

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 10/26/2022
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. Study Session**

- D1. Nealon Park all-abilities playground –El Capitan Track Ride (zip line) hours of operation ([Staff Report PRC-2022-026](#))

E. Regular Business

- E1. Approve minutes from September, 28, 2022 meeting ([Attachment](#))
- E2. Recommendation to continue the pickleball pilot program through June 30, 2023 and expand its scope ([Staff Report PRC-2022-027](#))
- E3. Establish a procedure for the annual selection of Chair and Vice Chair ([Staff Report PRC-2022-028](#))

F. Informational Items

- F1. Advisory body hybrid meetings and attendance report ([Staff Report PRC-2022-029](#))
- F2. Suggestion box feedback received ([Staff Report PRC-2022-030](#))
- F3. 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 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: 10/20/2022)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/26/2022

Staff Report Number: PRC-2022-026

Study Session: Nealon Park all-abilities playground – El Capitan Track Ride (zip line) hours of operation

Recommendation

Staff recommends that the Parks and Recreation Commission review and comment on the hours of operation of the “El Capitan Track Ride,” commonly referred to as the “zip line,” at the Nealon Park all-abilities playground.

Policy Issues

The Parks and Recreation Commission (PRC) advises the City Council on matters related to City programs and facilities dedicated to recreation. As an advisory body to the City Council, the PRC makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

As part of its advisory role and responsibilities, the PRC annually completes a commission work plan for approval by City Council. Included in the Parks and Recreation Commission work plan for 2022-23 is the following goal: “Facilitate the goals laid out in the 2019 Parks and Recreation Facilities Master Plan”

Background

The City Council in October 2019 approved the Parks and Recreation Facilities Master Plan (Attachment A), which includes the following statements in its Guiding Goals:

- “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.”
- “Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities. Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities. Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”

The City Council in April 2021 adopted the following statement as part of the City of Menlo Park Cost Recovery Policy:

- “The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents’ lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.”

The Nealon Park all-abilities playground opened in December 2019 to replace a previous outdated and deteriorating playground, and immediately upon opening became a popular destination for children and families of all abilities. The goal and intent of the Nealon Park all-abilities playground is to provide a shared space that includes people with disabilities, especially children, in everyday recreational activities and provides them the same opportunities to participate in every aspect of play to the best of their abilities and desires. As such, the playground advances and is consistent with the Guiding Goals established in the Parks and Recreation Facilities Master Plan. The Nealon Park playground is Menlo Park’s only all-abilities playground, and is a recognized National Demonstration Site based on its unique and innovative total inclusive features. A partial list of other all-abilities playground in the regions is included for reference in Attachment A.

After the zip line went into service in December 2019, residents whose homes abut the park boundary began lodging complaints about the sound generated by the ride when the seats slide along the tracks. Out of an abundance of caution, city staff closed the zip line for safety inspections and to investigate the extent and cause of the sound. City staff worked with the equipment manufacturer to conduct a thorough inspection and testing of the equipment. The work included checking components and alignment, testing the movement and action and sounds generated by the equipment, and adjusting connections and moving parts. Over the course of the inspections and testing, the ride was found to be in safe, correct working order by the manufacturer and city staff. It was concluded that the sound generated by the ride is a result of the equipment’s normal functioning.

Before the findings of the inspections could be acted upon, City facilities, including playgrounds, were closed by local emergency order on March 13, 2020 to protect public health and safety during the COVID-19 pandemic and shelter-in-place orders. During the emergency closure and shelter-in-place orders, the zip line remained immobilized to discourage unauthorized use.

When city playgrounds were reopened in October 2020, the zip line remained immobilized pending study of potential options to address nearby residents’ concerns about the sound. Severe and persistent staff capacity limitations caused by the ongoing pandemic and economic crisis required reprioritization of limited resources to focus on the areas of greatest urgency and need during an unprecedented local, state, and national emergency. Progress on the zip line study was significantly delayed as a result. Substantial surges in COVID-19 cases, driven by the Delta variant in the third and fourth quarters of 2021, and the Omicron variant in the fourth quarter of 2021 and first quarter of 2022, further complicated and delayed multiple projects including the zip line study, as the focus on recovery efforts continued to take priority.

On June 17, 2022, the U.S. Food and Drug Administration (FDA) authorized emergency use of the Moderna COVID-19 Vaccine and the Pfizer-BioNTech COVID-19 Vaccine for children as young as six months of age. That authorization ensured that safe and effective COVID-19 vaccines are freely and widely available to the vast majority of residents who are medically eligible, and contributed to a significant decline in COVID-19 transmission in the community. City staff were then able to turn attention to other priorities, including the zip line study.

Analysis

One of the key features of the Nealon Park all-abilities playground is the El Capitan Track Ride (“zip line” or “ride”). The ride is comprised of two parallel overhead tracks, each with a seat suspended beneath it that slides along the length of the track using gravity and momentum. One of the seats is designed in the shape of a disc which riders straddle while grasping the cable from which the seat is suspended. The other seat is designed with additional supports and stabilizations that allows riders to safely enjoy the equipment without grasping. This arrangement allows riders of all abilities to enjoy the ride simultaneously together. One of the unique and distinguishing features of the zip line is the sense of freedom of movement it provides for riders of all ages and abilities as the seats slide along the track.

As a trial effort to reduce the chances of the zip line being used overnight when the park is closed, City staff in June and July 2022 worked with the zip line equipment manufacturer to install a lock on the tracks that can immobilize the seats. The immobilization procedure requires a city staff person to go to the park twice per day to manually lock and unlock the seats. Due to the staff-intensive nature of the procedure, and limited staff capacity, the zip line was reopened weekdays only on a trial basis starting on August 29, during which time the lock’s effectiveness could be evaluated.

While the lock proved effective at immobilizing the equipment absent determined attempts to break the lock, unfortunately it was found that applying significant weight and force to the suspended seat can shear the lock’s shackle and release the seat. According to the manufacturer, it is not advisable to install a heavier lock due to safety concerns. Staff has replaced the lock and continues to immobilize the seat overnight on weekdays however the procedure diverts limited staff time from other priorities and is unsustainable. City staff plans to continue the current trial period on the current weekday schedule pending additional evaluation and study and will make a determination regarding next steps by November 30.

City staff seeks feedback and input from the Parks and Recreation Commission related to the zip line regarding the following key considerations:

1. The purpose and goals of the all-abilities playground
2. The unique and distinguishing features of the El Capitan Track Ride
3. Neighboring residents’ concerns about the sound generated by the zip line
4. Parks and Recreation Facilities Master Plan Guiding Goals
5. City of Menlo Park Cost Recovery Policy statement on equity, inclusion, and belonging
6. Desired hours of operation and community access to the zip line
7. Limited staff capacity to sustain manual locking and unlocking procedures.

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. The cost to construct the Nealon Park all-abilities playground in 2019 was approximately \$1 million, of which an estimated \$100,000 were design, product, site engineering, site preparation, and installation costs related to the El Capitan Track Ride. The ongoing cost in staff time to the city to manually lock and unlock the zip line on weekdays is estimated \$7,600 per year.

Environmental Review

This study session item 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://beta.menlopark.org/Government/Open-government/Master-plans>
- B. Partial list of other all-abilities playgrounds in the region.

Report prepared by:

Keifer O'Hara, Recreation Coordinator

Tricia Mullan, Library and Community Services Supervisor

Bill Halleck, Public Works Supervisor - Parks

Sean Reinhart, Library and Community Services Director

PARTIAL LIST OF ALL-ABILITIES PLAYGROUNDS IN THE AREA

Nealon Park All-Abilities Playground

Nealon Park
City of Menlo Park

Magical Bridge Playground

Mitchell Park
City of Palo Alto

Magical Bridge Playground

Red Morton Park
City of Redwood City

Mia's Dream Come True

Tennyson Park
Hayward Area Recreation and Park District

All Abilities Playground

Heather Farm Parks
City of Walnut Creek

Imagine Playground

Dublin Sports Grounds
City of Dublin (CA)



REGULAR MEETING MINUTES - DRAFT

Date: 9/28/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Vice Chair Baskin called the meeting to order at 6:45 p.m.

B. Roll Call

Present: Baskin, Bunyagidj, Diepenbrock, Theriault
Absent: Bryman, Brosnan, Joshua
Staff: Library and Community Services Director Sean Reinhart, Acting Assistant
Community Services Director Rondell Howard, Management Analyst Ashley Walker

C. Public Comment

- Brian Kissel requested clarification regarding when survey findings for pickleball will be addressed by the Commission.

D. Presentations and Proclamations

D1. Registration management software update

Management Analyst Walker made the presentation (Attachment).

The Commission thanked staff for the update and expressed excitement for the new software.

D2. Commemorative park amenities

Director Reinhart made the presentation (Attachment).

The Commission received clarification regarding commemorative park amenities requests and the potential for a waitlist.

E. Regular Business

E1. Approve minutes from August 24, 2022 meeting (Attachment)

ACTION: Motion and second (Diepenbrock/ Theriault), to approve the minutes from the August 24, 2022 meeting, passed 4-0 (Bryman, Brosnan, and Joshua absent).

E2. Establish a procedure for the annual selection of Chair and Vice Chair
(Staff Report PRC-2022-023)

Item E2. was continued to the October 26, 2022 meeting.

E3. Review results of recreation and community programs survey (Staff Report PRC-2022-024)

- Brian Kissel spoke in support of prioritizing pickleball.
- Pierre Cintra spoke in support of pickleball.

The Commission discussed ideas and best practices for using survey results when programming for the new Menlo Park Community Campus (MPCC).

F. Informational Items

F1. Parks and Recreation Commission work plan update (Staff Report PRC-2022-025)

Director Reinhart introduced the item and reported that City Council reviewed and approved the Parks and Recreation Commission work plan on September 20, 2022, with the request to add the development of recommendations for City-hosted community events.

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

- Vice Chair Baskin requested Commissioner Diepenbrock join agenda planning for the October 26, 2022, meeting.
- Commissioner Diepenbrock suggested moving pickleball item to the top of October meeting.

G. Commissioner Reports

G1. Individual Commissioner reports

- Commissioner Diepenbrock spoke on attending a tour of Flood Park.
- Commissioner Bunyagidj spoke on the annual Resource Fair.
- Commissioner Theriault spoke on the Belle Haven Park pilot.
- Vice Chair Baskin thanked staff for their work on adult softball.

H. Adjournment

Vice Chair Baskin adjourned the meeting at 8:03 p.m.

Rondell Howard, Acting Assistant Community Services Director



XPLOR RECREATION

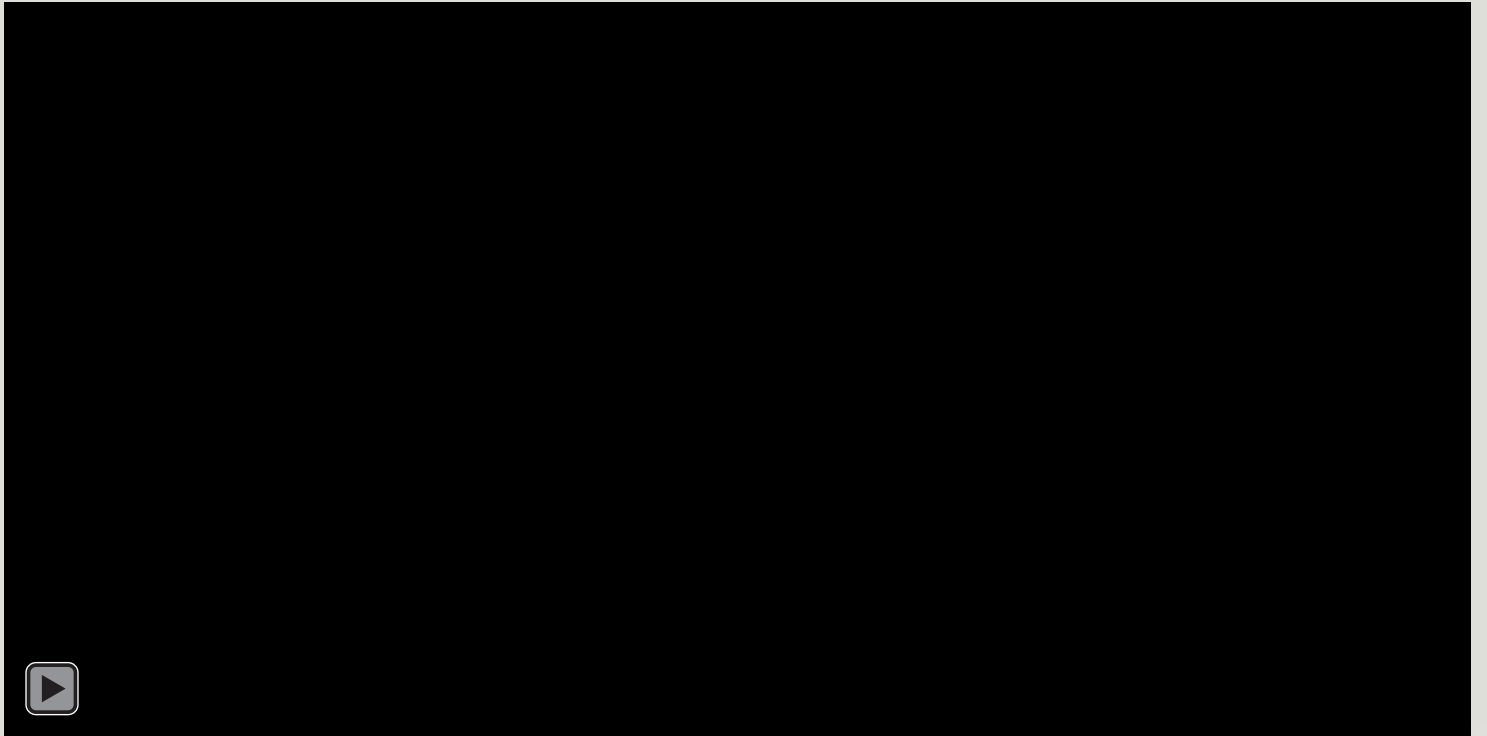
Software implementation update

Parks and Recreation Commission September 28, 2022

CURRENT USER EXPERIENCE



CURRENT USER EXPERIENCE



CURRENT USER EXPERIENCE

- Limited or no ability to reserve online
- User must call a staff member
- Contracts are PDF attachments, no digital signatures
- Inconsistency in descriptions and formatting
- Not intuitive to navigate
- Doesn't meet user expectations

CURRENT USER EXPERIENCE

- City council adopted the IT master plan which called for a new registration system to address these issues.
- On March 8, 2022 City Council authorized Xplor Recreation (formerly known as PerfectMind) as the new registration system.

