

Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 4/28/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://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 911 6597 4358
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. 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 Parks and Recreation Commission 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 Parks and Recreation 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. City Council Liaison report – Mayor Drew Combs

E. Regular Business

- E1. Accept the Parks and Recreation Commission minutes for the meeting of March 24, 2021 ([Attachment](#))
- E2. Expanding public access to facilities, programs, and services (Presentation)

F. Informational Items

- F1. City Council reports for Parks and Recreation Commission review:
 - a. Proposed phase-in sequence for safely and sustainably expanding public access to facilities and services ([Staff Report #21-090-CC](#))
 - b. City Council direction on cost recovery policy, library overdue fines and recreation user fees ([Staff Report #21-050-CC](#)) (Presentation)
 - c. Extend terms of various advisory bodies, extend recruitment application deadline, and postpone interviews and appointments of various advisory ([Staff Report #21-075-CC](#))
- F2. Storyboard for Karl E. Clark Park ([Staff Report 21-009-PRC](#))
- F3. Parks and Recreation Commission agenda calendar ([Attachment](#))

G. Commissioner Reports

- G1. Individual Commissioner reports (Commissioner Diepenbrock)
- G2. Acknowledging outgoing Commissioners Harris, Johnson, and Staley-Shenk

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: 4/23/2021)

Parks and Recreation Commission

REGULAR MEETING MINUTES – DRAFT

Date: 3/24/2021

Time: 6:30 p.m.

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



CITY OF
MENLO PARK

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

A. Call To Order

Chair Baskin called the meeting to order at 6:34 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

None.

D. Presentations and Proclamations

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

Senior Civil Engineer Karen Pachmayer made the presentation ([Attachment](#)).

- D2. Dedication program presentation

Parks Supervisor Bill Halleck made the presentation ([Attachment](#)).

E. Regular Business

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

ACTION: Motion and second (Bryman/ Harris), to accept the Parks and Recreation Commission meeting minutes of February 24, 2021, passed unanimously.

F. Reports and Announcements

- F1. Council Direction on cost recovery policy, library overdue fines, and recreation user fees ([Staff Report 21-008-PRC](#))

Library and Community Services Director Sean Reinhart gave the report.

- 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](#))

Library and Community Services Director Sean Reinhart gave the report.

- F3. Menlo Park Community Center project update

Library and Community Services Director Sean Reinhart gave the update.

- F4. Parks and Recreation Commission agenda calendar ([Attachment](#))

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

G. Commissioner Reports

- G1. Individual Commissioner Reports (Commissioner Harris)

Commissioner Harris shared reflections of his time on the Parks and Recreation Commission.

- G2. Upcoming Parks and Recreation Commission vacancies ([Attachment](#))

Library and Community Services Director Sean Reinhart gave the report.

H. Adjournment

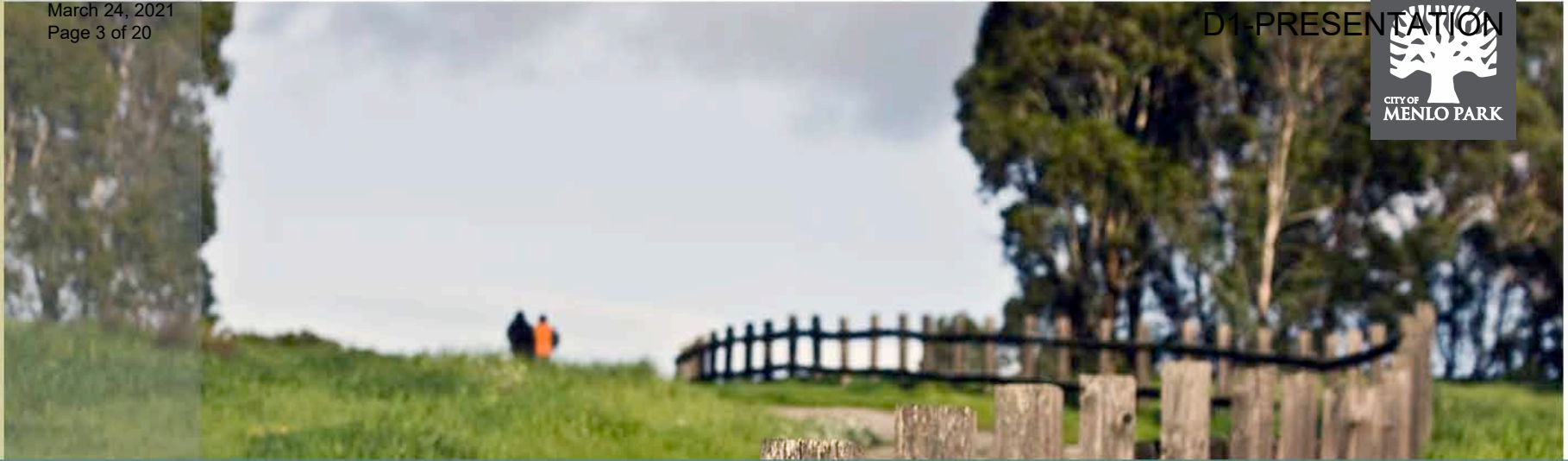
Chair Baskin adjourned the meeting at 8:32 p.m.

Linda Munguia, Senior Office Assistant



BURGESS & WILLOW OAKS PARKS

Improvement Projects





IMPROVEMENTS AT EACH PARK

- Burgess Park
 - All-inclusive playground upgrades
- Willow Oaks Park
 - All-inclusive playground upgrades
 - Dog Park enhancements
 - Restroom facility
 - Bike/pedestrian pathway upgrades



PLAYGROUND UPGRADES





QUESTIONS?



COMMEMORATIVE PARK MEMORIALS

Bill Halleck – Parks Supervisor





AGENDA

- Commemorative Naming
- Process
- Examples



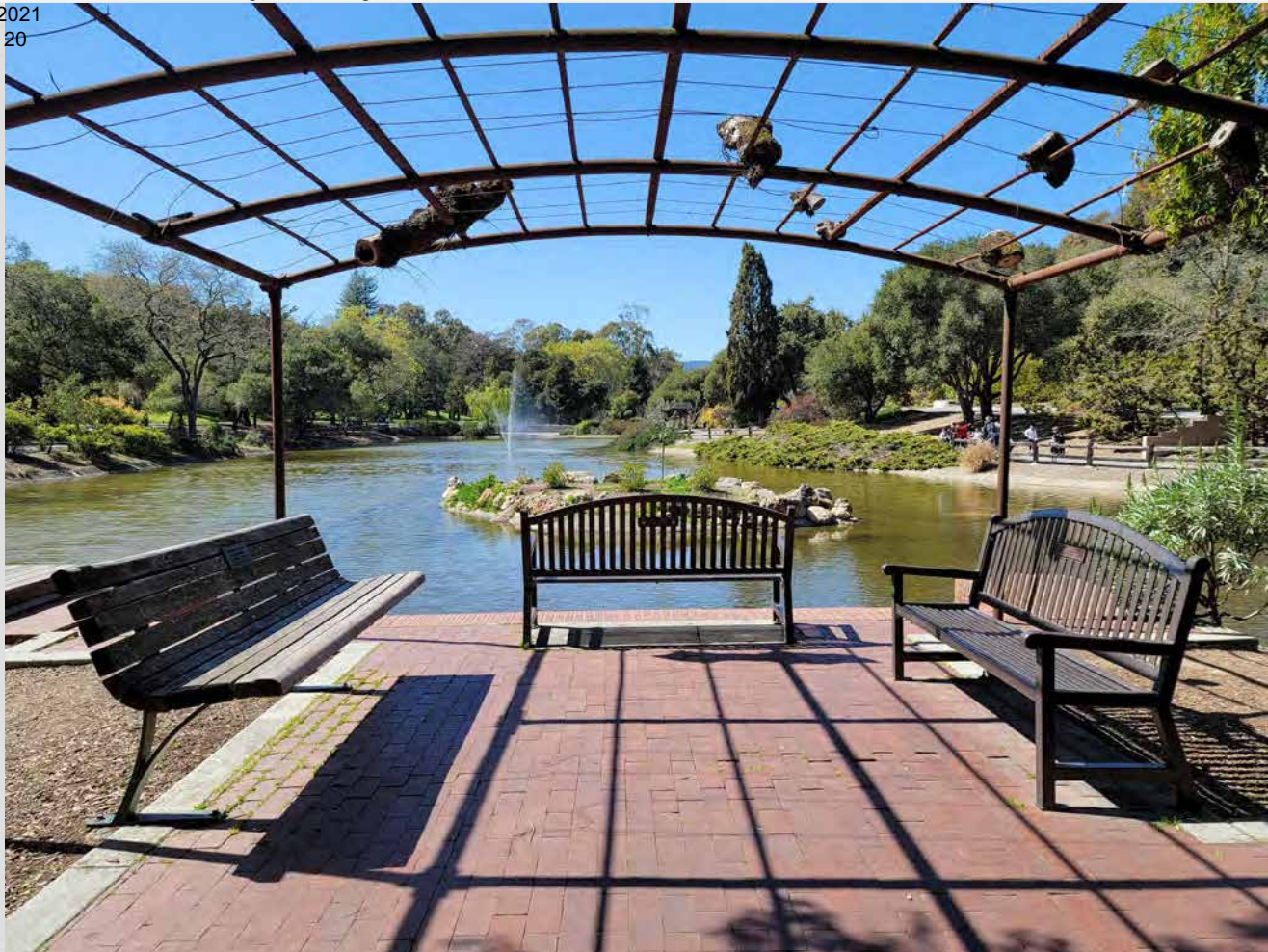






In memory of
Roger Bucklesby,
Who hated this park,
and everyone in it.



