

Parks and Recreation Commission



CITY OF
MENLO PARK

REGULAR MEETING AGENDA

Date: 9/22/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 897 3092 5961

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 897 3092 5961
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID 897 3092 5961
Press *9 to raise hand to speak

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 897 3092 5961)

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Parks and Recreation Commission on any subject not listed on the agenda. Each speaker may address the City Council 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 Parks and Recreation Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Regular Business

D1. Remarks by Mayor Drew Combs – City Council liaison to the Parks and Recreation Commission

D2. Accept the Parks and Recreation Commission minutes for the meeting of August 25, 2021 ([Attachment](#))

D3. Select new Parks and Recreation Commission Chair ([Staff Report PRC-21-024](#))

D4. Parks and Recreation Commission work plan subcommittee ([Staff Report PRC-21-025](#))

E. Informational Items

E1. Holiday observances and special events

E2. Updated recreation facility use guidelines ([Staff Report PRC-21-026](#))

E3. Department updates ([Staff report PRC-21-027](#))

E4. Tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

F1. Individual Commissioner reports

G. 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 City Council 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 by request by emailing the city clerk at jaherren@menlopark.org. 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: 9/17/2021)

Parks & Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 8/25/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358

A. Call to Order

Vice Chair Baskin called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Joshua, Payne, Thomas (arrived 6:40)

Absent: Brosnan

Staff: Library and Community Services Director Reinhart, Interim Assistant Community Services Director DellaSanta, Recreation Supervisor Mihalek, Assistant Library Services Director Szegda

C. Public Comment

- Moni Santini-Kelly spoke in favor of reopening the gymnasium as soon as possible for students of aerial arts classes.

D. Regular Business

D1. Accept the Parks and Recreation Commission minutes for the meeting of July 28, 2021

ACTION: Motion and second (Thomas/ Payne) to approve the Parks and Recreation Commission minutes for the meeting of July 28, 2021, passed 5-0 (Brosnan absent and Bryman abstaining)

D2. Welcome message from City Council Liaison – Mayor Drew Combs.

This item was removed from the agenda.

D3. Chamber of Commerce community and economic development events (Presentation)

Chamber of Commerce President/Chief Executive Officer Fran Dehn made the presentation (Attachment).

D4. Gymnastics program reactivation

Interim Assistant Community Services Director Theresa DellaSanta and Recreation Supervisor Karen Mihalek made the presentation (Attachment).

- Asia Dubarenka spoke in support of opening the gymnasium for students of aerial arts classes.
- Maria Menendez spoke in support of reopening the gymnasium for aerial arts classes for Menlo Park residents.

- Michael Taylor (with time donated by Nancy Wagner) spoke in support of reopening the gymnasium, the use of an independent contractor to provide gymnastics programming, and in opposition of reinstating a City-run program.
- Anne Marie Schaar spoke in support of a City-run gymnastics program

The Commission discussed the plan presented for reactivating the gymnastics program. The Commissioner received clarification on the administration and costs of the gymnastics program and City Council reopening timeline direction.

D5. Tentative agenda calendar and potential joint meeting with the Library Commission

Assistant Director Szegda made a presentation. The Commission received clarification that Chair Brosnan resigned as Commission Chair.

- David Erhart spoke in support of a joint meeting between the Parks and Recreation and Library Commissions to work together on items of common interest.

ACTION: Motion and second (Bryman/ Payne) to cancel the November 24, 2021 Parks and Recreation meeting and to schedule a special joint meeting with the Library Commission on November 15, 2021, to be held in the Belle Haven neighborhood in person if possible passed 6-0 (Brosnan absent).

ACTION: By acclamation, the following was added to the tentative agenda calendar:

- September – selection of new Commission Chair

E. Informational Items

E1. Bedwell Bayfront Park Master Plan update

E2. City Council study session update – Measure T. bond issuance

Director Reinhart introduced the item.

E3. Library and Community Services suggestion box responses

E4. Library and Community Services Strategic Plan Scorecard

Assistant Director Szegda introduced the item.

F. Commissioner Reports

F1. Individual Commissioner reports (Chair Brosnan)

None.

G. Adjournment

Vice Chair Baskin adjourned the meeting at 8:21 p.m.