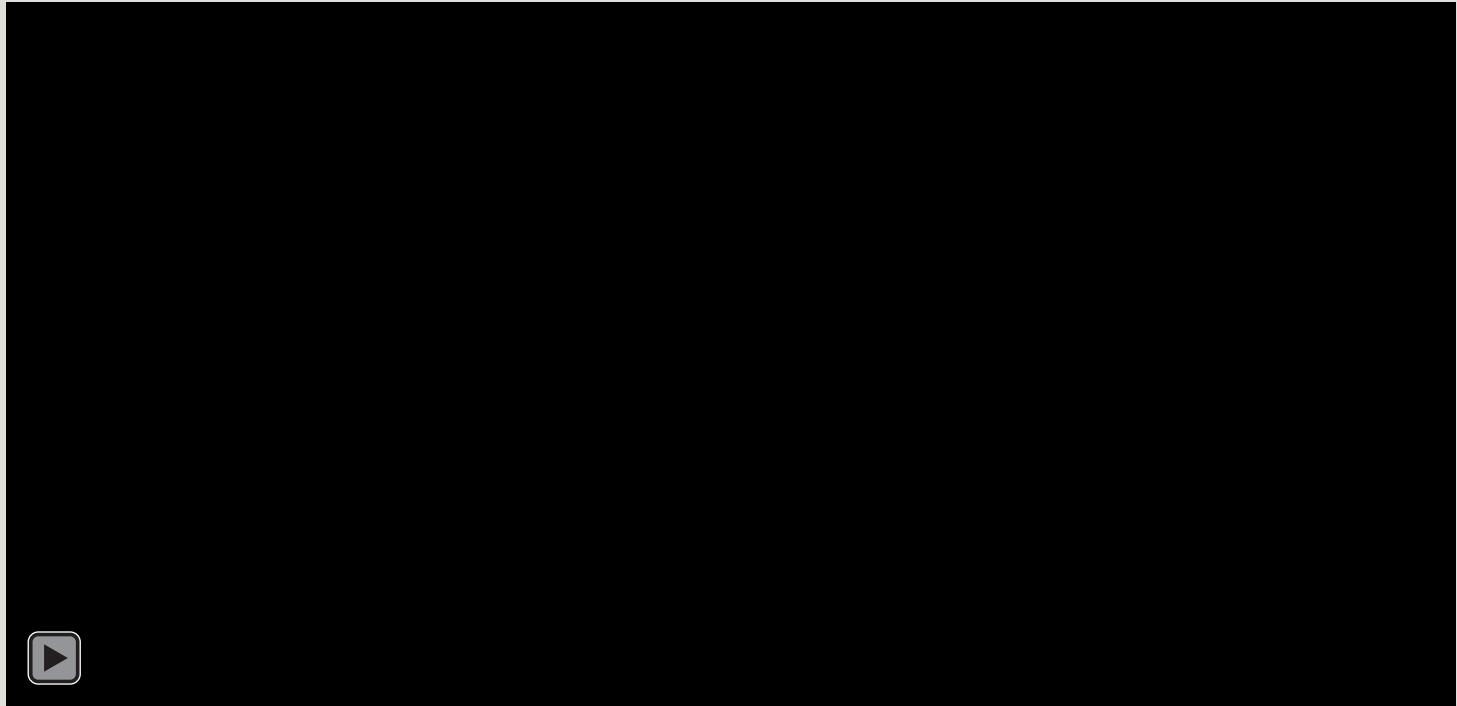
XPLOR USER EXPERIENCE

XPLOR SOFTWARE USER EXPERIENCE

- Ability to reserve online
- User may book certain facilities without contacting staff
- Contracts are a more interactive experience
- Descriptions will be consistent
- User experience is more aligned with expectations
- Demo is a test site (not final product)



XPLOR SOFTWARE USER EXPERIENCE





IMPLEMENTATION MILESTONES

COMPLETED CONFIGURATIONS

- General ledger codes
- Fees
- Staff permissions
- Locations
- Facilities (parks, rooms, fields)
- Contracts
- Services
- Payment plans (for child care)

UNDER CONSTRUCTION CONFIGURATIONS

- Facility amenity specifics
- Facility rental agreement online questionnaire
- User experience testing
- Child care registration
- Activities and courses
- Data transfer – senior accounts, current facility rentals, account credits
- Photos and maps
- Automatic confirmation of residency



USER TRAINING



- Staff have undergone over 100 hours of training during configuration

- Next steps for training:
 - 1. Power user training
 - 2. Post-training follow-up
 - 3. Staff training (customer service and front-line staff)



USER ACCEPTANCE TESTING



User acceptance testing ensures that end-users accept a software's functionality before it goes live to the public.

Staff members from different divisions and levels will attempt to use the software for realistic business scenarios.

Each attempt will receive a pass/fail rating. Failed items will be resolved with retraining or reconfiguration.

In total, staff will perform and test approximately 200 tasks.

TENTATIVE TIMELINE

| | |
|--|-----------------------|
| Configuration validation | October |
| Bank reconciliation training | October |
| Acceptance form e-training and documentation | October |
| Power user training and post-training follow-up | October/November |
| User acceptance training | October/December |
| Additional training by MP staff/Xplor staff | January |
| Final acceptance form tests due – Go live acceptance tests | January |
| Go-live preparation | January |
| Remote go-live assistance | February |
| Go-live date | February/March |
| Post implementation stabilization | February/April |
| Account management hand-off | April/May |

EXAMPLES TO EXPLORE

- City of Surrey (Embedded Widgets)
 - Recreation Page: <https://www.surrey.ca/parks-recreation/recreation-programs>
 - Program Reg: <https://www.surrey.ca/parks-recreation/activities-registration/broad-search>
- Greater Sudbury (Link Widgets)
 - Community Centre Page (scroll down to the bottom of the page to see the Registration and Facility Booking buttons): <https://www.greatersudbury.ca/play/recreational-facilities/community-centres/>
- City of London (Link Widgets)
 - Rentals: <https://london.ca/living-london/recreation/recreation-rentals>
 - Programs: <https://london.ca/living-london/recreation/programs-courses-registration>
- Bruce Museum (Membership Link Widget)
 - <https://www.brucemuseum.ca/about-us/fees-membership/membership/>
- CRD (Facility Booking Embed Widget)
 - <https://www.crd.bc.ca/ssiparc/facilities/picnic-shelter-gazebo>



THANK YOU



COMMEMORATIVE PARK AMENITIES

Parks and Recreation Commission – September 28, 2022

Commemorative park amenities

- Plaques or other memorials placed in parks to honor deceased individuals
- Typical locations: park benches, stones, occasionally trees
- Current/past practice:
 - Interested parties encouraged to donate the cost to install a memorial
 - Approximately \$5,000 for a bench with commemorative plaque
 - Public Works coordinated with requesting party on location, verbiage, type and cost of memorial
 - Request-driven; case-by-case evaluation

Current status

- No written criteria is in place for evaluating memorial requests
- No written policy exists for repairing, replacing, or removing memorials
- No comprehensive written inventory of memorials
- No policy is in place to define the quantity and types of memorials a given park can and should have
- No provision exists for memorial requests that lack financial resources to donate the cost of installation
- No public transparency into the process for creating and installing memorials in public spaces.

Proposed criteria

Prioritize memorials that meet the following criteria:

- Honoree has been deceased at least one year at the time of the request
- Honoree had a significant impact to the Menlo Park community, e.g.:
 - Served on an elected or appointed body in Menlo Park
 - Made significant volunteer contributions to Menlo Park
 - Was a long time employee of the city of Menlo Park
 - Was a recognized Menlo Park community leader
 - Contributed meaningfully to the civic health and progress of Menlo Park
 - Other notable contributions to the community above and beyond the ordinary

Proposed process

Require one or more of the following steps prior to installing a commemorative park amenity:

1. A City Council proclamation in memory of the departed individual that includes direction to install a memorial in their memory
2. A recommendation by a majority of the Parks and Recreation Commission to install a memorial to the departed individual (installation remains subject to approval by the City Council and/or City Manager)
3. A formal written request (application) submitted to and approved by the City Manager or their designee.

Repair and maintenance

- The City will maintain any commemorative amenity until it deteriorates beyond its usable lifespan or is damaged beyond reasonable repair
- The City reserves the right to remove any memorial that has been evaluated and deemed beyond reasonable repair
- Once removed, the City will not replace any amenity unless the approval process is completed again
- The City shall maintain an accurate inventory of all memorials on City property and shall evaluate their condition at least every four years
- Honoree's family may take ownership of any amenity that is removed by the City.

Cost of installation

- Community members are welcome and encouraged to donate toward the cost of installing a memorial
- Memorials made by proclamation of the City Council shall be installed at the City's expense
- Selection and placement of commemorative amenities shall not be influenced by the ability or inability of interested parties to financially contribute or donate toward the cost.





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/26/2022

Staff Report Number: PRC-2022-027

Regular Business: Recommendation to continue the pickleball pilot program through June 30, 2023, and expand its scope

Recommendation

Staff recommends that the Parks and Recreation Commission recommend continuing the pickleball pilot program through June 30, 2023, and expanding its scope as outlined in the Analysis section of this report.

Policy Issues

The Parks and Recreation Commission (PRC) advises the City Council on matters related to City programs and facilities dedicated to recreation. As an advisory body to the City Council, the PRC makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park.

As part of its advisory role and responsibilities, the PRC annually completes a commission work plan for approval by City Council. (Attachment A.) Included in the Parks and Recreation Commission work plan for 2022-23 is the following goal: "Facilitate the goals laid out in the 2019 Parks and Recreation Facilities Master Plan."

Background

The PRC, during the summer of 2020, received public comments from community members who were interested in establishing a pickleball court in Menlo Park.

In response to community member requests for rapid implementation of a new service, the PRC, in September 2020, recommended that a pickleball pilot program be initiated to gauge community interest in pickleball.

The pickleball pilot program was launched at Kelly Park on tennis court #1 in November 2020. Kelly Park was selected for the pilot program because its tennis courts are lesser used, and converting its tennis courts was considered to have minimal impact on tennis users compared to more heavily used tennis courts in other city parks. The pilot program included a new fee-free key system for the restriped court, and pickleball equipment was made available for the public to borrow at no charge through the library's curbside pickup program.

The PRC, on January 22, 2021, received an update on the pickleball pilot program, including plans to gather data on the current usage of each of the City's tennis courts to identify possible locations for expanding the pilot program to additional pickleball courts.

The PRC on May 26, 2021, reviewed the results of a tennis court usage survey (Attachment B) and

recommended expanding the pickleball pilot program to create four pickleball courts at Nealon Park by adding pickleball striping and nets to Nealon tennis court #5.

The PRC, on January 26, 2022, received an update and recommendation to extend the pickleball pilot program through June 2022, pending additional study and analysis.

The PRC, on May 25, 2022, reviewed a draft recreation and community programs survey for recreation and community programs, which included questions related to tennis and pickleball.

The recreation and community programs survey opened June 13 and was distributed to Menlo Park residents in electronic and paper formats in English and Spanish. The survey had over 900 respondents by the time the survey closed on August 10.

The PRC, on September 29, 2022, reviewed the complete results of the recreation and community programs survey. Survey respondents overall rated the relative importance of drop-in tennis play and drop-in pickleball play with roughly equivalent, high relative importance. (Attachment C.)