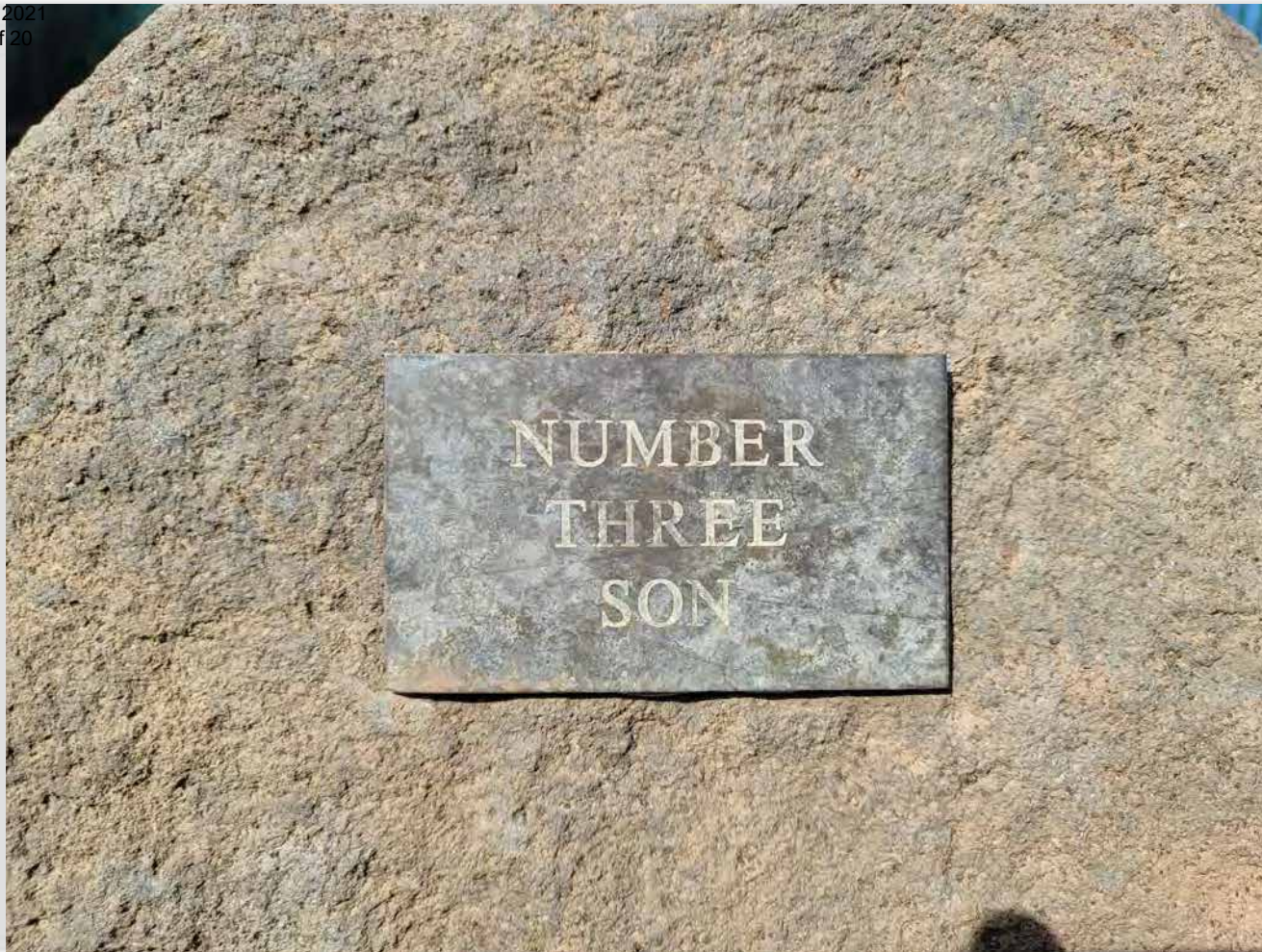
















THANK YOU



STAFF REPORT

City Council

Meeting Date:

4/27/2021

Staff Report Number:

21-090-CC

Regular Business:

Proposed phase-in sequence for safely and sustainably expanding public access to facilities and services

Recommendation

City staff recommends that the City Council review and provide direction regarding the proposed phase-in sequence for safely and sustainably expanding public access to facilities and services.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal services to the Menlo Park community; allocates resources to support and maintain city facilities and operations and provide services to residents; and ratifies and/or rescinds local emergency orders.

Background

Most city-owned facilities have remained closed to indoor public access since March 12, 2020. This precaution was and continues to be necessary to protect public health by minimizing opportunities for congregation, both public and employee. The necessary preparations to expand public access to facilities and services require significant investments of time and resources during a period when the organization's personnel resources are extraordinarily limited.

The City Council in recent weeks has received the following reports pertaining to the topic of expanding services to further indoor public access:

- March 9. Upcoming City Council consideration of objective criteria to guide facility reopening, service restoration, and reactivation of programs and events (Attachment A.)
- April 6. Approve criteria to guide facility reopening, service restoration, and reactivation of programs and events (Attachment B.)
- April 13. Library and community services facility, program and event reactivation (Attachment C.)

Analysis

Key considerations for safe and sustainable service expansion

What follows is a summary of the key considerations for safely and sustainably expanding public access to City facilities and services. Each are described in additional detail in the above noted reports.

- Non-congregate City services are operating in modified formats to promote safety of customers and city staff
- Most customers and all city employees are now eligible for vaccination and access to vaccines continues to be a challenge in San Mateo County

- City budget has yet to be amended to provide for staffing, contract services, and capital improvements necessary to expand public access to facilities and services
- Minimum lead time needed to expand public access to facilities and services is eight to 10 weeks
- Public health guidance on variants and updated public health practices

The City has continued to provide a wide range of services to the community during the pandemic. With a few exceptions, the vast majority of city services continue to be delivered in modified formats that do not include indoor public access to city facilities at this time.

- The police department has provided public safety 24/7 throughout the pandemic
- The public works department has continued to operate the water utility, perform maintenance and other essential components of its operation throughout the pandemic
- City-owned outdoor parklands have remained open and accessible to the general public, with some limitations, throughout the pandemic.
- The senior center nutrition program has delivered meals directly to homebound seniors and conducted regular wellness checks by telephone throughout the pandemic
- The child care and afterschool care centers, aquatic centers, skate park, tennis courts, athletic fields, and the city hall permit counter were reopened to limited public access in mid-2020
- The library reopened with safe and efficient curbside pickup services to residents in mid-2020
- Recreation classes and community events were reopened in all-outdoor or virtual formats in the fall of 2020
- City-owned playgrounds were reopened to public access with limitations in the fall of 2020
- Other departments including community development, city manager's office, and administrative services have continued to operate primarily through remote work with some on-site operations such as building inspections throughout the pandemic.

Prioritization and phase-in sequence

Prioritization and sequencing for expanding services to include further indoor public access is recommended to be phased-in over a period of six to nine months, with the first phase occurring as soon as possible and practical (Attachment D.) The Governor has announced that the tiered system that imposes capacity restrictions on facilities will expire June 15. Staff is preparing for expanded public access to facilities and services shortly thereafter.

Impact on City Resources

Programming decisions and revenue expectations, including a recommended reactivation budget to make any physical improvements to City facilities necessary to reopen, will be incorporated into the city manager's proposed budget and will guide the development of the operating budget for fiscal year 2021-22.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. The City Council in duly noticed public meetings received relevant preliminary

reports March 9, April 6 and April 13. The Library Commission April 19 in a duly noticed public meeting unanimously recommended expanding indoor public access to city libraries on or near July 1.

Attachments

- A. Hyperlink – City Council Staff Report # 21-051-CC: menlopark.org/DocumentCenter/View/27558/H2-20210309-CC-Facility-reopening-guide
- B. Hyperlink – City Council Staff Report # 21-069-CC: menlopark.org/DocumentCenter/View/27831/H3-20210406-CC-Reopen-and-restore-services
- C. Hyperlink – City Council Staff Report # 21-078-CC: menlopark.org/DocumentCenter/View/27891/L2-20210413-CC-LCS-reactivation
- D. Proposed phase-in sequence

Report prepared by:

Sean Reinhart, Director of Library and Community Services

Nick Pegueros, Assistant City Manager

Report reviewed by:

Starla Jerome-Robinson, City Manager

**Proposed phase-in sequence for safely and sustainably
expanding access to facilities and services**

- Establishing a phase-in sequence will provide City Council, city staff, and the general public the benefit of clear and realistic expectations for when the various city facilities and services may be safely and sustainably expanded to further public access.
- Phasing-in facility and service expansions over a period of several months is strongly recommended to ensure that expanded public access can be implemented safely and sustainably with limited operational capacity and resources.
- Due to significant reductions in staffing and operating budget made necessary by the economic downturn, the city lacks the operational capacity to safely and sustainably expand indoor public access to all facilities and services at once.
- Most of congregate facilities will have been dormant for more than a year, and some facility modifications and service adaptations are necessary to enhance safety and resiliency against the “long tail” of COVID-19, viral variants, vaccine hesitancy, and future viral outbreaks.
- Phasing-in and sequencing of expanded public access is recommended to occur over a period of several months, beginning on or soon after the State removes restrictions to congregate activities, currently anticipated on June 15, 2021.
- The proposed sequencing is consistent with and dependent upon multiple converging factors including:
 - Community needs, and safety for vulnerable or unvaccinated persons
 - Potential changes to state-imposed restrictions and health guidance
 - Further advancement of community vaccination efforts
 - Continuing risks to employee and public health from viral variants and vaccine hesitancy
 - Time and resources needed for facility and staff preparations
 - Constraints on resources and personnel as a result of the economic downturn.
- The proposed phase-in sequence could potentially be accelerated or slowed down depending on changing events and circumstances, for example if additional resources and capacity are brought to bear, or if vaccine-resistant COVID-19 variants emerge and spread, among other factors.
- City Council may choose to revise or reorder the phase-in sequence at any time.