Nick Szegda, Assistant Library Services Director



GYMNASTICS PROGRAM REACTIVATION

Theresa DellaSanta, Interim Assistant Community Services Director
Karen Mihalek, Recreation Coordinator

ANN BERGA FAMILY
GYMNASIUM



AGENDA

- COVID-19 impacts
- Program and Preparations
- Reactivation: Phase-in timeline
- Personnel capacity
- Next steps





COVID-19 IMPACTS





COVID-19 IMPACTS

- Global public health emergency
- Stay-at-home orders
- Public health restrictions
- Gymnastics facility closed March 12, 2020
- Economic recession
- Eliminated 5.75 FTE benefitted staff and approximately 40 temporary/seasonal staff
- Multiple waves of community viral infection
- Extended facility closure



PROGRAM AND PREPARATIONS



GYMNASTICS PROGRAMMING

- Youth/Toddlers and Special Needs
 - Participants + caregivers
 - Sensory classes
 - Vestibular Stimulation
 - Bilateral movement
 - Motor mapping for development
 - Rolls, balance, flexibility and motor mapping
 - Strengthen hand grip and arm strength
 - Support to caregivers help the child perform the skills
- Competitive/Adults
 - Levels of experiences
 - Strength and conditioning
- Weekends, Events/Rental
 - Saturday classes
 - Sunday events and rentals





YOUTH AND SPECIAL NEEDS

- A resource for children of all ages and abilities
- Experiment and experience the joy of movement
- Build strength and coordination which also supports math and language skills
- Progression to competitive classes if that is their goal
- Opportunities to compete and train at a higher level
- Taught by our experienced and compassionate staff who have familiarity in teaching children of all ages and abilities.





REACTIVATION PHASE-IN



CONSIDERATIONS

- Vaccination rates increasing
- Delta variant
- Recent surge in COVID-19 cases
- Cautious approach, safety first
- Staff capacity, onboarding
- Facility preparation
- City Council budget authorization





TENTATIVE PHASE-IN TIMELINE

- **November, 2021**
 - Monday through Friday, 9am to 6pm
 - Focus on children/toddlers and special needs classes
- **January, 2022**
 - Monday through Friday, 9am to 8:30pm
 - Competitive and adult classes
- **Spring, 2022**
 - 7-days per week including rentals
 - Weekend classes and special events/birthday rental

All dates are tentative and subject to change



PERSONNEL CAPACITY



PERSONNEL CAPACITY

- To safely reactivate the gymnastics program, staff recommends that City Council authorize 5.75 FTE regular benefitted positions and expenditures for temporary and seasonal staff.

Position	FTE	Duties
Recreation Coordinator	1.00	Coordinate and oversee gymnastics center
Program Assistant	1.00	Administrative support
Program Assistant	1.00	Program support and teach classes
Gymnastics Instructor	1.00	Teach classes
Gymnastics Instructor	1.00	Teach classes
Gymnastics Instructor	0.75	Teach classes
Total	5.75	

OPERATING REVENUES AND EXPENDITURES

- The proposal to City Council will use the FY 2018-19 and FY 2019-20 operating budget actuals as primary reference points
- Factor in partial year operations, phase-in timeline
- Revenue projections that reflect the uncertainty of the impacts the COVID-19 pandemic may have on program attendance.





NEXT STEPS

- City Council direction
 - September 14 (tentative)
- Personnel capacity
 - 5.75 FTE + temporary/seasonal
- Maintenance
 - Air filter replacements
 - Signage
 - Steam clearing/deep cleaning
 - Repairs/replacement of equipment
- Evolving COVID-19 protocols





THANK YOU



Chamber of Commerce Community Celebrations

Wednesday, August 25th, 2021



Chamber of Commerce Event History

Event	Month	Duration	Initiated	Location	Street Closure	Purpose
Sidewalk Arts	April	Fri-Sun	1983	Downtown	n/a	Fundraiser
Block Party	June	Wed	2007	Downtown	yes	Community
Summer Fest	July	Sat-Sun	1987	Downtown	yes	Fundraiser
Sidewalk Arts	Oct	Fri-Sun	1997	Downtown	n/a	Fundraiser
Golden Acorn	Sept/Oct	Thurs	1973	Hotel	n/a	Recognition

*COVID-19: All public gatherings cancelled in 2020/2021; Golden Acorn held as virtual event in 2021



Proposed 2022 Event Direction

Activity	Suggested Date	Duration	Location	Street Closure	Collaboration	Purpose
Golden Acorn	Fall (Q3)	evening	hotel	n/a	n/a	Recognition
Celebrate Menlo	Spring (Q2)	weekend/1 day	downtown	yes	City	Community
New Event	Fall/winter (Q4)	weekday or weekend	downtown	n/a	City	Community
Speaker Series	Quarterly	evening	TBD	n/a	non-profit	Informational



2022 Downtown Community Events

- **Celebrate Menlo (spring event)**
 - Celebrate the (re)opening of Menlo Park
 - Promote/support downtown businesses/economic development
 - Food, Beverage, Music, Special feature (tbd)

- **“Fall” Event**
 - Small Business Holiday Launch
 - Features scaled to ½ day event

- **Collaboration Request:** Permitting, Public Works, Security, Street Closures



Comments or Questions?