Analysis

Observations of court usage

Staff conducted onsite observations of pickleball and tennis court usage at City parks during the months of September through October. The onsite observations were consistent with the findings of the 2021 tennis court usage survey: the Nealon Park tennis/pickleball courts are the heaviest used. The highest observed usage for both sports was on weekday afternoons and evenings. A high level of pickleball usage also was observed throughout the day on weekends. Staff observed up to 24 pickleball players at Nealon Park at any given time, including at peak hours, but did not observe higher numbers of players. Staff also requested and received observations and comments that were compiled by Menlo Park resident pickleball enthusiasts and which were generally consistent with staff's observations.

Key considerations

Overall, the observations indicate that there exists sufficient interest in and demand for pickleball to warrant continuing the pickleball pilot program and providing some increased pickleball court capacity on existing tennis courts at Nealon Park pending further analysis and study of the following key considerations:

1. Potential revisions to tennis and pickleball user fees in the master fee schedule, targeting City Council authorization effective July 1, 2023.
2. Impacts to tennis users of further reducing the number of available tennis courts at Nealon Park during the pickleball pilot program
3. Changes in pickleball usage resulting from the construction of 3 new, purpose-built pickleball courts at Willow Oaks Park tentatively scheduled for implementation in 2023 and completion in 2024
4. Estimated costs and timelines for potentially creating additional purpose-built pickleball courts in city parks
5. Alignment of pickleball-related capital projects with the goals, prioritization, and timelines established in the Parks and Recreation Facilities Master Plan (Attachment D).

Recommended next steps

Staff recommends continuing the pickleball pilot program through June 30, 2023, and expanding its scope as follows:

1. Continue to provide 4 pickleball courts at Kelly Park, with no pickleball user fees charged during the pilot program
2. Increase the total number of Nealon Park pickleball courts from 4 pickleball courts to 6 pickleball courts

by: a) relocating the 4 existing pickleball courts from tennis court #5 to the more spacious tennis courts #1 and #2; and, b) adding 2 more pickleball courts for a total of 6 pickleball courts located on tennis courts #1 and #2 (see diagram in Attachment E), with no pickleball user fees charged during the pilot program. This will increase the pickleball capacity at Nealon Park from up to 16 players to 24 players at-a-time and groups the pickleball courts together in a single dedicated multicourt space that helps retain the communal spirit that is a hallmark of the sport's appeal.

3. Revert tennis court #5 (currently being used for pickleball) back to use for tennis, with tennis user fees continuing to be charged per the City of Menlo Park Master Fee Schedule during the pickleball pilot program. In combination with the conversion of tennis courts #1 and #2 to pickleball, this would reduce the total number of courts at Nealon Park that are dedicated to tennis from 4 tennis courts to 3 tennis courts during the pilot program. Prior to the start of the pickleball pilot program, Nealon Park had five dedicated tennis courts.
4. Construct three new, purpose-built pickleball courts at Willow Oaks Park (in addition to the existing three tennis courts) as part of the Willow Oaks Park renovation project tentatively scheduled to begin in 2023.
5. Analyze community needs and develop estimated costs and timelines for potentially creating additional purpose-built pickleball courts in city parks in alignment with the goals and priorities established in the Parks and Recreation Facilities Master Plan
6. Evaluate options for user fees related to pickleball and tennis, including but not limited to the following considerations:
 - A. Ensure that Menlo Park residents of all backgrounds, income levels, and lived experiences have meaningful, equitable, inclusive access to public recreation amenities, including tennis courts and pickleball courts
 - B. Prioritize use by Menlo Park residents and deprioritize use by non-residents
 - C. Evaluate current and potential user fees, including pickleball court fees, tennis court fees, and court reservation fees
 - D. Evaluate user fees for City-sponsored tennis and pickleball programming
 - E. Evaluate rental fees for use of City courts for private instruction
 - F. All fees are subject to City Council authorization in the City of Menlo Park Master Fee Schedule
 - G. Target effective date for potential user fee revisions: July 1, 2023.

The City Council is tentatively scheduled on November 1 to review an updated design plan for major renovations to Willow Oaks Park, which currently includes the construction of 3 new, purpose-built pickleball courts at that location. The tentative timeline for the Willow Oaks Park renovation project is as follows: Project out to construction bid in January/February 2023; start of construction in spring 2023; construction work duration 10 to 12 months; project completion and grand reopening in early 2024.

Pickleball instruction

Community members have expressed interest in receiving instruction on pickleball techniques. Staff is in the process of engaging the services of a qualified pickleball instructor to provide instructional classes tentatively in the spring of 2023, starting with introductory classes to potential players, with potentially more advanced instruction to follow. Other goals of the instructional program are to attract new players to the sport and to increase pickleball usage in locations where City pickleball courts are currently underutilized.

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. The estimated cost to overlay striping and install nets to create six pickleball courts on Nealon Park tennis courts #1 and #2 is approximately \$8,000.

Environmental Review

This item 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. PRC work plan 2022-23
- B. Tennis court usage survey – May 26, 2021
- C. Excerpt from recreation and community programs survey results: Q12. How important are the following athletic programs – September 29, 2022
- D. Hyperlink - Parks and Recreation Facilities Master Plan (2019): <https://beta.menlopark.org/files/sharedassets/public/public-works/documents/capital-improvement-program/parks-and-recreation-facilities-master-plan.pdf>
- E. Diagram. Proposed Nealon Park court #1 and #2 stripe overlay – six pickleball courts on two tennis courts

Report prepared by:

Keifer O'Hara, Recreation Coordinator

Tricia Mullan, Library and Community Services Supervisor

Sean Reinhart, Library and Community Services Director



MEMORANDUM

Date: 9/27/2022
To: Parks and Recreation Commission
From: Library and Community Services Director
Re: Revised Commission Work Plan for 2022-2023

Parks and Recreation Commission Goals

- Facilitate the goals laid out in the 2019 Parks and Recreation Facilities 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.

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

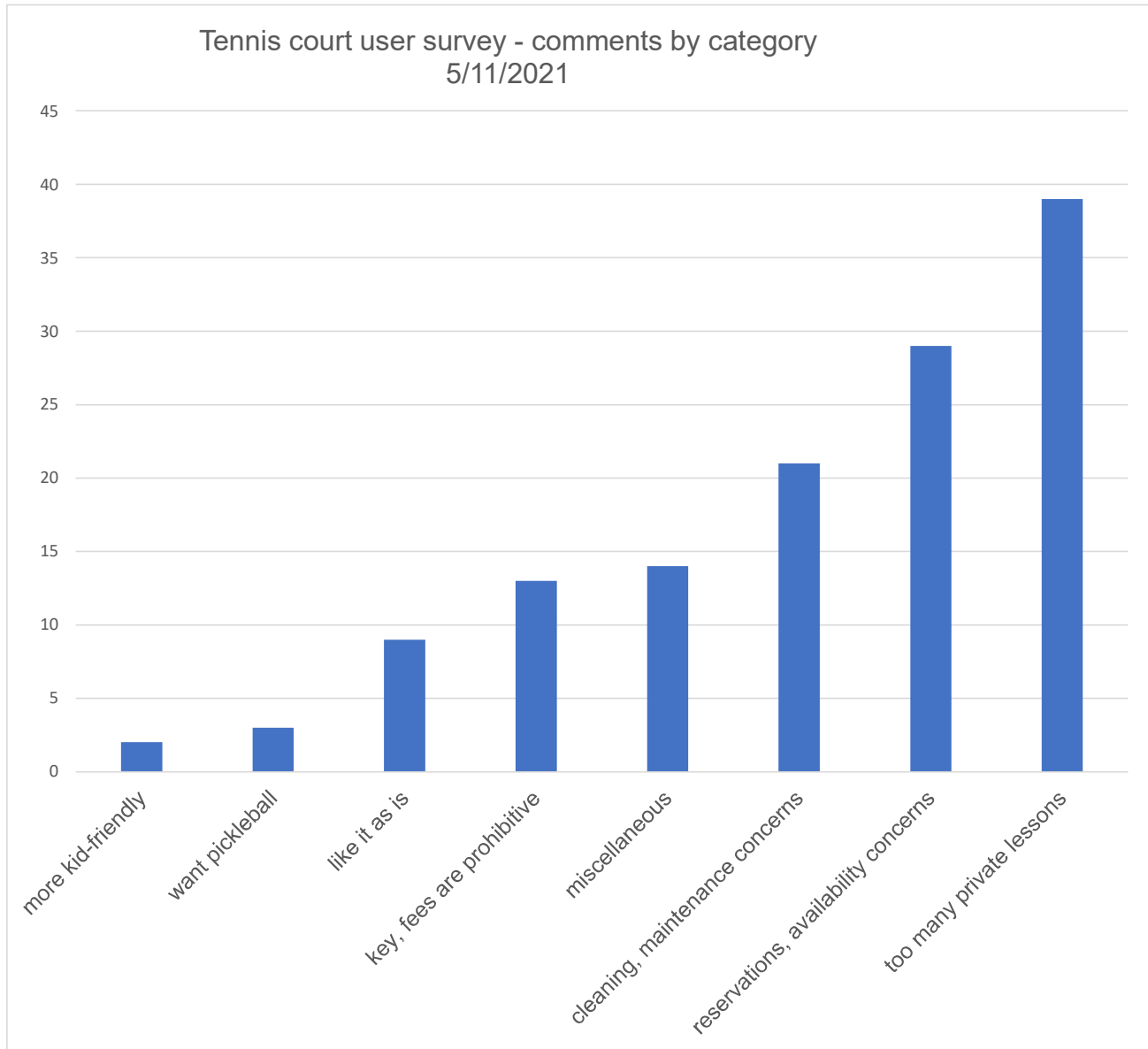
Work Plan Approval History

- July 27, 2022 – Work Plan recommended for approval by the Parks and Recreation Commission
- September 20, 2022 – Work Plan revised and approved by City Council

CITY OF MENLO PARK
TENNIS COURT USER COMMENTS

5/11/2021

| | |
|-------------------------------------|-----|
| more kid-friendly | 2 |
| want pickleball | 3 |
| like it as is | 9 |
| key, fees are prohibitive | 13 |
| miscellaneous | 14 |
| cleaning, maintenance concerns | 21 |
| reservations, availability concerns | 29 |
| too many private lessons | 39 |
| Total comments | 130 |



Tennis court use survey

Published 4/29/2021

Project Engagement

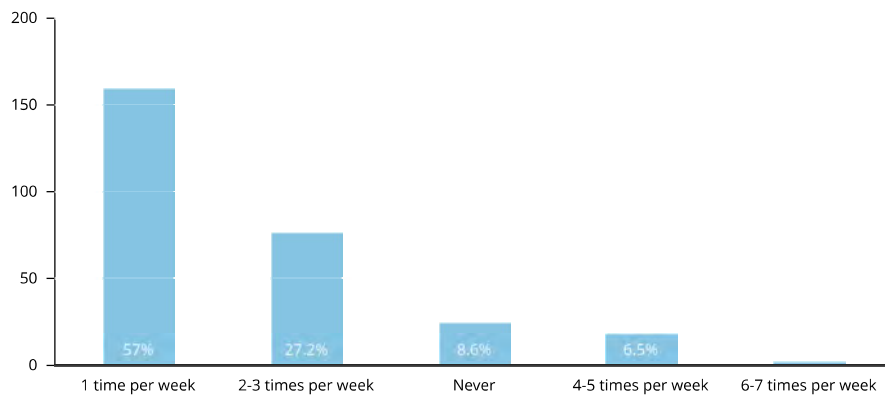
| | | | |
|-------------|-------|--------------|-----|
| VIEWS | 392 | PARTICIPANTS | 282 |
| RESPONSES | 2,007 | COMMENTS | 132 |
| SUBSCRIBERS | 92 | | |

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

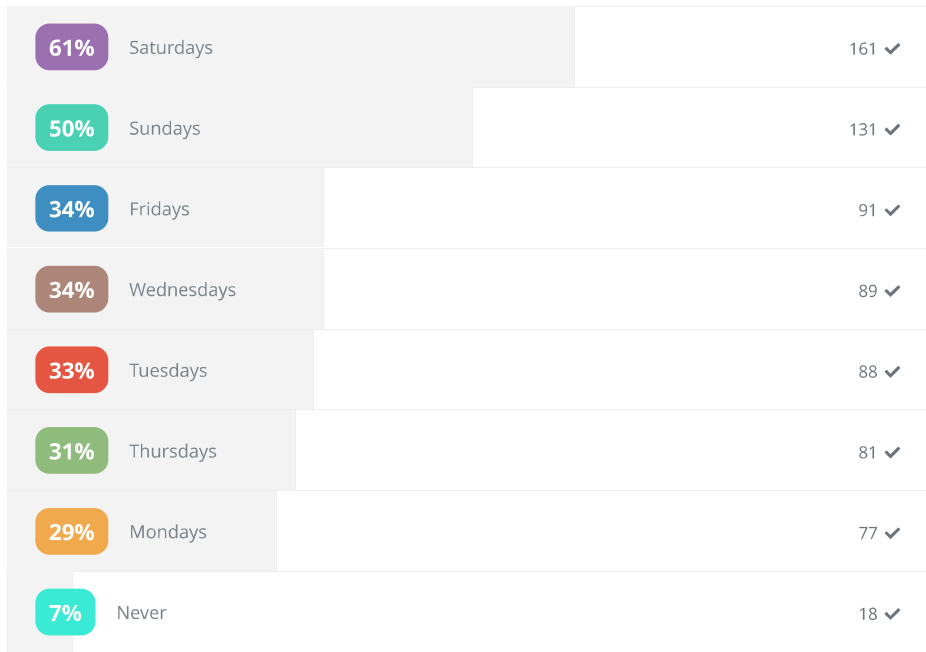
| | | |
|-----|--|-------|
| 64% | Nealon Park | 175 ✓ |
| 40% | Willow Oaks Park | 109 ✓ |
| 39% | Burgess Park | 107 ✓ |
| 18% | La Entrada | 49 ✓ |
| 5% | Kelly Park | 14 ✓ |
| 1% | I don't use any of these tennis courts | 3 ✓ |

272 Respondents

* 2. How frequently do you use Menlo Park tennis courts?

