

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 11/20/2019
Time: 6:30 p.m.
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve the Parks and Recreation Commission minutes for the meeting of October 23, 2019 ([attachment](#))
- D2. Review and approve staff recommendation for the field user groups for FY 2019-20 ([Staff Report # 19-018-PRC](#))
- D3. Review and approve a recommendation to City Council for the formation of a Youth Advisory Committee ([Staff Report # 19-019-PRC](#))

E. Reports and Announcements

- E1. Commissioner Reports (Christopher Harris)
- E2. Community Services Director's update and announcements ([Staff Report # 19-020-PRC](#))

F. Adjournment

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

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

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

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

Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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Parks & Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 10/23/2019
Time: 6:30 p.m.
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Baskin, Bryman, Harris, Johnson, Payne, Staley
Absent: None
Staff: Community Services Assistant Director Adriane Lee Bird

C. Pledge of Allegiance

D. Public Comment

No public comment.

E. Presentations and Proclamations

E1. Presentation from South Bay salt pond restoration project

South Bay Salt Pond Restoration Project's Executive Project Manager Dave Halsing made the presentation.

E2. National Bullying Prevention Month – Unity Day Presentation ([Attachment](#))

Recreation Coordinator Allan Bruce made the presentation.

E3. Arrillaga Family Recreation Center presentation

Recreation Coordinator Allan Bruce made the presentation.

E4. Sports and Recreation presentation

Recreation Coordinator Jarrod Harden made the presentation.

F. Regular Business

F1. Approve the Parks and Recreation Commission minutes for the meeting of August 28, 2019 ([Attachment](#))

ACTION: Motion and second (Baskin/ Johnson) to accept the Parks and Recreation Commission meeting minutes of August 28, 2019, passes 4-2, (Harris and Staley abstain)

G. Reports and Announcements

G1. Commissioner Reports (Marc Bryman)

Commissioner Bryman discussed ideas for a snack shack and reported on his attendance of the Silicon Valley Jazz Festival.

H. Informational Items

H1. Community Services Director's update and announcements ([Staff Report # 19-017-PRC](#))

Adriane Lee Bird provided an update and announcements.

I. Adjournment

Chair Harris adjourned the meeting at 8:16 p.m.

Elizabeth Snider, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/20/2019

Staff Report Number: 19-018-PRC

Choose an item.

Review and approve staff recommendations for field user groups for 2020.

Recommendation

Staff recommends the Parks and Recreation Commission consider and approve the staff recommendations for the Field User Groups for 2020. The nine current user groups are in good standing and maintain current approved user group status.

Policy Issues

The approval of the current Field User Groups is consistent with the current Field User Group policy.

Background

In March 2010, the Parks and Recreation Commission approved a new athletic field use policy (Attachment A). As part of the policy, athletic field user groups were required to fill out a Field User Group Application. The application requires a presentation to the Parks and Recreation Commission and their approval for all new user groups. Returning user groups are only required to submit their updated paperwork. While the returning user groups are welcome to come to the annual presentation meeting, it is not a requirement for renewal unless the user group violated city field policies during the past year and is on probation.

In admitting new user groups the following criteria have been used by previous Commissions for making recommendations on the approval process:

Approval: Complete information; demonstrated ability to follow field use policies; an appropriate and intended use of City athletic fields.

Conditional Approval: Incomplete information; on probationary status due to not following field use policies.

Deny Approval: Failure to follow field use policies over the past year; not an appropriate or intended use of Menlo Park's athletic fields

Approval of a User Group only guarantees field space for the user group; it does not guarantee the amount of field space, the field location, or times. The field allocation criteria stated in the athletic field policy will guide staff in making these field allocations as equitably as possible.

If additional groups have not completed their paperwork in advance of the deadline or request field space after the review process, they may still be allotted field space. However, the field space will be allocated after all of the approved user groups have been allocated their field space.

New User Group Applications

New user group applicants' presentations should take no more than 5 minutes and should cover the following:

1. Overview of Organization (location, board members, affiliations, vision/mission)
2. Total number of users
3. Percentage of residents and non-residents
4. Process for registration/enrollment (open, tryouts, etc.)
5. Description of intended use of fields for upcoming year
6. Overview of field needs (locations, times, seasons)
7. Any other comments that would be beneficial to the Commission

Analysis

In 2019, all nine of the current user groups remain in good standing. All organizations rented field space in both the spring and fall seasons. There are no new groups applying to be an approved field user group for 2020.

