

# Parks and Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 2/24/2021

**Time:** 6:30 p.m.

**Regular Meeting Location:** Zoom.us/join – ID# 911 6597 4358

CITY OF  
MENLO PARK

### 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](http://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](http://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 City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

**D. Presentations and Proclamations**

- D1. Youth Advisory Committee Introduction
- D2. Rebuilding library and community services for post-COVID operations ([Staff Report 21-005-PRC](#))

**E. Regular Business**

- E1. Approve: Parks and Recreation Commission minutes for the meeting of January 27, 2021 ([Attachment](#))
- E2. Review/update: Parks and Recreation Commission agenda calendar ([Attachment](#))

**F. Reports and Announcements**

- F1. Commissioner reports (Chair Baskin)
- F2. Menlo Park Community Campus project ([Staff Report 21-006-PRC](#))
- F3. Department updates

**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](mailto: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](http://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](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/18/2021)



## STAFF REPORT

**To:** Parks and Recreation Commission  
**Meeting Date:** 02/24/2021  
**Staff Report Number:** 21-005-PRC

**Regular Item:** Rebuilding Library and Community Services for post-COVID operations

### Recommendation

That the Library Commission receive information on and provide feedback to the Library and Community Services department efforts to rebuild their services to prepare for post-COVID operations.

### Background

In light of the impacts to department services resulting from the COVID-19 pandemic, including a “new normal” of safety and health precautions, substantial operating budget reductions, and the combination of Library and Community Services operations into a single department in fiscal year 2020-21, staff in June 2020 initiated a process to review the new department’s strategic plans and update them into a single document to align with current and projected needs, goals, and priorities in the year 2020 and beyond. The resulting Strategic Plan Update provides a comprehensive roadmap and performance measurements for department facilities, services, programs, resources, and personnel.

The department’s Strategic Plan Update: 2020 and Beyond was reviewed by the Library Commission and the Parks and Recreation Commissions at their January meetings, and recommended for approval. Using the strategic plan as a touchstone, the department now turns to planning for operations and services in the late COVID/post-COVID period.

### Analysis

As is appropriate and necessary in the dynamic and fluid environments in which local governments typically operate, the strategic plan update is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time. The department’s service adaptation plan (SAP) will need to be similarly dynamic, and will also be shaped by City Council direction and resource availability.

What follows is a preliminary process outline to reimagine, rebuild, and reactivate Library and Community Services department facilities and services for post-COVID operations.

- Phase 1 LCS Strategic Plan: 2020 and Beyond Jul 2020 – Jan 2021 Completed
- Phase 2 Post-Covid Service Adaptation Plan development Feb 2021 – Jun 2021 In progress
- Phase 3 Service Adaptation Plan implementation Jul 2021 – Jan 2022
- Phase 4 Service Adaptation Plan evaluation, refinement Jan 2022 – Jun 2022
- Phase 5 MPCC Operations Plan development Jul 2022 – Jan 2023
- Phase 6 MPCC Operations Plan implementation est. Mar 2023

Further details can be found in Attachment A, which was included as a memorandum at the City Council’s goal setting session on January 30, 2021. Several of the initial tasks outlined for January to June 2021 have been completed, including City Council receipt of the strategic plan, direction on library enterprise technology and consortia membership, and direction on the aquatics service contract extension.

**Next Steps**

Staff will continue developing and refining the department's service activation plan, receiving and incorporating input from both advisory bodies and direction from the City Council. The rebuilding of departmental operations and services will remain as a standing item on advisory body agendas.

**Attachments**

A. Memorandum: Rebuilding LCS service adaptation plan – process outline

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report reviewed by:

Sean Reinhart: Director of Library and Community Services



**MEMORANDUM**

**Date:** 1/30/2021  
**To:** City Manager  
**From:** Director of Library and Community Services  
**Re:** Rebuilding LCS service adaptation plan – process outline

What follows is a preliminary process outline to reimagine, rebuild, and reactivate Library and Community Services department facilities and services for post-COVID operations (“Rebuilding LCS”).