Service expansion Phase 1

1. Interim services during MPCC construction
 - a. Senior center services (at Arrillaga Recreation Center). This population has possibly the greatest need for in-person social contact and support and was among the first populations eligible to receive vaccinations. (However, not all seniors are or will be vaccinated and this age group has among the highest risk of severe illness and death from COVID-19). The current Menlo Park Senior Center building is scheduled to be demolished in June 2020 to make way for construction of the replacement Menlo Park Community Campus (MPCC) facility. Per the interim services plan¹ approved by City Council on February 25, 2020, senior center services are planned to be based in the Arrillaga Family Recreation Center (ARC) during the construction phase.
 - b. Onetta Harris Community Center (at Belle Haven Branch Library). The Belle Haven Branch Library presents an option to host some community recreation classes such as yoga, dance, health and wellness, among other offerings.
 - c. Neighborhood Services Center. The Neighborhood Services Center is currently closed to public

¹ Hyperlink. menlopark.org/DocumentCenter/View/24333/H1-20200225-CC--publish-late-slip-sheet

access and may present an option to provide community meeting space in phase one or phase two, depending on site modifications.

2. Lower-risk public services currently operating in modified format– indoor library access and outdoor recreation. Public library services, outdoor recreation, and virtual classes and events pose relatively low risk to employees and members of the general public and are currently operating in modified formats. Prioritizing these services in the service expansion sequence would provide all members of the community the benefit of some expanded access at the earliest safe opportunity, and these service expansions are achievable within current resource and staffing limitations because the services are already in operation in modified formats.
 - a. Indoor public access to Main Library and Belle Haven Branch Library
 - b. Outdoor recreation programs
 - c. Virtual classes and events
3. Police lobby. The police department lobby is by design a highly controlled and safe environment, for example security glass around service counters and the presence of sworn public safety personnel.

Service expansion Phase 2

4. Moderate-risk indoor community services programs
 - a. Indoor recreation programs targeted to children and youth. These services often involve third-party instructors and high volumes of participants engaged in physical exertion and respiration in close proximity to others, which increases the risk of viral transmission when such activities are undertaken indoors. User fees create a barrier to participation for some residents and increase participants' expectations of service availability and quality. Outdoor versions of these programs provide some viable temporary alternatives during the fair-weather seasons. This group of services does not include high-contact indoor programs like gymnastics.
 - b. Indoor recreation programs targeted to the general population. Similar to the youth-targeted programs noted above and in the same reactivation group, but placed at a slightly lower priority than youth-focused programs due to adults' generally greater mobility and resources to avail themselves of private sector alternatives – private gyms, dance/movement studios, etc.
5. City Council chambers for meetings of elected and appointed governmental bodies. Meetings of government bodies are open to the general public and can result in high-density gatherings lasting several hours, i.e., high-risk environments for viral spread. The Governor in March 2020 temporarily suspended certain provisions of the Brown Act to allow these meetings to take place virtually and decrease the risk to officials and their constituents when engaged in official government business. It is recommended that meetings continue to be all-virtual until this risk has been fully mitigated, or until the relevant Brown Act provisions are modified or reinstated by the Governor or Legislature. Additionally, virtual access to these meetings has been long sought by some community members who would benefit from the increased accessibility the virtual option provides. Should City Council desire to retain a virtual attendance option for members of the public even after in-person meetings resume, additional time will be necessary to update and adapt the City Council chambers technology systems to accommodate this access.

Service expansion Phase 3

6. High-contact indoor programs, including gymnastics. These programs, primarily gymnastics, involve close, physical person-to-person contact combined with high levels of physical exertion and respiration for extended periods of time in indoor environments. Additionally, the gymnastics program currently has no city resources allocated toward operations, and additional time is needed for City Council and staff to undertake the process needed to assess service delivery options, identify resources, and implement services for the program.
7. City Hall for general public access. City Hall is a complex office facility that includes some public access areas, some employees-only areas, and some elevated-security areas. It is the base of

operations for most of the city's workforce. In some areas, public access hallways and conference rooms are embedded in employee work areas, and restrooms are shared by employees and the general public. The permit counter on the first floor is currently accessible to the public on a limited basis by appointment and is recommended for further expanded access in an earlier reactivation group. The remainder of the public access areas including the second floor are less frequently used by the general public. Virtual and telephonic options are in place and have proven to be viable temporary alternatives to in-person public access to these areas. For these reasons, preparing these areas for indoor public access can be placed at a lower priority relative to the more high-demand, high-need services noted in the earlier service expansion groups.

Service expansion Phase 4

8. Facility rentals. This facility use involves high-density indoor gatherings that last for extended periods of time and often include consumption of food and drink, loud talking, singing, and physical exertion such as dancing, and are high-risk environments for viral spread. For these reasons, this facility use is proposed to be among the last to reactivate.
9. Special events. Large-scale special events, whether indoors or outdoors, result in large, high-density gatherings of people from numerous households that carry the greatest risk of viral spread, and can take several months of advance planning and investment in financial and personnel resources to execute safely and effectively. For these reasons, large-scale events are proposed to be among the last to reactivate.
10. All other indoor programs.



COST RECOVERY POLICY - EQUITY STATEMENT, LIBRARY OVERDUE FINES, RECREATION USER FEES

City Council Meeting – March 9, 2020



RECOMMENDATIONS

- Amend the cost recovery policy to include new equity statement
- Eliminate library overdue fines
- Pilot: Citywide need-based recreation program scholarships
- Pilot: Suspend resident user fees for children ages 0-5 in music, dance, movement, and intro to sports
- Pilot: “Recreation Rx” – health and wellness “prescription” recreation passes for at-risk residents
- Pilot program details would be developed and presented for City Council approval in context of FY 2021-22 budget deliberations



PROPOSED EQUITY STATEMENT

The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City.

The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.



LIBRARY OVERDUE FINES



- Multiple Bay Area library jurisdictions have eliminated library overdue fines
- Studies show that overdue fines disproportionately impact low-income residents and communities of color
- Administrative and staffing costs to track and collect fines exceed the value of the fines collected
- Projected library overdue fines revenue in FY 2020-21: \$42,000
- Master fee schedule update: April 13



NEED-BASED SCHOLARSHIPS



- Current need-based scholarship/ fee assistance programs
 - One-to-One Scholarship: Fee waivers, subsidies – 58 participants
 - Gymnastics: Reduced hourly rate – 15 participants
 - Aquatics: Youth swim lessons – 271 participants

- Pilot: Citywide recreation scholarships for income-qualified residents
 - Would reduce financial barriers to access
 - 75% fee reduction for residents who show proof of other public assistance
 - Nominal participation fee of 25%; can also be waived if desired by City Council
 - Qualified participants receive up to one class or activity per season
 - Maximum annual scholarship value \$250/individual or \$500/family
 - City Council can set different limits if desired



USER FEES – RECREATION PROGRAMS FOR CHILDREN 0-5 YEARS



- Pilot: Suspend resident user fees for recreation programs targeted to children ages 0-5 years
 - Would eliminate barriers to participation based on financial status
 - Similar precedent: Free public library programs – storytime, arts/crafts, language
 - Target population: Menlo Park resident children ages 0-5 years
 - Program focus: Music, dance, movement, intro to sports
 - Current approximate annual revenues: \$238,000 gross (user fees); \$103,000 net (after instructor payments)
 - Would not apply to childcare, summer camps or gymnastics which require higher levels of care and investment and are placed higher in the cost recovery policy.



RECREATION RX – HEALTH & WELLNESS PASSES



- Pilot: “Recreation prescriptions” in the form of passes to city programs focused on health and wellness
 - Would promote and facilitate wellness for residents in at-risk communities
 - Local nonprofit health provider could “prescribe” health and wellness programs to eligible patients
 - Passes would be redeemable for participation in city health and wellness programs.



RECOMMENDATIONS

- Amend the cost recovery policy to include new equity statement
- Eliminate library overdue fines
- Pilot: Citywide need-based recreation program scholarships
- Pilot: Suspend resident user fees for children ages 0-5 in music, dance, movement, and intro to sports
- Pilot: “Recreation Rx” – health and wellness “prescription” recreation passes for at-risk residents
- Pilot program details would be developed and presented for City Council approval in context of FY 2021-22 budget deliberations



STAFF REPORT – CONTINUED FROM ~~3/9/2021 3/23/2021 4/6/2021~~

City Council

Meeting Date: ~~3/9/2021 3/23/2021 4/6/2021 4/13/2021~~

Staff Report Number: 21-050-CC

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

Recommendation

Staff recommends that the City Council:

1. Direct staff to eliminate library overdue fines in conjunction with the next update to the master fee schedule
2. Direct staff to develop a pilot program to provide additional need-based scholarships for recreation programs citywide
3. Direct staff to develop a pilot program to eliminate user fees for recreation programs whose target participants are Menlo Park residents ages zero to five
4. Amend the cost recovery policy by inserting a statement that prioritizes equity and access to library and recreation programs when determining user fees.

Policy Issues

City Council adopts fees to recover the cost for various city services to minimize the demand on general taxes for services that have an individual benefit. To guide the establishment of fees, the City Council adopted a user fee cost recovery policy, #CC-10-001, Attachment A. The user fees themselves are established by City Council in the master fee schedule. The City Council may set new fees, change fee amounts, or eliminate fees at its discretion, subject to applicable law.

