritization Table (Attachment C).

Upon completion of ranking, the recommended projects were then placed into tiers depending on how closely they met the evaluation criteria (Attachment B). The maximum points a project could receive was 15 based on a scale from 1-15. Tier 1 projects received a score of 10 points or higher, Tier 2 a score between 6-9 points and Tier 3 a score of 5 points or lower. Tier 1 projects were determined to have the greatest impact on achieving the Master Plan goals as well as having the greatest benefit to parks and recreation users, Tier 2 projects help achieve Master Plan goals but do not fit as many of the criteria and Tier 3 projects even less so. Placement in a particular tier may not necessarily determine when the project might be completed because there a number of considerations for how a project moves forward. Projects in the lower tier may be considered "opportunity" projects in that they may be completed as part of a larger renovation. For instance, if there was a major renovation to the Willow Oaks Park it may be a good opportunity to explore installing a new well for the City. Also, projects that are in Tier 1 are a high priority and much desired but may be complex and costly which may involve a complex design process, require significant community engagement or funding.

In addition to priority ranking, projects were assigned a rough cost estimate to try to provide an order of magnitude cost for each. A simple scale was provided:

Cost Estimate Scale	
\$	Under \$100,000
\$	\$100,000-\$500,00
\$	\$500,000 - \$2,000,000
\$	\$2,000,000 +

The cost estimate scale is not intended to communicate exact project costs but rather a broad cost range based on similar types of park and recreation facility projects. For each of the recommended projects, the City would need to better define the scope and assumptions for each project and acquire the services of a cost estimator to determine the costs of design and construction. This is not included in the scope of work for the Master Plan consultant Gates+Associates but will likely be recommended by staff as a next step in the implementation phase of the Master Plan.

City staff recommend that the Parks and Recreation Commission receive and provide input on the Parks and Recreation Facilities Master Plan Recommendation Prioritization and address the following questions:

1. Does the project criteria for prioritization reflect the Master Plan goals and guidelines and help define the projects with the highest community benefit?
2. Do the results of the project prioritization reflect community desire and need for parks and recreation improvements? If not, are there other things to consider?

Impact on City Resources

The City Council appropriated \$250,000 for the project budget. On November 13, 2018 the Council authorized the City Manager to execute an amendment to the agreement with Gates + Associates in the amount of \$21,195 for the Parks and Recreation Facilities Master Plan resulting in a revised project cost of \$239,536 including the additional services, contingency and administrative costs. The Council approved an additional amendment to the agreement on May 14, 2019 for \$10,560 and appropriated an additional \$15,096 from the 2018-19 Capital Improvement Program budget for a revised project cost of \$265,096.

Environmental Review

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

Public Notice

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

Attachments

- A. Master Plan Project Criteria
- B. Recommendation Prioritization Results
- C. Recommendations Prioritization Table

Report prepared by:
Rita Shue
Project Manager

Report reviewed by:
Derek Schweigart
Community Services Director

Master Plan Project Criteria

STEP 1

Does the proposed project meet at least 1 of the Plan Goals?

If yes, continue below. If no, rethink project to address plan goals.

STEP 2

Determine if proposed project meets Tier 1 criteria. Assign 2 points for each criterion met.

TIER 1. CRITERIA (2 pts each)

- Does the project address a current park/facility public health and/or safety issue?
- Does the project meet an identified need or deficiency?
- Does the project address a deferred maintenance need or preserve the asset?
- Does the project improve the overall balance and equity of the park system?
- Is the project easy to implement and/or a simple addition to a current project?

STEP 3

Determine if proposed project meets Tier 2 criteria. Assign 1 point for each criterion met.

TIER 2. CRITERIA (1 pt each)

- Does the project reflect an expressed community desire?
- Does the project offer new recreational or facility opportunities?
- Does the project improve the usability or the function of the park facility?
- Does the project improve the park's or facility's aesthetics or character?
- Does the project improve the sustainability of the park/facility?

STEP 4

Cost/benefit evaluation. Determine if the benefits of proposed project (based on points accrued in Steps 1-3) balance anticipated capital and operational costs.

TIER 3.

- What is the project's anticipated capital cost?
- Are the project's impacts to the park's, facility's, or program's operations cost positive, negative, or neutral?

