



REGULAR MEETING AGENDA

Date: 1/26/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 861 6441 7229
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 861 6441 7229
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# 861 6441 7229)

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. Presentations

D1. New public access park on property owned by Meta (Facebook)

E. Regular Business

E1. Approve the minutes for the special meeting of the Parks and Recreation Commission of

December 8, 2021 ([Attachment](#))

- E2. Review and recommend field user groups for 2022 ([Staff Report #PRC-22-01](#))
- E3. Review and recommend Parks and Recreation Commission work plan for 2021-2022
- E4. Pickleball pilot program – review and next steps ([Staff Report #PRC-22-02](#))

F. Informational Items

- F1. Department updates
- F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports
 - Chair Thomas – park tour planning ([Presentation](#))

H. 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 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: 01/20/2022)



Parks and Recreation Commission

SPECIAL MEETING MINUTES

Date: 12/8/2021
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Thomas called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Baskin, Brosnan, Diepenbrock, Thomas
Absent: Bryman, Joshua
Staff: Library and Community Services Director Reinhart, Acting Assistant Library and Community Services Director Howard, Assistant Library Services Director Szegda

C. Regular Business

- C1. Approve the minutes for the joint meeting of the Parks and Recreation Commission and the Library Commission of November 15, 2021 (Attachment)

ACTION: Motion and second (Thomas/ Brosnan), to approve the joint meeting minutes of the Parks and Recreation Commission and the Library Commission for November 15, 2021, passed 4-0 (Joshua and Bryman absent).

- C2. Report from the Parks and Recreation Commission work plan subcommittee

Chair Thomas gave the report.

- C3. Willow Oaks Park updates (Staff Report PRC-21-030)

Assistant Director Szegda introduced the item.

- Jessica Huckaby spoke in support of enforcing the dog off-leash rule in City parks.

D. Presentations

- D1. Anticipated timeline and format for City-organized community gatherings and observances

Director Reinhart made the presentation (Attachment A).

E. Informational Items

- E1. Department updates (Staff Report PRC-21-031)

Assistant Director Szegda gave a brief update on the activities of the Youth Advisory Committee.

- E2. Parks and Recreation Commission tentative agenda calendar (Attachment)

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

- February 2022 – Mid-year departmental budget update including Gymnastics reactivation proposal (Dependent on City Council action at a January meeting)

F. Commissioner Reports

F1. Individual Commissioner reports

Chair Thomas asked for Commissioner volunteers to lead parks and facilities tours and spoke on Commission meeting attendance.

G. Adjournment

Chair Thomas adjourned the meeting at 8:11 p.m.

Nick Szegda, Assistant Library Services Director



City-organized communi gatherings and observances

Parks and Recreation Commission Dec. 8, 2021

Considerations

- + COVID-19 precautions/ rules
- + Limited budget, staff capacity for community gatherings
- + Preparing to open Menlo Park Community Campus in 2023
- + Focus on smaller, simpler events (fewer than 1,000 attendees) in 2022-23
- + Leverage partner organizations more
- + Traditions – innovations – progress – balance

Goals, outcomes

- + Economic development, small business
- + Volunteerism, community action
- + Raise awareness, educate, inform
- + Culture, arts, music
- + Showcase the community
- + Fundraising
- + Creativity
- + Fun, celebration

Potential partners

- + Chamber of Commerce
- + Local businesses
- + Service clubs
- + School districts
- + Corporations
- + Local nonprofits
- + Philanthropic organizations
- + Community groups, neighborhoods