Background

On February 23, City Council convened a public study session to discuss the cost recovery policy and provide direction to staff for potential equity-based revisions to the policy as it pertains to community access to library and community services programs. What follows is a list of key considerations voiced by City Councilmembers during the February 23 study session discussion. They are here listed in no particular order and are numbered solely for convenient reference:

1. Eliminate library overdue fines
2. Innovative/new approaches to equity are important and should be explored, however creating models that are sustainable, both economically and operationally, also is important
3. Scholarships and sliding scales help move toward equity and are worth doing, but are perceived by some as half-measures that do not of themselves achieve complete equity
4. Provide examples from other municipalities that prioritize/approach cost recovery through an equity lens
5. Provide details of current fee-assistance programs in the city - Beyond Barriers aquatics scholarships, etc.
6. Provide details of "pay what you can/ suggested donation" model, how would it work
7. Provide details of potential fiscal and/or operational impacts; explore alternative means to recover some

costs

8. Approach from the perspective that no resident should be denied service because they can't pay. This approach may be more suitable to some services than others
9. Consider increasing non-resident fees to offset cost recovery while reducing or eliminating resident fees
10. Focus less on cost recovery when making decisions about community programs and facilities; prioritize serving the community first
11. Consider the needs of residents of neighboring unincorporated areas who have Menlo Park street addresses and who primarily access services in Menlo Park
12. Solve problem/barrier of registration logjams (multiple users logging in at midnight to compete for limited registration slots.) Possibilities: lottery system, phased registration
13. Investigate options to facilitate affinity groups during registration, for example, children who live in different households and who want to participate in city programs together
14. Start with a pilot program that tests a no-fee model in a specific recreation program or set of programs focused on an objective already identified in the cost recovery policy - for example, health/wellness/movement programs for youth
15. Leverage any pilot project that is implemented now to serve as a testbed for programs in the Menlo Park community campus
16. Identify options for creating a community pass or membership card for residents to access services.

Analysis

City Council direction to staff

Based on the input provided to staff at the February 23, 2021 study session, staff has investigated a number of the potential changes to the cost recovery policy and the implications these would have on budgeting and programming, described in greater detail below.

Equity as a priority

The National Academy of Public Administration has defined the term “social equity” as, “The fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.”¹

The City Council’s budget principles, most recently adopted for fiscal year 2020-21, include the following excerpts:

- “2. Provide City services and infrastructure that contribute to quality-of-life in Menlo Park
“c) Strive to balance the resources and requirements of each area of the City in an equitable manner through the use of equitable tools”

These principles as written are not in direct conflict with the City’s cost recovery policy, however the City Council may consider articulating these principles more clearly into the cost recovery policy. If directed, the cost recovery policy could be amended to explicitly prioritize equity and programming as goals for some service areas rather than target cost recovery amounts.

¹ <https://www.napawash.org/working-groups/standing-panels/social-equity-in-governance/>

Elimination of library overdue fines

On February 23, City Council expressed interest in eliminating library overdue fines, noting that several library jurisdictions within San Mateo County and in the Bay Area region have eliminated these fines in recent years. Studies undertaken in many of those jurisdictions have indicated that library overdue fines disproportionately impact low-income residents and communities of color, and that the administrative and staffing costs of tracking and collecting overdue fines typically exceed the value of the fines collected. For a local example, the San Mateo County Library system in 2018 completed a study which led to these conclusions and resulted in the elimination of library overdue fines in that jurisdiction (Attachment B.)

The City of Menlo Park fiscal year 2020-21 operating budget includes a projected \$42,000 in revenues from library fines, consistent with the actual amounts of library fines collected in recent fiscal years. (Attachment C.) Menlo Park library's processes for collecting overdue fines are essentially identical to those used by San Mateo County library before that jurisdiction's elimination of overdue fines and can be fairly estimated to have a proportionately similar administrative cost burden which would be eliminated if fines were eliminated. Should City Council so direct, staff will incorporate the elimination of library overdue fines in the next master fee schedule update tentatively scheduled March 23.

Equity in municipal recreation – current practices and emerging trends

The National Recreation and Park Association (NRPA) has taken steps in the direction of social equity, including by adopting a statement, "Social Equity and Parks and Recreation,"² that reads in part:

Our nation's public parks and recreation services should be equally accessible and available to all people regardless of income level, ethnicity, gender, ability or age. Public parks, recreation services and recreation programs including the maintenance, safety, and accessibility of parks and facilities, should be provided on an equitable basis to all citizens of communities served by public agencies. Social equity is a critical responsibility borne by every public park and recreation agency and the professionals that operate them. It is a right, not just a privilege, for people nationwide to have safe healthful access to parks and recreation.

The NRPA and its state-level counterpart California Park and Recreation Society stop short of recommending eliminating recreation user fees entirely, and instead recommend that low-income groups receive user fee subsidies in accordance with their ability to pay, while other groups should continue to pay user fees commensurate to the benefits they receive.³ The underlying principle and practice are that agencies set user fees to market rate and offer need-based subsidies on a case-by-case basis, and that full fare programs reflect the true cost of the programs and convey quality. In practice, this typically takes the form of scholarships and other application- and eligibility-based fee assistance programs.

Most municipal recreation programs impose user fees for general public access to recreation programming and typically seek to address equity concerns through scholarship programs that include an application process to assess and document each applicant's eligibility based on their income, their demographics or other factors. Most municipalities that offer some form of scholarship program require income verification either via pay stubs or W-2/ federal income tax return, while others accept any proof of public assistance, such as Medi-Cal, CalWorks, WIC or free and reduced school lunch.

² <https://www.nrpa.org/our-work/Three-Pillars/social-equity-and-parks-and-recreation/>

³ <https://www.nrpa.org/parks-recreation-magazine/2020/january/pricing-strategies-that-combat-social-injustice/>

Current scholarship / fee assistance programs in Menlo Park

Currently the City of Menlo Park offers subsidized programming aligned with its adopted cost recovery policy and master fee schedule at the Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Afterschool Program, and Belle Haven Child Development Center (BHCCD.) There are additional opportunities for fee assistance at the Onetta Harris Community Center, the gymnastics and aquatics program, and at the BHCCD.

At the Onetta Harris Community Center, the Belle Haven Community Development Fund (BHCCDF), an independent nonprofit, administers the one-to-one scholarship program which waives the \$25 class fee for youth recreation classes and provides a full subsidy for up to 8 participants in the Summer of Service Camp (SOS.) In administering the program, BHCCDF does not require the verification of income to receive the scholarship. Currently, City staff track the number of requested scholarships and invoices the BHCCDF for reimbursement. On average there are approximately 58 scholarships awarded per year.

At the Arrillaga Family Gymnastics Center, income-qualified residents receive the reduced hourly rate of \$5/hour from the normal \$16/hour. Applicants must submit recent pay stubs and W-2 forms to qualify. The program serves approximately 15 families per year.

At the Burgess Pool and Belle Haven Pool, which are operated by third-party provider Menlo Swim and Sport, the opportunity for fee assistance comes via scholarships administered by the Beyond Barriers Athletic Foundation. In 2019, 271 youth participants (not exclusively Menlo Park residents) received free swim lessons at both Burgess and Belle Haven pools. The Beyond Barriers scholarship can also be applied toward Menlo Swim and Sport's summer camp and the lifeguard certification program.

Pilot program to provide additional need-based scholarships for recreation programs citywide

In the absence of a citywide financial assistance or scholarship program, residents with a financial need are currently limited to participating in a relatively small selection of subsidized classes at Onetta Harris Community Center for their recreational needs. Classes at the Arrillaga Family Recreation Center, Gymnastics Center and Gymnasium are not financially accessible to some residents. To illustrate this point, a January 14th article in *The Almanac*⁴ about plans to build a new community campus in Belle Haven highlighted this comment by a college student who grew up in Belle Haven:

“As a little girl growing up in the neighborhood, she said, she would study the city's activity catalog, unable to participate in the programs at the Burgess center because they were too expensive; programs at the Belle Haven location were cheaper, but were also, in some cases, canceled.”

Additional scholarship opportunities would be a step toward lowering these barriers further. For example, a pilot program to provide additional scholarship options for recreation programs citywide. This could take the form of discounting recreation fee classes by 75 percent for residents showing proof of other public assistance. Municipal recreation professional associations recommend that participants pay a nominal fee toward the activity to promote attendance, however City Council can choose to waive even the nominal fee, if desired.

To help increase community participation and streamline the administrative burden of enrollment verification to the greatest extent possible, the city could seek partnerships with local school districts to proactively enroll all Menlo Park families who are enrolled in the districts' free or discounted school lunch programs into

⁴ <https://www.almanacnews.com/news/2020/01/14/residents-urge-facebook-to-preserve-belle-haven-history>

the city's scholarship program. However, coordination with school districts would likely still entail some administrative burden to city staff, student information privacy is subject to multiple protections, and school districts are under no obligation to participate in such partnerships.

In a proposed pilot program, qualified participants could potentially receive up to one class or activity per activity guide cycle, with a maximum yearly scholarship of \$250 per individual or \$500 per family, however City Council could set different limits, if desired. In such a program, scholarships could be made available to qualified enrollees until funds allocated to the scholarships are depleted. If remaining funds are available, participants could be eligible to apply toward other activities such as summer camps.

Reduced barriers and increased access to recreation programs will be especially vital during the transitional services period during the construction of the Menlo Park community campus. During that temporary time of limited program spaces, reducing fee-based barriers to participation in recreation programs throughout Menlo Park can help offset the impacts of the temporary loss of spaces for recreation programs in neighborhoods that have been historically impacted by redlining and other discriminatory practices of the 20th century that contributed to stark inequities in wealth, health, education, employment, and other vital outcomes that continue to affect residents of Menlo Park neighborhoods to this day.