Recommendations Action Plan Ranking

Facility/Park		Recommendation	Points
TIER 1 (10+ PTS)			
1	Belle Haven Multi-Generational Community Campus	Complete detailed Feasibility Study	13 pts
2	Bedwell Bayfront Park	Follow recommendations of adopted Bedwell Bayfront Park Master Plan	13 pts
3	Burgess Park	Reconfigure baseball diamond for more flexible and efficient multisport overlays	12 pts
4	Burgess Pool	Evaluate installing permanent retractable dome	11 pts
5	Burgess Park	Consider Artificial turf to increase all season/weather play	11 pts
6	Willow Oaks Park	Complete improvements to dog park and complete restroom	11 pts
7	Sharon Park	Upgrade park infrastructure, pathways, landscaping, lighting	11 pts
8	Kelly Park	When multi-use trail is installed along Dumbarton Corridor, ensure safe and direct access	10 pts
9	Menlo Children's Center	Evaluate ability to renovate existing building, removing wall, create kitchen, storage, reception space	10 pts
10	Burgess Park	Renovate existing playground	10 pts
11	Nealon Park	Relocate dog park from sports field to another site in park	10 pts
12	Hamilton Park	Add barbecue and shade structure	10 pts
13	Karl E Clark Park	Consider picnic area or community garden	10pts
Facility/Park		Recommendation	Points
TIER 2 (6-9 PTS)			
14	Kelly Park	Improve access across Hwy 101 & install noise reduction measures	9 pts
15	Burgess Pool	Change wading pool to splash pad, play area or beach entry	9 pts
16	Burgess Park	Install field lighting	9 pts
17	Willow Oaks Park	Addition of group gathering area or community garden	9 pts
18	Sharon Park	Provide permanent restroom	9 pts
19	Sharon Park	Repair and renovate deteriorating pond lining and pump house	9 pts
20	Burgess Park	Provide additional reservable picnic areas	8 pts
21	Burgess Park	Consider addition of outdoor fitness equipment	8 pts
22	Burgess Park	Perform necessary maintenance to duck pond	8 pts
23	Willow Oaks Park	Improve drainage throughout the park site	8 pts
24	Fremont Park	Add restroom	8 pts
25	Hamilton Park	Add tot-lot play area (ages 2-5)	8 pts
26	Karl E Clark Park	Renovate playground and provide bike racks	8 pts
27	New Parks and Facilities Opportunities	Provide extension of trail and linear park along Caltrain right of way	8 pts
28	Kelly Park	Improve direct connection from Kelly Park to Senior Center	7 pts
29	Arrillaga Family Gym and Recreation Center	Add a substantial Fitness/weights and wellness center	7pts
30	Burgess Park	When fields renovated, consider potential for underground water storage	7 pts
31	Burgess Park	Consider expansion of Snack Shack and add shade and seating	7 pts
32	Stanford Hills	Design and integrate engaging nature play elements of fitness area	7 pts
33	Jack Lyle Park	Create group picnic area near fields	7 pts
34	New Parks and Facilities Opportunities	Develop Middle Ave. under-crossing of Caltrain tracks, providing direct access to Burgess Park	7 pts
35	New Parks and Facilities Opportunities	Consider improvements to landing area of the Hwy 101 overcrossing, bridging east and west Menlo Park	7 pts
36	New Parks and Facilities Opportunities	Provide bike and pedestrian trail along Ivy Dr. over SFPUC easement	7 pts
37	New Parks and Facilities Opportunities	Work with San Fransiquite Creek JPA to identify and develop access points	7pts
Facility/Park		Recommendation	Points
TIER 3 (0-5 PTS)			
38	New Park and Facilities Opportunities	Develop Dumbarton Rail Corridor trail and rail crossing	5 pts
39	Burgess Park	Consider additional lighting and potential for music system	4 pts
40	Willow Oaks Park	Reconfigure tennis Court	3 pts
41	Willow Oaks Park	Evaluate potential for water well at park	3 pts
42	Alma Street Park	Extend trail connection northward along east side of Caltrian track	3 pts
43	Marsh and Bay Park	Add public art as visual amenity	3 pts
44	Fremont Park	Add stage or amphitheater	2 pts