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 09/22/2021

Staff Report Number: PRC-2021-024

Regular Item: Select new Parks and Recreation Commission Chair

Recommendation

That the Parks and Recreation Commission elect a Chair for the remainder of the 2021-2022 fiscal year.

Policy Issues

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, 2019, and 2020.

Background

City Council Policy CC-01-004¹ requires commissions to elect a Chair and Vice Chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.” Because of a resignation, the election of a new Chair is taking place at the September 2021 meeting.

Analysis

The Parks and Recreation Commission Chair works with staff to set the agenda for the Commission’s meetings, and presides over those meetings. The Chair has often delivered the Commission’s annual update to the City Council. The Vice Chair serves as Chair in the Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

Staff recommend that the Commission open the floor to nominations for Chair. Staff will tally nominations and votes.

Next Steps

The newly elected Commission Chair will begin their duties at the September 2021 Parks and Recreation Commission meeting and will serve until May of 2022.

Prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services

¹ <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 09/22/2021

Staff Report Number: PRC-2021-025

Regular Item: Parks and Recreation Commission work plan subcommittee

Recommendation

That the Commission identifies a subcommittee to develop updates to the Commission's work plan.

Policy Issues

City Council Policy CC-19-004 was adopted in 2019 to establish the procedures, roles and responsibilities of Council-appointed advisory bodies. The policy requires that each Commission submit an annual work plan to the City Council for approval, and that the work plan be recommended by a majority of the Commission's members.

Background

Commissions are responsible for establishing an annual work plan that is in line with the City Council's goals, which guides the commissions' activities and projects. Once finalized by the advisory body, it is formally presented to Council for direction and approval and then reported out on by the advisory body during the year and at the completion of the work plan. Advisory body's work plans serve as a useful tool for both the advisory body and the Council to ensure that the work plan reflects the vision, mission, or priorities of the Council.

The Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation. This general charge includes advising on:

- Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities, and equipment.
- Adequacy, operation, and staffing of recreation programs.
- Modification of existing programs and facilities to meet developing community needs.
- Long range planning and regional coordination concerning park and recreational facilities.

The Parks and Recreation Commission adopted its current two-year work plan on June 27, 2018 (Attachment A) and met to review progress toward work plan goals on March 4, 2020 (Attachment B).

Analysis

The City Council approved the Parks and Recreation Commission's work plan at their August 6, 2018 meeting:

"For the years 2018-2020, the Parks and Recreation Commission will evaluate, advise and make recommendations in order to:

1. Provide high quality and inclusive programs and services that meet the diverse and changing needs of

all Menlo Park residents and neighboring communities;

2. Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices;
3. Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park;
4. Support initiatives, partnerships and projects that intersect with the City's Park and Community Services resulting in well-coordinated efforts to meet the needs of residents."

The Commission met on March 4, 2020, to report out on the progress made toward their work plan goals and to create a new work plan. The COVID-19 pandemic and the subsequent disruptions to advisory body meetings have led to a delay in developing and approving a new plan.

Staff recommends that the Commission develop a new work plan through discussion or subcommittee work that aligns to the greatest extent possible with the City Council's priorities (Attachment C), the department's strategic plan (Attachment D), and the Parks and Recreation Facilities Master Plan (Attachment E).

Attachments

- A. Staff report from June 27, 2018 approving the Parks and Recreation Commission work plan. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/17908/PRC-Work-Plan-Goals-for-2018-2020-Staff-Report---18-010-PRC?bidId=>
- B. Parks and Recreation Commission work plan progress report, March 4, 2020. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/24476/PRC-Work-Plan-and-Achievements-for-20182020>
- C. City Council 2021 work plan priorities:
- D. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/27924/F1-20210420-CC-CC-priorities>
- E. Library and Community Services Department Strategic Plan Update: 2020 and Beyond. Staff report from January 27, 2021 Parks and Recreation Commission meeting. Hyperlink: https://www.menlopark.org/DocumentCenter/View/27228/Staff-report_PRC_21-001_LCS-Strategic-Plan-Update
- F. Parks and Recreation Facilities Master Plan. Hyperlink: <https://www.menlopark.org/ArchiveCenter/ViewFile/Item/12107>

Report prepared by:
Nick Szegda, Assistant Director of Library Services

Report reviewed by:
Sean Reinhart, Director of Library and Community Services



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 09/22/2021

Staff Report Number: PRC-2021-026

Informational item: Updated recreation facility use guidelines

Recommendation

That the Commission review updates to the Recreation Facility Use Guidelines.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to user policies and guidelines as the need arises.