1. REBUILDING LIBRARY AND COMMUNITY SERVICES - PROCESS OUTLINE

Phase 1	LCS Strategic Plan: 2020 and Beyond	Jul 2020 – Jan 2021	Completed
Phase 2	Post-Covid Service Adaptation Plan development	Feb 2021 – Jun 2021	In progress
Phase 3	Service Adaptation Plan implementation	Jul 2021 – Jan 2022	
Phase 4	Service Adaptation Plan evaluation, refinement	Jan 2022 – Jun 2022	
Phase 5	MPCC Operations Plan development	Jul 2022 – Jan 2023	
Phase 6	MPCC Operations Plan implementation	est. Mar 2023	

2. PROPOSED TIMELINE AND KEY TASKS – JANUARY 2021 TO JUNE 2022

Timeframe	Milestones
January to March 2021	Review program options, potential service delivery models, projected timeframe, and resource needs for post-COVID operations in Library and Community Services in FY 2021-22; receive initial City Council direction and prioritization for same
<b>Key tasks</b>	Receive/file - LCS strategic plan update 2020 and beyond
	Direction on library enterprise technology and consortia membership
	Direction on aquatics service contract extension - Burgess Pool
	Cost recovery policy update
April to June 2021	Develop a post-COVID Service Adaptation Plan for Library and Community Services operations and services per City Council direction; City Council authorization of plan in context of FY 2021-22 operating budget and CIP
<b>Key tasks</b>	Diversity, equity, inclusion, accessibility in LCS department services and operations - assessment
	Gymnastics facility and program delivery assessment
	Recreation facilities and program delivery assessment
	Childcare facilities and program delivery assessment
	Library facilities and program delivery assessment
	MPCC transitional services plan update including senior center, youth center, and OHCC
	Service Adaptation Plan finalization
July to September 2021	Implement Q1 phase of post-COVID Service Adaptation Plan per City Council direction and approval in FY 2021-22 operating budget and CIP
<b>Key tasks</b>	Specific implementation tasks and sequencing – Q1 (details pending finalization of service adaptation plan)
October to December 2021	Implement Q2 phase of post-COVID Service Adaptation Plan per City Council direction and approval in FY 2021-22 operating budget and CIP

<b>Timeframe</b>	<b>Milestones</b>
<b>Key tasks</b>	Specific implementation tasks and sequencing - Q2 (details pending finalization of service adaptation plan)
<b>January to March 2022</b>	<b>Evaluate and refine post-COVID Service Adaptation Plan implementation; initiate process to develop a MPCC operations plan with initial focus on community engagement and input</b>
<b>Key tasks</b>	Aquatics service delivery assessment - MPCC and Burgess
	Senior center service delivery assessment - MPCC
	Youth center service delivery assessment - MPCC
	Recreation and fitness service delivery assessment MPCC
	Library and literacy service assessment - MPCC
<b>April to June 2022</b>	<b>Complete the MPCC operations plan with focus on plan finalization and resource allocation by City Council in the context of FY 2022-23 operating budget and CIP</b>
<b>Key tasks</b>	Community engagement plan finalized
	Stakeholder and community engagement sessions
	Program delivery assessment, options and cost/benefit analysis
	Operating systems, technology and furnishings plan
	MPCC operations plan finalization

# Parks and Recreation Commission



## REGULAR MEETING MINUTES – DRAFT

Date: 1/27/2021

Time: 6:30 p.m.

Regular Meeting Location: Zoom.us/join – ID# 911 6597 4358

### Regular Meeting (Zoom.us/join – ID# 911 6597 4358)

#### A. Call To Order

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

#### B. Roll Call

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

Absent: Payne

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

#### C. Public Comment

- Kim Novello spoke on enjoying natural foot paths in Menlo Park.

#### D. Presentations and Proclamations

##### D1. Covid-19 update: Indoor and outdoor sports leagues

Recreation Supervisor Todd Zeo made the presentation (Attachment).

- Steve Sutton provided restriction comparison in the County tiers for outdoor and indoor recreational sports.
- Todd Scheuer with Alpine Little League thanked staff for working with them on a safety plan to get the kids back out on the fields.