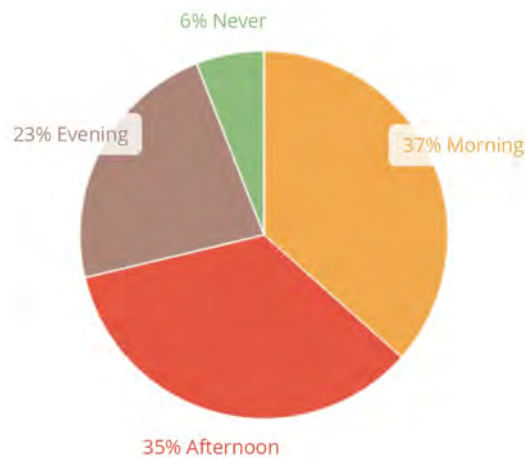


* 3. Which days of the week do you typically use Menlo Park tennis courts? (Check all that apply)



264 Respondents

* 4. What time of the day do you most often use Menlo Park tennis courts?



268 respondents

* 5. Are you a Menlo Park resident?



267 respondents

6. (Optional) Please share any additional feedback or suggestions to improve your experience using Menlo Park tennis courts.

Resurfaced Nealon courts are great - thank you! Good to see slowdown of private coaches - thanks if city has been involved in stemming this.

8 days ago

I don't like that Jim Heebner takes up a big portion of the courts at Nealon and then you also have reservations so it is difficult to get onto the courts - especially in the afternoons. Also, given Covid and the inability to play last year, I think you should have given 2020 key holders a pass or at least a discount for 2021.

8 days ago

We got our tennis key right before the lockdown. Since then, we have used the courts about 6 times. We are hoping to use it more this year.

8 days ago

Wish we had pickle ball. Wish they enforced the key. So many people ask to be let in, and however I am with let's them in. I worry that some instructors might not deserve to be there (Jim excluded)

9 days ago

We pay for a key but have become frustrated that there seem to be a lot of lessons being given that take up court time by people that don't have a permit to teach or reservations. We have begun looking elsewhere not even bothering to go to Menlo Park courts. Fortunately we have access to Stanford facilities.

9 days ago

2021 has been frustrating. In many cases the courts are packed and sometimes people just hang around and use the courts even without a key. There seems to be more lessons and it is hard to predict when a court would be available. Some sort of online calendar/booking system or live cameras would be awesome to see when courts are open, or at least more likely to be. It is a bummer to head over and see courts packed. Other times, there seem to be more empty but it's hard to predict. In any case, love the resurfacing!

9 days ago

It is great that courts are often accessible due to the key purchase policy.

9 days ago

The new Nealon courts are great but La Entrada and Burgess need to fix the huge cracks running through the courts. ALSO, it would be a nice gesture for City of MP to discount the keys for the next year for those of us who paid the non-resident rates and didn't get to use the courts for most of 2020.

9 days ago

I would like easier and cheaper ways to reserve. Like a \$5 charge to reserve for recreational residents.

9 days ago

More tennis courts needed

10 days ago

It'd be nice to have clearer postings of prior reservations (not as handwritten notes) or a more user-friendly calendar of reservations.

10 days ago

Is there a practice wall at any of the city courts??

10 days ago

It is great that we have these courts. It would be nice to keep up the La Entrada courts as you have with Nealon. Lights would be fantastic! Thank you!

10 days ago

It has difficult to get a court on the weekends especially at Nealon. I think it is a bad idea to allow all these tennis lesson companies (it's not just Jim Heebner any more there are several. Jim is fine). They take the 2-3 courts for 2-4 hours. That is ridiculous on the weekend.
We do like your tennis key program it at least filters most of the people out so we have a reasonable chance to get a court at Nealon. The courts are beautiful after the resurfacing we don't mind paying h to r fee as you keep them clean and lights working. If you can resurface Burgess or La Estrada that would be great!

10 days ago

At Willow Oaks, it would be nice if there were better lights on courts 3&2 as well as if there were lights at all on courts 1&4.

11 days ago

A reservation system would be nice as it is difficult to find an open court in the evenings. Or a live streaming web cam so you can look online to see if anyone is on the courts before you head over.

10 days ago

saw schools from outside menlo park reserving courts for use during COVID which seemed to disadvantage MP resident usage.

10 days ago

Don't charge residents for a key.

10 days ago

We were using the courts for Hillview tennis team. Now, we are at M-A, and coaching is at Paly and Sacred Heart, so we haven't been using the MP courts as much as we used to.

10 days ago

trash cans INSIDE that are not for balls, and maybe a water fountain closer

10 days ago

There are a LOT of people using the Willow Oaks courts for lessons on weekends. We have given up trying to play there on the weekend. It is unclear whether they have permits to do so. The courts were a gotsend during COVID so thank you for opening them for us!

10 days ago

Didn't yet find time to play this yea.

10 days ago

When I tried playing at Nealon park at around 11:00 Friday morning, all the courts were full and some people were waiting for the next round. The tennis professionals were using 2 of the 5 courts, and it appeared that these courts were used pretty much all day for teaching. It would be great if you could limit use of courts for teaching to one court only.

10 days ago

Can you move the bench on court 3 (the one by the door) to at least 5-10 feet further so that way the players don't bump into it. All the other courts the bench is out of the way except this court. It is mounted to the ground.

10 days ago

willow oaks park very crowded!

10 days ago

We were mailed a key that could not open the tennis court doors... we tried calling and getting a new key but never got a hold of anyone.

10 days ago

Courts need to be cleaned more frequently - La Entrada

10 days ago

It would be great if there was a check in system so that people only use the courts for their allotted time.

10 days ago

The courts are usually covered with leaf and other junk. add a leaf blower to the court for cleaning. Also why there is a charge for the key? We already pay a lot of taxes and it should be covered. Reduce the pension benefits and give some more for our tax dollars, will you?

10 days ago

The tennis courts are great. Very well maintained. My one suggestion would be to create a system to note who is waiting for what courts – one example is at some of the courts in Santa Clara they have a place to hang your racquet in the order you arrive if all of the courts are currently in use. This would be a nice addition to the Menlo Park courts because sometimes when it is busy it is difficult to figure out who has priority.

10 days ago

I have found players to be very polite with one another and helpful with finding an open court

10 days ago

We do not use the courts 1 x per week, but more like 1 x per month. (not given as an option) This is because most times when we go to use the courts they are filled with tennis lessons and we struggle most times we want to use the courts to find a court that is available. We use them less and less because it's so hard to find an open spot and then we end up driving all over Menlo Park to find a court.

10 days ago

Change locks to a combination so one doesn't have to bring a key. And provide residents a way to pay for the access online.

10 days ago

We have only been able to use the courts about once every 2 months. That's not because of any issues, just with timings of other commitments.

10 days ago

Access to La Entrada courts is not acceptable. The school campus closure should not impact access.

10 days ago

I have been VERY frustrated that other groups have locked up use of the courts from 3:00 PM-9:00 PM on many days...what is up with this?? Aren't the courts there for the use by residents??

10 days ago

The online reservation system is known for double booking and making mistakes (at Willow Oaks).

10 days ago

We always have to wait a long time because at least 2 of the 5 courts are being used for lessons. It is very frustrating

10 days ago

I used to have a key, but haven't bought one bc it's impossible to get a court! There are always lessons on 2 of them and people on the other courts. It's impossible to just go hit balls with my kids for 45 minutes.

10 days ago

Please fix the cracks at La Entrada which have been there for at least 3-4 years. It REALLY needs resurfacing.

11 days ago

Shouldn't have to pay to play.

Aren't our taxes enough?

I lost my key this year. They want to charge me full price to replace. Ridiculous

11 days ago

It would be nice to know if and when a court is reserved. Nothing worse than playing for 15 minutes and then someone shows up to say the court is reserved.

The interface / website for reserving courts is outdated and hard to use.

Too many instructors reserving courts for hours and teaching kids. There needs to be more balance

11 days ago

Love the new courts at Nealon

11 days ago

The tennis courts are great, and I really appreciate them being well maintained and reasonably available (except at certain times of day) thanks to requiring the key purchase to use.

11 days ago

Please move the bench on Nealon court #3. It is on a very dangerous location!!

11 days ago

The courts are pretty worn and there are several lights out at Willow Oaks. It would be nice to get those replaced

11 days ago

Can be difficult to get a court on Friday and weekends. Often courts are occupied by coaching. I think paid coaching should not occur at peak times, and should be limited to 1 court out of 4 at any time.

11 days ago

I'd love to see la entrada coyets resurfaced. The cracks have plants growing in them! Also if the balls could be emptied more regularly that would be great and encourage people to recycle

11 days ago

Middle courts are

Too frequently occupied by coaches and students.

11 days ago

Need a divider between courts 1 and 2 so one can be used for play while the other is used for lessons

11 days ago

Implementing the use of clocks on the courts do it's easier to tell how long someone will be.

11 days ago

The Burgess park courts are often in use with lessons so not accessible to residents from 3-9 pm on most week days. That is a little disappointing but I do support the tennis coaches needing to have courts to teach on. I just wish it was a little less time.

11 days ago

Last year, I paid for the tennis court key but could not use the tennis court because of the Pandemic. I believe that the City should reimburse us for the fee or give the key for 2021 and 2022 for free.

11 days ago

We use MA courts now. It works better for us. Thank you,

11 days ago

It is very annoying all the tennis lessons that take place. Sometime they are both courts from 3-9pm. That is way too long for them to be reserved and sometimes not highly utilized that way.

11 days ago

Better maintenance of courts

11 days ago

I would love if we converted some to Pickleball courts. Please!!!

11 days ago

Many times when we arrive at the tennis court, the courts were occupied by someone clearly taking tennis lesson from a coach. Can you please enforce the rules? Thank you!

11 days ago

In the past there was too much use of Nealon courts to do lessons

11 days ago

I really have enjoyed the facilities, courts are in good condition.

11 days ago

I obtained the key in fall 2020, and played only 4 times in October/November, but had an elbow injury and stopped playing. That's why I answered "never," about these 5 months. I am still recovering. I still have a key and I don't know if I should return it or if I can renew it next fall after I get better. I am assuming that there will be a notice when it comes to the time of renewal.

11 days ago

PLEASE move the bench on Court 3 (? the one closest to the door) at Nealon. Multiple people have crashed into it running for a ball. Putting it by the net might be better.

11 days ago

More frequent court cleanup - for those who are unfortunately inconsiderate and leave a mess. Newly finished courts are great. Thank you.

11 days ago

Both Burgess courts always seem to be taken on weekday afternoons by classes. Willow oaks courts are always being taken by tennis lessons as well on weekday afternoons. The teachers always arrive early and just sit on the court until their students arrive.

11 days ago

Would be great to have lights for all the courts at willow park. I noticed that the lights maintenance can be improved - takes too long to replace burnt out bulbs.

11 days ago

We always reserve the court.

11 days ago

The courts tend to get a lot of fallen leaves and dirt. Would be nice to have them maintained more frequently

11 days ago

Improve access to La Entrada during construction.

11 days ago

The key fees are too high

11 days ago

Often the Burgess courts are full w Kim Grant tennis when we would like to play there as Kim Grant seems to be able to reserve both courts every weekday afternoon. It would be great if you could limit her hours or limit her to 1 court so the general key holders could have access at least some afternoons!

11 days ago

All four Willow Oaks courts are often taken by lessons. All teachers there insist they've reserved the courts.

11 days ago

i pay for a key to the menlo park courts but rarely play at menlo park courts (other than M-A). There are too many teachers who teach at Willow Oaks. We have asked some of them for permits and have gotten into shouting matches. We have called the city to complain, but it's not worth it. We and our children have been yelled at by teachers who should not be taking our courts.

11 days ago

Would be great to have more tennis courts in Menlo Park- particularly at Nealon. Two of the courts are often taken up by tennis classes and they are frequently full.

11 days ago

Have sign ups online. This would eliminate waiting times.

11 days ago

I'd like to play more on the weekends but the courts are always full and I don't have time during the week. The online reservation system is a big barrier to usage.

11 days ago

We have rarely been able to use the La Entrada courts over the past year as the school gates are locked on weekends which prevents access to the courts.

These courts should have a separate entrance that is accessible when the school gates are locked.

