

# Parks and Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 9/27/2023  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](#) – ID# 862 7050 1185 and  
Arrillaga Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting:

- Attend in person at Arrillaga Recreation Center, Oak Room, 700 Alma St., Menlo Park, CA 94025
- Access the meeting real-time online at:  
[Zoom.us/join](#) –Meeting ID# 862 7050 1185
- Access the meeting in real-time via telephone at:  
(669) 900-6833  
Meeting ID# 862 7050 1185  
Press \*9 to raise your hand to speak

Subject to Change: 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, [menlopark.gov](#). The instructions for logging on to the Zoom webinar and/or the access code are 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.gov/agendas](#)).

### Regular Meeting

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or city of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Study Session

- D1. Review considerations for a focused addendum to Parks and Recreation Facilities Master Plan to include pickleball ([Staff Report PRC-2023-029](#))

#### E. Regular Business

- E1. Approve minutes from July 26, 2023 meeting ([Attachment](#))

- E2. Recommend Parks and Recreation Commission annual work plan ([Staff Report PRC-2023-030](#))

## **F. Informational Items**

- F1. Department updates ([Staff Report PRC-2023-031](#))
- F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

## **G. Commissioner Reports**

- G1. Individual Commissioner reports

## **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 before, 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.gov](mailto:jaherren@menlopark.gov). 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 Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive notification of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 9/21/2023)



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 9/27/2023

Staff Report Number: PRC-2023-029

**Study Session:** Review considerations for a focused addendum to Parks and Recreation Facilities Master Plan to include pickleball

### Recommendation

City staff recommends that the Parks and Recreation Commission conduct a study session to review considerations for a focused addendum to the Parks and Recreation Facilities Master Plan (Addendum) to include pickleball and to review preliminary options for potential revisions to the City of Menlo Park Master Fee Schedule related to tennis and/or pickleball court fees. No formal actions or recommendations are requested of the Parks and Recreation Commission at this time. Feedback received during the study session will help inform the development of the Addendum and potential fee revisions. City staff anticipates presenting a draft Addendum and proposed fee revisions to the Parks and Recreation Commission tentatively on November 15 for review and potential recommendations to the City Council.

### Policy Issues

As an advisory body to the City Council, the Parks and Recreation Commission (PRC) makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park. The PRC was a key stakeholder group involved in the development of the Parks and Recreation Facilities Master Plan in 2019.

### Background

The Parks and Recreation Facilities Master Plan (PRFMP) was accepted by City Council on October 15, 2019 (Attachment A). The PRFMP is designed to provide a comprehensive road map to guide decision-making for the City of Menlo Park to maintain, manage, and develop its parks, open spaces, and recreation facilities for the next 20 years and to help provide the community with the recreational opportunities that they desire. When the PRFMP was developed and approved in 2019, pickleball had not yet emerged as a sport requiring the use of current and/or future recreation facilities in Menlo Park. As a result, pickleball is not included in the PRFMP.

On October 26, 2022, the PRC made a number of recommendations related to pickleball, including:

1. Extend the pickleball pilot program at Nealon Park and Kelly Park through June 30, 2023
2. Conduct analysis of current and future community needs related to pickleball in alignment with the Parks and Recreation Facilities Master Plan.
3. Evaluate user fees related to pickleball and tennis courts
4. Implement additional tennis-to-pickleball court conversions at Nealon Park.

After the PRC's recommendation was made, City Councilmembers through the city manager requested additional analysis prior to implementing item 4, and that item was placed on hold pending the completion of the Addendum.

On December 6, 2022, City Council received three concept plan alternatives for potential "Phase 2" improvements at Willow Oaks Park (Attachment B). Concept Plan Alternative 3 proposed two new, purpose-built pickleball courts in the street frontage area on Willow Road. City Council took no action related to the proposed Phase 2 concept plan alternatives at that time and requested that further discussion of potential Phase 2 improvements be deferred until after the Addendum is completed and after construction begins on the Phase 1 improvements, currently estimated in Fall 2023.

On July 26, 2023, the PRC reviewed background data and discussed preliminary considerations for developing the Addendum. (Attachment C).

## **Analysis**

### Goals and Guidelines

The PRMFP includes several goals and guidelines to help inform decision-making for identifying, evaluating, and prioritizing PRMFP projects. Key PRMFP goals and guidelines relevant to the Addendum include, but are not limited to, the following:

#### **GOAL 1. ONE MENLO PARK**

Menlo Park has a high-quality system of parks and recreation facilities. The City's parks, facilities, and events bring the community together as "One Menlo Park." As the City grows and evolves, it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities throughout the City.

#### **GOAL.1.1 AN INTEGRATED, EQUITABLE, AND INCLUSIVE PARK AND RECREATION SYSTEM THAT SERVES THE COMMUNITY AS A WHOLE.**

1.1.1 Complete Park System: Parks and facilities do not exist in isolation and should be located, designed, or renovated with an awareness of the recreational spaces and amenities that are in the surrounding areas. Each new park or facility, or significant renovation of an existing park or facility, should contribute to satisfying the recreational needs of the neighborhood that it serves and be integrated into a system that serves the entire community. Each improvement should complement the mix of uses in the neighborhood and in the City as a whole.

1.1.2 Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods. In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.

1.1.3 Coordinated Effort: Align and coordinate park and facility planning with other existing and ongoing City planning efforts, including the Transportation Plan, El Camino and Downtown Specific Plan, Library Space Needs Plan, Belle Haven Pool Facility Audit and Master Plan, Burgess Pool Audit, Green Infrastructure for Stormwater Plan, Community Zero Waste Plan, and Climate Action Plan. Coordination will maximize synergies, efficiencies, and funding opportunities and allow the City to take advantage of opportunities to integrate multiple uses, for example, combining libraries and teen gathering spaces.

1.1.4 Equitable Access: Activity and rental fees and program offerings should be comparable and balanced across the City. Implement a scholarship program to support access to recreation and sports

facilities and programs to residents with limited financial means.