##### D2. Diversity, Equity and Inclusion update: Adaptive programming

Coordinator Allan Bruce made the presentation (Attachment).

#### E. Regular Business

##### E1. Approve: Parks and Recreation Commission minutes for the meeting of November 19, 2020 (Attachment)

**ACTION:** Motion and second (Johnson/Bryman), to accept the Parks and Recreation Commission meeting minutes of November 19, 2020 including the update to the start time of the meeting from 6:13 p.m. to 6:31 p.m., passed 6-0-1 (Payne absent).

##### E2. Review/update: Parks and Recreation Commission agenda calendar (Attachment)

Assistant Community Services Director Adriane Lee Bird and the Parks and Recreation Commission reviewed and updated the commission agenda.

E3. Review/recommend: Library and Community Services Department Strategic Plan Update: 2020 and Beyond ([Staff Report 21-001-PRC](#))

Library and Community Services Director Sean Reinhart and the Parks and Recreation Commission reviewed the Library and Community Services Department Strategic Plan: 2020 and Beyond.

**ACTION:** Motion and second (Bryman/Harris), to accept the Library and Community Services Department Strategic Plan Update: 2020 and Beyond, passed 6-0-1 (Payne absent).

**F. Reports and Announcements**

F1. Commissioner reports (Vice Chair Staley-Shenk)

Vice Chair Staley Shenk reported on the communications of the City's social media.

F2. Department updates

a. Menlo Park Community Campus project ([Staff Report 21-002-PRC](#))

Sean Reinhart gave the Menlo Park Community Campus project update.

b. Pickleball pilot program ([Staff Report 21-003-PRC](#))

Sean Reinhart gave the pickleball pilot program update.

- Jim Carson spoke in support of pickleball at Nealon Park.
- Barry Martin spoke of his support of pickleball at Burgess Park.
- David Yoshida spoke of his support of pickleball at Nealon Park and La Entrada.
- Mary K spoke of her support of pickleball at Nealon and Burgess Park.
- JD Tappe spoke of her support of pickleball at Nealon Park.
- Dan spoke in support of opening other pickleball courts in Menlo Park.
- Marnie Carson spoke in support of other pickleball courts in Menlo Park.
- Amy Harris spoke in support of pickleball at Nealon and Willow Oaks Park.
- Billy Chow spoke in support of pickleball at Nealon and Burgess Park.
- Mark Ballinger spoke in support of other pickleball courts in Menlo Park.
- Monty Front spoke in support of other pickleball courts in Menlo Park.
- Steve Sutton offered his services in helping designing pickleball courts in Menlo Park.

c. Suggestion box responses ([Staff Report 21-004-PRC](#))

Sean Reinhart gave the suggestion box responses update.

**G. Adjournment**

Chair Baskin adjourned the meeting at 9:47 p.m.

Linda Munguia, Senior Office Assistant





# RETURN TO PLAY – YOUTH SPORTS

Presented by: TODD ZEO

ANNIEBACA FAHMY  
GYMNASIUM

# OVERVIEW

- The State of California issues guidance for a variety of professions/occupations and activities. Youth Sports is one of those areas where guidance is given.
- The City of Menlo Park and all other cities in San Mateo County in SANCRA are using these guidelines to determine the safest way to resume youth sports.
- Return to play guidance - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

# ADDITIONAL FACTORS TO BE CONSIDERED BY CITY



- In addition to tracking the ever-changing course of the pandemic, other factors staff will take into account include:
  - Area schools open for onsite instruction / athletics
  - College/ professional sports allowed to have spectators
  - Other communities near MP allow competition and/or spectators
  - Any changes to state and/or local public health orders
- Staff may also need to seek direction/approval from City Council prior to restarting
- CMP will continue to adhere to all state and local health orders, and likely will continue to be more cautious/ slower than state guidelines allow in some areas:
  - minimize risk to public health at every opportunity
  - avoid reopening prematurely only to have to shut down again

