

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 8/26/2020
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
 - Access the regular meeting real-time via telephone (listen only mode) at:
(669) 900-6833
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)

- Call To Order**
- Roll Call**
- 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. Pickleball presentation
- D2. Sports groups and field rentals reactivation presentation

E. Study Session

- E1. Workplan amendments for 2020-2021

F. Regular Business

- F1. Approve the Parks and Recreation Commission minutes for the meeting of July 22, 2020 ([Attachment](#))

G. Reports and Announcements

- G1. Commissioner reports (Christopher Harris)
- G2. Library and community services department updates ([Staff Report #20-005-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 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: 08/21/2020)

Parks and Recreation Commission



REGULAR MEETING MINUTES DRAFT

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

A. Call To Order

Chair Harris called the meeting to order at 6:35 p.m.

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Harris, Johnson, Staley

Absent: Payne

Staff: Library and Community Services Director Sean Reinhart, Community Services Assistant Director Adriane Lee Bird

C. Public Comment

None.

D. Presentations

D1. Childcare and Summer camp reactivation presentation

Recreation Supervisor Natalie Bonham made the presentation.

E. Regular Business

E1. Approve the Parks and Recreation Commission minutes for the meeting of February 26, 2020 ([Attachment](#))

ACTION: Motion and second (Johnson/Baskin) to accept the Parks and Recreation Commission meeting minutes of February 26, 2020, passed 6-0-1 (Payne absent).

E2. Select new Parks and Recreation Commission chair and vice chair ([Staff Report #20-004-PRC](#))

ACTION: Motion and second (Harris/Staley) to nominate Baskin as Chair, passed 6-0-1 (Payne absent).

ACTION: Motion and second (Johnson/Baskin) to nominate Staley as Vice Chair, passed 6-0-1 (Payne absent).

E3. Approve the 2018-20 work plan update and achievements to City Council ([Attachment](#))

ACTION: Motion and second (Harris/Johnson) to approve the 2018-20 work plan update and achievements to City Council, passed 6-0-1 (Payne absent).

F. Reports and Announcements

F1. Commissioner reports (Dana Payne)

None.

F2. Library and community services department updates ([Staff Report #20-003-PRC](#))

Assistant Library and Community Services Director Adriane Lee Bird gave the library and community services department updates.

G. Adjournment

Chair Baskin adjourned the meeting at 7:55 p.m.

Linda Munguia, Senior Office Assistant



To: Parks and Recreation Commission
Library Commission

Date: 08/17/2020

Staff Report Number: 20-010-LC; 20-005-PRC

Informational item: Department updates

1. Commission updates

Due to the shelter-in-place orders, all meetings of City boards and commissions were suspended on March 16, 2020. Some weeks later, the Governor issued an executive order suspending certain provisions of the Brown Act to facilitate virtual meetings of elected and advisory governmental bodies. 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.

2. 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 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 continue to be suspended out of necessity while facilities are temporarily closed.

3. 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. Most recently, the LCS department restarted a weekly email newsletter to keep the community informed about current events and services.

- The most recent e-newsletter (8/6/20) can be viewed online here: menlopark.org/CivicSend/ViewMessage/Message/119714
To subscribe to the e-newsletter, click the following link, then sign in with your email address and select "Menlo Park Library News": menlopark.org/list.aspx

Prepared by:
Sean Reinhart, Director of Library and Community Services