Should the City Council direct staff to develop a pilot program to provide new scholarship options citywide, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Pilot program to eliminate resident user fees for recreation programs targeted to ages zero to five years

Arguably the most barrier-free option for all residents to participate in recreation programs regardless of ability to pay would be to eliminate resident user fees entirely for those programs. Such an approach would be consistent with the long-standing programming models of public libraries, including in Menlo Park, which historically do not charge user fees for participation in programs such as story time, arts and crafts, or classes such as English acquisition. In recent years, many public libraries have taken the additional equity-oriented step of eliminating library overdue fines because of the barriers to access that fines and fees are known to create for low-income residents and communities of color.

Should the City Council so desire, eliminating resident user fees in some recreation programs would be a further step toward eliminating barriers to access for all residents. For example, the City Council could direct staff to create a pilot program to eliminate user fees for Menlo Park residents who participate in recreation programs targeted to children ages 0-five years. Such a pilot program could focus on recreation programs for young children related to music, dance, movement and introduction to sports. The city annually collects gross revenues from user fees imposed on this set of early childhood recreation programs of approximately \$238,000; with net revenues after instructor payments of approximately \$103,000 (Attachment C.) This figure does not include revenues from child care, summer camps or gymnastics programs, which are not recommended for a pilot program to eliminate user fees at this time. Child care, summer camps and gymnastics are placed in a higher level of cost recovery in the cost recovery policy, involve more intensive and higher levels of care and investment, and are recommended to continue with the current model of user fees combined with need-based subsidies or scholarships on a case-by-case basis.

Should the City Council direct staff to develop a pilot program to eliminate resident user fees for recreation programs targeted to children ages zero to five, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Additional equity-based alternatives to recreation facilities and services user fees

Another example of an innovative, equity-driven pilot program would be a “Recreation Rx” program in partnership with a local nonprofit health provider such as Ravenswood Family Health Clinic. In an effort to promote wellness to our at-risk communities, the health clinic could be provided with a set number of “recreation prescriptions” or free class passes to distribute to patients who would benefit from fitness classes. For example, a resident at-risk of heart disease, suffering from diabetes or battling obesity. Recreation Rx could be redeemed at any City of Menlo Park facility for health and wellness classes. Should the City Council direct staff to develop a 12-month pilot program targeted to accessible health and wellness opportunities for all residents, staff will develop the details of the pilot program for presentation to City Council in the context of the fiscal year 2021-22 budget deliberations.

Cost recovery policy equity statement

The following statement has been adapted from the City of Menlo Park operating budget document and the National Academy of Public Administration’s definition of social equity, and is proposed to be incorporated into the cost recovery policy in section, “Process for establishing service fee cost recovery levels” (insertion shown inline in Attachment A):

The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents’ lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.

No change to the other fundamentals of the cost recovery policy is needed at this time unless City Council directs otherwise; implementation of the policy’s intent and any pilot programs can be expressed through updates to the master fee schedule.

Other recommended changes

Staff has incorporated the previous direction provided as well as minor streamlining changes into the proposed user fee cost recovery policy, City Council Procedure #CC-10-001, Attachment A. All changes are marked with “track changes” for clarity, and most notably include the addition of equity as a priority in the process of establishing service fee cost recovery levels, elimination of target cost recovery for some program areas, and the elimination of duplicative tables within the service category areas given their narrative direction.

Next steps

1. Master fee schedule public hearing – April 13, 2021. Staff will incorporate any cost recovery policy direction into the master fee schedule and hold a public hearing for adoption of new fees effective July 1, 2021.

Impact on City Resources

Programming decisions and revenue expectations are incorporated into the city manager’s proposed budget and will guide the development of the operating budget for fiscal year 2021-22. Staff capacity to

receive direction and incorporate changes to the cost recovery policy and master fee schedule are included in the amended fiscal year 2020-21 budget.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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

- A. Proposed user fee cost recovery policy, City Council Procedure #CC-10-001
- B. San Mateo County Library – Recommendation for fine-free policy
- C. Program revenues

Report prepared by:

Dan Jacobson, Assistant Administrative Services Director
Adriane Lee Bird, Assistant Community Services Director
Sean Reinhart, Director of Library and Community Services



User Fee Cost Recovery

City Council [Procedure #CC-10-001](#)
[PROPOSED effective March 10, 2021](#)
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620

<p>Purpose</p> <p>A clear User Fee Cost Recovery Policy will allow the City of Menlo Park to provide an ongoing, sound basis for setting fees that allows charges and fees to be periodically reviewed and updated based on predetermined, researched and supportable criteria that can be made available to the public.</p>
<p>Background</p> <p>In 2005 the <i>Your City/Your Decision</i> community driven budget process provided community direction and initial information on approaches to cost recovery of services. In 2007, the Cost Allocation Plan provided further basis for development of a standardized allocation system by providing a methodology for data-based distribution of administrative and other overhead charges to programs and services. The Cost of Services Study completed in 2008 allowed the determination of the full cost of providing each service for which a fee is charged and laid the final groundwork needed for development of a values-based and data-driven User Fee Cost Recovery Policy. A draft User Fee Cost Recovery Policy was presented for consideration by the Council at a Study Session on February 10, 2009. Comments and direction from the Study Session were used to prepare this Fiscal Policy.</p>
<p>Policy</p> <p>The policy has three main components:</p> <ol style="list-style-type: none"> 1. Provision for ongoing review 2. Process of establishing cost recovery levels <ul style="list-style-type: none"> • Factors to be Considered 3. Target Cost Recovery Levels <ul style="list-style-type: none"> • Social Services and Recreation Programs • Development Review Programs • Public Works • Police • Library • Administrative Services
<p>Provision for ongoing review</p> <p>Fees will be reviewed at least annually in order to keep pace with changes in the cost of living and methods or levels of service delivery. In order to facilitate a fact-based approach to this review, a comprehensive analysis of the city's costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual cost factors reflected in the appropriate program's operating budget.</p>
<p>Process of establishing service fee cost recovery levels</p> <p>The City of Menlo Park provides services and infrastructure that contribute to quality-of-life for all Menlo Park residents. In so doing, the City strives to balance the resources and requirements of each area of the city in an equitable manner for all residents, in all neighborhoods of the City. The City of Menlo Park prioritizes social justice in decisions that affect residents' lives: the fair, just and equitable management of all institutions serving the public directly or by contract; the fair, just and equitable distribution of public services and implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy.</p> <p>The following factors will be considered when setting service fees and cost recovery levels</p> <ol style="list-style-type: none"> 1. Community-wide vs. special benefit <ul style="list-style-type: none"> • The use of general purpose revenue is appropriate for community-wide services while user fees are appropriate for services that are of special benefit to individuals or groups. Full cost recovery is not always appropriate. 2. Service Recipient Versus Service Driver <ul style="list-style-type: none"> • Particularly for services associated with regulated activities (development review, code enforcement), from which the community primarily benefits, cost recovery from the "driver" of the need for the service (applicant, violator) is appropriate. 3. Consistency with City public policies and objectives <ul style="list-style-type: none"> • City policies and Council goals focused on long term improvements to community quality of life may also impact desired fee levels as fees can be used to change community behaviors, promote certain

- activities or provide funding for pursuit of specific community goals, for example: health and wellness, environmental stewardship.
4. Impact on demand (elasticity)
 - Pricing of services can significantly impact demand. At full cost recovery, for example, the City is providing services for which there is a genuine market not over-stimulated by artificially low prices. Conversely, high cost recovery may negatively impact lower income groups and this can work against public policy outcomes if the services are specifically designed to serve particular groups.
 5. Discounted Rates and Surcharges
 - Rates may be discounted to accommodate lower income groups or groups who are the target of the service, such as senior citizens or residents.
 - Higher rates are considered appropriate for non-residents to further reduce general fund subsidization of services.
 6. Feasibility of Collection
 - It may be impractical or too costly to establish a system to appropriately identify and charge each user for the specific services received. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.

Target cost recovery levels

1. Low cost recovery levels (0%-30%) are appropriate if:
 - There is no intended relationship between the amount paid and the benefit received
 - Collecting fees is not cost-effective
 - There is no intent to limit use of the service
 - The service is non-recurring
 - Collecting fees would discourage compliance with regulatory requirements
 - The public at large benefits even if they are not the direct users of the service
2. High cost recovery levels (70%-100%) are appropriate if:
 - The individual user or participant receives the benefit of the service
 - Other private or public sector alternatives could or do provide the service
 - For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received
 - The use of the service is specifically discouraged
 - The service is regulatory in nature
3. Services having factors associated with both cost recovery levels would be subsidized at a mid-level of cost recovery (30% - 70%).

