

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 7/22/2020
Time: 6:30 p.m.
Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID# 911 6597 4358

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# 911 6597 4358)

- 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. Childcare and Summer camp reactivation presentation

E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of February 26, 2020
(Attachment)
- E2. Select new Parks and Recreation Commission chair and vice chair (Staff Report #20-004-PRC)
- E3. Approve the 2018-20 work plan update and achievements to City Council (Attachment)

F. Reports and Announcements

- F1. Commissioner reports (Dana Payne)
- F2. Library and community services department updates (Staff Report #20-003-PRC)

G. 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 City Council 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: 07/17/2020)

Parks and Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 2/26/2020
Time: 6:30 p.m.
Arrillaga Family Recreation Center
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Vice Baskin called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Johnson, Payne (arrived 6:40), Staley
Absent: Harris
Staff: Community Services Assistant Director Adriane Lee Bird

C. Public Comment

None.

D. Presentations

D1. Aquatics annual report by Menlo Swim and Sport (Attachment)

Tim Sheeper made the presentation.

E. Regular Business

E1. Approve the Parks and Recreation Commission minutes for the meeting of January 22, 2020 ([Attachment](#))

ACTION: Motion and second (Staley/Bryman) to accept the Parks and Recreation Commission meeting minutes of January 22, 2020, passed 5-1-1 (Baskin abstained, Harris absent).

F. Reports and Announcements

F1. Commissioner Reports

Commissioner Diepenbrock reported on pickle ball and that it can be a great multi-generational way to build community.

F2. Belle Haven community center and library update on interim services (Attachment)

Assistant Community Services Director Adriane Lee Bird gave the update.

F3. Community services director's update and announcements (Staff Report #20-002-PRC)

Assistant Community Services Director Adriane Lee Bird provided the update and announcements.

G. Adjournment

Vice Chair Baskin adjourned the meeting at 7:32 p.m.

Elizabeth Snider, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 07/22/2020

Staff Report Number: 20-004-PRC

Regular Item: Select new Parks and Recreation Commission chair and vice chair

Recommendation

That the Parks and Recreation Commission select a chair and vice chair for the remainder of the 2020-2021 fiscal year.

Policy Issues

City Council Policy CC-01-004 was adopted in 1991 and outlines the procedures, roles and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, and 2019.

Background

City Council Policy CC-01-004¹ requires commissions to select a chair and vice chair and to rotate those positions annually. The policy states that “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.” Because of COVID-19 restrictions on in-person meetings and the subsequent Commission meeting cancellations, the selections of chair and vice chair are taking place at the July 2020 meeting.

Analysis

The Parks and Recreation Commission chair works with staff to set the agenda for the Commission’s meetings, and presides over those meetings. The chair has often delivered the Commission’s semi-annual update to the City Council. The vice chair serves as chair in the chair’s absence. The chair and vice chair are sometimes called upon to represent the Commission at ceremonial events.

Staff recommend that the Commission open the floor to nominations for chair and vice chair. Staff will tally nominations and votes.

Next Steps

The new Commission chair and vice chair will begin their duties at the July 2020 Parks and Recreation Commission meeting and will serve until May of 2021.

Prepared by:

Adriane Lee Bird, Assistant Director of Community Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services

¹ <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>

Parks and Recreation Commission
 Work plan goals and achievements fiscal year 2018-2020

1.	Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities.
	<p>Achievements:</p> <ul style="list-style-type: none"> • Finalized the City of Menlo Park’s inclusion policy and reviewed the internal procedures for accommodation. • Committed to promoting the inclusion policy and welcoming participants of all abilities. • Explored ways to expand adaptive programming options and partner with community organizations to provide additional opportunities. • Approved a recommendation to City Council to create a Youth Advisory Committee for Fall 2020. • The Parks and Recreation Commission unveiled the new Nealon Park playground, Menlo Park’s first all-inclusive nature playground and demonstration site through GameTime, at a ribbon cutting on November 23, 2019.
2.	Ensure City Parks and community facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices.
	<p>Achievements:</p> <ul style="list-style-type: none"> • Created an inventory of facilities and their scheduled replacement. • Introduced herbicide-free parks at all City locations. • Completed redesign of Nealon Park, refreshing the playground structures and upgrading it to the City’s first all-inclusive nature playground and demonstration site through GameTime. • Completion and ribbon cutting of the new restroom at Jack Lyle Park on March 2, 2019. • Received information on park entrance improvements at Bedwell Bayfront Park. Provided feedback on rollout of new changes and suggestions on most effective ways to communicate with park users. • Provided input on the San Mateo County Flood Park Final EIR • Work on the parks and recreation facilities master plan • The Commission served as an essential advisory body to the parks and recreation facilities master plan. Acting as a check and balance throughout the process, the commission has provided