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$,\$ \$ \$,\$,\$\$)	Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	Total
BELLE HAVEN MULTI-GENERATIONAL COMMUNITY CAMPUS																	
	Complete a detailed feasibility study.	C	13	1	\$\$\$\$	Y	2	2	2	2	0	1	1	1	1	1	13
BELLE HAVEN CHILD DEVELOPMENT CENTER																	
	Add more storage capacity for all classrooms (for children's personal items, sleeping cots, and other needs)	S			\$												
	Develop a separate area for a staff break room and add another office	S			\$												
	Dedicate and if possible expand the current multipurpose room just for children and parent's meetings (currently is used for storage for a variety of items, and has a office cubicle)	P															
	Evaluate and address additional enhancements throughout the facility to better support the number of students and their needs.	P															
	Add a locked and alarmed gate adjacent to the main administration building for a better evacuation route	S			\$												
	Consider utilizing space between buildings for an outdoor staff space.	P															
JOSEPH B. KELLY PARK																	
	Provide additional wayfinding signage to direct users to Kelly Park, as well as directional and orientation signage at park entry, where orientation is poor. Add more welcoming features to invite park use.	S			\$												
	Provide additional signage regarding park rules, parking hours, dogs, and synthetic turf. Enforce dog rules and appropriate use of synthetic turf.	S			\$												
	Schedule more community events and special activities to make the park a recognized destination.	P															
	Provide additional storage for sports use.	S			\$												
	Improve direct connections to Kelly Park from the Senior Center. (If and when the Campus is reconfigured, Kelly Park should be better integrated with the buildings on the site.)	C	7	2	\$	Y	0	2	0	0	2	0	1	1	1	0	7
	Improve the existing access across Hwy 101 and install noise reduction measures (such as a sound wall or plantings) to reduce freeway noise from Hwy. 101.	C	9	2	\$\$\$	Y	2	2	0	2	0	1	0	1	1	0	9
	When a multi-use trail is installed along the Dumbarton Corridor, ensure that safe and direct access is provided across the tracks to the park.	C	10	2	\$\$\$	Y	2	2	0	2	0	1	0	1	1	1	10
	Provide a dumpster enclosure, and screen transformers with vegetation or attractive fencing.	S			\$												
	Renovate landscaping to emphasize native and drought tolerant planting, and consider opportunities for green infrastructure such as bioretention areas.	S			\$												
	When replacing the synthetic turf and infill material, install a trench drain at the sports field to improve drainage and field life. Prior to replacing infill, evaluate current industry best practices and standards for materials.	C	6	2	\$	Y	0	0	2	0	2	0	0	1	0	1	6
ARRILLAGA FAMILY GYMNASIUM AND RECREATION CENTER						0											

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$\$, \$\$,\$\$\$\$)											
						Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)
	Improve acoustics, and heating and air conditioning systems and ventilation systems.	S			\$											0
	Create a new addition to these facilities that would connect the buildings with a single point of entry.	C	6	2	\$\$\$\$	Y	0	2	0	0	0	0	1	1	1	6
	Add a substantial fitness, weights, and wellness center.	C	7	2	\$\$\$	Y	0	2	0	2	0	1	1	1	0	7
ARRILLAGA FAMILY GYMNASICS CENTER						0										
	Evaluate the operations of this facility, integrating the recommendations from the 2014 Operational and Administrative Review by MRG, and explore how to best optimize the use of the facility and serve the community.	P														0
BURGESS POOL						0										
	Evaluate installing a permanent retractable dome with more up-to-date ventilation that could improve the air quality and comfort of the user.	C	11	1	\$\$\$	Y	2	2	2	0	0	1	1	1	1	11
	Change the wading pool to a splash pad, play area or beach entry.	C	9	2	\$\$	Y	0	2	2	0	0	1	1	1	1	9
	Add amenities such as additional shade structures, cabanas, and a permanent storage area to replace the temporary ones currently on the pool deck.	S			\$											0
	Continually maintain and upgrade the overall amenities such lifeguard chairs, bleachers, diving blocks, lobby space, locker rooms, and the like, as needed.	S			\$											0
MENLO CHILDREN'S CENTER						0										
	Evaluate the ability to renovate the existing building to remove dividing walls, create separate kitchen areas for each age group, increase storage space, and create a reception space for the Center.	C	10	2	\$\$	Y	2	2	0	0	2	0	1	1	1	10
	Improve the outdoor areas and expand into underutilized space around the center.	S			\$											0
	Upgrade the after-school building, including adding a reception desk.	S			\$											0
BURGESS PARK						0										
	Install field lighting.	C	9	2	\$\$\$	Y	0	2	0	2	0	1	1	1	1	9
	Consider artificial turf to increase all season and all weather play, and reduce routine maintenance.	C	11	1	\$\$\$\$	Y	0	0	2	2	2	1	1	1	1	11
	Reconfigure the baseball diamond to make the field more flexible and efficient for multiple sport overlays if artificial turf is not installed.	C	12	1	\$\$\$	Y	0	2	2	0	2	2	1	1	1	12
	When fields are renovated, consider the potential for underground water storage.	C	7	2	\$\$\$\$	Y	2	2	2	0	0	0	0	0	0	7
	Consider expansion of snack shack to allow for a wider range of offerings. Provide additional shade and movable seating to create a flexible and inviting eating area.	C	7	2	\$\$\$	Y	0	2	0	0	0	1	1	1	1	7
	Renovate the existing playground with an emphasis on nature play experiences, and access for children of all abilities. This may also provide opportunities to include green infrastructure.	C	10	2	\$\$\$	Y	2	2	0	0	2	1	1	1	1	10
	Provide additional reservable picnic areas, and/or gathering spaces to accommodate varying group sizes.	C	8	2	\$\$	Y	0	2	0	0	2	1	1	1	1	8