Preliminary considerations for potential pickleball locations

Based on the goals and guidelines defined in the PRFMP, and with feedback received from the PRC and community members to date, City staff is currently evaluating preliminary considerations for potential pickleball locations to evaluate in the context of the Addendum. The preliminary considerations are summarized below for PRC discussion and feedback, including brief assessments of the potential timeframe and prioritization of each option in the context of the overall PRFMP and the City's capacity and resources to execute capital projects.

1. Dedicate the four pickleball courts currently located at Nealon Park exclusively to pickleball. This option could potentially include removing the tennis court striping, updating the pickleball striping, adding noise mitigation material to the existing fence (sound curtain), and adding a second access gate opposite the existing gate. Potential time frame: Near-term (3-12 months). Potential prioritization: High
2. Dedicate the four pickleball courts currently located at Kelly Park exclusively to pickleball. This option could potentially include removing the tennis court striping, updating the pickleball striping, and taking steps to increase pickleball usage at this location, which is underutilized. Steps to increase usage could include cross-promoting pickleball with other amenities currently located and under construction at this location, such as the running track, outdoor exercise stations, and indoor fitness center. Potential time frame: Near-term. Potential prioritization: High
3. Convert the outdoor basketball court at Burgess Park to pickleball. There are currently four City-owned outdoor basketball courts in Menlo Park, including Burgess Park, Willow Oaks Park, Jack Lyle Park, and Kelly Park. The basketball courts at Jack Lyle Park and Willow Oaks Park are close to neighboring residences, raising noise concerns, and Kelly Park already has pickleball courts. The basketball court at Burgess Park is not near residences and has been suggested by pickleball enthusiasts as a possible desired location for additional pickleball courts. Initial review indicates that up to three pickleball courts could potentially fit on the basketball court at Burgess Park. Outreach to current Burgess Park basketball court users would need to be undertaken to better understand and evaluate potential impacts if the basketball court is converted to pickleball. The current waist-high fence around the basketball court likely would need to be replaced with a taller fence, which probably would result in higher costs, a more complex scope, and require additional time compared to the above options 1 and 2. Potential time frame: Near- to mid-term (6 to 24 months). Potential prioritization: Medium.
4. Construct new, purpose-built pickleball courts at Willow Oaks Park. Concept plans for Phase 2 of the park improvements include an alternative for two new, purpose-built pickleball courts in the street frontage area on Willow Road. This option would increase the City's total number of pickleball courts without decreasing or reducing other existing tennis or basketball courts and would provide the opportunity to design courts specifically for pickleball play. City Council will consider potential Phase 2 improvements after the Addendum is completed and after construction begins on the Phase 1 improvements, currently estimated in Fall 2023. Potential time frame: Mid-term (12 to 36 months). Potential prioritization: High.
5. Convert or create additional pickleball courts at Nealon Park. Nealon Park is among Menlo Park's most popular park destinations for a variety of recreational activities and is the most popular location for both tennis and pickleball. The park is built out with multiple amenities, including tennis and pickleball courts, a softball field and dog park, an all-abilities playground, grass areas, parking areas, a co-op nursery, a senior center, and other significant features, and opportunities to add more amenities to the park are somewhat limited by space constraints and other factors. Pickleball enthusiasts have expressed a desire to convert additional tennis courts to pickleball. Tennis enthusiasts have expressed a desire to preserve existing tennis courts for tennis. Prior to adding significant new amenities to this location or converting existing amenities for other purposes, additional study would be needed to assess potential impacts to all park users and nearby residents, options for tapping into existing underutilized pickleball

capacity in Kelly Park, potential for adding new pickleball capacity at Willow Oaks Park, and near-term and long-term cost implications and prioritization of pickleball-related projects within the City's overall system of recreation facilities and services, including City facility projects already identified and in the pipeline across the City. Potential time frame: Mid- to long-term (12 to 36+ months). Potential prioritization: Medium.

#### Additional pickleball courts planned by other nearby jurisdictions

The County of San Mateo plans to construct two new dual-use tennis/pickleball courts for Flood Park as part of its Realize Flood Park project. Project construction is tentatively scheduled to begin in September 2023.

The Town of Atherton is considering a recommendation to convert one tennis court at Holbrook-Palmer Park into two pickleball courts, tentatively starting in January 2024.

#### Preliminary alternatives for tennis and/or pickleball court user fees

In conjunction with the Addendum, City staff is evaluating preliminary alternatives for potential future updates to the City's Master Fee Schedule related to user fees for tennis and pickleball courts. The preliminary alternatives are summarized below for PRC discussion and feedback.

1. Apply user fees to tennis courts and control access with physical keys (current system). The City currently charges user fees for access to most City-owned tennis courts. Access to tennis courts is controlled by physical keys which are issued to users who pay user fees to gain access. The current fee structure generates approximately \$40,000 in cost recovery revenue from tennis key sales in a typical year. During the pickleball pilot program, no keys or fees are required to access the pickleball courts. Because of the way the current tennis/pickleball courts are configured, it is infeasible to control fee-based access to pickleball courts using physical keys. The current system of controlling access with physical keys is thought to contribute to lower tennis court maintenance costs in part because usage of the courts is lower, being limited only to users who pay fees to receive a key. However, imposing fees on tennis courts creates barriers to access for some residents, raising equity and fairness considerations.
2. Provide tennis court keys to residents for free on request and to non-residents for a fee. Access to tennis courts would continue to be controlled by physical keys. User fees would still apply to non-residents, but residents could receive a key for free on request. Key access and an application process would still provide some control over access to the courts. This alternative could increase usage of the tennis courts and reduce barriers to access for some residents.
3. Provide some tennis courts for free public access with no keys or fees, and control access to some tennis courts with physical keys and fees. This alternative would provide free public access to some tennis courts with no keys or fees required, with select tennis courts remaining accessible only with a physical key issued to users who pay user fees to gain access, for example, for tennis instruction or for tennis users who prefer to reserve guaranteed play times.
4. Open all tennis courts for public use with no keys or fees. This alternative would provide the greatest access and fewest barriers to entry and potentially would result in the highest usage overall. Increased usage of the tennis courts likely would increase maintenance needs and costs.

