

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 1/22/2020
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. Presentations

D1. Special events year-end overview presentation

E. Study Session

E1. Proposal for One-City scholarship program

F. Regular Business

F1. Approve the Parks and Recreation Commission minutes for the meetings of November 20 and December 18, 2019 ([Attachment](#))

F2. Commission goal setting and agenda planning

G. Reports and Announcements

G1. Commissioner reports (Sarah Staley Shenk)

G2. 2020-2021 capital improvement project budget development memo ([Attachment](#))

G3. Community services director’s update and announcements ([Staff Report #20-001-PRC](#))

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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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: 1/16/2020)

Parks & Recreation Commission



REGULAR MEETING MINUTES - DRAFT

Date: 11/20/2019
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 6:32 p.m.

B. Roll Call

Present: Baskin (arrived 6:39 p.m.), Bryman, Diepenbrock, Harris, Staley

Absent: Johnson, Payne

Staff: Community Services Assistant Director Adriane Lee Bird

C. Public Comment

No public comment.

D. Regular Business

- D1. Approve the Parks and Recreation Commission minutes for the meeting of October 23, 2019 ([attachment](#))

ACTION: Motion and second (Staley/ Bryman) to accept the Parks and Recreation Commission meeting minutes of October 23, 2019, failed 3-1-3, (Diepenbrock abstained, Baskin, Johnson and Payne absent)

- D2. Review and approve staff recommendation for the field user groups for FY 2019-20 ([Staff Report # 19-018-PRC](#))

Recreation Supervisor Todd Zeo made the presentation and noted it was for calendar year 2020.

ACTION: Motion and second (Harris/ Bryman) to approve the staff recommendation for the field user groups for Calendar Year 2020, passed 5-0-2, (Johnson and Payne absent)

- D3. Review and approve a recommendation to City Council for the formation of a Youth Advisory Committee ([Staff Report # 19-019-PRC](#))

Adriane Lee Bird and Menlo School student Elisabeth Westermann made the presentation and the Commissioners discuss.

ACTION: Motion and second (Baskin/ Bryman) to approve a recommendation to the City Council for the formation of a Youth Advisory Committee, passed 5-0-2, (Johnson and Payne absent)

E. Reports and Announcements

E1. Commissioner Reports

Chair Harris reported on his attendance of soccer and baseball games at Burgess Park and commented on the lack of organized Ultimate in Menlo Park, but that there is a group of kids that would be interested in it.

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

Adriane Lee Bird provided the update and announcements

F. Adjournment

Chair Harris adjourned the meeting at 7:35 p.m.

Elizabeth Snider, Senior Office Assistant

Parks & Recreation Commission



SPECIAL MEETING MINUTES – DRAFT

Date: 12/18/2019
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 6:36 p.m.

B. Roll Call

Present: Baskin, Diepenbrock, Harris, Johnson, Payne
Absent: Bryman, Staley
Staff: Community Services Assistant Director Adriane Lee Bird

C. Regular Business

- C1. Approve the Parks and Recreation Commission minutes for the meetings of October 23 and November 20, 2019 ([Attachment](#))

ACTION: Motion and second (Baskin/ Johnson) to accept the Parks and Recreation Commission meeting minutes of October 23, 2019, passed 4-1-2 (Diepenbrock abstained, Bryman and Staley absent).

ACTION: Motion and second (Baskin/ Diepenbrock) to accept the Parks and Recreation Commission meeting minutes of November 20, 2019, failed 3-2-2 (Johnson and Payne abstained, Bryman and Staley absent).

- C2. Review and approve a recommendation to City Council for a pilot public art program ([Staff Report # 19-021-PRC](#))

Adriane Lee Bird made the presentation and Commissioners discuss.

- Jim Lewis spoke in support of a public art program.

ACTION: Motion and second (Baskin/ Payne) to approve the recommendation for a pilot public art program at no cost to the City and with a set of recommendations from the commission, passed 5-0-2 (Bryman and Staley absent).

D. Reports and Announcements

- D1. Commissioner Reports

Vice Chair Baskin reported on her attendance of the Nealon Park grand opening and ribbon cutting ceremony and the holiday tree lighting.

D2. Community services director's update and announcements ([Staff Report # 19-022-PRC](#))

Adriane Lee Bird provided the update and announcements

E. Adjournment

Chair Harris adjourned the meeting at 7:52 p.m.

Elizabeth Snider, Senior Office Assistant



MEMORANDUM

Date: 1/2/2020
To: Commissioners and Committee Members
From: Nick Pegueros, Assistant City Manager
Re: 2020-21 Capital Improvement Plan (CIP) Budget Development

Happy New Year!

As with previous years, the City Manager's Office is transmitting this memorandum to advise the Commissions and Committees of the CIP budget development process for the upcoming year.

