

# Parks and Recreation Commission

## REGULAR MEETING AGENDA

**Date:** 3/24/2021

**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 meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 966 7793 9576  
Press \*9 to raise hand to speak

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**

- D1. Update on projects from the capital improvement program as related to the Parks and Recreation facilities master plan update
- D2. Dedication program presentation

#### **E. Regular Business**

- E1. Accept the Parks and Recreation Commission minutes for the meeting of February 24, 2021 ([Attachment](#))

#### **F. Informational Items**

- F1. Council Direction on cost recovery policy, library overdue fines and recreation user fees ([Staff Report 21-008-PRC](#))
- F2. Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events ([Staff Report 21-007-PRC](#))
- F3. Menlo Park Community Center project updates
- F4. Parks and Recreation Commission agenda calendar ([Attachment](#))

#### **G. Commissioner Reports**

- G1. Individual Commissioner reports (Commissioner Harris)
- G2. Upcoming Parks and Recreation Commission vacancies ([Attachment](#))

#### **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](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: 3/18/2021)

# Parks and Recreation Commission

## REGULAR MEETING MINUTES – DRAFT

Date: 2/24/2021

Time: 6:30 p.m.

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



CITY OF  
MENLO PARK

### Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358)

#### A. Call To Order

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

#### B. Roll Call

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

Absent: None

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

#### C. Public Comment

- Marc Reoutt spoke regarding the issues of accessing the pickleball court at Kelly Park.

#### D. Presentations and Proclamations

##### D1. Youth Advisory Committee Introduction

Recreation Coordinator Allan Bruce and the Youth Advisory Committee made the presentation ([Attachment](#)).

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

Library and Community Services Director Sean Reinhart made the presentation.

#### E. Regular Business

##### E1. Approve: Parks and Recreation Commission minutes for the meeting of January 27, 2021 ([Attachment](#))

**ACTION:** Motion and second (Bryman/Diepenbrock), to accept the Parks and Recreation Commission meeting minutes of January 27, 2021, passed 6-0-1 (Payne abstained).

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

Assistant Community Services Director Adriane Lee Bird and the Commission reviewed and updated the agenda calendar.

**F. Reports and Announcements**

F1. Commissioner reports (Chair Baskin)

Chair Baskin reported on the possibility of using some outdoor space of Burgess Park to reactivate programming of gymnastics.

F2. Menlo Park Community Campus Project ([Staff Report 21-006-PRC](#))

Library and Community Services Director Sean Reinhart gave the Menlo Park Community Campus Project report.

F3. Department updates

Library and Community Services Director Sean Reinhart gave the department updates.

**G. Adjournment**

Chair Baskin adjourned the meeting at 8:03 p.m.

Linda Munguia, Senior Office Assistant



# YOUTH ADVISORY COMMITTEE UPDATE

Youth Advisory Committee Team: 2020-2021





# AGENDA

- Meet Our Team
- Role
- Goals
- Events in Progress
- Questions



# MEET OUR TEAM





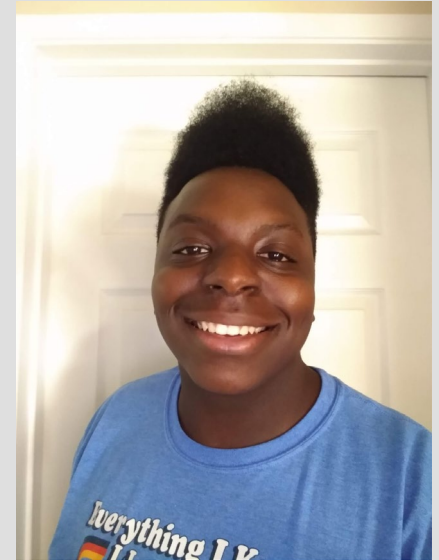
## MEET OUR TEAM

- Name: *Annika Bai*
- Grade: *Sophomore*
- High School: *TIDE Academy High School*
  
- Why did you want to join YAC?  
*To gain a greater understanding of how events are planned within the City on a greater scale, and to encourage youth to become involved in civic affairs.*
  
- Fun Fact: *I'm really good at making tuna salad.*



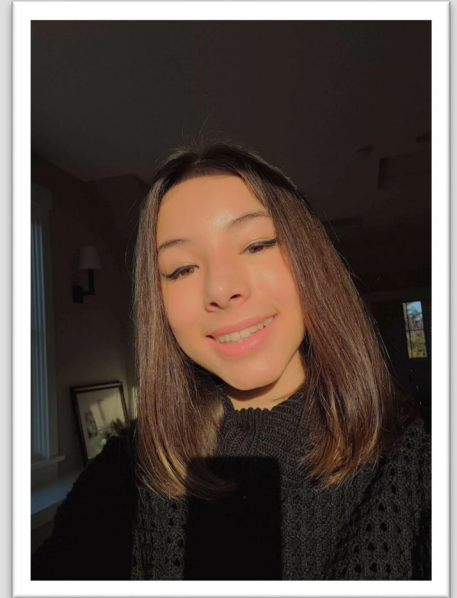
## MEET OUR TEAM

- Name: *Judge Cantrell*
- Grade: *Junior*
- High School: *Eastside College Prep*
  