#### Next steps

City staff will synthesize the PRC's feedback with additional analysis to develop a draft Addendum for PRC review tentatively on November 15.

#### **Impact on City Resources**

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

### **Environmental Review**

This report 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.

### **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. Hyperlink - Parks and Recreation Facilities Master Plan (2019).  
<https://menlopark.gov/Government/Open-government/Master-plans>
- B. Hyperlink – "Update on the Willow Oaks Park improvement project," City Council meeting agenda (item I-3), December 6, 2022. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221206-cc-agenda-packet-with-presentation.pdf#page=960>
- C. Hyperlink – "Considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball," Parks and Recreation Commission meeting agenda (item E-2), July 26, 2023. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/agendas/20230726-parks-and-recreation-commission-agenda.pdf#page=17>

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



# **Considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball**

Parks and Recreation Commission – September 27, 2023



## Recommendation

City staff recommends that the Parks and Recreation Commission conduct a study session to review considerations for a focused addendum to the Parks and Recreation Facilities Master Plan (Addendum) to include pickleball, and to review preliminary options for potential revisions to the City of Menlo Park Master Fee Schedule related to tennis and/or pickleball court fees.

No formal actions or recommendations are requested of the Parks and Recreation Commission at this time. Feedback received during the study session will help inform the development of the Addendum and potential fee revisions.



# PRFMP goals

Goal 1: “As the City grows and evolves it must ensure that... parks and facilities meet the needs of all members of the Menlo Park community. The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City.”

Goal 1.1.1: “Parks and facilities do not exist in isolation, and should be located, designed or renovated with an awareness of the recreational spaces and amenities that are in the surrounding areas. Each new park or facility, or significant renovation of an existing park or facility should contribute to satisfying the recreational needs of the neighborhood that it serves, and be integrated into a system that serves the entire community.”

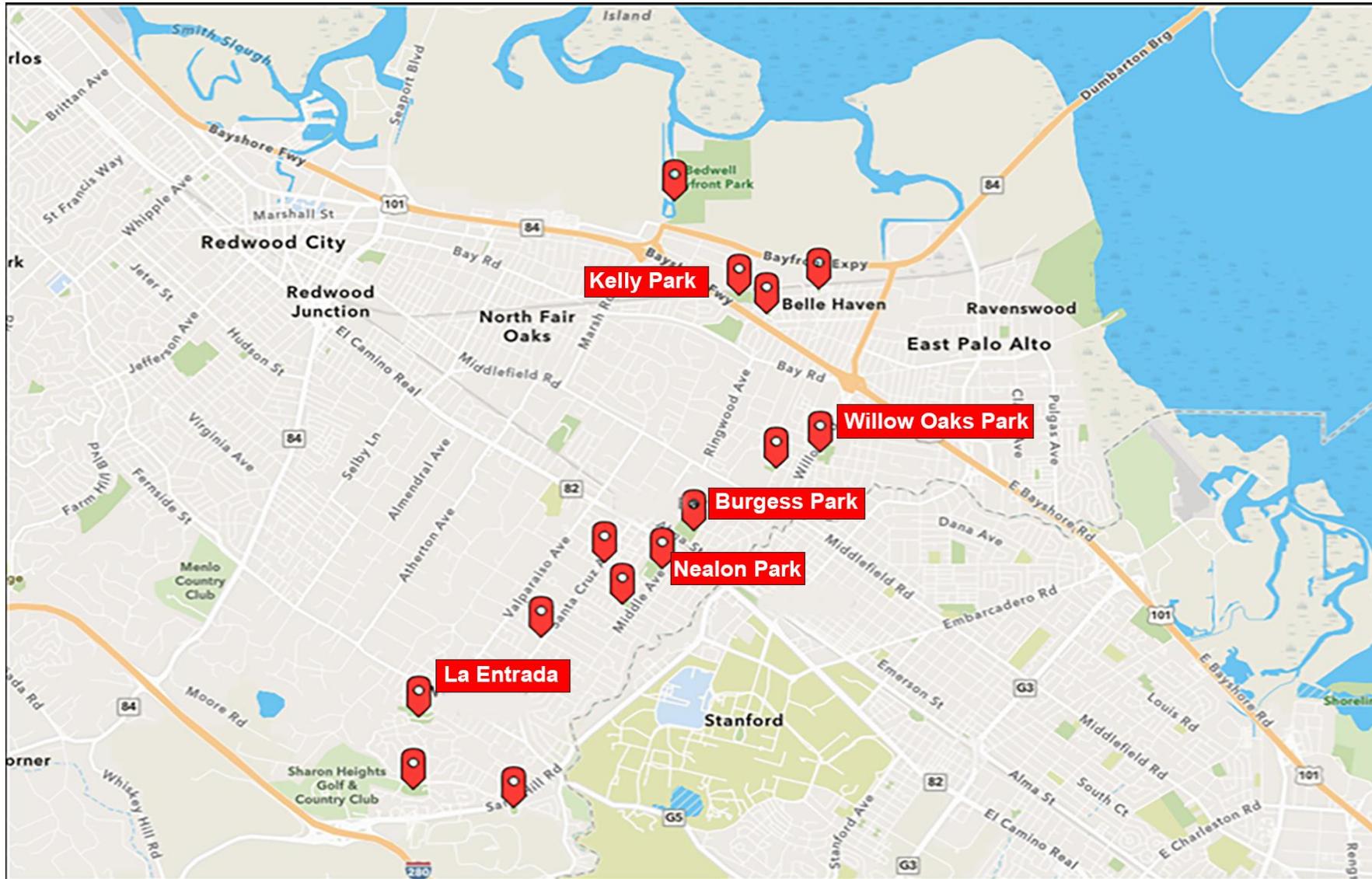


## PRFMP goals (cont'd)

Goal 1.1.2: “In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.”