General categories of services tend to fall logically into the three levels of cost recovery above and can be classified according to the factors favoring those classifications for consistent and appropriate fees. Primary categories of services include:

- Social Services and Recreation Programs
- Development Review Programs – Planning, and Building
- Public Works Department – Engineering, Transportation, and Maintenance
- Public Safety

Social Services and Recreation Programs

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Parks				
Page-9	Dog Parks	X		
Page-9	Skate Parks	X		
Page-9	Open Space/Parks	X		
Page-9	Playgrounds	X		
Social Services				

	Senior Transportation	X		
Page-7	Senior Classes/ Events	X		
Page-11	Belle Haven School Age—Title 22		X	
Page-10	Menlo Children's Center—Title 22			X
Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Social Services—continued				
Page-11	Preschool—Title 22			X
Page-11	Preschool—Title 5		X	
Page-7	Second Harvest	X		
Page-7	Congregate Nutrition		X	
Page-11	Belle Haven Community School		X	
Events/Celebrations				
	City-Sponsored	X		
	City-Wide	X		
	Youth & Teen Targeted	X		
	Cultural	X		
	Concerts	X		
Facility Usage				
	City Functions (e.g. commissions)	X		
	Co-Sponsored Organizations	X		
Page-5,6,7	Non-Profit	X		
Page-9	Fields—Youth (non-profit)		X	
Page-9	Fields—Adult (non-profit)		X	
Page-9	Tennis Courts		X	
Page-10	Picnic Rentals—Private Party			X
Page-5,6,7	Private Rentals			X
Page-9	Fields—for-profit			X
Page-5,6,7,8,9,10	Contracted Venues—for-profit			X
Fee-Assisted Programs				
Page-8	Recreational Swim	X		
Page-8	Swimming Classes	X		

Page 8	Lap Swimming	X		
Page 7	Recreation Classes	X		
Page 11	Open Gym Activities	X		

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Recreation Programs				
Page 11	Drop-In Activities		X	
Page 10,11	Camps & Clinics			X
Page 9	Youth Leagues			X
Page 10	Youth Special Interest			X
Page 10	Adult Special Interest			X
Page 12	Gymnastics			X
Page 6,12	Birthday Parties			X
Page 11	Adult League			X

Low Recovery Expectations

Low Recovery Expectations

Low to zero recovery is expected for programs in this category as the community benefits from the service. Non-resident fees if allowed may provide medium cost recovery.

In general, low cost programs or activities in this group provide a community wide benefit. These programs and activities are generally youth programs or activities enhancing the health, safety and livability of the community and therefore require the removal of a cost barrier for optimum participation. Recreation programming geared toward the needs of teens, youth, seniors, persons with disabilities, and/or those with limited opportunities for recreation are included. For example:

- Parks – As long as collecting fees at City parks is not cost-effective, there should be no fees collected for general use of parks and playgrounds. Costs associated with maintaining the City’s parks represent a large cost for which there is no significant opportunity for recovery – these facilities are public domains and are an essential service of City government.
- Social Services – There is no intended relationship between the amount paid and the benefit received for social service programs. Some programs are designed and delivered in coordination/partnership with other providers in Menlo Park.
- Senior Transportation – Transportation is classified as a low cost recovery program because there is no fee charged for the program and the majority of the seniors served cannot afford the actual cost of the service. Donations are solicited, but they are minimal. No fee should be established for this service, as it would threaten ridership and County reimbursements would be withdrawn.
- Senior Classes/Events – The primary purpose of senior classes and events is to encourage participation. The seniors served in these classes do not have the means of paying for the classes and are classified as “scholarship” recipients due to their low income levels. The classes should continue to be offered in collaboration with outside agencies which can offer them for free through state subsidies.
- Second Harvest – Monthly food distributions provide free food to needy families and so contribute a broad community benefit. The coordination and operation of the program is through the Onetta Harris Center staff with volunteers assisting with the distribution of food, to keep costs as low as possible.
- Events/Celebrations – Community Services events provide opportunities for neighborhoods to come together as a community and integrate people of various ages, economic and cultural backgrounds. Events also foster pride in the community and provide opportunities for volunteers to give back. As such, the benefits are community-wide. In addition, collection of fees isn’t always cost effective.
- Facility Usage – Safe and secure facilities for neighborhood problem-solving and provision of other general services support an engaged community and should be encouraged with low or no fees.
- Fee Assisted Recreation Programs – Activities with fee assistance or sliding scales make the programs affordable to all economic levels in the community. Organized activities, classes, and drop-in programs are designed to encourage active living, teach essential life and safety skills and promote life-long learning for broad community benefit.

Medium Recovery Expectation

Medium Recovery Expectations

Recovery of most program costs incurred in the delivery of the service, but without recovery of any of the costs which would have been incurred by the department without the service. Both community and individuals benefit from these services. Non-resident fees if allowed may provide high cost recovery.

- Belle Haven School Age – Title 22 - Licensed Child Care Program – Services to participants in this program are not readily available elsewhere in the community at low cost. The program provides broad community benefit in the form of a safety net for children in the community. Organized activities and programs teach basic skills, constructive use of time, boundaries and expectations, commitment to learning and social competency. Resident fees charged based on San Mateo County Pilot program for full day care that sets fees at no more than 10% of the family’s gross income.
- Preschool Title 5 – The Preschool Program is supported primarily by reimbursement of federal and state grants for low income children. Tuition and reimbursement rates are regulatory.
- Senior Lunches – Congregate Nutrition is classified as a medium cost recovery fee as it asks a donation coupled with a per meal reimbursement from OAA & State funds.
- Belle Haven School Community School – The Community School partners with various non-profit and community-based agencies to provide much needed services to the community – high quality instruction, youth enrichment services, after-school programs, early learning and a family center. Services are open to Belle Haven students, their families and residents of the surrounding neighborhood.
- Field Rentals and Tennis Courts – Costs should be kept low for local non-profit organizations providing sports leagues open to residents and children in the Menlo Park Schools that encourage healthy lifestyles and lifelong fitness. Opportunities exist to collect a reasonable fee for use to defray citywide expenses for tennis facilities and fields.
- Programs – Drop-in programs can be accessed by the widest cross section of the population and therefore have the potential for broad-base participation. Recreation drop-in programs have minimal supervision while providing healthy outlets for youth, teens and adults

High Recovery Expectations

High Recovery Expectations

Present when user fees charged are sufficient to support direct program costs plus up to 100% of department administration and city overhead associated with the activity. Individual benefit foremost and minimal community benefit exists. Activities promote the full utilization of parks and recreation facilities.

- Menlo Children’s Center School Age and Pre-school – Title 22 – Participation benefits the individual user.
- Picnic Areas – Picnic rental reservations benefit the individual but help defray the cost of maintaining parks benefiting the entire community.
- Facility Usage – Facility use is set at a higher rate for the private use of the public facility for meetings, parties, and programs charging fees for services and celebrations.
- Programs – Activities in this area benefit the individual user. Programs, classes, and sports leagues are often offered to keep pace with current recreational trends and provide the opportunity to learn new skills, improve health, and develop social competency. The services are made available to maximize the use of the facilities, increase the variety of offerings to the community as a whole and spread department administration and city-wide overhead costs to many activities. In some instances, offering these activities helps defray expenses of services with no viable means of collecting revenue e.g. parks, playgrounds, etc.
- Contracted Venues – (for profit) – Long term arrangements where a facility is rented or contracted out to reduce general funding expense in order to provide specialized services to residents.

Development Review Services

1. Planning (planned development permits, tentative tract and parcel maps, re-zonings, general plan amendments, variances, use permits)
2. Building and safety (building permits, structural plan checks, inspections)

Master's Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Planning				
Page 24	Appeals of Staff Decisions	X		
Page 24	Appeals of Planning Commission Decisions by Residents	X		
	Subsequent Appeals			X
Page 24	Temporary Sign Permits	X		
Page 23	Use Permits— Non-Profits	X		
Page 24	Administrative Reviews—Fences		X	
	Appeals of Planning Commission Decisions by Non-Residents			X
Page 23	Administrative Reviews—Other			X
Page 23	Architectural Control			X
Page 23	Development Permits			X
Page 23	Environmental Reviews			X
Page 23	General Plan Amendments			X
Page 24	Tentative Maps			X
Page 24	Miscellaneous— not listed elsewhere			X
	Reviews by Community Development Director of Planning Commission			X
Page 23	Special Events Permitting			X
Page 23	Study Sessions			X

Master's Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Planning—continued				
Page 24	Zoning Compliance Letters			X
Page 23	Signs and Awnings			X
Page 23	Use Permits—other			X
Page 23	Variances			X
Page 23	Zoning Map Ordinance Amendments			X
Building and safety				
Page 28-48	Solar Installations		X	
	Building Permits			X
	Mechanical Permits			X
	Electrical Permits			X
	Plumbing Permits			X
	Consultant Review			X
Low Recovery Expectations				
<p>Low Recovery Expectations</p> <p>Low to zero recovery is expected for services in this category to maintain open and accessible government processes for the public, encourage environmental sustainability and encourage compliance with regulatory requirements. Example of Low Recovery items:</p> <ul style="list-style-type: none"> • Planning – The fees for applicants who wish to appeal a Staff Decision or for a Menlo Park resident or neighbor from an immediately adjacent jurisdiction who wishes to appeal a decision of the Planning Commission is purposefully low to allow for accessibility to government processes. • Planning – Temporary sign permit fees are low so as to encourage compliance. • Building – The elimination or reduction of building permits for solar array installations is consistent with California Government Code Section 65850.5, which calls on local agencies to encourage the installation of solar energy systems by removing obstacles to, and minimizing costs of, permitting for such systems. 				
Mid-level Recovery Expectations				
<p>Medium Recovery Expectations</p> <p>Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service reflects the private benefit that is received while not discouraging compliance with the regulation requirements.</p> <ul style="list-style-type: none"> • Planning – Administrative permits for fences that exceed the height requirements along Santa Cruz Avenue are set at mid-level to encourage compliance. 				

High Recovery Expectations

High Recovery Expectations

Cost recovery for most development review services should generally be high. In most instances, the City’s cost recovery goal should be 100%.