# ADDITIONAL FACTORS TO BE CONSIDERED BY CITY



- Modified practice sessions will probably be OK to restart in spring, unless there's a major bad turn in the pandemic (vaccine problems, new viral variants, poor community compliance with mitigation strategies, etc.) resulting in further restrictions
- Groups should be prepared for the possibility that competitive play and/or spectators may continue to be prohibited into the summer
- Staff anticipates having more information about the course of the pandemic (and therefore whether competitive play can recommence) in March after the initial vaccine rollout



# QUESTIONS/COMMENTS

Questions and Discussion



**THANK YOU**





# INCLUSION POLICY/ADAPTIVE PROGRAMMING

Allan Bruce

# AGENDA

- Goals
- Inclusion Policy
- ADA Compliance Review
- Adaptive Programming in progress
- Next Steps
- Questions







# GOALS

## GOALS

- Continue our efforts to build an environment in current classes that all participants feel welcome
- Our department will strive towards enhancing our adaptive/inclusive program to focus on developmental skills for participants with all abilities to be successful all while building confidence.
- Promote our Inclusion Policy that provides direction and advises on procedures and operations with programming.
- Display a variety of classes/programs in our promotional materials in multiple accessible formats for participants along with community resources.
- Develop an aide program to provide adaptive support to program participants.



# INCLUSION POLICY



## INCLUSION POLICY

- The Americans with Disabilities Act gives civil rights protection to individuals with disabilities to ensure equal opportunity.
- Menlo Park's policy aims to meet or exceed minimum requirements of Title II from the ADA.
- Participants with and without disabilities are able to participate together.
- While individuals with disabilities should have access to the full range of activities, there can be adaptive recreation options as well.
- Registration process allows for participant to flag the office, requesting accommodations or modifications.





# ADA COMPLIANCE REVIEW

## ADA COMPLIANCE REVIEW

- Public Works department has been conducting Self Evaluation and Transition plan focusing on our facilities.
- The following has been evaluated: City buildings, parks and associated public frontages and school frontages
- Public Works is doing a second round of surveys to complete staff self evaluation and reviewing draft self evaluation reports for comment.
- Once self evaluation is finalized, then the transition plan will be reviewed to conduct public outreach for input.



# ADAPTIVE PROGRAMMING – 2021



## IN PROGRESS

### Past programs

- All participants are able to join any of our programs and are committed to provide support as needed.
- Move, Groove and Games – Mr. Barry
- Toddler Manipulative / Sensory Experience – Karen Mihalek
- Adaptive Swim Lessons & Aqua Fit – Menlo Swim & Sport

### Upcoming

- Develop additional programs and offerings with Menlo Swim & Sport.
- Music & Magic for All – Rhea Sampson (Summer/Fall 2021)
- Kid's Kung Fu (Adaptive) – John Groschwitz (Summer/Fall 2021)
- Online social groups.
- Partner with community organizations to collaborate on additional programming.





# NEXT STEPS

## NEXT STEPS

- Review and evaluate department programs and services; identify opportunities to integrate adaptive/inclusive elements for all.
- Provide training for staff and instructors on how to accommodate a variety of special needs
- Promote inclusion in all of our programming as well as adaptive recreation offerings
- Partner with community organizations to expand a breath of offerings.



# QUESTIONS





**THANK YOU**

**City of Menlo Park Parks and Recreation Commission  
2020-21 Tentative Agenda Schedule**

*Meetings are held in the Cypress Room at the Arrillaga Family Community Center at 6:30pm on the fourth Wednesday of the month unless otherwise specified.*