11 days ago

coaches take all the good courts

11 days ago

At the courts there should be signage on how to obtain a key. should be

11 days ago

I used to live in Menlo Park and now my daughter does.

Suggest:

1. Add the rule that one single person can't hold a court, especially if two or more people are waiting.
2. The fee for reservable courts should be reduced and especially to students with proper student IDs and who maybe taking lessons to get better at tennis.
3. People who bring their pets should be asked to leave their pets outside the gates of the courts and not allowed in.

11 days ago

Have a better court sign up or court waiting system so that everyone has a chance to get onto a court.

11 days ago

The courts at Burgess park are booked out from 3pm - 9pm evry day during the week, so as working professionals we don't really get the opportunity to play on these courts during the week. That is frustrating because it is walking distance from our apartment and now we need to drive to other courts that are most likely also going to be full.

11 days ago

need more courts

11 days ago

I would love to see coaches required to reserve a court in order to play on one. Many times a coach will take a first come first serve court and will remain on it for multiple hours

11 days ago

Please maintain the court lights and fix the cracks in the courts. Cheaper to maintain the courts every year vs resurfacing the entire thing every 5 years.

11 days ago

All courts are frequently taken for hours, and are essentially unavailable for residential key holders, by instructors (both apparently authorized and not authorized by Menlo Park rec) particularly Kim Grant instructors. Jim Heebner has been at Nealon for years and I have no objection to his continuing, but for an 'outsider' to come in and use these as if she had been hired by a private club (taking % from her instructors) is WAY over the line....particularly when we who are residents pay taxes, AND are paying for a court key that cannot be used to get an afternoon court. The Menlo Park court system is NOT a private club. I must add that having public courts locked, so that the occasional child who just wants to hit around with a parent or other child can't get in, is way, way outside the spirit of the game and making courts available to everyone. I can't think of another place in the Bay area that locks its public courts. And, while traveling, I can't think of another town we have driven through and were looking for a place for a relaxing hit, that public courts are locked.

11 days ago

Love the courts. Please keep the fees and the locks as it helps reduce waits.

11 days ago

Hi! Thanks for survey. SO much busier this past year. The use of the courts now from Kim Grant tennis is a lot. They may only use 1 court but kept using so in big picture one less court at Nealon. Went at 7pm hoping it get court and got kicked off by Kin Grant. Crazy. Can't even go late evening. Also tons of independent lessons going on by private instructors all the time now. Yes I like the flexibility of just showing up last minute with the kids when time and just playing not having to plan ahead as for us would never happen then. Thanks for keeping courts in such good condition.

11 days ago

Would be great to have more trash cans for cans and old balls for example outside court 5. Frustrating with Kim Grant using courts for lessons at peak times when there are no courts available.

11 days ago

It would be nice if we could strike a balance between teaching pros and the general public trying to get in on the courts. Many times, early afternoon on Fridays or Sat AM, the courts are unavailable which is a bit disappointing.

11 days ago

often not clean

11 days ago

The key is too expensive otherwise we'd play more

11 days ago

Nealon Park courts in good shape now after resurfacing. I'm concerned that the courts are being rented out too much and there are rogue instructors there without reservations.

11 days ago

Often there are people coaching when they shouldn't be. And they stay there for hours . If we can minimize that, it would be great

11 days ago

Burgess courts are in need of serious resurfacing. I've slipped several times on some uneven spots of the court.

11 days ago

Put a "do not litter sign/pack your trash!" above each bench inside by each court.. ppl leave there garbage (empty ball containers, lids, bottles, old balls, wrappers). Blows around & don't want to touch especially with Covid.

11 days ago

The courts need a pressure wash every so often.

11 days ago

Court should unlock the courts. I play at Menlo Atherton High School because they are open and free.

11 days ago

new sun canopies over the benches and a trash can at every court would be a good idea. an online reservation system as the one used at Atherton to make free reservations for all courts, up to one week ahead would be nice.

11 days ago

love the courts and the lights!!! Thank you!

11 days ago

We enjoy playing on the courts when we manage to find an open one, but court availability is a big problem. On weekends it is very difficult to find an open court and you often wait at least an hour. Often times at least a few courts are taken up by private coaching sessions. There are simply not enough courts to meet demand. We usually end up having to play at a public HS instead. We will likely not be purchasing another annual key for these reasons.

I also find it a bit ridiculous that we have to pay an annual fee for an access key to the tennis courts. I can't think of a single city in the Bay Area that charges it's residents to access tennis courts - they are all open to the public. The City of Menlo Park has plenty of funding to offer these keys to residents at no cost.

11 days ago

it would be great to be able to sign up online so that you know if a spot is available. But of course, that would likely mean only regulars could play. Maybe a sign up at the court that day?

11 days ago

Use 2-3 times a year if that

11 days ago

Lessons and classes have chased me away recently. The lack of a restroom is a real negative. The fact that the permit for the gas stations was based on the requirement that they would allow park users to use their restroom without a hassle. I remember. Most have forgotten.

11 days ago

1. Provide an easy way to check ahead of time if courts are reserved.
2. Ask landscape maintenance personnel to exercise care so as not to blow debris onto the courts from outside the fence.

11 days ago

It would be nice to be able to reserve court like how atherton does it.

11 days ago

When someone reserves a court, the court number and time slot should be publicly disclosed. Also, the sequence of court numbers typically used for reservations should be publicly available.

11 days ago

We don't use the courts because there is anything wrong with them, we just can't get the kids to play on their own. The key is encouragement and summer is coming. Fingers crossed!! ;-)

11 days ago

I live in unincorporated Menlo Park (University Heights less than 1 block from La Entrada) and was required to pay the non-resident fee.

11 days ago

I'd love to see the courts resurfaced.

11 days ago

Never sure when I need a new key

11 days ago

Make a better system than the keys

11 days ago

I love the courts so much.

11 days ago

I feel there needs to be clock in clock out system. Many people don't stick to the hour rule and I have ended up waiting most of the times I go to play for a very long time.

11 days ago

Too many lessons taking up courts. Maybe simplify the reservations process for residents online or on mobile?

11 days ago

La entrada parking lot gates are not open on weekends, making it difficult to access. Burgess and willow oaks need new surfacing.

11 days ago

I never get to use them because courts always in use. Key was a waste of money 😞

11 days ago

The tennis courts are booked by schools, etc and I am unable to use them at times that are convenient to me. I am extremely unhappy with this situation.

11 days ago

Give resident rates to Ladera residents. And stop renting out to others for clinics because it's so disappointing to show up and not be able to play.

11 days ago

It is very hard to get a court
Willows impossible most of the time
Nealon only if i go Very early

11 days ago

I wish there were more courts. During the past year it's been hard to get a court!

11 days ago

i wished there was a way for me to know if any of the courts are available. i understand there's one court that you can reserve (for a fee), however that's too expensive for me weekly. So each time i visit the court with my friend (also menlo park resident) we're always anxious if its already full and we'd either have to wait for nearly an hour or so, or not play for that day.

If there's a way to even a) monitor the court via some check in system or b) enable all the courts to be reservable for free.

This would give the predictability and i am sure all tennis enthusiasts would appreciate this (no one would want to come with their family or friend) and have to wait nearly an hour to play...)

11 days ago

Courts are full as of lately, mostly reserved by Kim Grant and other teachers. Very limited opportunities for residents to use the courts if you do not reserve a week in advance. You used to be able to just drop by and there were always courts available.

11 days ago

Can we get some pickleball courts in Menlo Park?

11 days ago

The single court at Burgess has a lot of dead bounce spots since the resurfacing.

11 days ago

We have recently stopped playing at Willow oaks courts because they have been rented out to private coaches so much of the time that we end up in conflict with them. For court access.

11 days ago

More kids camps

11 days ago

It seems a lot of people are using the reserved courts for private lessons. That seems like a violation of the rules. This needs more enforcement.

11 days ago

More lit courts and later hours would be nice!

11 days ago

It's always very hard to find a court available and it seems like I can never get one. Is there a reservation system I'm not aware of?

11 days ago

Nealon's courts are very nice. Burgess, Willow and la entrada need to be resurfaced.

11 days ago

It'd be great to have brooms to clean up the dead leaves and dust. Thanks!

11 days ago

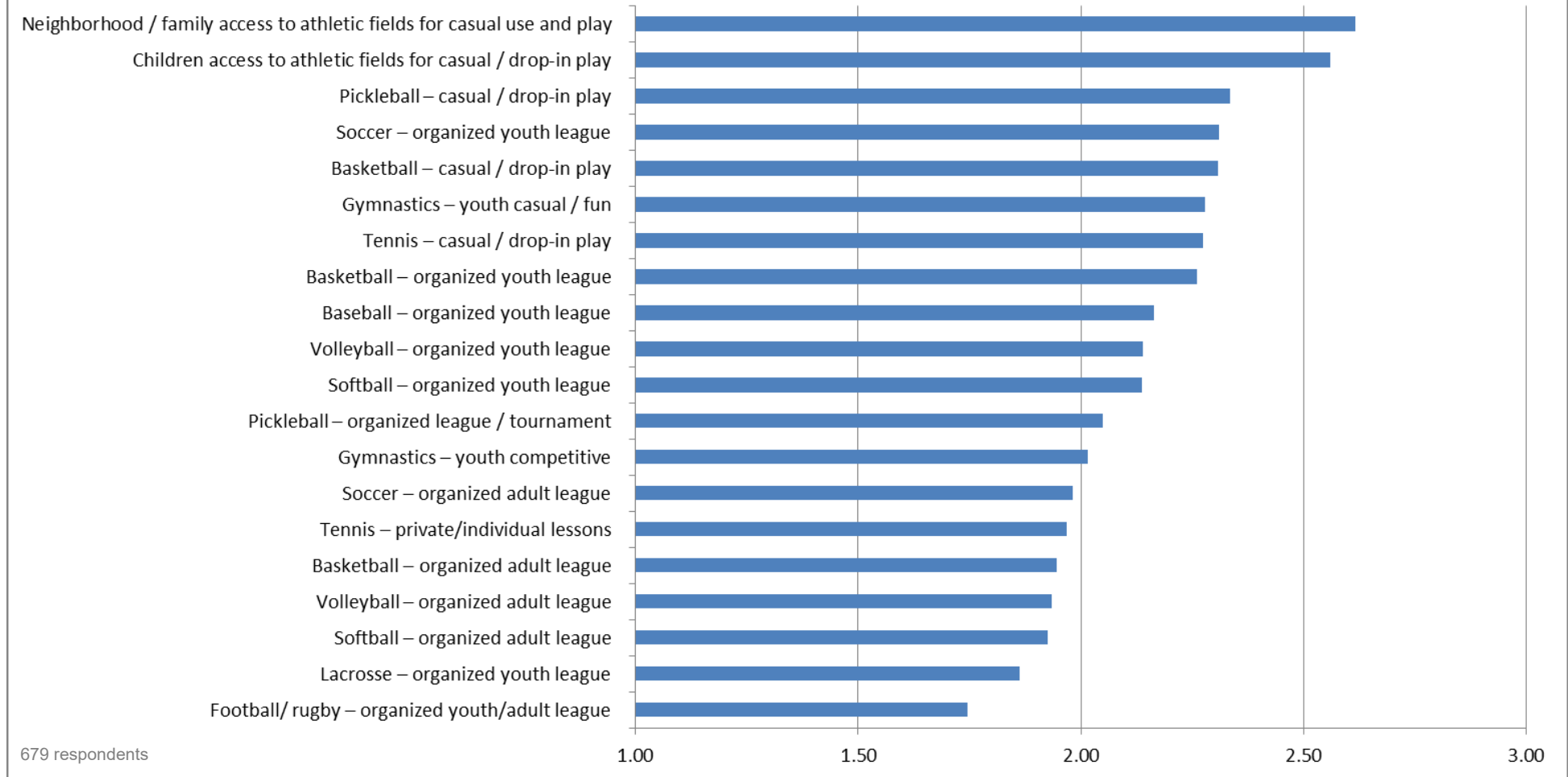
I love the Menlo Park tennis courts!

11 days ago

7. (Optional) Would you like to receive the results of this survey? If so, please provide your name and email address. Thank you!

No data to display...