	<p>feedback, put forth questions and made recommendations at each step.</p> <ul style="list-style-type: none"> • Commissioners engaged in various recreation user focus groups to find out the needs and desires from community members. • The Commission participated and promoted the community-wide surveys to their constituents. • The Commission reviewed and accepted draft recommendations from the master plan ensuring that the recommendations accurately reflected the voices of the community and information that was being conveyed through various outreach methods. • The Commission reviewed and accepted staff's prioritizations of tiered projects from the master plan, making sure rankings reflected goals and guidelines culled from the plan's community engagement efforts. • The Commission reviewed and accepted the final draft of the master plan to approve a recommendation to City Council at their meeting on August 28, 2019.
3.	<p>Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park.</p>
	<p>Achievements:</p> <ul style="list-style-type: none"> • Continued PAC granting process to provide access for local performing arts organizations to the Menlo Atherton theater. • Reviewed and approved staff recommendations for sports field User Groups for fiscal year 2019-20 • Successful ongoing partnership with Kuk Sool Won, a traditional form of Korean martial arts which offers an inclusive environment for all participants. • Moved to coordinate summer camp offerings by making initial program improvements to better align with vision. • Partnered with public works and the library to launch the Little Free Libraries grant program. • Reviewed and approved staff recommendations on community arts groups to receive PAC community grants. • Supported and provided feedback on CSD's strategic work plan which focuses on improving equity, quality of programs and developing employees. • Approved a recommendation to City Council for a pilot public art project without funding. • Reviewed the prioritization process and provided feedback for interim services for the new Belle Haven Community Center and Library project.

4.	Support initiatives, partnerships and projects that intersect with the City's park and community services resulting in well-coordinated efforts to meet the needs of residents.
	<ul style="list-style-type: none"> • Continued partnership with Facebook to enhance existing community-wide events, making kids' zones more robust, providing giveaways, etc. • Worked with the Menlo Park Historical Society to unveil two new storyboards in Fremont Park. • Belle Haven CDC received \$150,000 funding for Big Lift for enhancing the program and improving child literacy. • A new revenue sharing agreement with Team Sheeper, Inc. was approved by City Council to provide aquatics programs for the City. • Recommended the Little Free Libraries program that will provide a grant to homeowners who will maintain a little free library on their private property. • The Parks and Recreation Commission has endorsed National Parks and Recreation Month, accepting a City Council proclamation. It also supports the Parks Make Life Better Campaign in Menlo Park, a program of the California Parks and Recreation Society which promotes the health and community benefits of parks and recreation. <p><u>Other areas and issues addressed by the Commission:</u></p> <p>After hearing a presentation by the Complete Streets Committee on the Middle Ave. pedestrian and bike lane improvements, the commission expressed their support for the preliminary concepts at the January 2019 City Council meeting.</p> <p>The Commission reviewed the City's Community Funding allocations and were briefed on the services provided by the grant recipients.</p>



To: Library Commission
Parks and Recreation Commission

Date: 07/20/2020
Staff Report Number: 20-006-LC; 20-003-PRC
Informational item: Department updates

1. Commission updates

Due to the shelter-in-place orders, all meetings of City boards and commissions were suspended as of March 16, 2020. The City Council authorized virtual Commission meetings to commence starting in July. Meetings will be held 100 percent remotely on the Zoom Webinar platform until further notice.

On June 9, the City Council reappointed Commissioners Johnson and Baskin to the Parks and Recreation Commission; appointed first-time Commissioners Bunyagidj, Guha, and Tran to the Library Commission; and reappointed Library Commission Chair Hadrovic to the Library Commission.

2. Fiscal year 2020-21 operating budget

The COVID-19 pandemic and shelter-in-place order had a profound negative impact on the City's finances. Precipitous declines in revenues from transient occupancy tax (aka hotel tax,) sales tax, and fees for services like child care and building permits, caused massive budget deficits of approximately \$8.8 million in fiscal year 2019-20 and approximately \$12.7 million in fiscal year 2020-21.

On April 28, the City Council took action to amend the fiscal year 2019-20 budget and authorized a package of cuts to personnel (vacant positions,) operating expenditures, and judicious use of emergency reserves to close the \$8.8 million gap through June 30.

On June 23, the City Council adopted a fiscal year 2020-21 operating budget that closes the additional \$12.7 million deficit primarily through expenditure reductions in every City department on the order of 25 percent across the board. The operating budget preserves resources for the anticipated difficult financial times ahead, and results in significant reductions to City personnel, programs and services. The community services and library departments had no choice but to implement reductions affecting entire program areas, hours of service, and, unfortunately, staff positions.