Goal 1.1.4: “Equitable Access: Activity and rental fees and program offerings should be comparable and balanced across the City. Support access to recreation and sports facilities and programs to residents with limited financial means.”

# Map of City parks



# Tennis court locations



Location	Address	Courts	Lighted courts
Burgess Park	501 Laurel St.	2	2
Kelly Park*	100 Terminal Ave.	2*	2
La Entrada Middle School	2200 Sharon Road	2	0
Nealon Park*	800 Middle Ave.	5*	5
Willow Oaks Park	490 Willow Road	4	2

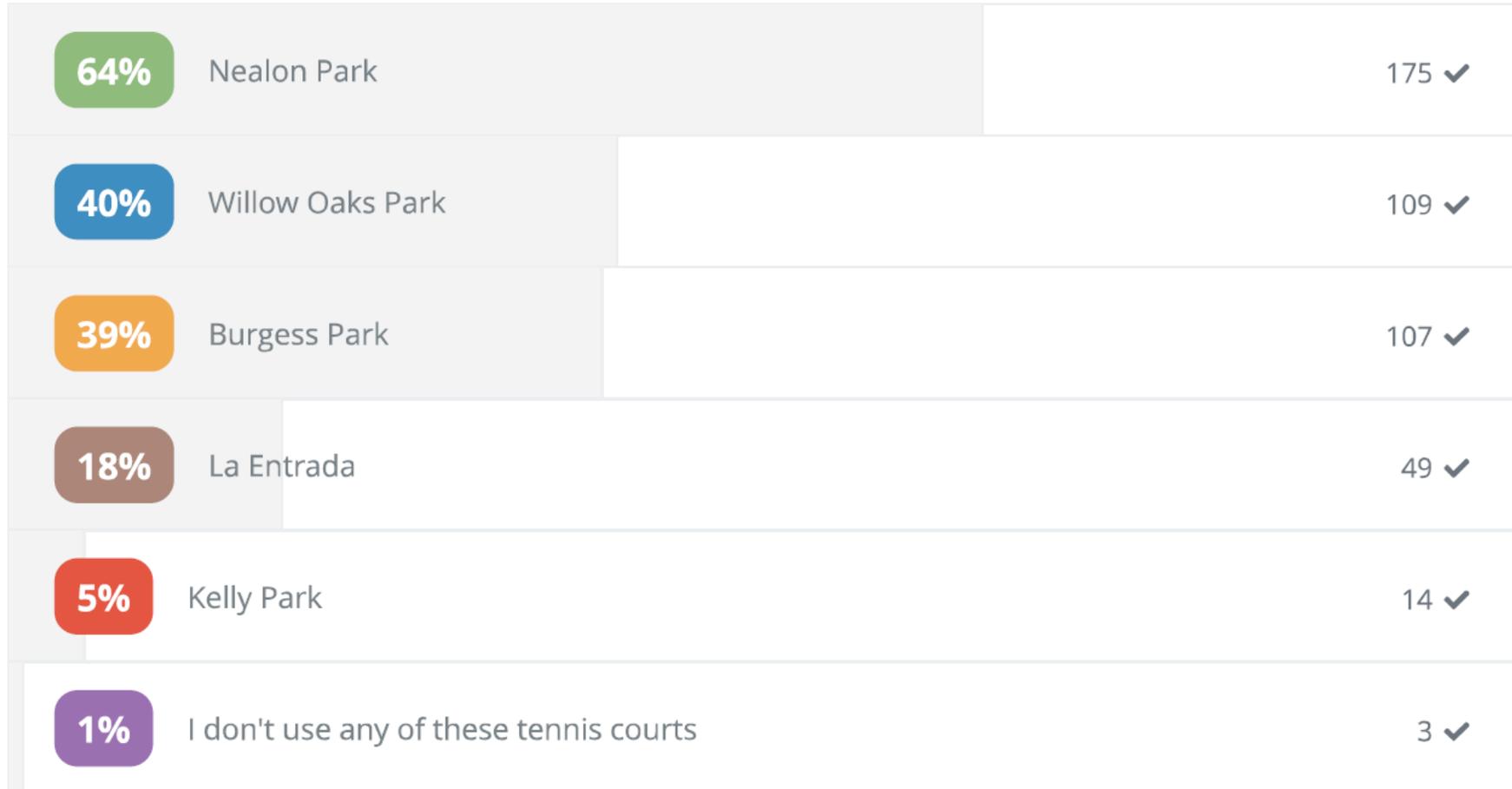
\* At Kelly Park, 1 tennis court has nets and striping for 4 pickleball courts

\* At Nealon Park, 1 tennis court has nets and striping for 4 pickleball courts



# Tennis court usage survey (2021)

\* 1. Which Menlo Park tennis courts do you use when you play? (Check all that apply)



272 Respondents



# Pickleball in other nearby jurisdictions

Table 1: Review of pickleball courts in other local jurisdictions

Jurisdiction	Population	Total number of pickleball courts	Pickleball courts per 10,000 residents
Burlingame	30,559	11	3.60
Los Altos	30,424	10	3.29
Palo Alto	60,010	15	2.50
Menlo Park	32,295	8	2.48
San Carlos	29,586	7	2.37
Belmont	26,773	6	2.24
Foster City	32,026	6	1.87
Saratoga	29,903	2	0.67

# Preliminary considerations for potential pickleball locations



- Based on the goals and guidelines defined in the PRFMP, and with feedback received from the PRC and community members to date, City staff is currently evaluating preliminary considerations for potential pickleball locations to evaluate in the context of the Addendum.
- The preliminary considerations include brief assessments of the potential timeframe and prioritization of each option in the context of the overall PRFMP and the City's capacity and resources to execute capital projects.

# Preliminary considerations for potential pickleball locations (cont'd)



1. Dedicate the four pickleball courts currently located at Nealon Park exclusively to pickleball. This option could potentially include removing the tennis court striping, updating the pickleball striping, adding noise mitigation material to the existing fence (sound curtain), and adding a second access gate opposite the existing gate.