- Why did you want to join YAC?  
*To be apart of the change I want to see in the world. I want to give back to a community that has given me so much already.*
  
- Fun Fact: *I have been to the Cannes Film Festival as apart of the cast of one of the films debuting there.*



## MEET OUR TEAM

- Name: *Ana Chung*
- Grade: *Sophomore*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
*To help make positive change in my community.*
  
- Fun Fact: *I am half Singaporean.*





## MEET OUR TEAM

- Name: *Alex Feinstein*
- Grade: *Freshman*
- High School: *Sacred Heart Preparatory*
  
- Why did you want to join YAC?  
*I wanted to make a difference in my community and give back to my community as well. I also wanted to create new opportunities for teen engagement.*
  
- Fun Fact: *I like Chewing gum.* 😊





## MEET OUR TEAM

- Name: *Grace Hinshaw*
- Grade: *Junior*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
I want to be a part of YAC because I want to get more involved in the Menlo Park community. I think it is so important for our community to value teen voices, so I'm really glad to have this opportunity.
  
- Fun Fact: I'm a member of my high school's journalism team this year that also reports on our community!





## MEET OUR TEAM

- Name: *Annika Kaval*
- Grade: *Sophomore*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
*I joined because I wanted to get the youth in Menlo Park involved in our community especially during these stressful times.*
  
- Fun Fact: *I have lived in Menlo Park my entire life.*



## MEET OUR TEAM

- Name: *Bridget McHugo*
- Grade: *Sophomore*
- High School: *Menlo-Atherton High School*
- Why did you want to join YAC?  
*To get the teens of Menlo Park more involved in their community.*
- Fun Fact: *My favorite sports are skiing, soccer, and cross country.*





## MEET OUR TEAM

- Name: *Ella Nelson*
- Grade: *Junior*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
*I love my community and I believe I can be a positive voice for my peers.*
  
- Fun Fact: I am in the M-A Surf Club!





## MEET OUR TEAM

- Name: *Emily Olson*
- Grade: *Junior*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
*To uplift the youth voice and help create positive change in our community.*
  
- Fun Fact: *My favorite fruit is a papaya!*



## MEET OUR TEAM

- Name: *Adam Paczuski*
- Grade: *Sophomore*
- High School: *Menlo-Atherton High School*
  
- Why did you want to join YAC?  
I wanted to join YAC to learn how parts of government work, as well as gain an opportunity to practice leadership..
  
- Fun Fact: *I have being skiing for almost all of my life, having started when I was only 5 years old.*





## MEET OUR TEAM

- Name: *Natalie Tantisira*
- Grade: *Sophomore*
- High School: *Menlo Atherton High School*
- Why did you want to join YAC?  
*To give back to my community by helping create opportunities for others and to help engage teens in activities through the city.*
- Fun Fact: *I love to cook/bake for my family because my family loves trying different foods.*



## MEET OUR TEAM

- Name: *Elisabeth Westermann*
- Grade: *Senior*
- High School: *Menlo School*
  
- Why did you want to join YAC?  
*To work on projects that benefit young people in our community and help give high school students a voice in government.*
  