Background

The Recreation Facility Use Guidelines (Guidelines), also known as the behavior policy, governs the public's use of recreation facilities.

Important considerations associated with the Guidelines include:

- Assuring equitable access to recreation facilities and resources for all community members;
- Maintaining a safe, clean and welcoming environment for all facility visitors;
- Facilitating the smooth and effective functioning of recreation facility operations; and,
- Ensuring a healthy, safe and productive workplace environment for Library and Community Services team members and volunteers.

Analysis

The Recreation Facility Use Guidelines are intended to ensure a public environment that is safe, welcoming, and inclusive for all community members by establishing clear expectations and rules for the shared use of recreation facilities. It is appropriate and necessary to conduct regular reviews of the guidelines and to update them as the need arises and in response to changing community needs and expectations over time. Staff recently updated the Guidelines to respond to issues that have arisen during the COVID pandemic. (Attachment A.)

Attachments

Attachment A: Recreation Facility Use Guidelines – updated 09/22/2021

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart, Director of Library and Community Services

RECREATION FACILITY USE GUIDELINES

Library and Community Services Department

Updated September 22, 2021



Purpose

The City of Menlo Park strives to provide a safe, welcoming, pleasant and comfortable environment for all visitors of City facilities. To that goal, all facility visitors are expected to adhere to these Facility Use Guidelines.

We welcome everyone to:

- Learn, discover, play, and enjoy City of Menlo Park facilities within the limits of their intended use
- Find facilities, equipment, and materials in good condition
- Feel safe and welcome
- Respect the rights of others to feel safe and welcome.

Visiting a City of Menlo Park recreation facility, including the premises and grounds outside a recreation facility, constitutes an implicit acceptance of these Guidelines and an acknowledgement of the right of City of Menlo Park staff to implement and enforce these Guidelines.

In case of an emergency, follow staff instructions promptly.

Prohibited conduct and activities

In consideration of all visitors and staff, the following activities are not allowed in City of Menlo Park recreation facilities, including the premises and grounds outside the facilities:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering vacant classrooms or facility rooms unless approved by staff.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards or similar items into any facility or leaving them at the entrance—except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves or any thoroughfare with personal items, or leaving items unattended at any time—except to use the restroom for a reasonable amount of time.

RECREATION FACILITY USE GUIDELINES

Updated September 22, 2021

- Putting feet on facility furniture, rearranging the furniture or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance
- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas
- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

Enforcement

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave the premises
- Facility visiting privileges may be suspended for an extended time period
- Facility staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity in any facility may result in arrest and/or prosecution in addition to suspension of facility privileges.
- Customers who return to any City of Menlo Park facility before a suspension has ended may be charged with trespassing.

Additional information

- In case of an emergency, promptly follow all staff instructions.
- Theft or vandalism to City of Menlo Park property, or property of staff, or property of facility visitors is prohibited.
- State law permits staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of recreation equipment and materials, and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft (California Penal Code section 490.5.)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 09/22/2021

Staff Report Number: PRC-2021-027

Informational Item: Department updates

1. Menlo Park Community Campus project updates

Demolition begins

- Heavy demolition at the Menlo Park Community Campus project site begins on September 16. The senior center and community center buildings will come down September 16 and 17. The pool and pool house will be demolished the week of September 27. The demolition and grading work will continue through October to prepare the site for construction of the new facility.
- A [construction notice](#)¹ to nearby residents was distributed in May 2021 by the contractor, Level 10 Construction. Starting September 16, nearby residents may see jackhammering and increased truck traffic to the site. Work will only take place during approved work hours and access to Kelly Field and Beechwood School will be maintained. Level 10 Construction is working closely with Beechwood School representatives to keep them informed and mitigate impacts to the school
- The [project website](#)² has been updated to help keep the public informed about demolition activities. Demolition activities will generate some noise, vibratory and dust impacts to the surrounding area. Noise will comply with the City of Menlo Park noise ordinance for construction projects and dust will be mitigated by using the appropriate amount of water to spray active work areas
- Demolition will proceed in such a way as to repurpose and recycle usable building materials to the greatest extent feasible. For example, all concrete will be ground and recycled-in-place as underlayment in the new facility and parking area. All steel will be sent out to be re-smelted into new steel. All building materials will be sorted, tracked, and reused/recycled in accordance with the city's zero waste policies. Trees marked for preservation will be carefully protected.