The Sports Field User Group policy was approved by the Parks and Recreation Commission in March 2010 and has proven successful for both the City and the approved user groups. Staff is able to meet its goal of efficiently programming all the sports fields in its inventory while allocating space to all user groups. In its 10th year, the approved policy has ensured stability for core sports user groups while enabling the City to accommodate all new user groups seeking to be an approved user group. Staff maintain positive relationships with the sports user groups and there have been few if any issues over the past 10 years between the groups and the City.

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

User Groups to be Approved

Menlo Atherton Little League (MALL)

Alpine West Little League (AWLL)

Xtreme Baseball

AYSO

Alpine Strikers

Menlo Atherton Lacrosse Grizzlies

Mid-Pen High School

Menlo Atherton Adult Soccer League

Association de futbol

The total usage of the sports fields for 2019 is provided below:

Total Sports Field Hours in 2019	Hours Used
Oak Knoll	1870
Burgess Park	11500
Kelly Park	7900
Hillview Field	5400
La Entrada	3300
Jack Lyle	7100
Nealon	5100
Willow	4700
Belle Haven	250
Total	47120

While a majority of these fields are heavily used during peak seasons and peak times, space can be found during the following times and days:

- During non-peak season (mid June – mid August and mid December – early February)
- Late afternoons Saturday and Sunday
- Belle Haven School has additional availability during the weekends

Future considerations

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

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

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

Impact on City Resources

The approval of current Field User Groups for use of City operated sports fields is not expected to impact revenue projections for the current fiscal year.

Environmental Review

The annual approval of Field User Groups is not a project under CEQA.

Public Notice

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

Attachments

A. Athletic Field Use Policy

Report prepared by:
Todd Zeo
Recreation Supervisor

ATHLETIC FIELD USE POLICY

Community Services
Arrillaga Family Gymnasium
600 Alma St., Menlo Park, CA 94025
tel 650-330-2220 fax 650-330-2242



Purpose

Identify the roles of the Field User Groups, City of Menlo Park Community Services, and Parks & Recreation Commission. Explain the City of Menlo Park sports field use requirements, fees, procedures, and policies

Field user group approval process

Before a Field User Group can make a request for field space for seasonal sports leagues and tournaments, the Athletic Field User Group Application must be validated by the Parks & Recreation Commission.
To become a Field User Group, the group must apply in writing to the Parks & Recreation Commission each year. Athletic Field User Group Application must be received by Community Services at least three weeks prior to the November Commission meeting (generally the third Wednesday of the month). The Commission will review and discuss the information at the November meeting and hold a public hearing at a subsequent meeting before validation.

The Parks and Recreation Commission will validate the returning or new group if all of the Field User Groups conditions and requirements are satisfied.

If a new Field User Group requests a field space after the validation process, the Field User Group will only be able to use field space on a probationary status if space is available.

Community Services will provide written notification to the Field User Groups of their approved status.

Athletic field user group application

The athletic field user group application must include the following:

- Written league rules and guidelines
- Annual schedule for the organization, including practice and game dates, tournament dates and any special events
- Annual list of board members with their contact information (address, phone number, and email address)
- Annual roster of league participants showing residency status (see IV below) and age
- Description of Field User Group's activities and how the field(s) will be utilized
- For non-profits, proof of non-profit 501c3 status
- Valid Certificate of Insurance
- A short presentation of the above to the Parks and Recreation Commission

Menlo Park residency

A Menlo Park resident will be defined as:

- Participants who have a permanent address in Menlo Park
- Participants who attend an Accredited School within the Menlo Park city limits

Priority of status will be depend on the qualifying criteria, including percentage of Menlo Park residents (see Field Priority list)

Field User Groups will need to provide data of the participant database or team rosters to validate participant's resident or non-resident status

Field capacity limits

The field use limit for each field user group will be determined by Community Services based on overall sport fields capacity and the age designation of the individual field.

- If the Field User Group requires more space than their field use limit, the Field User Group will be granted additional field space or may request additional field space on the following conditions:
 - Field allocations have been granted for all of the valid Field User Groups' requests.
 - There is remaining field capacity.