City-hosted community gatherings Tentative proposed partial list

Tentative Date	Name	Tentative location/s
June 19, 2022	Juneteenth observance	Karl E. Clark Park
July-August 2022 (series TBD)	Music in the Park	Fremont Park / Kelly
July 3, 2022	Kite Day	Bedwell Bayfront Park
August 2, 2022	National Night Out	Citywide
Sept-Oct 2022 (series TBD)	Movies in the Park	Fremont Park / Kelly
Autumn 2022 TBD	Belle Haven Community Day	Kelly Park
October 2022 TBD	Halloween themed event	Burgess Park / Kelly Park
November 2022 TBD	State of the City	TBD
December 2, 2022	Tree lighting and donation drive	Fremont Park
February 2023 TBD	Youth Poetry Contest	City Council Chamber
June 2023 TBD	Grand Opening Celebration	Menlo Park Community Center

Partner-hosted community gatherings Tentative partial list

Date	Name	Location	Potential Host
Weekly (Weds.)	Bon Marche street market	Santa Cruz Avenue	West Coast Fair
Spring 2022	“Celebrate Menlo” street fair	Santa Cruz Avenue	Chamber of Co
Fall 2022	Small Business holiday launch	Downtown	Chamber of Co
December 2022	Breakfast with Santa	Arrillaga Rec. Center	Menlo Park Ro
April 2023	Egg Hunt + scholarship drive	Burgess Park/Kelly Park	Menlo Park Ro



Discussion

Priorities – Suggestions – Concerns – Questions



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/26/2022

Staff Report Number: PRC-22-001

Regular Business: Review and recommend field user groups for 2022.

Recommendation

Staff recommends the Parks and Recreation Commission review and recommend the Field User Groups for 2022. The eight current user groups are in good standing and maintain current approved user group status.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission advises the City Council on matters related to the City's parks and recreation facilities. The review and recommendation of Field User Group applications 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 (Attachment A). As part of the policy, athletic field user groups were required to submit a Field User Group Application. The application requires a presentation to the Parks and Recreation Commission 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:

- **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's application only guarantees that field space will be allocated to 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 guides 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 allocated 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

There are no new field user group applications to review for the current year – all are existing user groups.

Analysis

In 2022, Extreme Baseball ceased operations and has withdrawn as a user group. All remaining organizations rented field space in both the spring and fall seasons. There are no new groups applying to be an approved field user group for 2022.

The Sports Field User Group policy was approved by the Parks and Recreation Commission in March 2010 and has proven successful for both the City and the approved user groups. Staff is able to meet its goal of efficiently programming all the sports fields in its inventory while allocating space to all user groups. In its 12th year, the policy has ensured stability for core sports user groups while enabling the City to accommodate all new user groups seeking allocations of field space. Staff maintain positive relationships with the sports user groups and there have been few if any issues over the past 12 years between the groups and the City.

Staff strive to accommodate all rental requests from individuals or groups that call or email with rental requests. If rental groups are flexible with their date and time requests, they are able to receive time. If a group is looking for an ongoing rental request, staff encourages them to apply to be a user group if they meet the established criteria.

Current/ returning User Groups

Menlo Atherton Little League (MALL)

Alpine West Little League (AWLL)

Xtreme Baseball

AYSO

Alpine Strikers

Menlo Atherton Lacrosse Grizzlies

Mid-Pen High School

Menlo Atherton Adult Soccer League

Association de futbol

Future considerations

The recently completed Parks and Recreation Facilities Master Plan was approved by the City Council on October 15, 2019. It included several projects for the City's sports fields. The highest rated of these recommendations concerned recommended improvements at Burgess Park including replacing the natural turf with artificial turf, adding lights and reconfiguring the baseball diamond for more flexible and efficient

multisport overlays.

The Kelly Park Sports Field turf is at the end of its useful lifespan and the City will need to consider replacement of the field turf in the near future. Kelly Field is one of the City's most used sports fields and an important asset in meeting the high demands for sport fields by the user groups.

Scheduling use hours at La Entrada school field continues to be an issue. The main soccer field can be used for practice, but is not suitable for games. There were no recommendations in the Master Plan for improvements at La Entrada school field but this has been an important joint-use facility with the school to meet the high demands for sports fields by the user groups.