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$,\$,\$,\$ \$,\$,\$,\$,\$)												
						Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	Total
	Update park landscaping with more native plant palettes. Replace small, unused lawn areas with native, drought tolerant plants, demonstration gardens, and artistic combinations of colors and textures. Install green infrastructure adjacent to hardscape areas to promote stormwater treatment per the City's Green Infrastructure Plan.	S			\$												0
	Update park lighting fixtures to more energy efficient options, such as updating tennis court lights to LED. Evaluate parking lot lighting levels, to ensure that safety standards are met.	S			\$												0
	Consider additional lighting and potential for a music system at the skate park.	C	4	3	\$\$	Y	0	0	0	0	0	1	1	1	1	0	4
	Consider the addition of outdoor fitness equipment to expand park uses.	C	8	2	\$	Y	0	2	0	0	2	1	1	1	1	0	8
	Identify ways to create more distinctive elements in the park, such as additional art or playful structures for informal play, and the like.	C	6	2	\$	Y	0	0	0	0	2	1	1	1	1	0	6
	Perform necessary maintenance on the duck pond, including re-lining the pond. Consider updating the filtration system for the duck pond to improve water quality. Update signage to educate the public about negative impacts of feeding the ducks.	C	8	2	\$\$	Y	2	0	2	0	2	0	0	0	1	1	8
WILLOW OAKS PARK						0											
	Complete planned improvements to the fenced off-leash dog area, and construct the planned restroom.	C	11	1	\$\$\$	Y	2	2	0	0	2	1	1	1	1	1	11
	Renovate playground to update play equipment, and to provide more play features in underused spaces within the play area. Incorporate artful play elements to complement the park's signature sculpture.	C	6	2	\$\$	Y	0	0	0	0	2	1	1	1	1	0	6
	Repave and improve pathways.	S			\$												0
	Construct a curb ramp and removable bollards to create a maintenance vehicle staging area adjacent to the on-site parking/circulation. Consider providing trash enclosures.	S			\$												0
	Consider addition of a group gathering space or community garden.	C	9	2	\$\$	Y	0	2	0	2	0	2	1	1	1	0	9
	Reconfigure the tennis courts to improve park usability. When the current lease which includes the basketball courts expires, consider shifting two tennis courts south to the current location of the basketball court to create a more inviting park entry, and more usable park space to the north of the courts.	C	3	3	\$\$\$	Y	0	0	0	0	0	0	1	1	1	0	3
	Improve signage at pedestrian entry from Gilbert Avenue. Adjust park signage to improve visibility from eastern approach on Willow Road, where the view of the sign is blocked by utilities.	S			\$												0
	Upgrade tennis court light fixtures to LED, and improve overall park lighting.	S			\$												0
	Develop a system for improving neighborhood access to tennis courts.	P															0
	Improve drainage throughout the site and in particular to prevent lawn drainage onto tennis courts, and flooding in driveway of the adjacent school, including green infrastructure such as retention ponds and bioretention areas.	C	8	2	\$\$	Y	2	0	2	0	2	0	0	1	0	1	8