Field allocation

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

Field use priority

The qualifying criteria for field use priority is as follows:

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

Field user group fees

- All of the fees required to use the Athletic Fields are stated in the City of Menlo Master Fee Schedule. The Master Fee Schedule is reviewed Community Service Staff each year. City reserves the right to increase fees to offset administrative and parks maintenance costs.
- Fees will be determined per hour per team.
- Field User Groups will be required to provide payment based on the annual field reservation schedule. The schedule will be set annually by Community Services Staff.
- Field User Groups operating sports leagues will be required to pay 50% of the balance two-weeks prior to the league start date. The remaining balance will be due two weeks prior the final league date.
- Field User Groups requesting field space for a limited time or non-league use must pay in full at the time of the field reservation.
- Field User Groups are allowed to make minor adjustments to the field reservation request up to four weeks prior to the league start date (if space is available). The approved field reservations will be available online to review. All change requests must be in writing. Cancellations are subject to a \$15.00 processing fee.
- Field User Groups will be charged for the dates and times requested on the field permit. Rainouts and cancelled practices or games designated by the leagues or coaches will not be refunded.

Field user group communication

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

Field use requirements

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



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/20/2019

Staff Report Number: 19-019-PRC

Regular Business: Approve a recommendation to the City Council in support of the Youth Advisory Committee proposal

Recommendation

City staff recommend that the Parks and Recreation Commission review, provide feedback and approve a recommendation to the City Council in support of the Youth Advisory Committee proposal.

Policy Issues

The City Council approved "Commission/ Committee Policies and Procedures, Roles and Responsibility" CC#19-004 (Attachment A) to define the policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees. This policy details relationships, roles, meetings and officers, schedules, memberships, individual commission/ committee responsibilities, and special advisory bodies.

Background

On May 2, two Menlo School students approached Mayor Ray Mueller regarding their interest in forming a youth advisory committee. One of the students participated in the police chief's youth advisory group which was held February 7 and the other noted that a number of their peers from surrounding cities participated in their cities' youth advisory committees. Both of the students are active members of their service learning club at Menlo School and expressed interest in ways that youth like them could get involved with the City and learn from other agencies. City staff met with the students to review their proposal and discuss their vision for a youth advisory group. Additionally, staff surveyed 12 cities (Attachment A) on the peninsula to learn how other cities operated their youth advisory groups and gain knowledge on best practices. At the city council meeting on November 5, 2019, City Council directed staff to bring the Youth Advisory Committee proposal to the Parks and Recreation Commission for its consideration and recommendation.

Analysis

After reviewing best practices, and consulting with the two students who brought forth the initial proposal, staff has outlined a proposal for a Menlo Park Youth Advisory Committee (YAC) (Attachment B). The purpose of the YAC is to engage the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community. It aims to foster a greater involvement of youth in municipal government and civic affairs. The Committee will review those municipal matters referred to it by the Parks and Recreation Commission and City staff, and as appropriate, make recommendations on those matters. Housed in the Community Services Department, the committee will advise staff on the changing needs and interests of teens as it relates to current and potential programming. Additionally, the committee will solicit

the input of their peers within the community as they study issues of concern to youth as related to municipal programs or projects for the City of Menlo Park. Youth committees are a resource that provide youth a voice in the political process and community input for local government. Menlo Park's interest in creating a youth advisory committee demonstrates an investment in a new generation of public employees, change agents and engaged civic leaders. Currently, teens age 14-18 (grades ninth through 12) are an underserved population in terms of City services. The California Parks and Recreation Society (CPRS) have organized a cohort of statewide advisory groups and host a leadership conference each year called Youth Advisory Council Attack. In addition, CPRS District 4, which the City of Menlo Park is an agency member, operates youth and teen recreation services (YTRS) which would be a valuable resource for collaboration with other city youth committees. The Youth Advisory Committee will serve as a safe place for youth to share their ideas and help organize and promote events for their peers.

Questions to be considered

1. Should the Youth Advisory Committee be a Brown Act Body?
2. Should eligibility be limited to only Menlo Park incorporated residents?
3. Should the Committee be limited to 7 members, similar to council appointed commissions?

Next steps

If the Parks and Recreation Commission recommends the Youth Advisory Committee proposal, City staff will present the finalized proposal to City Council for approval on December 10, 2019. If approved, staff will request a budget enhancement for the upcoming fiscal year and begin recruitment for Menlo Park's first Youth Advisory Committee in Fall 2020.