At Willow Oaks Park the outfield area of the field is a subject of some concern. Soccer groups are disinclined to practice or play games there due to the condition of the turf. Staff's recommendation is that the city begin discussions with Ravenswood School District, which owns the property, to replace the turf in order to facilitate more use of the field for organized play.

Impact on City Resources

There is no impact on City resources.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as it will not result in any direct or indirect physical change in the environment. The construction project will be subject to environmental review.

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. Athletic Field Use Policy

Report prepared by:
Todd Zeo, Recreation Supervisor

Reviewed by:
Sean Reinhart, Library and Community Services Director

COMMUNITY SERVICES

Sports Field Use Policy

701 Laurel St., Menlo Park, CA 94025 tel 650-330-2220 fax 650-324-1721

I. Purpose

- A. To identify the roles of the Field User Groups, City of Menlo Park Community Services, and Parks and Recreation Commission
- B. To explain the City of Menlo Park sports field use requirements, fees, procedures, and policies

II. Field User Group Approval Process

- A. Before a Field User Group can make a request for field space for seasonal sports leagues and tournaments, the Field User Group application (attached) must be validated by the Parks and Recreation Commission.
- B. To become a Field User Group, the group must apply in writing to the Parks and Recreation Commission each year. Field User Group Application must be received by Community Services at least three weeks prior to the November Commission meeting (generally the third Wednesday of the month). The Commission will review and discuss the information at the November meeting and hold a public hearing at a subsequent meeting before validation.
- C. The Parks and Recreation Commission will validate the returning or new group if all of the Field User Groups conditions and requirements are satisfied.
- D. If a new Field User Group requests a field space after the validation process, the Field User Group will only be able to use field space on a probationary status if space is available.
- E. Community Services will provide written notification to the Field User Groups of their approved status.

III. Field User Group Application

- A. The Field User Group Application must include the following:
 - 1. Written league rules and guidelines
 - 2. Annual schedule for the organization, including practice and game dates, tournament dates and any special events
 - 3. Annual list of board members with their contact information (address, phone number, and email address)
 - 4. Annual roster of league participants showing residency status (see IV below) and age
 - 5. Description of Field User Group's activities and how the field(s) will be utilized
 - 6. For nonprofits, proof of 501(c)3 status
 - 7. Valid Certificate of Insurance
 - 8. A short presentation of the above to the Parks and Recreation Commission

IV. Menlo Park Residency

- A. A Menlo Park resident will be defined as:
 - 1. Participants who have a permanent address in Menlo Park
 - 2. Participants who attend an Accredited School within the Menlo Park city limits

- B. Priority of status will be depend on the qualifying criteria, including percentage of Menlo Park residents (see Field Priority list)
- C. Field User Groups will need to provide data of the participant database or team rosters to validate participant's resident or non-resident status

V. Field Capacity Limits

- A. The field use limit for each field user group will be determined by Community Services based on overall sport fields capacity and the age designation of the individual field.
- B. If the Field User Group requires more space than their field use limit, the Field User Group will be granted additional field space or may request additional field space on the following conditions:
 - 1. Field allocations have been granted for all of the valid Field User Groups' requests.
 - 2. There is remaining field capacity.

VI. Field Allocation

- A. Community Services will make every attempt to accommodate all groups and allow for a diverse use of the City's sports fields.
- B. Field User Groups can request a particular field during the reservation process; however, Community Services reserves the right to make the final decision regarding how to allocate field space.
- C. Prior use by a particular Field User Group does not guarantee future allocations to a specific field.
- D. Factors affecting amount of field space allocation include:
 - 1. "On season" programs vs. "Off season" programs
 - 2. Number of Menlo Park residents in the program
 - 3. Percentage of Menlo Park residents in the program
 - 4. Ages of participants vs. the designated field space for age groups

VII. Field Use Priority

The qualifying criteria for field use priority is:

- 1. City sponsored youth programs
- 2. City sponsored adult programs
- 3. School district sponsored youth programs
- 4. Returning youth programs with greater than 50% residents
- 5. Returning adult programs with greater than 50% residents
- 6. Programs offering scholarships or reduced fees to lower-income participants.
- 7. New youth programs with greater than 50% residents
- 8. New adult programs with greater than 50% residents
- 9. All "other" programs

VIII. Field User Group Fees

- A. All of the fees required to use the Athletic Fields are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is reviewed by Community Service staff each year. City reserves the right to increase fees to offset administrative and parks maintenance costs.
- B. Fees will be determined per hour per team.