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$,\$,\$ \$,\$,\$,\$)		Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	Total	
	Evaluate the potential for a water well at this park.	C	3	3	\$\$\$\$		Y	2	0	0	0	0	0	0	0	1	3		
NEALON PARK							0												
	Relocate the dog use area from the sports fields to address health and safety concerns. Reconfigure the park's pathways to create space for a fenced, off-leash dog area, with separate areas for large and small dogs.	C	10	2	\$\$\$		Y	2	2	2	0	0	1	1	1	1	0	10	
	Create a demonstration garden with native plants to reinforce the nature theme of the new playground, including bioretention areas to treat adjacent hardscape.	S			\$												0		
	Activate the underused southern corner of the park by adding art, small gathering spaces, game tables, or similar amenities.	S			\$												0		
	Complete pathway upgrades from asphalt to concrete.	S			\$												0		
SHARON PARK							0												
	Provide a permanent restroom to accommodate event attendees and other park users.	C	9	2	\$\$		Y	2	2	0	2	0	1	1	1	0	0	9	
	Repair and renovate the deteriorating pond lining to preserve this unique element. Design new pump house and relocate lake filtration equipment.	C	9	2	\$\$		Y	2	0	2	0	2	0	0	1	1	1	9	
	Upgrade park infrastructure, including pathways, landscaping, irrigation and lighting.	C	11	1	\$\$		Y	2	2	2	0	2	1	0	1	1	0	11	
	Consider improving informal pathways, where there is the potential demonstration gardens, and/or interpretive signage.	S			\$												0		
	Update and expand the small playground. Provide bike racks.	S			\$												0		
	Consider providing a fenced, off-leash dog area at the undeveloped western end of the park.	C	6	2	\$\$		Y	0	2	0	2	0	1	1	0	0	0	6	
STANFORD HILLS PARK							0												
	Determine ability to enhance natural spaces and consider a demonstration habitat area.	S			\$												0		
	Consider creating a fenced, off-leash agility dog area for large and small dogs.	C	6	2	\$\$		Y	0	2	0	2	0	1	1	0	0	0	6	
	Design and integrate engaging nature play elements or a multi-generational fitness area.	C	7	2	\$\$\$		Y	0	0	0	2	2	0	1	1	1	0	7	
	Identify areas to provide seating for relaxation.	S			\$												0		
	Replace asphalt paths with concrete.	S			\$												0		
FREMONT PARK							0												
	Maintain flexible use space for both community events and for passive downtown enjoyment.	P															0		
	Consider adding a permanent restroom.	C	8	2	\$\$\$		Y	2	2	0	2	0	1	0	1	0	0	8	
	Consider adding a permanent stage or amphitheater.	C	2	3	\$\$		Y	0	0	0	0	0	0	0	1	1	0	2	
HAMILTON PARK							0												
	Add a tot-lot play area (for ages 2-5).	C	8	2	\$\$		Y	0	2	0	2	2	0	1	1	0	0	8	
	Plant more trees to increase shade, and to create a natural canopy and visual interest.	S			\$												0		
	Enhance the plantings at the bio-retention areas per the Green Infrastructure Plan and add educational signage to explain their functions.	S			\$												0		

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$\$, \$,\$,\$,\$)												
						Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (1)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	Total
	Add barbecues at the picnic areas, and a shade structure to accommodate group gatherings, game tables for users of all ages.	C	10	2	\$\$	Y	0	2	0	2	2	1	1	1	1	0	10
	Maintain the open lawn as flexible space for informal play and relaxation.	P															0
JACK W. LYLE PARK						0											
	Create a group picnic area with tables, benches and barbecues near the multi-use field, for team gatherings or family picnics.	C	7	2	\$\$	Y	0	2	0	0	2	0	1	1	1	0	7
	Provide additional parent seating around the playground.	S			\$												0
	Contain sand play area to prevent sand migration into Fibar surfacing.	S			\$												0
	Consider addition of picnic area at the open lawn area. Evaluate the opportunity for a small fenced off leash dog area in this location.	C	6	2	\$\$	Y	0	2	0	0	0	1	1	1	1	0	6
KARL E. CLARK PARK						0											
	Create educational features relating the story of Karl E. Clark, and to neighborhood history and local culture. These could include storyboards, wall tiles, paving insets, or other features that can convey words and images. Repair of deteriorating good neighbor fencing provides an opportunity for creating a "canvas." Engage the community to participate in the design, content development, and creation of these features.	P															0
	Consider removal of the walking path at the northwestern edge of the park to provide more contiguous usable and flexible lawn space for play and gathering.	S			\$												0
	Renovate the playground with interactive and engaging play features. Provide bike racks.	C	8	2	\$\$\$	Y	0	2	0	0	2	1	1	1	1	0	8
	Improve visibility to back corners of the park.	S			\$												0
	Consider adding community garden plots to supplement the nearby Belle Haven Community Gardens, or a picnic and barbecue area for community gatherings.	C	10	2	\$\$	Y	0	2	0	2	2	1	1	1	1	0	10
SEMINARY OAKS PARK						0											
	Enhance the natural elements and create some unique amenities to add the park's distinctive character. Demonstration gardens and native plantings could add a layer of interest.	S			\$												0
	Move picnic tables farther from street frontage. Provide additional benches and seating areas, with shade. Provide bike racks.	S			\$												0
TINKER PARK						0											
	Adjust play equipment to be better accessible to 2-3 year olds.	S			\$												0
	Adjust parent seating to avoid facing into the sun.	S			\$												0
	Add striping or surface art to the paved emergency vehicle access to create additional play value.	S			\$												0
	Consider addition of a small demonstration garden to replace frontage planting.	S			\$												0
ALMA STREET PARK						0											
	Provide park signage to improve visibility and awareness of the park and trail.	S			\$												0
	Extend the trail connection northward along the east side of the Caltrain tracks.	C	4	3	\$\$	Y	0	0	0	0	1	0	1	1	0	1	4