Potential time frame: Near-term (3-12 months)

Potential prioritization: High

# Preliminary considerations for potential pickleball locations (cont'd)



2. Dedicate the four pickleball courts currently located at Kelly Park exclusively to pickleball. This option could potentially include removing the tennis court striping, updating the pickleball striping, and taking steps to increase pickleball usage at this location, which is underutilized. Steps to increase usage could include cross-promoting pickleball with other amenities currently located and under construction at this location.

Potential time frame: Near-term (3-12 months)

Potential prioritization: High

# Preliminary considerations for potential pickleball locations (cont'd)



3. Convert the outdoor basketball court at Burgess Park to pickleball. Up to three pickleball courts could potentially fit on the basketball court at Burgess Park. Outreach to current Burgess Park basketball court users would need to be undertaken. The current waist-high fence around the basketball court likely would need to be replaced with a taller fence, which probably would result in higher costs, a more complex scope, and require additional time compared to options 1 and 2.

Potential time frame: Near- to mid-term (6 to 24 months)

Potential prioritization: Medium

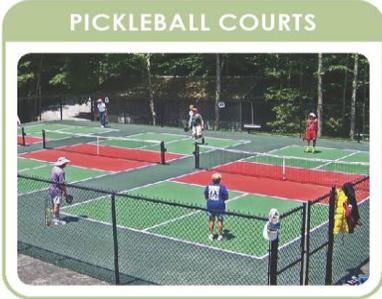
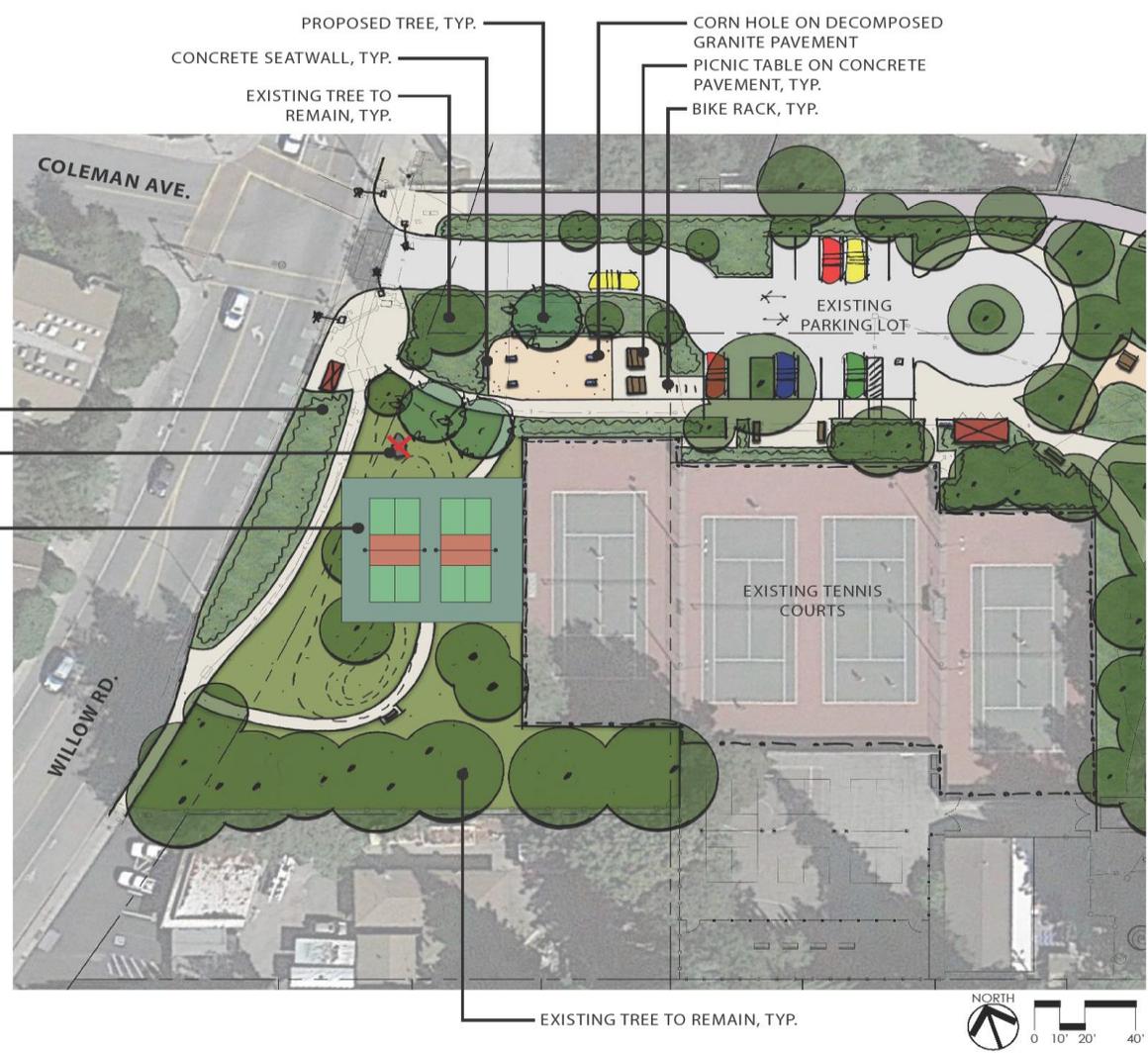
# Preliminary considerations for potential pickleball locations (cont'd)



4. Construct new, purpose-built pickleball courts at Willow Oaks Park. Concept plans for Phase 2 include an alternative for two new, purpose-built pickleball courts in the street frontage area on Willow Road. This would increase the City's total number of pickleball courts without decreasing or reducing other existing tennis or basketball courts, and would provide the opportunity to design courts specifically for pickleball. City Council will consider potential Phase 2 improvements after the Addendum is completed and after construction begins on Phase 1.