- C. Field User Groups will be required to provide payment based on the annual field reservation schedule. The schedule will be set annually by Community Services Staff.
- D. Field User Groups operating sports leagues will be required to pay 50% of the balance two-weeks before the league start date. The remaining balance will be due two weeks prior the final league date.
- E. Field User Groups requesting field space for a limited time or non-league use must pay in full at the time of the field reservation.
- F. Field User Groups are allowed to make minor adjustments to the field reservation request up to four weeks before to the league start date (if space is available). The approved field reservations will be available online to review. All change requests must be in writing. Cancellations are subject to a \$15.00 processing fee.
- G. Field User Groups will be charged for the dates and times requested on the field permit. Canceled practices or games designated by the leagues or coaches will not be refunded. Rain outs will be refunded.

IX. Field User Group Communication

- A. Each Field User Group will designate a Coordinator for their organization. All communication between the City and the organization will be through the designated Coordinator.
- B. At the biannual Field User Groups meeting, Community Services staff will discuss with the Field User Group coordinators the schedule for the upcoming season(s) and review the Athletic Field policies. Additional meetings may be called, as needed.
- C. Field User Groups are responsible for informing their participants using the facility of all of the field rules and must ensure the enforcement of these rules.
- D. Field User Group Coordinators will be able to communicate with city staff by email, phone, or in person. The coordinators will also be able to access approved the field reservations online.
- E. Probation
 - 1. If any Field User Group does not follow any of the stated field policies, the Field User Group may be placed on probation and is subject to having their Field Permit suspended or revoked.
 - 2. A letter will be given to the Field User Group to notify them of the probation. The Field User Group has 14 days to appeal the probationary status.
- F. Appeal Process
 - 1. In the case of a dispute over the meaning, interpretation or intent of any portion of these field use policies, User Groups may appeal decisions to the Community Services Director.

X. Field Use Requirements

- A. Field Reservation Forms can be submitted twice a year. For field use between January 1 and June 30, field reservation forms must be turned in by 5 p.m. **December 1**. For field use between July 1 and December 31, field reservation forms must be turned in by 5 p.m. **May 1** to the Field Reservation Coordinator. Field reservation forms turned in after these specified dates will be given space on a space available basis.

- B. Field User Groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- C. Each User Group is limited to conducting only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or off – season use, or any unauthorized use.
- D. An organization conducting an activity on City fields must provide adequate insurance to Community Services before the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.
- E. Community Services reserves the right to close any field that is maintained by the City for safety reasons (example: rain outs, park improvements). In the event of closure, the Department will attempt to contact each field user and will post a notice on the Field Closure Hotline at 650-330-2590.
- F. All city-scheduled field closures must be adhered to by all Field User Groups. Failure to do so may result in the loss of field use.
- G. Any coach or team that uses a closed field is subject to a one – year ban from using City facilities.
- H. All participants, coaches, and spectators must refrain from excess noise. No amplified sound is allowed without a special use permit.
- I. Participants should store all personal belongings properly. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- J. Participants may not enter the field before rental time and never without proper supervision or coaches or event coordinators being present.
- K. All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- L. When possible, a 15 minute open time period will be used to allow one group to clear the field before another starts. Groups must vacate fields on time and not use this open period for game time.
- M. City staff must approve posting of signs or setting up billboards prior to posting. These items are not to be stored on City property or in public areas.
- N. No vehicles are allowed on grounds or surrounding grass areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas.
- O. Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- P. Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- Q. All areas are to be left clean after any activity. Groups are required to remove all garbage from the premises.
- R. Pets are not allowed to be off leash on playing fields during scheduled activities.
- S. No eating, smoking, or alcohol on sports fields.
- T. Community Services staff will enforce the use of the fields and ensure that all Field User Groups adhere to the above requirements of the City of Menlo Park.