Impact on City Resources

Staff estimate that the YAC proposal will require 0.125 full-time equivalent (FTE) recreation coordinator or approximately 20-hours per month to support committee work. The cost estimate for staff time is approximately \$14,415. The other expenses would be for training, materials and supplies which we estimate would be approximately \$3,000. The annual cost to the City's general fund is approximately \$17,415. Under the draft proposal, staff do not anticipate the need for an additional FTE, as the committee liaison duties will be assigned to an existing employee. Staff will bring back a budget proposal for the YAC to be included in the city manager's proposed operating budget for fiscal year 2020-21.

Environmental Review

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

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. Surrounding agencies survey
- B. City Council Procedure #CC-19-004 Commissions and Committees

C. Proposal for Menlo Park YAC

Report prepared by:
Adriane Lee Bird
Assistant Community Services Director

Report reviewed by:
Derek Schweigart
Community Services Director

Youth Advisory Committees in Neighboring Agencies

Agency	Housed in/Open to:	Time Commitment	Projects
City of Belmont - Youth Advisory Committee (YAC)	Parks and Recreation (7th - 12th grade) 21 max.	Twice per month 1-2 school years	Help with YAC events, solicit feedback from peers in order to advise City staff of new trends, participate in the development and promotion of YAC.
City of Burlingame - Youth Advisory Committee (YAC)	Parks and Recreation (7th - 12th grade) 13 max.	2nd Tuesday 6-8pm 2 school years	Help coordinate activities for teens, assist with community events, take action on community issues, and help with fundraising.
City of Foster City - Youth Advisory Committee	Parks and Recreation (6th - 12th grade) No limit	1st Wednesday of each month 1 year	Discuss current youth trends and plan positive events that better the community.
City of Los Altos - Youth Commission	Recreation and Community Services (6th - 12th grade) 11 max.	1st Monday of each month beginning at 6:30 pm during the school year 2 years or 1 year (if member has joined as a senior)	Address issues relating to teens in the community; Assist in the planning, promoting, and implementing of programs and services for teens; and Plan and participate in community service activities.
City of Millbrae - Youth Advisory Committee	City Council (6th - 12th grade) 5 (2 Middle Schoolers & 3 High Schoolers)	1st Tuesday of each month during the school year months (Sept. - May; 5:30pm) 1 year	To provide a forum discussion for issues affecting youth and facilitate communication between youth and City Government, advise City Council on matters affecting youth, act as a liaison with City organizations by providing input.
City of Mountain View - Youth Advisory Committee (YAC)	Community Services (6th - 12th grade) 24 max.	Twice per month 1 year	Advise City Council and Staff on youth and teen issues; Support the Teen Center through the sharing of resources and new program ideas and plan fun events and programs for the teen population.
City of Pacifica - Youth Advisory Board (YAB)	Parks, Beaches, and Recreation (9th - 12th grade) 15 max.	Twice per month 2 years or 1 year (if member has joined as a senior)	Help with YAC events, solicit feedback from peers in order to advise City staff on new trends, participate in the development and promotion of YAC events via social media.
City of Palo Alto - The Palo Alto Youth Council (PAYC)	Community Services (9th - 12th grade) 25 max.	Weekly meeting for one (1) hour. 1 school year	Some of the projects and events they executed included a finals study cram slam, a survey on teen vaping, and an end of school year unity concert event called Palopalooza.
City of Redwood City - Youth & Teen Advisory Board (TAB)	Parks, Recreation, and Community Services YAB: (6th - 8th grade) TAB: (9th - 12th grade) 9 -13 max.	1st Wednesday of each month (Sept. - May) YAB: 7-8pm TAB: 6:30 -8pm 1 school year	Address issues relating to youth in the community, assist in planning, promoting and implementing programs for youth, involvement of youth in municipal government and affairs, and act as an advocate for youth and teens.

City of San Carlos - Youth Advisory Council (YAC)	Parks and Recreation (6th - 12th grade) 9 (At least 2 members in middle school)	2nd Wednesday of each month at 7pm 2 terms	Help put on middle school dances each month, volunteer with city-wide events and other volunteer opportunities
City of San Mateo - Youth Activities Council (YAC)	Parks and Recreation (9th - 12th grade) 35-40 members (last year) Unlimited	2 Wednesdays of each month 1 school year	Look for ways to improve city facilities, help the community, plan activities, events and trips.
City of South San Francisco - Youth Advisory Council (Pilot)	CMO (14 - 21 yrs old) 18 max.	Once per month 1 school year	Educated on what local government is all about, toured each department, and volunteered at events.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-19-004

Effective 6/5/2019

Resolution No. 6477



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 eight 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, Planning Commission, and the Sister City Committee. 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>Seven of the eight 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. 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-01-0004
Effective 6/5/2019

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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.