MEETING DATE	PROPOSED AGENDA TOPICS
July 22, 2020	<ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair</li> <li>• Childcare and summer camp reactivation presentation</li> <li>• Approve 2018-2020 work plan update on achievements</li> </ul>
August 26, 2020	<ul style="list-style-type: none"> <li>• Pickleball Presentation</li> <li>• Sports Groups and Field Rentals Reactivation presentation</li> <li>• Work plan amendments 2020-2021</li> </ul>
September 23, 2020	<ul style="list-style-type: none"> <li>• Pilot Pickleball program</li> <li>• Menlo Park Community Campus Project</li> </ul>
October 28, 2020	<ul style="list-style-type: none"> <li>• Flood Park presentation by San Mateo County</li> <li>• City Clerk's presentation on advisory bodies</li> <li>• Youth Advisory Committee</li> <li>• Master plan update/Capital projects report</li> <li>• County guidelines on playgrounds (include in director's report)</li> <li>• Pickleball update (include in director's report)</li> </ul>
November 19, 2020	<ul style="list-style-type: none"> <li>• Library and Community Services Strategic Plan presentation</li> <li>• Draft TMP and Middle Avenue Bike Lane project update - memo</li> <li>• Senior Programming Presentation</li> <li>• Commissioner's Report – Payne</li> </ul>
December 23, 2020	<ul style="list-style-type: none"> <li>• No meeting – holiday break</li> </ul>
January 27, 2021	<ul style="list-style-type: none"> <li>• Covid-19 update: Indoor and outdoor sports leagues</li> <li>• MPCC project update</li> <li>• Diversity, Equity, and Inclusion update: Adaptive programming</li> <li>• LCS Strategic Plan Update: 2020 and Beyond</li> <li>• Pickleball pilot program update</li> <li>• Commissioner's Report - Staley-Shenk</li> </ul>
February 24, 2021	<ul style="list-style-type: none"> <li>• Intro by the YAC - presentation</li> <li>• Director's Report update on Pickleball/MPCC project/Aquatics update</li> <li>• Commissioner's Report - Baskin</li> </ul>
March 2021	<ul style="list-style-type: none"> <li>• MPCC project update</li> <li>• Dedication program report – Public Works</li> <li>• DEI update</li> <li>• Storyboards for Karl E. Clark Park</li> <li>• Commissioner's Report – Harris</li> </ul>
April 2021	<ul style="list-style-type: none"> <li>• MPCC project update</li> <li>• Youth sports/Outdoor sports update</li> <li>• Commissioner's Report - Diepenbrock</li> </ul>
May 2021	<ul style="list-style-type: none"> <li>• MPCC project update</li> <li>• Covid-19 update: childcare</li> <li>• Pickleball pilot program 6-month review</li> <li>• Commissioner's Report - Bryman</li> </ul>
June 2021	<ul style="list-style-type: none"> <li>• MPCC project update</li> <li>• Commissioner's Report - Johnson</li> </ul>
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> <li>• <i>Trends report</i></li> <li>• <i>Communications Report (explore a presentation)</i></li> <li>• <i>Rebuilding LCS – City Council priority</i></li> </ul>

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|--|--|
|  | <ul style="list-style-type: none"><li>• <i>Community partnerships</i></li><li>• <i>Council liaison report-Drew Combs</i></li><li>• <i>Parks and Recreation Facilities Master Plan Update</i></li></ul> |
|--|--|



## STAFF REPORT

**To:** Parks and Recreation Commission  
**Meeting Date:** 02/24/2021  
**Staff Report Number:** 21-006-PRC

**Informational update:** Menlo Park Community Campus project

### Recommendation

That the Commission read and comment on the January 26, 2021 (Attachment A), and February 1, 2021 (Attachment B) staff reports to the City Council.

### Background and Analysis

Commissioners are encouraged to read the staff reports from the January 26 and February 1 City Council meetings for current information about the Menlo Park Community Campus project. These two staff reports focused on the layout and design of the pool.

### Next Steps

The project timeline calls for facility closures in June of 2021 and remediation and demolition from July to August, 2021. The new facility is scheduled to open in spring of 2023. The Library Commission and the Parks and Rec Commission will serve as critical bodies to review and discuss interim services and services at the new facility, and provide a forum for public feedback on departmental services.

### Attachments

A. January 26, 2021 staff report to the City Council. Hyperlink:

<https://www.menlopark.org/DocumentCenter/View/27218/G3-20210126-CC-MPPC-pool-layout>

B. February 1, 2021 staff report to the City Council. Hyperlink:

<https://www.menlopark.org/DocumentCenter/View/27278/C1-20210201-CC-MPPC-pool-design>

Prepared by:

Nick Szegda, Assistant Director of Library Services

Reviewed by:

Sean Reinhart, Director of Library and Community Services