COMMUNITY SERVICES

Sports Field User Group Application

701 Laurel St., Menlo Park, CA 94025 tel 650-330-2220 fax 650-324-1721

Before making a Field Reservation, the following application must be filled out to become a valid Field User Group. The application must be submitted to the Parks and Recreation Commission for approval annually. The application is due three weeks prior to the November Parks and Recreation Commission meeting (generally the third Wednesday of the month) to the Community Services Sports Coordinator. The entire checklist needs to be completed before the application can be approved.

Field User Group Application Checklist:

- _____ Written League Rules and Guidelines
- _____ Annual Schedule including games, practices, tournaments, etc.
- _____ List of Board Members with contact information
- _____ Annual Roster of league participants showing residency status and age groups
- _____ Description of Field User Group's activities and how the field(s) will be utilized
- _____ Proof of 501(c)3 status (if applicable)
- _____ Valid Certificate of Insurance
- _____ Reviewed and agreed to all Athletic Field Policies
- _____ Presentation to the Parks and Recreation Commission (generally third Wednesday in November)

Organization name: _____

Field User Group Coordinator Name: _____
(All correspondence with the City will take place through this person)

Address: _____

Home Phone: _____

Alternative Phone: _____

Email: _____

As a representative of the organization, I have reviewed and agree to follow all of the Sports Field Policies. I agree to communicate all of the policies to all the members of the organization.

Field User Group Coordinator
Signature

Date

Office Use Only

Application Submittal Date _____

Staff Reviewed Date _____

Commission Meeting _____

Approval Date _____

COMMUNITY SERVICES

Sports Field Reservation Form

701 Laurel St., Menlo Park, CA 94025 tel 650-330-2220 fax 650-324-1721

Organization Name:	Contact Name:		
Address:	City:	State:	Zip:
Home Phone:	Alternate Phone:		
Email Address:	Insurance Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Estimate Attendance:	Type of Use:		

Field Name	Day	Date	Start Time	End Time	Total Hours
TOTAL HOURS					
HOURLY RENTAL RATE					\$
TOTAL RENTAL FEES					\$
DEPOSIT AMOUNT	\$	DEPOSIT DUE DATE		/	/
BALANCE AMOUNT	\$	BALANCE DUE DATE		/	/

I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, field, equipment, or premises as a result of the occupancy of said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved.

I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities.

I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.

Signature

Date

Payment Information

Cash Check Visa Mastercard

Account # _____ Exp. _____ Account Holder Name _____

I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.

Authorized Signature: _____

Office Use Only:	Deposit:	R# _____	Date _____	Processed By _____
	Final Payment:	R# _____	Date _____	Processed By _____
<input type="checkbox"/> Valid User Group <input type="checkbox"/> Entered into Field Schedule <input type="checkbox"/> Insurance Provided <input type="checkbox"/> Application Complete				