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- 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

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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, Finance and Audit Committee and Sister City 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. The Finance and Audit Committee and Sister City 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.

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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.
- Sister City Committee – Quarterly; Date and time to be determined

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.

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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 open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- 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).

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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.

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 with the exception of:
 - Complete Streets Commission – nine (9) members

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.
- 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

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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

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- 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.

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs

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- Perform other duties as may be assigned to the committee 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.

City of Menlo Park Youth Advisory Committee (YAC)
to commence Fall 2020

Role

The Menlo Park YAC exists as a citizens' group to advise and respond in all matters related to the needs of youth in Menlo Park or those referred to it by the Parks and Recreation Commission or City staff and, as appropriate, make recommendations on those matters.

Purpose

The YAC's purpose is to engage the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community. It aims to foster a greater involvement of youth in municipal government and civic affairs. The YAC will advise the Parks and Recreation Commission and City staff on activities, events and programs to meet the needs of youth and teens in the community. The following is a summary of YAC charge:

- Act as an advocate for youth and teens
- Act as a liaison for teen issues to governmental and private organizations
- Empower youth to have a voice in their local government, get involved and make a difference in their community
- Foster a greater involvement of youth in municipal government and city affairs
- Advise and inform City staff and the Parks and Recreation Commission on the various issues relating to the teens, outlining the needs of the population.
- Advise the Parks and Recreation Commission and City staff on activities, events, programs and with current youth trends to meet the needs of youth in Menlo Park
- Assist in planning, promoting and implementing programs and services for youth
- Plan and participate in community services activities which benefit the Menlo Park community
- Promoting leadership skills through service learning experiences and volunteerism
- Identify problems of teen services and recommend appropriate solutions

Eligibility

- Must be a City of Menlo Park resident
- Be entering grades ninth through 12 for the upcoming academic year and committee term
- Be willing to commit time and energy (about 6 hours per month for meetings and events)
- Must commit to a one-year term (September to May)

Application and membership

- Applicants must submit a YAC application form and supplemental questionnaire
- Applications are accepted April through August for the committee year that starts in September
- The Committee will run with no fewer than 10 and a maximum of 18 members
- A term is one-year, from September through May. Committee members may stay on for up to four terms, however a new application must be submitted each year

Selection

The selection of the committee members shall be made according to the following guidelines:

- Selection shall be made in a fair and impartial manner
- Reasonable effort shall be made to assure that nominees are representative of the Menlo Park teen population
- Applications must be submitted to the City of Menlo Park Community Services Department
- City staff will be responsible for reviewing applications, scheduling interviews and making the final selection for all candidates.

Meetings

Meetings will be held twice a month. Regular meetings are on the first Wednesday of the month from 6:30 p.m. – 8 p.m. at Arrillaga Family Recreation Center. Additionally there will be various committee and event meetings dependent on assignment. Required attendance at various evening or weekend Youth Advisory Committee-hosted events throughout the year. Committee members must attend at least 75 percent of the meetings to remain in good standing.

Activities

The YAC will learn first-hand about the various aspects of Menlo Park's local government. It will develop, promote and host a number of youth specific events throughout the year, as well as have a presence at a number of the citywide annual events. The YAC will have the opportunity to provide an advisory role to the Parks and Recreation Commission and City staff on youth-related projects. Lastly, as a group, the YAC will identify its yearlong focus, which will culminate in a special project, event or initiative.

Officers

The Youth Advisory Committee shall elect from its membership a Chairperson, Vice-Chairperson, Secretary, and Treasurer for a one-year term.

Chairperson

The Chairperson shall preside at all meetings of the Youth Advisory Committee and shall appoint standing or special committees as may be necessary to carry out the Youth Committee's business, and shall supervise the efficient and responsible operation of the Youth Advisory Committee.

Vice Chairperson

The Vice-Chairperson shall preside at Youth Advisory Committee meetings in the absence of the Chairperson, shall assume specific leadership responsibilities as determined by the Chairperson, and shall assist the Chairperson in fulfilling his/her responsibilities as needed.

Secretary

The Secretary shall be responsible for all communications for the Youth Advisory Committee meetings, and shall solicit and keep records of the minutes of the Committee.