Interim services

During construction of the new Menlo Park Community Campus facility:

- The Belle Haven Youth Center has temporarily relocated to a portable facility situated at the western end of the Kelly Park parking area
- The Menlo Park Senior Center has temporarily relocated to the Arrillaga Family Recreation Center with additional space in the Main Library
- Some recreation classes previously provided at the Onetta Harris Community Center have temporarily relocated to space in the Belle Haven Branch Library; additional recreation programs continue to be available at Arrillaga Family Recreation Center and Gymnasium.
- Aquatics programs continue to be available at Burgess Pool
- The existing Kelly Park athletic field, track, restrooms, tennis courts, and basketball courts will remain in place and accessible to the public throughout the project.

New facility

The Menlo Park Community Campus will include a new recreation center, gymnasium, senior center and dining hall, afterschool care center, fitness center, aquatics center, branch library, teen space,

¹ <https://www.menlopark.org/DocumentCenter/View/28123>

² <https://www.menlopark.org/communitycampus>

maker space, and community meeting rooms, among other features and amenities. The new facility will be all-electric and will include solar panels to generate renewable energy to be used onsite and is being constructed to standards that will allow it to achieve designation as an emergency shelter. The new facility is scheduled to open in 2023.

2. Commission work plan submittal to City Council. The City Council tentative agenda calendar has been updated, and the Parks and Recreation Commission work plan submittal has been rescheduled to the regular City Council meeting on November 9, 2021.
3. Personnel activity report. The City Council on September 14, 2021 received a [report outlining the status](#)³ of active, pending and yet-to-be prioritized recruitments, including several positions in the Library and Community Services department.

Report prepared by:
Sean Reinhart, Director of Library and Community Services

³ <https://www.menlopark.org/DocumentCenter/View/29627/N2-20210914-CC-Personnel-activity>

**City of Menlo Park - Parks and Recreation Commission
2020-21 Tentative Agenda Schedule
September 22, 2021**

Meetings are held virtually via videoconference at 6:30pm on the fourth Wednesday of the month unless otherwise specified

MEETING DATE	PROPOSED AGENDA TOPICS
July 28, 2021	<ul style="list-style-type: none"> • Aquatics program update • Info item – onboarding new commissioners • Department updates • Commissioner reports - Brosnan
August 25, 2021	<ul style="list-style-type: none"> • City Council/Mayor Liaison welcome message • Presentation: Chamber of Commerce community, economic development events • Gymnastics program reactivation • Bedwell Bayfront Park Master Plan update • Measure T bond issuance update – Parks & Rec Master Plan • LCS suggestion box responses • Potential joint meeting with Library Commission • LCS Strategic Plan Scorecard
September 22, 2021	<ul style="list-style-type: none"> • Elect new Commission Chair • Holiday observances and special events (presentation) • Parks and Recreation Commission work plan subcommittee • Updated facility use guidelines
October 27, 2021 <i>Tentatively in-person at Arrillaga Recreation Center</i>	<ul style="list-style-type: none"> • Aquatics program comparative data • Joint meeting topic development
November 15, 2021 <i>Special joint meeting with Library Commission at Belle Haven Branch Library</i>	<ul style="list-style-type: none"> • Approve field users for 2021-2022 • Public engagement – MPCC programming
November 24, 2021 <i>Cancelled</i>	<ul style="list-style-type: none"> • <i>Cancelled – attend November 15 joint meeting with Library Commission instead</i>
December 22, 2021 <i>Tentative – winter recess</i>	<ul style="list-style-type: none"> • <i>Winter recess?</i>
January 26, 2022	<ul style="list-style-type: none"> • Mid-year review – program reactivation • Pickleball pilot program review
February 23, 2022	<ul style="list-style-type: none"> •
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> • <i>Presentation: New public park on Facebook property</i> • <i>Inclusion Programs/Classes update</i> • <i>DEI initiative update</i> • <i>Nealon Park update</i> • <i>Parks and Recreation Facilities Master Plan update</i> • <i>Parks tour locations</i>