Before a discussion of the 2020 process, I want to commend our staff and dedicated volunteers comprising the Commissions and Committees for a very productive 2019. Several highlights include:

- New energy reach codes
- Transportation impact fee update
- New Nealon Park nature playground
- Parks and recreation facilities master plan
- Heritage tree ordinance update
- Green stormwater infrastructure plan adoption
- Citywide street resurfacing

And work continues on a number of projects! Staff continues to work diligently to complete the City Council's adopted priorities and work plan for 2019-20 as well as several CIP projects approved by the current city council and previous city councils. For more information on the City Council's adopted priorities and work plan, please visit menlopark.org/goalsetting.

The development of this year's CIP will differ from previous years in light of the proposal from Facebook to partner on the construction of a new Multigenerational Community Center and Library (MGCCL) in the Belle Haven neighborhood. The MGCCL proposal is an exciting opportunity to develop a state of the art facility for the community. If the City Council accepts the proposal and directs staff to move forward, staff expects that the MGCCL will require a great deal of interdepartmental collaboration in 2020. Specifically, the proposal outlines an aggressive construction schedule that results in the facility opening in July 2022.

At the City Council's January 28 meeting, staff will present a project plan for the MGCCL project plan, which outlines the resources necessary to entitle the project by June 2020 and begin construction in January 2021. Staff expects that the ambitious timeline for the MGCCL project will require adjustments to business as usual. Such adjustments are likely to include clear roles for the Planning Commission in the project's review and how City Council advisory bodies participate in the project.

Additionally, if the City Council accepts the Facebook proposal, staff anticipates that

the MGCCL project will be the highest priority for 2020 and require resources that have previously been committed to other projects. At their goal-setting session, tentatively scheduled for January 30, the City Council will consider recommendations from staff to suspend or cancel projects so that resources are available to meet deliverable deadlines for the MGCCL project.

Staff liaisons to the Commissions and Committees will include this memorandum for discussion at your next commission/committee meeting. At that time, I anticipate that there will be an update following the scheduled meetings below:

January 9 – Budget process informational workshop
5:30–7 p.m.; City Council Chambers

January 11 – Community meeting on the MGCCL
10 a.m.–Noon; Menlo Park Senior Center

January 14 – City Council meeting
5:30 p.m.; City Council Chambers
Study session: Resource capacity analysis for anticipated projects
Informational item: MGCCL proposal

January 28 – City Council meeting
7 p.m.; City Council Chambers
Regular business item: Accept the MGCCL offer

January 30 – City Council goal setting session
tentative 1–5 p.m.; City Council Chambers

You are invited to attend any of the meetings above. Again, happy New Year, thank you for your service to our community, and looking forward to a very productive 2020.

cc: City Council
Executive and Management Teams
Commission and Committee staff liaisons



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/22/2020

Staff Report Number: 20-001-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. City Manager Visits BHCDC

City Manager Starla Jerome-Robinson visited the Belle Haven Child Development Center on Wednesday, January 8th. Starla stopped by the program and participated in story time for two of the classrooms. Starla interacted with the children as she read stories and answered their most inquisitive questions. Starla was also able to chat with some of the preschool teachers to answer questions, to talk about their day and hear their concerns. Both the children and the staff enjoyed the visit and were appreciative of the opportunity.

2. Tot Lot returns This Month

Join the fun at Tot Lot every Thursday from 9 AM to 11 AM at the Arrillaga Family Recreation Center located in the Sequoia room. This program is for ages 2 to 5 and allows children to interact with other toddlers and preschoolers as they enjoy the bounce houses, building blocks, and toys throughout the room. A parent must accompany the child. Cost is \$5 per child. Come check it out!

3. Tours at Menlo Children's Center

The Menlo Children's Center Preschool Program will hold monthly tours for families interested in joining the program's waitlist. Tours are held on the 3rd Wednesday of each month at 10am and lasts approximately 30 minutes. Parents have the opportunity to visit each classroom, and have questions answered regarding the operation of the program. Parents are also able to meet staff and be added to the waitlist. Parents do not need to schedule a tour in advance; walk-ups are welcomed.

4. Senior Center Celebrations

Join the Senior Center for its annual fish fry in celebration of Martin Luther King, Jr. The fish fry will be held on Friday, January 17th at 12pm. Music, stories, and a good time will be had by all. Tickets are \$8 each and will include dessert.

The Senior Center will also host a Chinese New Year Party on Friday, January 31st at 12pm. The cost is \$3 for a lunch and local entertainment by our Chinese community members. Join us as we celebrate the Year of the Rat.

5. New Multi-Generational Community Center and Library Update

The community meeting for the multi-generational community center and library was held on Saturday, June 11th at the Menlo Park Senior Center. After a brief welcome by Mayor Cecilia Taylor, Facebook architects Hart Howerton shared additional information about timeline and some conceptual drawings to a packed room. Renderings showed a three-story building with a breezeway that showcased and provided access to Kelly Park amenities. The meeting ended with tours for the public of existing facilities. Concern was raised over retaining the Onetta Harris name. City Manager Starla Jerome-Robinson noted that while the discussion of naming the building had not come up yet, that decision would be left to the City Council.

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