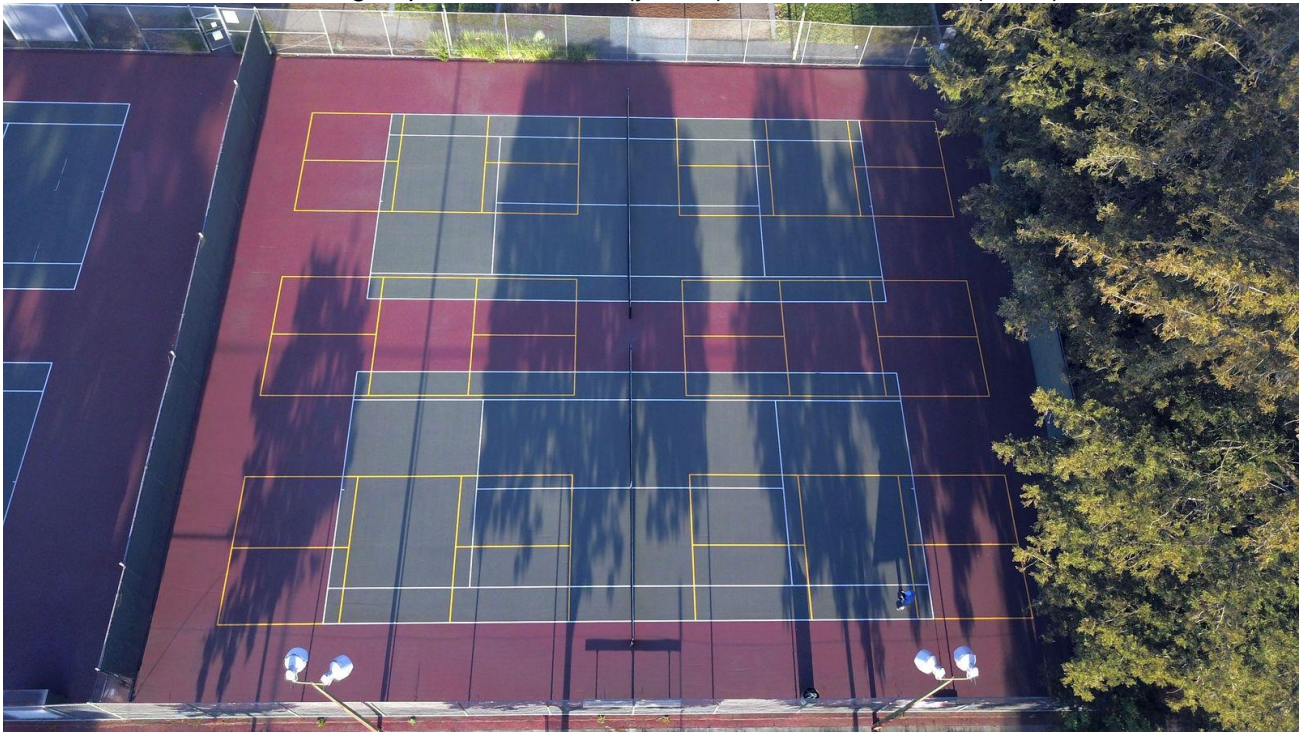
Q12. How important are the following athletic programs?



This chart shows average relative importance as rated by survey respondents. Respondents had the option to rate each item as either "not at all important," "somewhat important," or "very important." Items rated "not important" are assigned a value of 1; "somewhat important" a value of 2; and "very important" a value of 3. The chart shows the average value of all ratings for each item. Higher average ratings indicate higher relative importance to the survey respondents.

PROPOSED COURT STRIPING OVERLAY
Nealon Park tennis courts #1 and #2

Rendering: 6 pickleball courts (yellow) on 2 tennis courts (white):



Map of location showing tennis court numbering:





STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/26/2022
Staff Report Number: PRC-2022-023

Regular Business: Establish a procedure for the annual selection of Chair and Vice Chair

Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) establish a procedure for the annual selection of the PRC Chair and Vice Chair that emulates the procedure City Council uses to annually select the Mayor and Vice-Mayor.

Policy Issues

City Council policy #CC-22-004 requires advisory bodies to select a Chair and a Vice Chair and to rotate those positions annually: "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. Each commission/committee shall annually rotate its Chair and vice chair." (Attachment A.)

Background

The PRC, on July 27, selected a Chair and Vice Chair. At that time, the PRC discussed options to establish a procedure for selecting a Chair and Vice Chair by rotation.

Analysis

City Council in February 2016 established City Council Procedure #CC-16-0001, "Selection of Mayor" (Attachment B). Per the procedure, the Mayor is selected from Councilmembers who have served a minimum of one year and who have not yet served as Mayor. The Councilmember who has served the longest without being selected as Mayor is selected as Mayor. Typically, the Councilmember who has served the next longest without selection is selected as Vice Mayor, and the Vice Mayor then becomes Mayor the following year. The selection of the Mayor and Vice Mayor remains subject to approval by a majority vote of the City Council.

Staff recommends that the PRC follow the same procedure for the selection of Chair and Vice Chair that is used by the City Council for the selection of Mayor and Vice-Mayor: The longest-serving PRC member who has not yet served as Chair would be selected as Chair. If all eligible PRC members have served as Chair, then the member with the longest elapsed time since serving as Chair would be selected. The next longest-tenured PRC member would be selected as Vice Chair and then rotate into the Chair role the following year. The selection of the Chair and Vice Chair would remain subject to approval by a majority vote of the PRC.

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. City Council Policy #CC-22-004
- B. City Council Procedure #CC-16-0001

Report prepared by:
Nick Szegda, Assistant Library Services Director

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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004
 Adopted May 24, 2022
 Resolution No. 6732



| |
|---|
| Purpose |
| To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. |
| Authority |
| Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.” |
| Background |
| <p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p> |
| Policies and Procedures |
| <p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, 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. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and |

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.
- In accordance with Resolution No. 6622, current and future members of the Complete Streets Commission and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).

- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including 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

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

| Action | Date | Notes |
|--------------------|------|---------------------|
| Procedure adoption | 1991 | Resolution No. 3261 |
| Procedure adoption | 2001 | |
| Procedure adoption | 2011 | |
| Procedure adoption | 2013 | Resolution No. 6169 |
| Procedure adoption | 2017 | Resolution No. 6377 |

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|--------------------|-----------|---------------------|
| Procedure adoption | 6/8/2021 | Resolution No. 6631 |
| Procedure adoption | 3/1/2022 | Resolution No. 6706 |
| Procedure adoption | 3/8/2022 | Resolution No. 6718 |
| Procedure adoption | 5/24/2022 | Resolution No. 6732 |

SELECTION OF MAYOR

City Council Procedure #CC-16-0001

Effective 10/7/2014

Ordinance No. 1016



| Purpose | | |
|--|-------------------|--------------------|
| To establish a procedure for the annual selection of the Mayor. | | |
| Policies and procedures | | |
| City Council policy shall be to rotate the mayor annually. The City Council shall select as mayor an elected member of the City Council who has served a minimum of one year and who has not served as mayor. If all eligible members have served as mayor, then the member with the longest elapsed time since serving as mayor shall be selected as mayor. In the event there are two or more eligible members having equal seniority, the City Council may select any eligible member as mayor. | | |
| Procedure history | | |
| Action | Date | Notes |
| Proposed and approved by City Council | February 23, 2016 | Ordinance No. 1016 |



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/26/2022

Staff Report Number: PRC-2022-028

Informational Item: Advisory body hybrid meetings and attendance report

Recommendation

Staff recommends that the Parks and Recreation Commission review this informational report containing updates about the following:

- City advisory body meetings transitioning to a hybrid format
- Parks and Recreation Commission attendance report

Policy Issues

City Council Policy #CC-22-004 outlines the procedures, roles, and responsibilities of the City Council-appointed advisory bodies for optimal functioning. (Attachment A). The policy sets forth requirements for Commissioner attendance at Commission meetings; the process for Council to appoint, re-appoint, or remove Commissioners; and the terms and limits of appointments.

Background

On March 13, 2020, City facilities were closed by local emergency order to protect public health and safety during the COVID-19 pandemic. Soon thereafter, City advisory bodies transitioned to all-virtual public meetings in accordance with emergency modifications to state law.

Analysis

Transition to hybrid meetings

The City of Menlo Park is working on a plan to transition advisory body meetings from an all-virtual format to a “hybrid” format. In the “hybrid” format, meeting attendance in person will be the default format for advisory body members and staff, with the option to attend remotely via teleconference in certain circumstances.

Members of the public will have the option to participate in meetings in-person or remotely at their discretion. The City Council is currently conducting its meetings in a hybrid format and provides an example of how such meetings proceed in the hybrid format.

The following in-person locations for hybrid meetings have been preliminarily identified:

- Parks and Recreation Commission – Arrillaga Family Recreation Center – Cypress Room
- Library Commission – Menlo Park Library – Senior Annex
- Complete Streets Commission – City Council Chambers
- Environmental Quality Commission – City Hall – Sharon Heights Conference Room
- Finance and Audit Committee – City Hall – Sharon Heights Conference Room
- Housing Commission – Arrillaga Family Recreation Center – Cypress Room
- Planning Commission – City Council Chambers

Staff recommends that the Parks and Recreation Commission transition to hybrid meetings beginning in January 2023. This will allow sufficient time for staff to implement the equipment and technology needed to support hybrid public meetings.

Parks and Recreation Commission attendance report

City Council policy requires staff to record advisory bodies' meeting attendance and report it to City Council annually in March. Advisory body members are expected to attend every advisory body regular and special meeting and are required to attend no fewer than two-thirds (66.6%) of scheduled advisory body meetings in a calendar year. Per City Council policy, advisory body members whose attendance falls below the two-thirds threshold are subject to potential removal from the advisory body by the City Council. Any advisory body member who feels that there are extenuating circumstances that impact their attendance can appeal directly to the City Council to obtain a waiver of the attendance policy; or can apply for a leave of absence. The current attendance record for the Parks and Recreation Commission is listed in Attachment B.

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.

Environmental Review

This informational item 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. City Council Policy CC-22-004
- B. Parks and Recreation Commission attendance report

Report prepared by:
Ashley Walker, Management Analyst
Sean Reinhart, Library and Community Services Director

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004
 Adopted May 24, 2022
 Resolution No. 6732



| |
|---|
| Purpose |
| To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. |
| Authority |
| Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.” |
| Background |
| <p>The City of Menlo Park currently has seven active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p> |
| Policies and Procedures |
| <p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, 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. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq, 65300-65401). • Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council. • Commission/Committee members will have mandatory training every two years regarding the Brown Act and |

parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its chair and vice chair.

G. Memberships

Appointments/Oaths

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

Application and selection process

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

Attendance

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

Compensation

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.
- In accordance with Resolution No. 6622, current and future members of the Complete Streets Commission and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.

Qualifications, compositions, number

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

Reappointments, resignations, removals

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

Term of office

- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974).

- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code 54972, Maddy Act).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including 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

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Special Advisory Bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

| Action | Date | Notes |
|--------------------|------|---------------------|
| Procedure adoption | 1991 | Resolution No. 3261 |
| Procedure adoption | 2001 | |
| Procedure adoption | 2011 | |
| Procedure adoption | 2013 | Resolution No. 6169 |
| Procedure adoption | 2017 | Resolution No. 6377 |

| | | |
|--------------------|-----------|---------------------|
| Procedure adoption | 6/8/2021 | Resolution No. 6631 |
| Procedure adoption | 3/1/2022 | Resolution No. 6706 |
| Procedure adoption | 3/8/2022 | Resolution No. 6718 |
| Procedure adoption | 5/24/2022 | Resolution No. 6732 |

| PARKS AND RECREATION | | | | | | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | |
|--|------------|--------------|-----------------------|-------------------------|---------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Fourth Wednesday of the month at 6:30 p.m. | | | | | | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2021 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 |
| | Appointed | Re-appointed | Total no. of meetings | Total meetings attended | Percentage attended | | | | | | | | | | | | | | | | | | | | |
| Baskin, Jennifer | 5/3/2016 | 6/10/2020 | 19 | 13 | 68.42% | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | 1 | 1 | 1 | |
| Brosnan, Aurora | 6/8/2021 | | 16 | 10 | 62.50% | * | * | * | 1 | 1 | | | 1 | | 1 | | 1 | 1 | 1 | | 1 | 1 | 1 | 1 | |
| Bryman, Marc | 4/16/2019 | | 19 | 11 | 57.89% | 1 | 1 | 1 | | | 1 | | 1 | 1 | | | 1 | | 1 | | 1 | 1 | 1 | 1 | |
| Diepenbrock, Peter | 10/15/2019 | | 19 | 19 | 100.00% | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| Harris, Christopher | 1/28/2014 | 5/16/2017 | 3 | 2 | 66.67% | 1 | 1 | | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Johnson, Jennifer | 5/3/2016 | 6/10/2020 | 1 | 1 | 100.00% | 1 | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Joshua, Peter | 5/25/2021 | | 16 | 11 | 68.75% | * | * | * | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | |
| Payne, Dana | 4/24/2018 | | 9 | 7 | 77.78% | 1 | 1 | | 1 | 1 | 1 | 1 | 1 | 1 | * | * | * | * | * | * | * | * | * | | |
| Staley Shenk, Sarah | 5/16/2017 | | 3 | 2 | 66.67% | 1 | 1 | | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * | |
| Thomas, David | 6/8/2021 | | 12 | 11 | 91.67% | * | * | * | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | * | * | * | * | | |
| Bunyagidi, Mayrin | 5/10/2022 | | 5 | 4 | 80.00% | * | * | * | * | * | * | * | * | * | * | * | * | * | * | 1 | 1 | | 1 | 1 | |
| Therault, Kelsey | 4/26/2022 | | 5 | 5 | 100.00% | * | * | * | * | * | * | * | * | * | * | * | * | * | * | 1 | 1 | 1 | 1 | 1 | |

* not on commission

- 4/1/2021 Johnson resign
- 5/26/2021 Harris excused absence
- 5/26/2021 Staley Shenk excused absence
- 6/23/2021 Bryman excused absence
- 7/28/2021 Diepenbrock exited at 8:02 p.m.
- 7/28/2021 Joshua arrived at 6:40 p.m.
- 7/28/2021 Payne arrived at 6:44 p.m.
- 8/25/2021 Brosnan excused absence
- 8/25/2021 Thomas arrived at 6:40 p.m.
- 9/22/2021 Brosnan excused absence
- 9/22/2021 Bryman excused absence
- 9/22/2021 Payne excused absence
- 10/27/2021 Joshua excused absence
- 11/1/2021 Payne resign
- 11/15/2021 Baskin excused absence
- 11/15/2021 Brosnan excused absence
- 12/8/2021 Bryman excused absence
- 12/8/2021 Joshua excused absence
- 1/26/2022 Brosnan excused absence
- 1/26/2022 Bryman excused absence
- 2/23/2022 Bryman excused absence
- 3/23/2022 Baskin excused absence
- 3/23/2022 Bryman excused absence
- 4/27/2022 Baskin excused absence
- 5/25/2022 meeting cancelled
- 6/22/2022 Baskin excused absence
- 7/27/2022 Brosnan exited at 7:54
- 7/27/2022 Bunyagiji excused absence
- 7/27/2022 Joshua excused absence
- 9/28/2022 Bryman unexcused absence
- 9/28/2022 Brosnan excused absence
- 9/28/2022 Joshua excused absence



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/26/2022

Staff Report Number: PRC-2022-029

Informational Item: Suggestion box feedback received

Recommendation

Staff recommends that the Parks and Recreation Commission receive and file the suggestion box feedback received during June 2022-October 2022. (Attachment A.)