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$\$, \$,\$,\$,\$)												
						Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	Total
	Continue to engage the community in restoration planting.	S			\$												0
	Evaluate additional amenities and interpretive elements in partnership with the Ohlone-Portola Heritage Trail project.	S			\$												0
BEDWELL BAYFRONT PARK						0											
	Follow the recommendations of the adopted Bedwell Bayfront Park Master Plan.	C	13	1	\$\$\$\$	Y	2	2	2	0	2	1	1	1	1	1	13
SHARON HILLS PARK						0											
	Provide accessible amenities (pathways, benches, picnic tables) to viewpoints and at Altschul Avenue frontage if feasible.	S			\$												0
	Consider adding reservable picnic sites and enhanced amenities for better utilization.	S			\$												0
	Consider adding a nature trail and establishing information about habitat, native plants, and environment.	C	6	2	\$\$	Y	0	0	0	0	2	0	1	1	1	1	6
	Ensure that there are crosswalks where trails cross roads such as Valparaiso Avenue.	S			\$												0
MARSH AND BAY PARK						0											
	Replace declining trees.	S			\$												0
	Consider a demonstration garden as an attraction.	S			\$												0
	Add public art as a visual amenity.	C	1	3	\$\$	Y	0	0	0	0	0	0	0	0	1	0	1
AT ALL PARKS						0											
	As needed, continue to update site furnishings, including trash and recycling receptacles, benches, drinking fountains and water bottle filling stations, and picnic tables. Use City standard models, to create maintenance efficiencies and reinforce City identity																0
	Where appropriate, provide storyboards to educate users about historic, natural, and cultural aspects of the park.																0
	When updating play areas, use poured-in-place rubber surfacing rather than Fibar.																0
	Provide dog waste bag dispensers and drinking water wherever dogs are allowed, whether on or off leash.																0
	Ensure that there are sufficient bike racks for projected use and that they are conveniently located. Where feasible, provide bike repair stations.																0
	Evaluate opportunities for additional picnic areas.																0
	Assess all potential projects for green infrastructure opportunities per the City's Green Infrastructure Plan.																0
	Provide zero waste infrastructure and use zero waste building materials in all parks.																0
	Provide shade in parks as appropriate at play, picnic and seating areas. Consider use of trees to provide shade rather than manufactured covers.																0
	Where there are opportunities, enhance habitat value in parks.																0
	Where feasible, provide restrooms in all parks, similar to park projects within the City.																0
	Where on-site parking is provided, consider installation of electric vehicle charging stations.																0

Menlo Park Recommendations Action Plan Table

	Project Type: P-programmatic; S-straightforward; C- CIP / Rating Score: Number of Points from Criteria Sheet / Tier: 1-High (10+ points); Tier 2-Medium (6-9 points); Tier 3-Low (0-5 points) / Cost: \$ < 100k; \$\$ 100k-500k; \$\$\$ 500k-2 mil; \$\$\$\$ 2 mil + (amounts TBD)	Project Type (P,S,C)	Rating Score (Points)	Tier (1-3)	Cost (\$,\$\$, \$\$,\$\$\$\$)												Total
						Meet Plan Goal - Y/N?	Address health and safety? (2)	Meet need or deficiency? (2)	Address maintenance need? (2)	Improve balance and equity? (2)	Easy to implement? (2)	Community desire? (1)	New recreation / facility opportunity? (1)	Improve use or function? (1)	Improve aesthetics or character? (1)	Improve sustainability? (1)	
	Provide trash enclosures.																0
NEW PARKS AND FACILITIES OPPORTUNITES																	0
	Develop Dumbarton Rail Corridor trail and rail crossing to provide access to the Onetta Harris Community Center Campus from the trail and the Chrysler/Jefferson area.	C	5	3	\$\$\$\$	Y	0	2	0	0	0	1	0	1	0	1	5
	Develop Middle Avenue under-crossing of the Caltrain tracks, providing direct access to Burgess Park and the multiple recreation facilities in the Civic Campus.	C	7	2	\$\$\$\$	Y	2	2	0	0	0	1	0	1	0	1	7
	Construct Improvements to the landing areas of the Hwy 101 overcrossing, bridging east and west Menlo Park for access to Kelly Park, Onetta Harris Community Center Campus, Karl E. Clark Park and the Boys and Girls Club, and Flood Park.	C	7	2	\$\$\$	Y	2	2	0	0	0	1	0	1	0	1	7
	Provide an extension of the trail and linear park along Caltrain right-of-way.	C	8	2	\$\$\$\$	Y	0	2	0	0	2	0	1	1	1	1	8
	Provide a bicycle and pedestrian trail along Ivy Drive over the SFPUC utility easement.	C	7	2	\$\$\$	Y	0	2	0	0	0	1	1	1	1	1	7
	Work with the San Francisquito Creek Joint Powers Authority to identify and develop access points, overlooks, trail alignments and view corridors to increase visual and physical access to the creek.	C	7	2	\$\$\$\$	Y	0	0	0	2	0	1	1	1	1	1	7
	Emphasize trees and landscape area s in implementation of the open space recommendations of the El Camino Real - Downtown Specific Plan, including pocket parks, open space breaks, plazas, flexible space/public parking, paseo and open space breaks.	P															0