- Planning – Subsequent Appeals - The fees for applicants who are dissatisfied with the results of a previous appeal of an administrative permit or a decision of the Planning Commission should be at 100% cost recovery.
- Planning – Most of the Planning fees charged are based on a “time and materials” basis, with the applicant/customer being billed for staff time (at a rate that includes overhead cost allocations) and the cost of actual materials or external services utilized in the delivery of the service.
- Building – Building fees use a cost-basis, not a valuation basis, and are flat fees based on the size and quantities of the project.

Public Works Department – Engineering Transportation, and Maintenance

1. Engineering and Transportation (public improvement plan checks, inspections, subdivision requirements, encroachments)
2. Transportation (red curb installation, truck route permits, traffic signal repairs from accidents)
3. Maintenance (street barricades, banners, trees, special event set-up, damaged city property)

Master-Fee Schedule-Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Engineering				
Page-25	Heritage Tree	X		
Page-25	Appeals to Environmental	X		
	Appeals to Environmental Quality Commission and City Council	X		
	Bid Packages	X		
Page-19	Plotter Prints		X	
Page-19	Encroachment Permits for City-mandated repair work (non-temporary)		X	
Page-25	Heritage Tree Removal Permits 1-3 trees		X	
Page-19	City Standard Details		X	
Page-20	Improvement Plan			X
Page-20	Plan Revisions			
Page-21	Construction Inspections			X
Page-20	Maps/ Subdivisions			X
	Real Property			X
Page-19	Abandonments			X
Page-19	Annexations			X

Page-21	Certificates of Compliance			X
Master-Fee Schedule-Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Engineering—continued				
Page-20	Easement Dedications			X
Page-20	Lot Line Adjust/Merger			X
Page-19	Encroachment Permits			X
Page-19	Completion Bond			X
	Processing Fee			X
Page-25	Heritage Tree Permits after first 3 trees			X
Page-16	Downtown Parking Permits			X
Transportation				
Page-22	Red Curb Installation	X		
Page-22	Truck Route Permits	X		
Page-22	Traffic Signal Accident			X
Page-22	Aerial Photos			X
Maintenance				
Page-22	Tree Planting	X		
Page-22	Banners—Santa Cruz Avenue			X
Page-22	Barricade replacement			X
Page-22	Weed Abatement			X
Page-22	Special Event set-up— for-profit use			X
Page-22	Special Event set-up— for non-profits use		X	
Page-22	Damaged City property			X

Low Recovery Expectations

Low Recovery Expectations

Low to zero recovery is expected for services in this category as the community benefits from the service. In general, low cost services in this group provide a community-wide benefit. These services generally are intended to enhance or maintain the livability of the community and therefore require the removal of a cost barrier to encourage use. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (truck route permits, copies of documents). Examples of Low Recovery items:

- Maintenance – Tree Plantings is classified as a low cost recovery fee to replacement of trees removed due to poor health and to encourage new tree plantings.
- Transportation – Red Curb Installation is classified as a low cost recovery fee for support traffic/parking mitigation requests to address safety concerns of residents and businesses.
- Transportation – Truck Route Permits Fees – maximum fee set by State Law.
- Engineering – Heritage Tree Appeals is classified as a low cost recovery fee to insure that legitimate grievances are not suppressed by high fees.
- Engineering – Bid Packages are provided at a low cost to encourage bid submissions thereby insuring that the City receives sufficient bids to obtain the best value for the project to be undertaken.

Medium Recovery Expectations

Medium Recovery Expectations

Recovery in the range of 30% to 70% of the costs incurred in the delivery of the service. Typically, both the community and individuals benefit from these services.

- Engineering – Encroachment Permits for City-mandated repairs are classified as a medium cost recovery. Since the property owner is paying for the cost of construction but is required by ordinance to perform it promptly, a discounted fee for the permit is appropriate.

High Recovery Expectations

High Recovery Expectations

Recovery in the range of 70% to 100% when user fees charged are sufficient to fully recover costs of providing the service. Individual benefit is foremost and minimal community benefit exists. Most services provided by the Public Works Department fall in this area.

- Engineering – Encroachment Permits where the public right of way is used or impacted on a temporary or permanent basis for the benefit of the permittee. Debris Boxes are such an example
- Transportation – Traffic Signal Accident repair cost is the responsibility of the driver/insurer.
- Maintenance – Weed Abatement performed by Public Works staff to address ongoing code violation.
- Maintenance – Banners on Santa Cruz Avenue and El Camino Real.

Public Safety – Police Services

(Case Copies, False Alarms, Parking Permits, Abatements, Emergency Response, Background Investigations, Tow Contract)

Master Fee Schedule Page #'s	General categorization of programs, Services, Activity, and facilities	Low-cost recovery (0-30%)	Mid-cost recovery (30-70%)	High-cost recovery (70-100%)
Page 14	Case Copies	X		
Page 15	Citation Sign-Off-Residents	X		
Page 1,15	Document Copies	X		
Page 14	Bicycle Licenses	X		
Page 16	Overnight Parking Permits			X
Page 16	Residential Parking Permits	X		
Page 15	Property Inspection—Code Enforcement	X		
Page 15	Real Estate Sign Retrieval	X		
Page 14	False Alarm—Low Risk		X	
Page 15	Rotation Tow Service Contract		X	
Page 15	Repossession Fee		X	
Page 14	False Alarm—High Risk			X
Page 14	Good Conduct Letter			X
Page 14	Preparation Fees			X
Page 14	Research Fee			X
Page 14	Civil Subpoena Appearance			X
Page 14	Finger-Printing Documents			X
Page 15	Background Investigations			X
Page 14	Notary Services			X
Page 14	Vehicle Releases			X
Page 14	DUI—Emergency Response			X
Page 15	Intoximeter Rental			X
Page 15	Street Closure			X
Page 15	Unruly Gatherings			X
Page 18	Abatement			X

<u>Low Recovery Expectations</u>		
<u>Low Recovery Expectations</u> Low to zero recovery is expected for services in this category as the community generally benefits from the regulation of the activity. The regulation of these activities is intended to enhance or maintain the livability of the community. However, in some instances the maximum fee that can be charged is regulated at the State or Federal level and therefore the City fee is not determined by City costs (copies of documents).		
<u>Medium Recovery Expectations</u>		
<u>Medium Recovery Expectations</u> Recovery in the range of 30% to 70% of the costs of providing the service. Both community and individuals benefit from these services. <ul style="list-style-type: none"> False Alarm – primarily residential and low cash volume retail. Alarm response provide a disincentive to crime activity. However excessive false alarms negatively impact the ability of prompt police response to legitimate alarms. 		
<u>High Recovery Expectations</u>		
<u>High Recovery Expectations</u> Recovery in the range of 70% to 100% when user fees charged are sufficient to recover costs of the service provided. Individual benefit is foremost and minimal community benefit exists. Items such as False Alarm, DUI Emergency Response, Vehicle Releases, Unruly Gathering, and Abatements are punitive in nature and the costs should not be funded by the community. Items such as Good Conduct Letter, Preparation Fees, Research Fee, Finger Printing, Background Investigations, and Notary Service primarily benefit the individual. 100% of the cost for services in these areas is typical. <ul style="list-style-type: none"> Overnight Parking Permits – the fee charged for One Night Parking Permits fall into Low Cost Recovery, however when combined with the fees collected from the issuance of Annual Permits the result is the program should achieve High Cost Recovery. Street Closure – primarily residential for activities within a defined area. This service is provided for public safety and therefore is provided at a rate below 100% cost recovery. 		
Library		
(Library Cards, Overdue Fines , etc.) – fees are primarily established by the Peninsula Library Service. <u>No overdue fines will be charged.</u>		
Administrative Services		
(Copying Charges, Postage, etc.) – fees are primarily set by regulations and are generally high cost recovery of pass-thru charges.		
<u>Procedure history</u>		
<u>Action</u>	<u>Date</u>	<u>Notes</u>
<u>Procedure adoption</u>	<u>March 9, 2010</u>	
<u>Procedure update</u>	<u>March 9, 2021 (Proposed)</u>	



To: JPA Governing Board
From: Anne-Marie Despain, Director of Library Services
Nicole Pasini, Deputy Director of Library Services
Date: September 12, 2018
Meeting: September 17, 2018
Re: Recommendation for Fine-Free Policy

Background

Libraries have historically charged fines for the late return of materials in an effort to incentivize timely return of materials and to raise revenue. Currently, San Mateo County Libraries fines for materials for adult patrons are assessed at \$0.25 per day, limited to a maximum late charge of \$8 per item, or the equivalent of 32 days late. When patron accounts owe more than \$15, the patron is blocked from checking out library materials.

In July 2016, San Mateo County Libraries introduced fine-free library cards for children and teens, and the first year brought great results. Children's circulation increased by 28% in the first year and another 18% in the second year, and registration for new library cards increased by 70% in year one and 12% in year two. Building on the success of fine-free youth cards and recognizing that late fines can be a significant barrier to library access particularly among individuals with low or fixed incomes or who have transportation issues, the Library implemented fine-free library cards for seniors age 62 and older beginning in January 2018. Currently, we have 20,000 patrons registered for senior cards and have seen an 8% increase in circulation in the first six months of the program.

Many public libraries across the nation are increasingly eliminating overdue fines in recognition that fines serve no positive purpose, instead acting as a significant and inequitable barrier to service. There is an increasing body of research and direct experience that supports the elimination of fines. Libraries that have moved to a more customer-focused policy have reported these key findings:

- Fines negatively impact library use, particularly by lower income people.
- Fines do not effectively incentivize on-time return of materials.
- Fine revenue is less than the cost of the staff time to collect fines.
- Elimination of fines results in higher use, increased customer satisfaction and improved staff morale.

These findings and the recent success of our fine-free youth and senior cards lead the Library to recommend the elimination of fines for late return of material.