Field Use Requirements

- Field Reservation Forms can be submitted twice a year. For field use between January 1 and June 30 field reservation forms must be turned in by 5 p.m. December 1 to the Field Reservation Coordinator. For field use between July 1 and December 31, field reservation forms must be turned in by 5 p.m. May 1. Field reservation forms turned in after these specified dates will be given space on a space available basis.
- Field User Groups may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- Each User Group is limited to conduct only the activities specified in their Field Use Permit. Examples of activities that will not be allowed without prior approval include clinics, conditioning camps, tournaments or off – season use, or any unauthorized use.
- An organization conducting an activity on City fields must provide adequate insurance to Community Services before the start of the activity. All groups must provide a certificate of insurance naming the City, its employees, agents and officers as an additional insured.
- Community Services reserves the right to close any field that is maintained by the City for safety reasons (example: rain outs, park improvements). In the event of closure, the Department will attempt to contact each field user and will post a notice on the Field Closure Hotline at 650-330-2590.
- All city-scheduled field closures must be adhered to by all Field User Groups. Failure to do so may result in the loss of field use.
- Any coach or team that uses a closed field is subject to a one – year ban from using City facilities.
- All participants, coaches, and spectators must refrain from excess noise. No amplified sound is allowed without a special use permit.
- Participants should store all personal belongings properly. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- Participants may not enter the field before rental time and never without proper supervision or coaches or event coordinators being present.
- All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- When possible a 15 minute open time period will be used to allow one group to clear the field before another starts. Groups must vacate fields on time and not use this open period for game time.
- City staff must approve posting of signs or setting up billboards before posting. These items are not to be stored on City property or in public areas.
- No vehicles are allowed on grounds or surrounding grass areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas.
- Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- All areas are to be left clean after any activity. Groups are required to remove all garbage from the premises.
- Pets are not allowed to be off leash on playing fields during scheduled activities.
- No eating, smoking, or alcohol on sports fields.
- Community Services staff will enforce the use of the fields and ensure that all Field User Groups adhere to the above requirements of the City of Menlo Park.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 01/26/2022

Staff Report Number: PRC-22-002

Regular Item: Pickleball pilot program – review and next steps

Recommendation

Staff recommends that the pilot pickleball programs at Kelly Park and Nealon Park be made permanent. Staff further recommends that fee-free access to the pickleball courts at Nealon Park and Kelly Park be extended through June of 2022 to allow sufficient time for staff to conduct a review of user fees at all city-operated tennis and pickleball courts

Policy Issues

The Parks and Recreation Commission advises the City Council on matters relating to programs and facilities dedicated to recreation. The Parks and Recreation Commission has placed a priority on modifying existing programs and facilities to meet changing community needs

Background

In the fall of 2020, the Parks and Recreation Commission received public comment from community members who were interested in establishing a pickleball court in Menlo Park. In September of 2020¹, the Commission recommended that a pilot program be initiated to gauge community interest, and a program began in November of 2020 on tennis court number 1 at Kelly Park. A new fee-free key system for the restriped court was implemented, and equipment was purchased and made available for the public to borrow through reservation at the library's curbside pickup. Staff returned to the Commission in January of 2021² with an update and surveyed current tennis court key holders to gather data on the current use of the City's tennis courts, and to identify possible locations for a permanent pickleball court in April of 2021. A pilot program that converted Nealon tennis court number 5 to pickleball was approved by the commission at their May 26, 2021 meeting³.

Analysis

The pickleball pilot program has been successful overall. Community interest in pickleball, demonstrated by the number of supportive public comments made at Parks and Recreation Commission meetings, remains high. The pilot pickleball courts at Nealon and Kelly have been well used, with no significant concerns raised by court users or tennis players. Aside from one notable complaint about an increase in noise at Nealon Park, no members of the public comments have expressed strong opposition to the pilot program.

Staff also recommends that free access to the pickleball courts at Kelly Park and Nealon Park be extended through the end of the June 2022. This will provide sufficient time for staff to conduct a review of user fees at all city-operated tennis and pickleball courts, and formulate recommendations to the City Council through

¹ <https://www.menlopark.org/DocumentCenter/View/26180/Pickleball-Pilot-Program-Staff-Report-20200923>

² https://www.menlopark.org/DocumentCenter/View/27229/Staff-report_PRC_21-003_Update-pickleball-pilot

³ https://www.menlopark.org/DocumentCenter/View/28169/Staff-report_PRC_21-012_pickleball

the fiscal year budget and master fee schedule update processes.