Potential time frame: Mid-term (12 to 36 months)

Potential prioritization: High



**CONCEPT PLAN - Alternative 3**  
**WILLOW OAKS PARK FRONTAGE**  
 City of Menlo Park



# Preliminary considerations for potential pickleball locations (cont'd)



- 5. Convert or create additional pickleball courts at Nealon Park. Nealon Park is among Menlo Park's most popular park destinations. The park is built out with multiple amenities and opportunities to add more amenities are limited. Additional study would be needed to assess impacts to park users and nearby residents; evaluate options for tapping the underutilized pickleball courts in Kelly Park; examine the opportunity to add new pickleball courts at Willow Oaks Park; near-term and long-term resource impacts in the context of all PRFMP projects on the City.

Potential time frame: Mid- to long-term (12 to 36+ months)

Potential prioritization: Medium



# Preliminary alternatives for tennis and/or pickleball court user fees



1. Apply user fees to tennis courts and control access with physical keys (current system). The current fee structure generates approximately \$40,000 in cost recovery revenue from tennis key sales in a typical year. During the pickleball pilot program, no keys or fees are required to access the pickleball courts. It is currently infeasible to control fee-based access to pickleball courts using physical keys. The current system of controlling access with physical keys is thought to contribute to lower tennis court maintenance costs. However, imposing fees on tennis courts creates barriers to access for some residents, raising equity and fairness considerations.

# Preliminary alternatives for tennis and/or pickleball court user fees (cont'd)



2. Provide tennis court keys to residents for free on request, and to non-residents for a fee. Access to tennis courts would continue to be controlled by physical keys. User fees would still apply to non-residents, but residents could receive a key for free on request.
3. Provide some tennis courts for free public access with no keys or fees, and control access to some tennis courts with physical keys and fees. This alternative would provide free public access to some tennis courts with no keys or fees required, with select tennis courts remaining accessible only with a physical key issued to users who pay user fees to gain access.
4. Open all tennis courts for public use with no keys or fees. This alternative would provide the greatest access and fewest barriers to entry and potentially would result in the highest usage overall. Increased usage of the tennis courts likely would increase maintenance needs and costs.



## Next steps

City staff will synthesize the PRC's feedback with additional analysis to develop a draft Addendum for PRC review at a future meeting.



**Thank you**



**PARKS AND RECREATION COMMISSION MINUTES – DRAFT**

**Date:** 7/26/2023  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Bunyagidj called the meeting to order at 6:32 p.m.

**B. Roll Call**

Present: Brosnan, Bunyagidj, Gilmartin, Lee, Theriault  
Absent: Joshua  
Staff: Assistant Library and Community Services Director Nick Szegda,  
Management Analyst Ashley Walker, Library and Community Services Supervisor  
Tricia Mullan

B1. Introduce new and continuing staff co-liaisons to the Parks and Recreation Commission

**C. Public Comment**

None.

**D. Study Session**

D1. Update the Parks and Recreation Commission work plan (Staff Report PRC-2023-021)

Assistant Director Szegda introduced the item.

By acclamation, the Commission created a subcommittee comprised of Brosnan, Bunyagidj, and Theriault to draft specific work plan goals.

**E. Regular Business**

E1. Approve minutes from June 28<sup>th</sup>, 2023 meeting (Attachment)

**ACTION:** Motion and second (Gilmartin/ Lee), to approve minutes from June 28, 2023 meeting, passed 4-0 (Joshua absent, Bunyagidj abstaining).

E2. Considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to include Pickleball (Staff Report PRC-2023-022)

Library and Community Services Supervisor Mullan introduced the item.

- Allison Elliott spoke in favor of increased and free access to pickleball courts.

- Soug Strauss spoke in favor of increased and free access to pickleball courts.
- James Schott spoke in favor of increased and free access to pickleball courts.
- Peter Diepenbrock spoke in favor of all pickleball courts being located at Nealon Park.
- David Yoshida spoke in favor of all pickleball courts being located at Nealon Park.

The Commission discussed potential pickleball court locations and feasibility.

**ACTION:** Motion and second (Brosnan/ Gilmartin), to approve a biennial review of the Parks and Recreation Facilities Master Plan and to immediately approve a pickleball addendum to the master plan, passed 5-0 (Joshua absent).

#### **F. Informational Items**

F1. Department updates (Staff Report PRC-2023-023)

Assistant Director Szegda introduced the item.

F2. Parks and Recreation Commission tentative agenda calendar (Attachment)

Assistant Director Szegda introduced the item.

#### **H. Commissioner Reports**

H1. Individual Commissioner reports

None.

#### **I. Adjournment**

Chair Bunyagidj adjourned the meeting at 7:59 p.m.

Ashley Walker, Management Analyst



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 9/27/2023

Staff Report Number: PRC-2023-030

**Regular Business:** Recommend the Parks and Recreation Commission annual work plan

### Recommendation

City staff recommends that the Parks and Recreation Commission recommend its annual work plan (Attachment A) to the City Council for approval.

### Policy Issues

Council Policy CC-23-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Parks and Recreation Commission. The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council's annual work plan. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

### Background

City Council most recently approved the Parks and Recreation Commission's work plan on September 20, 2022, with one revision related to city-hosted events. (Attachment C).

On September 28, 2022, the Parks and Recreation Commission reviewed the work plan, approved the additional item added by the City Council concerning the development of recommendations for City-hosted community events, and then voted to recommend the updated work plan to City Council. (Attachment D).

On July 26, 2023, the Parks and Recreation Commission created a subcommittee of Commissioner Theriault, Vice Chair Brosnan, and Chair Bunyagidj to further develop the work plan. The work plan subcommittee's draft plan is presented for Commission review and recommendation as Attachment A.

### Analysis

The Parks and Recreation Commission's draft work plan includes seven goals. The Menlo Park Community Campus (MPCC) project continues to be a top priority of the Commission and the City Council. The Parks and Recreation Commission continues to provide an important public forum to advise the programming and operations of the new facility and provide opportunities for community comment and feedback. New work plan goals include a review of updates made to the departmental strategic plan, an annual review of the department's proposed budget, and a goal to advise on recreational facility upgrades during the coming year.