Treasurer

The Treasurer shall be responsible for the record keeping of revenues and expenditures for the Youth Advisory Committee projects and activities and shall report to the Youth Advisory Committee quarterly on the Youth Advisory Committee accounts.

Sub-Committees

- Sub-committees shall be formed, as the Youth Advisory Committee deems needed.
- Youth Advisory Committee members shall be expected to participate in at least one sub-committee at any given time.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 11/20/2019

Staff Report Number: 19-020-PRC

Informational Item: Community Services Director's update and announcements

Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

Policy Issues

City policies are not affected.

Background

1. Fall Festival

On Friday, November 8th, the Belle Haven Child Development Center held their annual Fall Festival for the children and families of the center. This is always a fun-filled event for everyone involved that includes different activities hosted by the classrooms. The event activities this year included face painting, necklace making, an art area, an obstacle course, a bounce house, and fun games; such as fishing and pumpkin bean bag toss. Special treats such as popcorn, cookies, and juice were also provided. This year also included a pumpkin patch with pumpkins donated by Sigona's Farmers Market for the children to enjoy and they were able to take a pumpkin home at the end of the event. We also had a special visit from Pikachu and his pal Minion which brought bright smiles to our children's faces.

2. Viva Frida

Over 200 seniors and their families filled the Menlo Park Senior Center on Friday, November 1st for the Viva Frida and Dia de los Muertos celebration. The seniors as well as children from Beechwood elementary created altars to honor their loved ones that have passed away. There was also a Frida Kahlo look-alike contest. Many dressed up as Frida to participate in this fun competition. This is the second year for this event at the Senior Center and has become one of the most popular events, selling out within days of being announced.

3. Nealon Park Playground Grand Opening

The Nealon Park Nature Play Area, an all-abilities playground, will open on Saturday, November 23, 2019 at 10 a.m. Join us for the grand opening and the ribbon cutting ceremony. Refreshments will be served. GameTime, a PlayCore Company, has designated the playground as a National Demonstration Site. The project, which has been under construction since Spring 2019 has been highly anticipated by the community and is the first playground among a number of City playgrounds to be refreshed through the Capital Improvement Plan.

4. Friendsgiving at the Afterschool Programs

The City's afterschool programs will celebrate Friendsgiving over the next couple weeks. This is a version of Thanksgiving shared with friends and leaders of the program. The Belle Haven after school program will hold their event on Monday, November 25th at 4 pm. Staff will prepare the food, children will help set up and decorate the classroom areas. The older children will also serve their younger friends. The children have created special presentations for their friends that will express just how appreciative they are. Menlo Children's Center after school program will host their Friendsgiving dinner on Thursday, November 21st at 3:30 pm. The staff at the Children's Center will prepare the meal consisting of roasted turkey, macaroni and cheese, mashed potatoes, corn and gravy. The children in the program are making placemats complete with unique artwork messages on what they are thankful for. Children at both programs look forward to this event each year.

5. Holiday Tree Lighting

The Annual Holiday Tree Lighting event will be held on Friday, December 6th at Fremont Park. Those in attendance will be treated to live entertainment including a sing along to winter holiday classics. Join Santa and friends while creating the perfect background for family photos. The night will conclude with Santa reading a book and the tree lighting facilitated by the Mayor. The event will run from 5:30 p.m.- 7:30 p.m.

6. Breakfast with Santa

The Annual Breakfast with Santa event will be held on Saturday, December 7th from 7:30-11:30 a.m. Participants will enjoy eating a breakfast of pancakes and buffet, followed by writing letters to Santa, taking pictures with Santa, and holiday crafts. Reservations are required and can be made online or in-person. \$1.00 off registration price with a donation of an unwrapped toy. The event will be held at the Arillaga Family Recreation Center.

7. Holiday Showcase

The Holiday Showcase event hosted by the City will be held on Wednesday, December 18, 2019 from 7:00 p.m. to 9:00 p.m. at the Menlo-Atherton Performing Arts Center. City programs and classes are center stage at this wonderful family event. There will be a wide variety of classes on display for every interest so come check out what the City has to offer. Admission is free.

Analysis

Analysis is not required.

Impact on City Resources

There is no change in impact on City resources from these items.

Environmental Review

Environmental review is not required.

Public Notice

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

Attachments

None

Report prepared by:
Natalya Jones, Recreation Supervisor