Parks & Recreation Commission



REGULAR MEETING MINUTES **DRAFT**

Date: 6/26/2019
Time: 6:30 p.m.
Arrillaga Family Gymnastics Center
Multi-Purpose Room
501 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Harris called the meeting to order at 6:40 p.m.

B. Roll Call

Present: Chair Harris, Vice Chair Baskin, Commissioner Johnson, Commissioner Staley, Commissioner Bryman and Commissioner Payne

Absent: Commissioner Bentley

Staff: Community Services Director Derek Schweigart and Community Services Assistant Director Adriane Lee Bird

C. Pledge of Allegiance

D. Public Comment

There was no public comment.

E. Presentations and Proclamations

E1. Gymnastics Program Presentation

Recreation Coordinator Karen Mihalek gave the Commission a presentation on the Gymnastics Program.

E2. Preliminary Findings from the Parks and Recreation Facilities Master Plan Survey and review next steps ([attachment](#))

Derek Schweigart presented the Commission with the preliminary findings from the Parks and Recreation Facilities Master Plan Survey and discussed the next steps.

F. Regular Business

F1. Approve the Parks and Recreation Commission minutes for the meeting of May 22, 2019 ([attachment](#))

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

meeting minutes of May 22, 2019, passed 5-1-1, Commissioner Payne abstained; Commissioner Bentley absent.

G. Reports and Announcements

G1. Commissioner Reports

Commissioner Baskin reported on the importance of volunteer opportunities.

H. Informational Items

H1. Update on Bedwell Bayfront Park Entrance Improvements ([Staff Report # 19-010-PRC](#)).

Associate Engineer Eric Hinkley gave the Commission an update on Bedwell Bayfront Park Entrance Improvements.

Public Comment

Pamela Jones spoke to the Commission about the money set aside for the Bedwell Bayfront Park Entrance.

Opal Okikiade spoke to the Commission regarding the size of the entrance and questioned if it could accommodate public transportation.

H2. Community Services Director's update and announcements ([Staff Report # 19-011-PRC](#))

Adriane Lee Bird gave the Community Services Director's update and announcements.

I. Adjournment

Chair Harris adjourned the meeting at 8:17 p.m.

Elizabeth Snider, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/24/2019

Staff Report Number: 19-013-PRC

Informational Item: Parks Make Life Better® Campaign

Recommendation

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

Policy Issues

The item is consistent with current City policy.

Background

July is Parks and Recreation Month and to celebrate, we will be introducing the California Park and Recreation Society's "Parks Make Life Better®" campaign into all that we do. The campaign focuses on the benefits of parks and recreation, whether in terms of human development, safety, health and wellness, or building stronger communities. Menlo Park's City Council also issued a proclamation at the July 16, 2019 meeting declaring July as Parks and Recreation Month, recognizing that Parks do indeed Make Life Better!

Analysis

The campaign focuses on six areas: play, nature, exercise, positive spaces, gathering spaces and forever, which encompasses the positive impact of park and recreation programs throughout the community. Parks are safe outdoor play spaces. While being in nature is good for your health and makes us feel alive. The recreation programs that Community Services Department offers make it easy to stay healthy through activities and exercise. Our neighborhood parks are free, fun and keep our youth safe and engaged. Menlo Park's parks provide gathering spaces to promote socializing and learning. They connect us all. And lastly, parks everywhere enrich our lives and are valued today and always.

The benefit of the Parks Make Life Better® campaign to the City is an enhanced ability to demonstrate the importance of what City's Community Services Department does throughout the community with our various messaging. That may come in the form of staff reports, e-newsletters, the director's message, social media or advertising. By building a campaign to connect with our community, we will solicit valuable feedback on why our parks and recreation programs are important to our patrons.