### **Impact on City Resources**

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact on the City's general fund related to the topics in this report.

### **Environmental Review**

This report 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.

### **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. Parks and Recreation Commission draft work plan with revisions shown in redline, September 27, 2023
- B. Hyperlink – "Adopt a resolution amending City Council Policy CC-23-004 Commissions/Committees Policies and Procedures, Roles and Responsibilities," City Council meeting agenda (item H-6), June 27, 2023. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230627-city-council-regular-agenda-packet.pdf#page=289>
- C. Hyperlink – "Approve the Parks and Recreation Commission's 2022-23 work plan," City Council meeting agenda (item G9), September 20, 2022. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220920-city-council-agenda-packet.pdf#page=544>
- D. Hyperlink – "Parks and Recreation Commission work plan update," Parks and Recreation Commission meeting agenda (item F1), September 28, 2022. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20220928-parks-and-recreation-commission-agenda-packet.pdf#page=74>

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director  
Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# PARKS AND RECREATION COMMISSION WORK PLAN ATTACHED

Library and Community Services Department  
 800 Alma St., Menlo Park CA 94025  
 Adopted ~~September 20, 2022~~



## Parks and Recreation Commission Work plan goals

- ~~• Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan~~
  - ~~• Provide high quality programs and services for all Menlo Park residents~~
  - ~~• Maintain, upgrade, and modify existing programs and facilities to meet developing community needs~~
  - ~~• Focus on resident input and grow relationships with residents throughout the City of Menlo park~~
  - ~~• Prioritize accessibility, safety, and sustainability~~
  - ~~• Develop recommendations for city-hosted community events.~~
1. As an advisory body to the City Council and a forum for public information about park and recreation issues, encourage and facilitate robust public comment and participation at Commission meetings
    - Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community
    - Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
  2. Support and advise the development and launch of the Menlo Park Community Campus (MPCC), focusing on recreational programming, service integration, and policies within the shared space environment in the new facility, as directed by City Council
    - Review programs and services with a focus on the provision of high quality programs and services for all Menlo Park residents
    - Ensure that the programs and services offered at the MPCC contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City.
  3. Facilitate the goals laid out in the 2019 Parks and Recreation Facility Master Plan (PRFMP)
    - Review emerging recreational trends for possible inclusion in future PRFMP addendums.
  4. Advise on the maintenance and upgrade of recreational facilities. Advise on the modification of existing programs and facilities to meet community needs. When reviewing Library and Community Services projects, prioritize accessibility, safety, and sustainability
    - Review upgrades and modifications made to Willow Oaks Park
    - Review upgrades and modifications made to Burgess Park play structures.
  5. Periodically receive staff presentations and reports about major service areas and programs. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly
  6. Review and advise on updates to the department strategic plan and advise on any strategic plan updates made after the opening of the MPCC
  7. Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to recreation facilities and services. Review and advise on potential synergies with or support from other City departments.

## Specific examples

- ~~• Gather and incorporate resident input on:
 
  - ~~Willow Oaks park improvements~~
  - ~~Athletic fields use policy~~
  - ~~Pool operations~~
  - ~~Pros and cons of contracting out City services~~~~
- ~~• Review the pickle ball court additions~~
- ~~• Invite members of the public on commission park tours~~
- ~~• Ensure that the programs and services offered at the MPCC will contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City~~
- ~~• Develop strategies to mitigate the risks of off-leash dogs harming children.~~

## Work plan history

Action	Date	Notes
Work plan adoption	September 20, 2022	City Council approved
<u>Work plan recommendation</u>	<u>September 27, 2023</u>	



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 9/27/2023

Staff Report Number: PRC-2023-031

Informational Item: Library and Community Services department updates

### Recommendation

City staff recommends that the Parks and Recreation Commission review this informational report about recent activities in the Library and Community Services Department.

### Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation.

### Background

The Library and Community Services department (LCS) provides lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. Programs and facilities include public libraries, recreation, sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events, and aquatics.

### Analysis

#### August 2023 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics from the month of August 2023 are provided with this informational report. (Attachment A).

### 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. Statistics – August 2023

Report prepared by:  
Ashley Walker, Management Analyst

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

CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STATISTICS - AUGUST 2023

Table 1. Library items circulated

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
800 Alma St.	48,847	43,930	50,395	46,190	47,023	49,544	49,616	49,164
413 Ivy Dr.	1,193	929	1,320	1,205	1,285	1,088	1,112	1,197
Online / digital	8,702	8,219	8,827	8,707	9,374	9,891	10,368	9,970

Table 2. Library cards

	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
New library cards issued – MP residents	303	240	239	253	232	330	322	207
Total MP resident library cardholders	21,189	21,299	21,417	21,512	21,601	21,733	21,189	21,808

Table 3. Library patron questions answered

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
800 Alma St.	2,967	2,714	3,347	2,834	2,393	3,496	3,282	3,294
413 Ivy Dr.	209	262	340	279	306	744	264	345

Table 4. Library holds filled (item requests)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
Incoming holds 800 Alma St.	4,375	3,934	4,763	4,393	4,256	4,472	3,968	4,121
Outgoing holds 800 Alma St.	2,879	2,788	3,142	2,665	2,773	3,252	3,050	3,968
Incoming holds 413 Ivy Dr.	-	-	-	-	-	144	195	183
Outgoing holds 413 Ivy Dr.	-	-	-	-	-	159	183	157

Table 5. Library foot traffic (gate count)

Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
800 Alma St.	-	-	-	-	-	13,108	-	-
413 Ivy Dr.	881	1,189	1,365	1,241	1,288	1,231	1,034	1,261

CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STATISTICS - AUGUST 2023

Table 6. Library program attendance								
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
Total program attendance 800 Alma St.	893	847	730	888	606	822	1,653	1,405
Number of programs 800 Alma St.	30	29	25	31	28	27	30	36
Total program attendance 413 Ivy Dr.	87	173	156	98	67	116	157	296
Number of programs 413 Ivy Dr.	8	8	8	8	7	8	8	8

Table 7. Preschool child development - enrollment								
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
Menlo Children's Center	33	32	34	33	35	38	33	33
Belle Haven Child Development Center	56	59	61	64	65	65	45	43

Table 8. School age child development (after school enrichment) - enrollment								
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
Menlo Children's Center - After School	28	28	28	28	28	28	30	27
Belle Haven Youth Center	42	42	42	42	42	42	28	28

Table 9. Senior Center services								
Location	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023
Lunches served	376	560	555	551	624	656	570	482
Grocery boxes distributed	480	480	460	460	460	576	460	460
Senior shuttle trips	1,058	902	1,018	898	1,053	1,124	1,010	1,006
Rideshare trips	220	236	294	288	225	252	0	0

Table 10. Senior Center classes			
	Winter 2022-23	Spring 2023	Summer 2023 (to date)
Enrollment – residents	145	137	151
Enrollment – non-residents	108	102	88
Classes offered	14	14	14

CITY OF MENLO PARK  
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
 STATISTICS - AUGUST 2023

<b>Table 11. Recreational classes</b>			
	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023 (to date)</b>
Enrollment – residents	263	239	166
Enrollment – non-residents	126	117	67
Classes offered	77	88	73
Number of instructors	24	22	28

<b>Table 12. Sports classes</b>			
	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023 (to date)</b>
Enrollment – residents	195	70	151
Enrollment – non-residents	129	97	98
Classes offered	20	12	25
Number of instructors	5	5	6
Drop-in basketball visits	243	280	66
Drop-in volleyball visits	637	534	287
Leagues – individual registrations	1,400	84	677
Leagues – team registrations	142	12	111

<b>Table 13. Gymnastics classes</b>			
	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023 (to date)</b>
Enrollment – residents	490	499	416
Enrollment – non-residents	158	255	174
Classes offered	93	101	80

CITY OF MENLO PARK  
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
 STATISTICS - AUGUST 2023

Table 14. Facility rentals			
	Winter 2022-23	Spring 2023	Summer 2023 (to date)
Recreation center rentals – residents	57	24	9
Recreation center rentals – non-residents	46	89	48
Athletic field rentals (hours reserved)	899	1,533	488
Tennis court keys (annual) – residents	166	50	55
Tennis court keys (annual) – non-residents	41	12	9

Table 15. Large-scale community event attendance					
Location	Feb 2023	Apr 2023	June 2023	July 2023	Aug 2023
Black Liberation Month Celebration 2/11	150	-	-	-	-
Egg Hunt 4/8	-	1,500	-	-	-
Juneteenth Celebration 6/17	-	-	200	-	-
4 <sup>th</sup> of July Parade and Celebration	-	-	-	1,250	-
Summer Concert – Fremont Park 7/12	-	-	-	186	-
Summer Concert – Fremont Park 7/19	-	-	-	388	-
Summer Concert – Fremont Park 7/26	-	-	-	261	-
Summer Concert – Fremont Park 8/2	-	-	-	-	387
Summer Concert – Fremont Park 8/9	-	-	-	-	247
Summer Concert – Karl E. Clark Park 8/11	-	-	-	-	103
Summer Concert – Fremont Park 8/16	-	-	-	-	520
Summer Concert – Karl E. Clark Park 8/18	-	-	-	-	137

PARKS AND RECREATION COMMISSION  
 TENTATIVE AGENDA SCHEDULE  
 SEPTEMBER 27, 2023

Meetings are held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.  
 All dates and topics are tentative and subject to change.

MEETING DATE	PROPOSED AGENDA TOPICS
July 26, 2023	<ul style="list-style-type: none"> <li>• Update the Parks and Recreation Commission work plan</li> <li>• Considerations for PRFMP addendum</li> <li>• Department updates</li> </ul>
August 23, 2023	<ul style="list-style-type: none"> <li>• MEETING CANCELLED – FAILED TO ACHIEVE QUORUM</li> </ul>
September 18, 2023 (Joint meeting with LC)	<ul style="list-style-type: none"> <li>• Open a 4-week public comment period - MPCC naming</li> </ul>
September 27, 2023	<ul style="list-style-type: none"> <li>• PRFMP addendum study session</li> <li>• Recommend PRC work plan</li> </ul>
October 25, 2023 (Joint meeting with LC)	<ul style="list-style-type: none"> <li>• MPCC - recommend potential names/dedications to City Council</li> </ul>
November 15, 2023* (*Proposed date change)	<ul style="list-style-type: none"> <li>• PRFMP – recommend addendum to City Council</li> <li>• LCS department strategic plan update</li> </ul>
December 13, 2023* (*Proposed date change)	<ul style="list-style-type: none"> <li>• MPCC project updates</li> <li>• Suggestion box – comments and responses</li> </ul>
January 24, 2024	<ul style="list-style-type: none"> <li>• MPCC project updates</li> <li>• LCS department strategic plan update</li> </ul>
February 28, 2024	<ul style="list-style-type: none"> <li>• MPCC project updates</li> </ul>
March 27, 2024	<ul style="list-style-type: none"> <li>• Youth Advisory Committee update</li> </ul>
April 24, 2024	<ul style="list-style-type: none"> <li>• Suggestion box – comments and responses</li> </ul>
May 22, 2024	<ul style="list-style-type: none"> <li>• Select commission chair and vice-chair</li> <li>• Onboarding new commissioners</li> <li>• Suggestion box – comments and responses</li> </ul>
June 26, 2024	<ul style="list-style-type: none"> <li>•</li> </ul>
Unscheduled future topics	<ul style="list-style-type: none"> <li>•</li> </ul>

Library Commission: Typically meets third Monday of each month, 6:30 pm  
 Youth Advisory Committee: Typically meets once per month during school year