On June 9, the city manager combined the community services and library departments and created a new department: library and community services. The department merger was implemented to maximize opportunities for operational efficiency and provide for the most robust services possible given the available resources. The city manager promoted Library Director Sean Reinhart the lead the new department, and eliminated the community services director position. Assistant Directors Adriane Lee Bird and Nick Szegda continue in those roles. Additionally, the city manager approved the provisional appointment of Rani Singh

to the role of business manager for the new department's administrative division.

The library and community services team has come together admirably to begin the complex process of merging the many operational details of the department to find efficiencies and adapt services to preserve and continue critically important department services to meet changing community needs.

3. City facility closures

On March 16, the City Council declared a local emergency and directed all City facilities closed to the public to protect health and safety during the COVID-19 pandemic. City facilities remain closed to the public at this time, and are not projected to reopen during calendar year 2020.

On June 29, City Manager Starla Jerome-Robinson provided updated direction and timelines regarding the facility closures:

“Protecting the health and safety of our community is the top concern of City staff during the pandemic. Staff also have an obligation to protect the lives of our employees who provide services, the lives of their families, and the lives of people in our community who are most vulnerable like the elderly, the sick, and the immunocompromised for whom the virus is most deadly. Indoor environments where members of the general public typically congregate and linger in large numbers are known to be vectors for the uncontrolled and untraceable spread of Covid-19. City facilities including libraries, community centers, city hall and city council chambers will continue to be closed to the public through the end of the calendar year 2020, or until effective therapeutics and/or a vaccine are made widely available to medically halt the spread and lethality of Covid-19. Where feasible the services, programs and classes, typically provided inside those facilities will be temporarily converted to contactless, remote or outdoor service models. Not all services can be easily converted and some will be suspended out of necessity while facilities are temporarily closed.”

4. Service adaptation during the pandemic

In light of the extended facility closures and the critical importance of providing public services during a time of great community need, the library and community services department has successfully adapted several service areas during the pandemic, in accordance with public health orders and safety precautions to prevent the spread of COVID-19.

- Public access to library online resources, being already 100 percent virtual in nature, continued uninterrupted during the shelter-in-place including e-books, online periodicals, streaming music and video, and related services
- In March, the Menlo Park Senior Center initiated meal delivery directly to the homes of senior program participants three days per week, six meals per week. The Senior Center also provides wellness checks and distance learning opportunities for seniors, and hosts a thrice-monthly food pantry pickup service for approximately 300 families in need.
- In March, multiple department programs were converted to virtual events via Zoom, including library book discussion groups, story times, virtual trivia night, crafting and cooking events, author appearances, virtual “escape rooms” for teens, virtual loteria, summer reading program, and other special events and

performances

- In April, the department launched the Books by Mail and Seeds By Mail beta tests to provide residents access to library books and the seed lending library via postal mail
- On May 8, the city manager revised the local emergency order to allow Bedwell-Bayfront Park to reopen, with health and safety restrictions, for safe outdoor recreation opportunities
- On June 9, the Main library launched a contactless curbside pickup service for book and media items requested in advance. On July 7 the service was expanded to the Belle Haven neighborhood with a curbside pickup service at Menlo Park Senior Center. The Belle Haven branch library is inaccessible at this time because it is located inside Belle Haven School, which is owned by Ravenswood City School District and remains closed at this time due to the pandemic
- On June 10, the city manager revised the local emergency order to allow Burgess Pool and Belle Haven Pool to reopen with substantial modifications and safety precautions to comply with health orders and prevent the spread of COVID-19
- On July 6, the Belle Haven Child Development Center reopened with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19. The center is permitted and licensed to provide child care services to up to 48 families at this time. This is 50 percent of the center's normal capacity due to lower teacher-to-child ratios in compliance with COVID-19 safety restrictions.
- On June 24, the city manager revised the local emergency order to allow tennis courts, outdoor basketball courts, and the skate park to reopen with substantial modifications and safety precautions to comply with health orders and prevent the spread of COVID-19
- On July 6, Menlo Children's Center summer camps and Onetta Harris Community Center summer camps with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19.
- On July 20, the Menlo Child Center will reopen with substantial modifications and safety precautions to comply with public health orders and prevent the spread of COVID-19. The center is permitted to provide child care services at 50 percent of the center's normal capacity due to lower teacher-to-child ratios in compliance with COVID-19 safety restrictions.

5. Strategic plan 2020 and beyond.

The library and community services team have begun the process of merging two departments into one, and will begin by developing a new strategic plan. The plan will build on the work previously completed in the library strategic plan update and the parks and recreation facility master plan, among other planning documents, and will involve public input and review including by the Parks and Recreation Commission and Library Commission. More details about the planning process will be presented at the commissions' August meetings.

Prepared by:

Adriane Lee Bird, Assistant Director of Community Services

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services