Background

The Library and Community Services department collects suggestions from the public through physical suggestion boxes placed at service counters in public facilities like libraries and recreation centers, and through an electronic feedback form located online at menlopark.org/feedback

Analysis

Visitors who have a question, idea, complaint, or compliment about library and community services are encouraged to submit their comments through the physical or online suggestion boxes. All suggestions are reviewed by City staff. Anonymous suggestions are welcomed but are not guaranteed to receive a response. Suggestions and responses are periodically published for public review as informational items to the Library Commission and the Parks and Recreation Commission. The suggestion box feedback received during June 2022-October 2022 are here included as 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. Suggestion box feedback received - June 2022 to October 2022

Report prepared by:
Ashley Walker, Management Analyst I

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

LIBRARY AND COMMUNITY SERVICES
 SUGGESTION BOX
 June 2022 – October 2022
 menlopark.org/feedback

| Ref. # | Date | Comment | Response |
|--------|-----------|---|--|
| 1 | Jun. 2022 | <p>I think that the music CD's could be organized a little better. There are only a few broad categories that all of the music is sorted under, and a lot of the music doesn't really belong in the category that it's in. I'd be willing to go in and sort the music myself if the library needs a hand with that sort of thing. Thanks!</p> | <p>Thank you very much for taking the time to write us, and for your suggestions about the CD collection (and your offer to help organize!).</p> <p>I agree that not all of the music fits perfectly into the categories that we have. Because of the way they are used and because of staff time limitations, the CDs are challenging to shelve and nearly impossible to keep in order – that is why we have them in broad categories.</p> <p>The physical CDs are also beginning to wane as a format – the use of our streaming music collections keeps growing – and so we aren't likely to make a lot of changes to how we are handling them.</p> <p>I'm happy to chat further with you about this, or to connect you with the librarian who is responsible for maintaining our CD collection, just let me know.</p> <p>Thanks again for taking time to write us, and for your interest in the library.</p> <p>Kind regards – Nick Szegda</p> |
| 2 | Jun. 2022 | <p>I haven't been to the Library in over a decade! (or @ least it seems that way.) A lot has changed and all for the good! Thanks for all (unreadable).</p> | <p>Thank you for taking the time to write a compliment and place it in the Library suggestion box. It is always great for staff to hear positive feedback from the community. We were glad to read that you visited the library after a decade-long hiatus! We hope to welcome you again much sooner than that.</p> <p>Kindest regards – Nick Szegda</p> |
| 3 | Jun. 2022 | <p>Thank you for changing the hours to 10AM during the week. My job starts at 12 and I get to swing by the Library now.</p> | <p>Thank you for taking the time to write a compliment about the Library's hours. It is always great to hear that our service hours meet individual community members' needs. That's what we are here for! We look forward to many more pre-work visits from you in the future.</p> <p>Kindest regards – Ashley Walker</p> |

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| 4 | Jun. 2022 | [Library] D___ from the info desk helped me get tax forms printed. She was very helpful. Lovely human! | Thank you for taking the time to write a compliment about your positive experience with D___ in the Library. Printer issues while trying to complete taxes sounds like the perfect formula for a frustrating day! We are glad D___ made it a little less stressful for you. It is always great for staff to hear that their work in the community was appreciated. We will be sure to pass along your compliment. Kindest regards – Ashley Walker |
| 5 | Jun. 2022 | It would be nice if the library acquired Yellow and Pink by William Steig. Thank you for your consideration. | Thanks for taking the time to write to us and for your purchase suggestion of William Steig’s “Yellow and Pink”. My apologies for how long it has taken for us to get back to you. I think we hadn’t checked our physical suggestion box in some time. I have handed your request off to our Collection Development team, and they will contact you if they need any more information. Would you like to reserve the item when it is available? If so, please let us know your library card number. Kind regards – Nick Szegda |
| 6 | Jun. 2022 | Recommended for collection: The Sea We Swim In, by Frank Rose | Thanks for taking the time to write to us and for your purchase suggestion of Frank Rose’s “The Sea We Swim In”. My apologies for how long it has taken for us to get back to you. I think we hadn’t checked our physical suggestion box in some time. I have handed your request off to our Collection Development team, and they will contact you if they need any more information. Would you like to reserve the item when it is available? If so, please let us know your library card number. Kind regards – Nick Szegda |
| 7 | Jun. 2022 | Can you please have more Chinese books? | [Followed up with suggester by phone and left message with questions: what kind of books in Chinese (categories or titles or reading level) and if they wanted to place a hold on any books purchased. Assigned to collection development team for follow up about developing the collection of books in other languages.] Nick Szegda |

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| 8 | Jun. 2022 | Can Library card renewal have link to info on how to renew? | <p>My apologies for taking so long to get you an answer. Our physical suggestion box slipped through the cracks last month. Sounds like you were having some difficulty finding out how to renew your library card while on our Bibliocommons catalog. We've captured a lot of Q&A's on the FAQ link (see the screenshot pasted below), including one on renewing your library card. We can't do that through the catalog at present, unfortunately, but you can contact our staff at mplref@menlopark.org or 650-330-2520 and we can work with you to get your card renewed. Please contact me directly if you have any follow up questions.</p> <p>Kind Regards – Nick Szegda</p> |
| 9 | Jun. 2022 | [Library] The hold slips are sometimes hard to find because the books cover the key info! Change the print location? | <p>My apologies for taking so long to respond to your suggestion – I think the check on our physical suggestion box fell through the cracks last month.</p> <p>I like your suggestion for reformatting the way we print the hold slips – your suggested way does seem a lot easier for people to read. The hold slips are printed from within our integrated library system software (it's a system setting and not a local setting). I will work with our team to see if this is a setting we can modify and let you know!</p> <p>Kind regards – Nick Szegda</p> |
| 10 | Jun. 2022 | [Library] I would like there to be another puzzle table because people spend hours at the 1 and I never get a turn to try. | <p>Thanks very much for writing in with your suggestion. My apologies for taking so long to get back to you – I think the check on our physical suggestion box fell through the cracks. We are creating a program for lending out games for in-library use, and we can add puzzles to our roster. Sadly, we only have enough space to allow for one “always on” puzzle table, so if you were using a second puzzle it would have to go back in the box at the end of the day. I have observed groups of people working on our current puzzle-table arrangement, so don't be afraid to ask if you can join in if you feel like you want to puzzle and someone is already there working on it.</p> <p>I hope this answer helps – please reach out to me if you have any other questions or suggestions.</p> <p>Kind regards – Nick Szegda</p> |

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| 11 | Jun. 2022 | More Hannah Montana books. | <p>Thanks for taking the time to write to us, and for your purchase suggestion.</p> <p>My apologies for taking so long to reply to you – our physical suggestion box went unchecked for a while.</p> <p>We can absolutely buy more Hannah Montana books, and I will pass your request along to our collections team.</p> <p>Before I do, there's a couple of questions I have for you:</p> <p>Is there a particular book title you are interested in, or just more from the Hannah Montana series?</p> <p>Would you like to get notified or place a reserve on any books we order? If so, please reply back with your library card number.</p> <p>Best regards - Nick Szegda</p> |
| 12 | Jun. 2022 | Currently a Menlo Park patron is only allowed 5 check outs/month on Hoopla, regardless if one checks out a movie (~1 1/2 hours) or a TV show episode (~45-50 minutes). Can the library increase the number of checkouts to 10 or 15 a month? | [No contact information was provided. See response #48.] |
| 13 | Jun. 2022 | Hello, the walkway from Elm Street to the Willow Oaks park is in dire need of repairs/repaving. Our elderly parents were visiting and tripped due to the uneven surface and nearly required stitches from the fall. Our strollers hardly roll over the broken pavement. Also, how can the neighborhood petition the installation of bathrooms at the park? Many families frequent this park and not having restrooms seems like a large disservice to those who use the park. | <p>[Referred to Public Works for response]</p> <p>Thank you for taking the time to let us know about the cracked pavement at Willow Oaks Park. The last thing we want is people getting hurt! I hope your parents have recovered. I have contacted the head of our Public Works maintenance department directly to let him know about the issue. He may contact you in a separate email.</p> <p>As for the issue of adding restrooms at Willow Oaks Park, we completely agree! Fortunately, you won't need to begin a petition as the restrooms are currently part of the Parks and Recreation Facilities Master Plan. They are one of several improvements planned for that particular park. I attached a link below where you can learn more about the plans for the park if you are interested.</p> <p>https://beta.menlopark.org/Government/Open-government/Master-plans</p> <p>Kindest regards – Brian Henry</p> |
| 14 | Jun. 2022 | Please put labels on BOTH ends of the bookshelves. They are missing from the shelves containing graphic novels, etc. While waiting for "pretty signs", just write labels on a piece of paper and tape to end of shelf, | [No contact information was provided. Relayed to library staff for evaluation.] |
| 15 | Jun. 2022 | [Library] Drop the masks. They are utterly ineffective at anything except spreading needless fear. | [No contact information was provided.] |

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| 16 | Jun. 2022 | [Library] Choice of books is biased and PC | [No contact information was provided.] |
| 17 | Jun. 2022 | [Library] Get more pool tables | [No contact information was provided. See response #40.] |
| 18 | Jun. 2022 | Overall, the Library is going a good job but it would be nice to have more automotive magazines available. | [No contact information was provided. Book purchase suggestions are relayed to librarians for evaluation.] |
| 19 | Jul. 2022 | I'd like to receive the Fall catalog for Art classes and Physical Activity classes for Adults. How to make that happen? | Thank you for submitting a question to us regarding the Fall Activity Guide. The catalog is sent to all residents of Menlo Park. If you are a non-resident or are in an unincorporated area, hard copies are available at the Arrillaga Family Recreation Center at 700 Alma St, Menlo Park. We hope to see you attending one of our classes soon! Kindest regards – Ashley Walker |
| 20 | Jul. 2022 | The library looks really great and provided a perfect atmosphere for productivity. | [No contact information was provided.] |
| 21 | Jul. 2022 | In the past ten years... did you know that there has been theft of about three or four Menlo Park library cards. Why would some thieve a library card when they will give you one for free. They used to charge \$1 for library card replacement. When someone theives your library card multiple times, the probaby are trying to mask what you view on the internet. What if someone also thieves your Drivers License or photo ID; your California DL or ID card. I don't have anything to hide regarding my internet viewing habits, but someone else sure does. Why else would they thieve several library cards? I don't ever use fake IDs I use my real first and last name. | [No contact information was provided.] |
| 22 | Aug. 2022 | Due to not seeing a suggestion box at Burgess Pool, I am requesting (in Library) that pool be open till 6:00, rather than 5:00 on weekends, like the Library. Thank you! Please pass along to appropriate group is not Library group) (Also, please pass along that suggestion boxes at Pool AND City Hall would be nice or at least boxes for them at the library!) | [No contact information was provided. Additional suggestion boxes are being installed at public facilities.] |
| 23 | Aug. 2022 | I work in City Hall and was wondering about the possibility of putting in lines for pickleball courts. Pickleball is a paddle sport, similar to tennis, but with smaller courts. Perhaps on the outside tennis courts or basketball courts? Once these lines are place, I could set some community events playing pickleball! | Thanks for the submittal. We have two locations in the City with pickleball access. There is one at Nealon Park & one at Kelly Park (Belle Haven). Here is a link to our pickleball webpage. I've also added Tricia Mullan, LCS Supervisor, who can help with any other inquiries you may regarding our pickleball courts. Thanks, Rondell Howard |