Impact on City Resources

The Parks Make Life Better® logo will be incorporated into various marketing materials, such as fliers and the Activity Guide. The campaign will have a minimal operating cost and impact on City funds.

Environmental Review

An 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

A. Proclamation for July Parks and Recreation Month

Report prepared by:

Adriane Lee Bird, Assistant Community Services Director

Proclamation

PARKS AND RECREATION MONTH

July 2019

WHEREAS, Parks and Recreation promotes physical, emotional and mental health and wellness through organized and self-directed fitness, play, and activity; and

WHEREAS, Parks and Recreation supports the economic vitality of communities by attracting new businesses, promoting community revitalization, increasing tourism, providing jobs and generating revenues; and

WHEREAS, Parks and Recreation creates memorable experiences through engaging programs, dynamic events and new opportunities designed to get people involved in their communities; and

WHEREAS, Parks and Recreation fosters social cohesiveness in communities by celebrating diversity, providing inclusive services, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

WHEREAS, Parks and Recreation supports human development and endless learning opportunities that foster social, intellectual, physical and emotional growth in people of all ages and abilities; and

WHEREAS, Parks and Recreation sustains and stewards our natural resources by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS, Parks and Recreation strengthens community identity by providing facilities and services that reflect and celebrate community character, heritage, culture, history, aesthetics and landscape; and

WHEREAS, Parks and Recreation supports safe, vibrant, attractive, progressive communities that make life better through positive alternatives offered in their recreational opportunities.

NOW, THEREFORE, BE IT PROCLAIMED, the Menlo Park City Council hereby proclaims July 2019 as Parks and Recreation Month and, in doing so, recognizes the importance of access to local parks and facilities for the health, wellness, development, inspiration, and safety of its citizens; and urges them to use and enjoy its parks, trails, facilities, and recreation opportunities because Parks Make Life Better! ®



A handwritten signature in blue ink, appearing to read "Ray Mueller", is written over a horizontal line.

Ray Mueller, Mayor
July 2019



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/24/2019

Staff Report Number: 19-014-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. 4th of July Celebration

More than 3,500 people came out to celebrate the 4th of July holiday with family and friends. The event started with a parade where bikes, wagons, animals, and patrons were decorated and dressed in festive clothing. The parade route was along Santa Cruz Avenue and ended at Burgess Park where families participated in art activities, jumpy houses, and listened to music from the Hella Good Band. New this year was inflatable laser tag and a disco dome that were well received. The event was sponsored by Facebook and is one of the City's most highly attended events.

2. City Summer Camps

On Friday, July 19th, participants in Camp Menlo, Menlo Madness, and Menlo Palooza will come together for the annual All Camp Field Day. Held at Kelly Park, this is a day filled with fun, outdoor games that include the Tic Tac Toe Relay, Water Balloon Toss, and Potato Sack Races. The day will end with a magic show by Dan Chan, the Magic Guy.

3. Senior Center Fieldtrip

The Senior Center will visit the Facebook Campus on the morning of Friday, July 26th. The Senior Center will participate in an Intergeneration event that supports bridging the age gap. Youth and college students will be assisting with this event to establish friendships, education, and destroying stereotypes. The Seniors Center will be transported from the Senior Center in a City van.

4. SOS Camp participates in Robotics

The middle schoolers in the Summer of Service will have a six week robotic session that will take place on Wednesday afternoons. These workshops will introduce children into the world of robotics where they will learn and use engineering processes that help enhance technology. By the end of the 6 week session, children will learn how to make objects, walk, crawl, and lift.

5. Fee Increase

Beginning July 1st, there will be a 3 percent increase for rentals at the Arrillaga Recreation Center and the Onetta Harris Community Center. The increase is in alignment with market rates and consistent with City's Cost Allocation Study and Council Cost Recovery Policy. Both recreation centers are still considered a competitive rate when compared to other rental facilities.

6. Community Story Time

There will be a community story time in Tuesday, July 30th at 10am at the Belle Haven Child development Center, located at 410 Ivy Drive. Children from the community, along with a parent or guardian are welcomed to join Ms. Wendy Kuhnen, Menlo Park librarian. She's funny, animated, experienced, engaging and very creative! We hope to see you and all the children there!

Upcoming Events:

July 19 and 26 – Summer Concert Series, Fremont Park, 6:30-8:00 p.m.

July 26 – Menlo Movie Series, Onetta Harris Community Center, 8:30 p.m.

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

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:

Natalya Jones, Recreation Supervisor

Staff Report #: 19-014-PRC

Reviewed by:

Adriane Lee Bird, Assistant Community Services Director