Impact on City Resources

There was a nominal cost associated with converting the tennis courts to pickleball courts (restriping and new nets, approximately \$2200) and a small cost for maintaining the pickleball courts (primarily for purchasing new nets when needed), but the cost is not significantly greater than the cost of maintaining the tennis courts that the pickleball courts replaced.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA Guidelines §§ 15378 and 15061(b)(3)) as it will not result in any direct or indirect physical change in the environment. review.

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:
Nick Szegda, Assistant Library Services Director

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

**City of Menlo Park - Parks and Recreation Commission
2020-21 Tentative Agenda Schedule
January 26, 2022**

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

MEETING DATE	PROPOSED AGENDA TOPICS
January 26, 2022	<ul style="list-style-type: none"> • Presentation: New public park on Meta (Facebook) property • Pickleball pilot program review • Approve field users for 2022-2023
February 23, 2022	<ul style="list-style-type: none"> • Burgess and Willow Oaks renovation project updates • Aquatics program annual report • Commemorative park amenity guidelines
March 23, 2022	<ul style="list-style-type: none"> • MPCC programming elements – Fitness center, gymnasium, movement studio • Staff presentation – registration software
April 27, 2022	<ul style="list-style-type: none"> • MPCC operational planning - Staffing • Staff presentation – Summer camps
May 25, 2022	<ul style="list-style-type: none"> • MPCC operational planning – Athletic equipment
June 22, 2022	<ul style="list-style-type: none"> • MPCC operational planning –Volunteers, external partners
July 27, 2022	<ul style="list-style-type: none"> • Athletic field policy review
August 24, 2022	<ul style="list-style-type: none"> • Facility rental policy review
September 28, 2022	<ul style="list-style-type: none"> • Volunteer policy review
October 26, 2022	<ul style="list-style-type: none"> • Facility use guidelines review
November 23, 2022 (Date may change)	<ul style="list-style-type: none"> •
December 28, 2022 (Date may change)	<ul style="list-style-type: none"> •
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> • <i>Inclusion Programs/Classes update</i> • <i>Parks tours – commissioner updates</i>

Winter 2022 Park and Recreation Commission Park Tours

David Thomas 1/26/22



Why tours?

- Gain in-person experience with Menlo Park facilities
- Commissioner team building
- Learn from staff and public works
- Engage the public

Why now?

- During the pandemic there have been limited opportunities to interact
- This will be the key PRC commissioner event for 2022 Q1
- May facilitate more informed future commission meetings
- Strengthens commissioner accountability
- Would like to turn into quarterly activity

Commissioner Groups

2 commissioners per region ensures Brown Act compliance

- **East:**
 - Commissioners: Thomas (planning lead), Brosnan
 - Example itinerary: Kelly Park and Bedwell Bayfront Park
- **Central:**
 - Commissioners: Baskin (planning lead), Joshua
 - Example itinerary: Burgess Park, Menlo Swim and Sport, Arrillaga Fair Gymnastics Center
- **West:**
 - Commissioners: Diepenbrock (planning lead), Bryman
 - Example itinerary: Stanford Hills Park and Sharon Park

Planning Lead Responsibilities

1. Find 3 times that work for two assigned commissioners (all tours be completed by March 31, 2022)
2. Finalize 2-3 parks or recreation facilities to tour in your region
3. Send joint availability and preferred itinerary to Assistant Library Director, Nick Szegda (NJSzegda@menlopark.org) who will coordinate with:
 - Library and Community Services Director, Sean Reinhart (SSReinhart@menlopark.org)
 - Interim Assistant Community Services Director, Rondell Howard (rdhoward@menlopark.org)
 - Recreation Supervisor, Todd Zeo (tazeo@menlopark.org)
 - Public Works Supervisor – Parks, Bill Halleck (BHHalleck@menlopark.org)
4. Invite members of the public and City Council Liaison Drew Combs
5. Report on trip during future PRC meeting

Thank You

Questions: davidthomas5412@gmail.com