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| 24 | Aug. 2022 | Hi - I live near the downtown library and come there often to read and/or work. The other day and wanted to use the wifi. I was sitting inside where most of the tables are and someone was coughing so I went outside to the patio, however the wifi signal out there is really bad and basically doesn't work. I use a new macbook pro so I'm quite certain my computer is not the issue. Can the wifi signal be improved so that it works out on the patio? That would be much appreciated! Thanks, | <p>Thanks for taking the time to write us, and my apologies for taking so long to answer.</p> <p>We ran some speed tests on the patio Wi-Fi – the numbers were generally between 80-100mbps download and 150-200mbps upload. Those are slow, but usable. They do tend to drop off as you move further away from the building.</p> <p>Our Wi-Fi speed fluctuates based on the number of users and how they are using it. It's shared by all users, so if someone is playing video games or streaming movies and using up a lot of bandwidth, the Wi-Fi will be slower for all.</p> <p>I will reach out to our IT team and see if there's anything we can do to either add routers or reposition them so that we can cover more of the patio. We also have hotspots available for checkout at the help desk.</p> <p>Kind regards – Nick Szegda</p> |
| 25 | Sep. 2022 | My son was signed up for a dance class. He's really into dancing and getting more serious about it. He said he enjoyed the class and looking forward to the next session. But after the first session, the teacher approached me and said the class is not right for him, because it's more on the technique side, not learning dance moves. She suggests another class that might be suitable for him. Here's what I think: 1) I don't quite understand why she thinks that my son is not ready to learn any techniques. He was in the class's age range, and the class was for beginners anyway. 2) The class she suggested as an alternative was for kids who are younger than him. I think she assumed that he's small, he must be younger. 3) She mentioned that the alternative class has a dance show next year. The fact is we don't want a dance show. Even though I did not agree on many things she mentioned, I did not think it was a good idea for him to continue in that class when the teacher has already a fixed evaluation on him and made wrong assumptions. | [Staff attempted to follow up with the commenter but received no reply.] |
| 26 | Sep. 2022 | [Arrillaga Family Gymnasium] Make better WIFI | [No contact information was provided. Relayed to IT department for evaluation.] |
| 27 | Sep. 2022 | [Arrillaga Family Gymnasium] More comfy spots to sit [Suggestion card included hand-drawn images of beanbags, armchairs, lounge chair] | [No contact information was provided. Relayed to staff for evaluation.] |
| 28 | Sep. 2022 | [Arrillaga Family Gymnasium] More outlets | [No contact information was provided. Relayed to public works department for evaluation.] |

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| 29 | Sep. 2022 | [Library] Get 2-5 of the fruit basket series | [No contact information was provided. Book purchase suggestions are relayed to librarians for evaluation.] |
| 30 | Sep. 2022 | [Library] More comics (Marvel/D.C.) | [No contact information was provided. Book purchase suggestions are relayed to librarians for evaluation.] |
| 31 | Sep. 2022 | Please open library ALL mornings, or at least at the beginning of the week when most people need to do work and may need a place to go. 9 am would be great! Thank you! | [No contact information was provided.] |
| 32 | Sep. 2022 | [Library] I tried to find a quiet corner today but ended up having to listen to someone play pool - very annoying. Please remove the pool table. thx. | [No contact information was provided. See response #40.] |
| 33 | Sep. 2022 | I love this library! thank you everyone here. | [No contact information was provided.] |
| 34 | Oct. 2022 | [Arrillaga Family Gymnasium] I never feel welcome when I get to this place. Although there are one or two people I feel that they are not here. I usually look at them distracted on the phone they never give a welcome. | [No contact information was provided. Assigned to gym supervisor for follow up with front counter staff.] |
| 35 | Oct. 2022 | We were disappointed to find the El Capitan Track Ride once again disabled this weekend. Why even keep it if it's not available on weekends, when playground use is high. I can't imagine the neighbors ever being satisfied. I will, however, attend the October 26 Parks and Recreation meeting to air my views and listen to those of others. The other mystery is why the Tri-Runner Carousel is disabled as well. Can you explain this, please? | Thank you for your comments about the El Capitan Track Ride. As you noted in your comments, the Parks and Recreation Commission will review the ride's operating hours at its regular meeting on October 26. The meeting is open to the public and public comments are welcomed. You have been added to our list of interested parties to receive a notification when the October 26 agenda packet is published. Regarding the carousel ride, the ride is closed pending repairs. Staff is working with the manufacturer to repair this and other equipment and expects the work to be completed over the next several weeks. Thanks again for your comments, please let me know if you have any questions or need more information. Best regards, Sean Reinhart |
| 36 | Oct. 2022 | Can you tell me how to send you videos of the Nealon Park Zip line being used during night time hours? This experiment has been a disaster. | Thank you for the submittal. As we navigate through the pilot program for the Nealon Park zip line please feel free to attached any pictures and send them my way. Also, Nealon Park zip line will be on the next Parks & Recreation commission's meeting agenda schedule for October 26th via zoom. Public comment on this item will be allowed. Here is the link to the City's website where you can find info regarding commission agendas Parks and Recreation Commission. Rondell Howard |
| 37 | Oct. 2022 | Hello, I support consistent enforcement of the zip line hours at Nealon Park via locking up the zip line in the evenings and opening them back up in the mornings. It is too loud for our neighbors at night. We walk our dog in the park after dark and | Here is the link to the City's website where you can find info regarding commission agendas Parks and Recreation Commission. Rondell Howard |

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| | | can hear how loud it is. Thank you for working on a solution that consistently enforces the curfew. | |
| 38 | Oct. 2022 | Got the notice of the zip line at Nealon Park. However there was no mention of age restrictions. And only having it open during daylight hours M-Th encourages truancy as most kids are in school during the majority of daylight hours. | [No contact information was provided. See response #37.] |
| 39 | Oct. 2022 | I would like to advocate for a Portapotty or bathroom facility to be installed at Willow Oaks Park. Currently many children and families frequent the park and do not have a bathroom available for them to use which results in accidents, unhappy families, and poor community hygiene. I understand that installing a complete restroom facility requires a significant budget, but I am hopeful that a Portapotty solution is far cheaper and just as effective for now. | Thank you for the feedback. There are renovation plans for Willow Oaks Park and the plans include public restrooms. Please refer to the attached staff report on the Willow Oaks Park project. Additional info can also be found on the City's website - Willow Oaks Park improvements (link) Best, Rondell Howard |
| 40 | Oct. 2022 | When I was in the Menlo Park Library (on Alma) recently, I saw a pool table with a group of men playing pool in the library. I was surprised and dismayed to see this, as my vision of the library is a QUIET place to read, study, and borrow books. I am wondering why the library now includes a pool table, which is not a quiet activity, and displaces the fiction section of books that used to be in that location. Sincerely, | Thanks for taking the time to write to us. Both of the libraries are hosting programs temporarily displaced by the construction impacts of the new Menlo Park Community Campus project in the Belle Haven neighborhood (link). The main library is currently hosting programs for seniors in the mornings and early afternoons, M-F, from 9am until 1pm. Some of those programs, like the pool table, craft programs, and Spanish language conversation classes, cause more ambient noise than is usual for that time of day at the library. We apologize for that. It is important for the community that there be gathering places for folks to learn, connect, and play. The library has an important part to play as the community's "living room", and we have been hosting story times for children, musical performances, and lectures in the main library's great hall for many years. This hosting of the senior programs is new and will last until the new facility is completed in 2023. I understand and support your desire for a quiet space for reading. We do not, unfortunately, have separate rooms for quiet reading and study – something we will have at the new facility in Belle Haven. For those times that overlap with the senior programs at the main library, may I offer the following suggestions? <ul style="list-style-type: none"> • The patio, when the weather is good, is a great spot for quiet reading. It has been replanted and refurbished. • There are smaller tables in the great hall near the fireplace that look out on the patio garden. These are usually occupied by those reading and doing quiet work. • The senior program participants usually thin out around 12-1. Interestingly, when the senior annex where the pool table lives is not |

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| | | | <p>in use (the pool table is not available to the general public, just to the seniors during their program hours) that space is one of the quieter spots in the library.</p> <p>We are always working to provide the kinds of services that the community want. You can always ask a staff member for assistance – they might be able to offer other suggestions than the ones I list above. Please reach out to me if you have any other questions.</p> <p>Kind regards – Nick Szegda</p> |
| 41 | Oct. 2022 | Get printer so that you can color print stuff for a low price | <p>Thanks for taking the time to write to us.</p> <p>Electronic reproduction services (scan to email) are available and free to the public. Staff are available to assist customers with scanning and emailing or saving documents.</p> <p>We do not offer paper reproduction services at the library. We will make exceptions in cases of need, and will print a legal, governmental, school or travel document required for official business, black and white, of up to five pages.</p> <p>If you need to print something in color, staff can assist you with saving a scanned image or in transmitting it to one of the nearby businesses that provide that service.</p> <p>Kind regards -</p> |
| 42 | Oct. 2022 | I would like to see a story time in Spanish. Please! | <p>Phone response message - because of limited staff capacity, our current story times are focusing on building early literacy skills in English. Our presenters do work other languages into their presentations (Spanish and Farsi, currently) but we don't have enough Spanish fluent staff members to offer an all-Spanish story time at present.</p> <p>Nick Szegda</p> |
| 43 | Oct. 2022 | I would like 156 Story Tree House by Andy Griffiths and Wings on Fire the graphic novel. Thank you! | [No contact information was provided. Book purchase suggestions are relayed to librarians for evaluation.] |
| 44 | Oct. 2022 | It'd be great if you guys could have an entire circle time in Spanish | [No contact information was provided. See response #42.] |
| 45 | Oct. 2022 | It would be nice if ALL people would be encouraged to speak quieter and maybe less. No audio devices without ear plugs. Some people use libraries to study - or for work and find it hard to concentrate in loud environments. The MP Library has been very helpful when I have had questions. | [No contact information was provided. Relayed to library staff for awareness.] |
| 46 | Oct. 2022 | Extra labels on DVDs: Green: Family films (parents are busy, help 'em) Red: Let the kids grow up, first Young People: Change to young adult | [No contact information was provided. Relayed to library staff for evaluation.] |

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| 47 | Oct. 2022 | I've seen libraries with cake pans, power tools and puzzle lending systems :) Love the seed library! You guys are awesome! | [No contact information was provided.] |
| 48 | Oct. 2022 | I am glad that the library offers Hoopla and find its selection of TV shows far superior to that offered on Kanopy. However, I find frustrating that I am limited to only 5 check outs per month. This becomes annoying when I try to watch a series with more than 5 episodes. Is there any possibility of increasing the number of checkouts/month? Perhaps to 10/month. | <p>Hoopla has recently added more TV and movie content to their offerings (previously they were offering only recorded books and eBooks). We'll take a look at adding more borrows per month – we have to balance demand for more access with our available budget (Hoopla is a pay-per-use model, so limiting the number of borrows per month means more people can get access).</p> <p>A possible work-around: other library systems also offer Hoopla access to card holders. You might try getting a card with one of those systems and seeing if that can get you some more Hoopla access (Palo Alto offers Hoopla with 3 borrows per month).</p> <p>Kind Regards – Nick Szegda</p> |

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

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

| MEETING DATE | PROPOSED AGENDA TOPICS |
|--|---|
| June 22, 2022 (Joint meeting with Library Commission) | <ul style="list-style-type: none"> • Study session - MPCC programming elements • Presentation - Preliminary results of Menlo Park resident survey • Presentation - MPCC project sustainability features • LCS department proposed FY 2022-23 budget |
| July 27, 2022 | <ul style="list-style-type: none"> • Select Commission Chair and Vice Chair • New Commissioner onboarding • Recreation facility use guidelines • Parks and Recreation Commission work plan update |
| August 24, 2022 | <ul style="list-style-type: none"> • MPCC project updates • Department updates |
| September 28, 2022 | <ul style="list-style-type: none"> • Review results of community survey • Commemorative park amenities policy • Recreation management software update • Chair and Vice Chair rotation guidelines (rescheduled to November) |
| October 26, 2022 | <ul style="list-style-type: none"> • Pickleball pilot program update • Nealon Park zip line update • Chair and Vice Chair rotation guidelines • Hybrid meetings and attendance report |
| November 30, 2022 (5 th Wednesday) | <ul style="list-style-type: none"> • Joint meeting with Library Commission • MPCC programming |
| December 28, 2022 (Date may change) | <ul style="list-style-type: none"> • |
| January 25, 2023 | <ul style="list-style-type: none"> • Youth Advisory Committee update • Gymnastics program update • Aquatics program update |
| February 22, 2023 | <ul style="list-style-type: none"> • Facility rental policy |
| March 22, 2023 | <ul style="list-style-type: none"> • Youth Advisory Committee update |
| April 26, 2023 | <ul style="list-style-type: none"> • Commission work plan 2023-24 |
| May 24, 2023 | <ul style="list-style-type: none"> • Select commission chair and vice-chair |
| <i>Unscheduled future items (tentative)</i> | <ul style="list-style-type: none"> • <i>Policy updates: Athletic field use, volunteers</i> • <i>Inclusion Programs/Classes update</i> • <i>Updates about bike/ped paths related to parks</i> |