- Fun Fact: *I got a dog last week!*







# ROLE



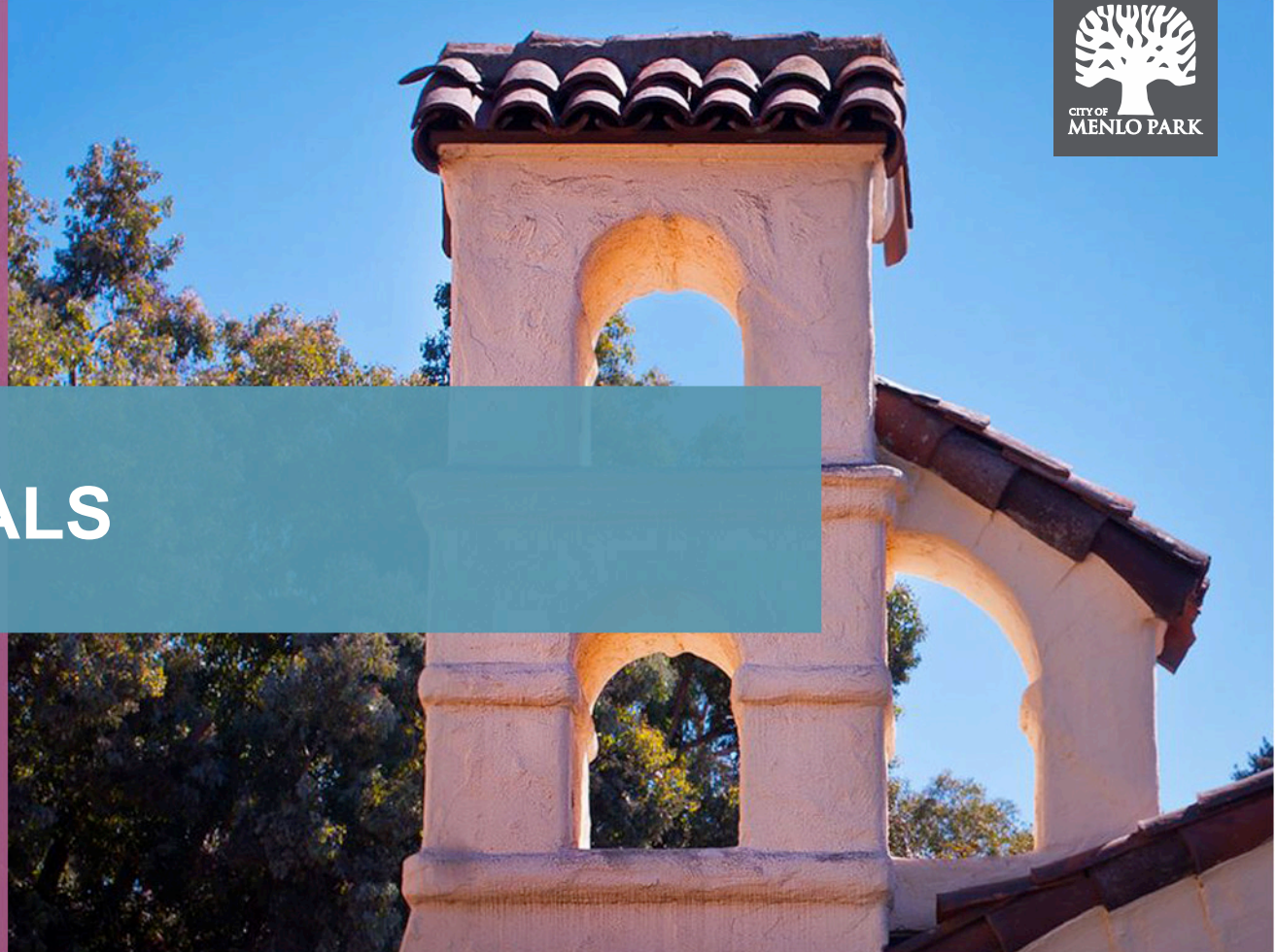


## ROLE

- The Youth Advisory Committee (YAC) advises staff on matters relating to the teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns.



# GOALS







## GOALS

- Maintain active participation in all meetings and events while creating a safe environment for members to express and share ideas and/or concerns.
- Foster a greater involvement of youth in municipal government and city affairs.
- Members will be a voice for teens in Menlo Park.
- Building an inclusive environment for teens to be successful.
- Plan events and initiatives that are relevant and current to Menlo Park culture.
- Advise on current department initiatives and provide insight accordingly.
- Promoting leadership skills through service learning experience and volunteerism
- Identify gaps in teen programming and obtain input from committee to provide solutions.



# EVENTS IN PROGRESS





## EVENTS IN PROGRESS

- Memorial Installation
- Youth Poetry Contest/Open Mic
- Teen and Senior Connections
- Mental Health Awareness Month



**THANK YOU**



## STAFF REPORT

**To:** Parks and Recreation Commission  
**Meeting Date:** 03/24/2021  
**Staff Report Number:** 21-008-PRC

**Informational update:** City Council direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees

### Recommendation

Staff recommends that the Commission review and comment on the March 9 staff report to City Council, "City Council direction on cost recovery policy (City Council Procedure #CC-10-001), library overdue fines and recreation user fees" (Attachment A).

### Attachment

**A.** March 9, 2021 staff report to the City Council. Hyperlink:

<https://www.menlopark.org/DocumentCenter/View/27556/G4-20210309-CC-Cost-recovery-policy-library-fines-recreation-fees>

Prepared by:  
Nick Szegda, Assistant Director of Library Services



**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>• Update on CIP projects</li> <li>• City council updates: cost recovery/reactivation</li> <li>• Director's Report – youth sports/outdoor sports update</li> <li>• Announcements – recruitment for commissioners</li> <li>• Commissioner's Report – Harris</li> </ul>
April 2021	<ul style="list-style-type: none"> <li>• MPCC project update/Transition of Belle Haven Services</li> <li>• DEI initiative update</li> <li>• Storyboards for Karl E. Clark Park</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>

*Unscheduled future items  
(tentative)*

- *Trends report*
- *Communications Report (explore a presentation)*
- *Rebuilding LCS – City Council priority*
- *Community partnerships*
- *Council liaison report-Drew Combs*
- *Parks and Recreation Facilities Master Plan Update*
- *Special Events Update*
- *CIP punch list – update on projects (Karen Pachmeyer)*
- *Invitation to Engagement Officer*