Discussion

Unequal Impact

Our patrons are not unique in the unequal impact of fines on low-income communities. Both the Berkeley Public Library and Baltimore's Enoch Pratt Free Library reported that, prior to eliminating late fines, the majority of the residents blocked from using the library were from the poorest neighborhoods in their cities. Colorado State Library issued a White Paper in 2016 entitled, *Removing Barriers To Access*, that explored the impact of fines and fees on access to library services for children. This comprehensive study concluded that fines are punitive, not educational incentives, and the threat of accumulating fines for overdue materials is keeping low-income families away from libraries, or from checking out items to take home. Additionally, based on the research, fine-free policies are more user-friendly and will bring more community members into the library, especially low-income populations who need library services the most.

Late fines are a regressive penalty that more negatively impact lower income communities. 19% of East Palo Alto patrons and 13% of Bookmobile patrons, who largely live in unincorporated areas, had blocked accounts for fines above \$15, which exceed the 8% overall average for San Mateo County Libraries. Additionally, it is notable that in the last fiscal year, patrons from the East Palo Alto Library, Half Moon Bay Library and Bookmobile accounted for less than 11% of our circulation but accounted for approximately 45% of total money owed.

Incentivizing Returns

Library fines have not proven to be an effective deterrent to returning items late. In Columbus, Ohio, the library board eliminated overdue fines starting on January 1, 2017, when their data showed that fines did nothing to encourage the timely return of materials. The Colorado study agrees, finding that the profession has little empirical evidence that charging fines results in greater circulation of library materials or the return of items in a timely manner. Conversely, Vermont's Milton Public Library found that after doing away with fines, more people returned books on time and Illinois' Vernon Area Public Library noted that the average number of days items are overdue dropped 42 percent after eliminating fines. Six months after fines were eliminated at Colorado's High Plains Library District, 95% of materials were returned within a week of the due date.

Behavioral Economist Uri Gneezy at the University of California, San Diego, found that library fines are too small to be an effective deterrent, and without money in the mix, readers would be more likely to return books on time because they would feel it's the right thing to do. The vast majority of our patrons already return library materials in a timely manner. In a snapshot of our cardholders in July 2018, 74% of patrons owed no fines.

Revenue or Cost

Library material fees and fines are not a significant revenue source for San Mateo County Libraries and are declining with the increasing use of digital materials, and implementation of automatic renewals and fine-free youth and senior cards. Revenue from this source in FY 2017-18 was \$189,446, amounting to only 0.6% of total revenue. Current revenue estimates included in this year's budget are \$99,000. Even if fines are eliminated,

we would still maintain our current practice of billing patrons for lost or damaged items that are not returned 30 days after the due date and removing the bill from the patron's account when the items are returned.

Revenue attributed to overdue fines is small, but the staff time involved in collecting and depositing small amounts of fines is significant for libraries. San Rafael Public Library analyzed fine transactions and determined that each transaction requires approximately ten minutes of staff time when factoring in all the collecting, tracking and accounting of overdue fines. San Diego Public Library eliminated late fees in April after finding that it costs \$1,000,000 in staff time to collect an average of \$700,000 in fees each year. The Colorado study concluded that the administrative costs, including equipment and staff time, often equal or exceed the revenue earned from library fines and fees. San Mateo County Libraries have a strong history of maximizing and aligning staff resources towards high-impact, meaningful work that positively engages our community and promotes library resources and facilities; time spent collecting fines is not in alignment with these values.

Return on Investment

The return on investment for eliminating fines is high. Like San Mateo County Libraries, the Salt Lake City Public Library reported that when they eliminated fines, the library lost less than 1% of its budget in exchange for significant increases in use, including an 11% increase in circulation, an 11% increase in borrowers and a 4% increase in new card registrations. Every library contacted that eliminated late fines reported overwhelmingly positive responses from patrons, and most reported that people who stopped using the library for financial reasons returned.

Conclusion

Ample research suggests that fines do not serve their intended purpose of promoting the timely return of materials and instead create significant barriers to library access. Evidence also suggests that the small loss in revenue will most likely be offset by staff savings associated with the management of late fees, and would result in significant increases in library use, customer and staff satisfaction, and benefit to the community. Late fines are in opposition to our strategic goals of ensuring equitable access, creating welcoming experiences, and growing a culture of learning and participation. Based on the evidence and our mission and values, a new fine-free policy is recommended.

Fiscal Impact

Revenue from fines, fees and material replacement payments are currently estimated at \$99,000. A decrease of \$75,000 is included in the FY 2018-19 Final Adopted Budget to account for recent customer service enhancements and this recommended policy change.

Recommendation

Recommend JPA Library Governing Board direct staff to create a policy for approval that eliminates overdue fines for late return of library materials. Operations Committee members present at the September 11, 2018, meeting concurred with this recommendation.

Revenues. All recreation / community services programs

Program area	2018-19 audited actuals (\$ thousands)					2019-20 audited actuals (\$ thousands)				
	Revenues	Expenditures	Net General Fund subsidy/(surplus)	Cost Recovery Percent		Revenues	Expenditures	Net General Fund subsidy/(surplus)	Cost Recovery Percent	
Pre-School Childcare	2,446	2,950	504	82.9%		2,422	2,906	483	83.4%	
School-Age Childcare	533	761	228	70.0%		377	790	412	47.8%	
Gymnastics	1,257	1,167	(90)	107.8%		961	1,138	177	84.4%	
Contract Classes	715	968	253	73.9%		497	886	388	56.2%	
Seniors	367	623	256	58.9%		99	708	609	14.0%	
Youth Sports	527	536	8	98.5%		305	476	170	64.2%	
Adult Sports	178	352	174	50.5%		191	294	103	65.0%	
Neighborhood Services	109	591	483	18.4%		62	490	428	12.6%	
Aquatics	85	663	578	12.8%		85	575	490	14.7%	
Events & Concerts	59	479	419	12.4%		28	389	361	7.2%	
Community Facilities Services	362	295	(68)	122.9%		262	323	61	81.2%	
Total	6,639	9,385	2,746	70.7%		5,290	8,974	3,684	59.0%	

Revenues. Recreation programs for ages 0-5 years. FY 2018-19			
Location	Gross revenues (user fees)	Instructor payments	Net revenues
ARC	47,147	25,925	21,222
Gymnasium	188,878	109,010	79,867
OHCC	2,774	75	2,699
Total	238,798	135,011	103,788

Revenues. Library overdue fines	
Fiscal year	Revenues
2020-21 Budget	42,000
2019-20 Estimated actuals	42,000
2019-20 Adopted	42,000
2018-19 Actual	40,538
2017-18 Actual	63,846
2016-17 Actual	61,801
2015-16 Actual	59,171
2014-15 Actual	83,732
2013-14 Actual	101,307
2012-13 Actual	101,892



STAFF REPORT

City Council

Meeting Date: 4/13/2021
Staff Report Number: 21-075-CC

Consent Calendar: **Extend terms of various advisory bodies, extend recruitment application deadline, and postpone interviews and appointments of various advisory bodies**

Recommendation

Staff recommends:

- Extending current terms for members of the Complete Streets, Environmental Quality, Housing, Library, Parks and Recreation, Planning Commissions and the Finance and Audit Committee through May 31, 2021
- Extend recruitment application deadline through May 7, 2021
- Postpone interviews and schedule a special meeting for May 18, 2021, for Planning Commission
- Postpone appointments to the Complete Streets, Environmental Quality, Housing, Library, Parks and Recreation, Planning Commissions and the Finance and Audit Committee to May 25, 2021

Policy Issues

City Council Policy CC-19-004 (Attachment A) establishes the policies, procedures, roles and responsibilities for the City's appointed advisory bodies, including the manner in which members are selected. The City Council is the appointing body for all advisory bodies and members serve at the pleasure of the City Council.

Background

Annually, staff conducts a recruitment to fill advisory body vacancies that exist due to members being termed out, unexpected vacancies, and regular terms ending April 30. This recruitment period involves a two-month period of advertisements and announcements. Incumbent members who were terming out were informed of their ability to apply for reappointment.

Table 1 details the current vacancies and applications received. Please note that some applicants applied for multiple advisory bodies, therefore if they are selected to serve on one, they will not be eligible for others (e.g., if a Finance and Audit Committee applicant is appointed to the Finance and Audit Committee, the number of applicants decreases by one on the Planning Commission.)

Table 1: Vacancies to applicants		
Advisory body	No. of vacancies	No. of applications received
Complete Streets Commission (CSC)	3	4
Environmental Quality Commission (EQC)	1	1
Finance and Audit Committee (FAC)*	3	3
Housing Commission (HC)	4	5
Library Commission (LC)	2	-
Parks and Recreation Commission (PRC)	3	-
Planning Commission (PC)*	1	1
Total	17	14

* advisory bodies with multiple applications from one applicant

Analysis

Pursuant to City Council Policy CC-19-004, advisory body members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term or as otherwise designated. Residency for applicants are verified by the city clerk’s office. In addition, the City Council’s policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council.

The recruitment period is open from February 1 through April 17. Advertising in print (newspaper), City’s website, online, social media, and through advisory body staff liaisons and City Council. At this time, the City has not received enough applications to fill all vacancies.

Impact on City Resources

Staff support for commissions and funds for recruitment advertising are provided in the annual budget.

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

- A. City Council Policy CC-19-004

Report prepared by:
 Judi A. Herren, City Clerk



Commissions/Committees Policies and Procedures, Roles and Responsibilities

City Council Procedure #CC-19-0004
 Adopted March 05, 2019
 Resolution No. 6477



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as "Organization of Advisory Commissions of the City of Menlo Park."
Background
<p>The City of Menlo Park currently has eight active commissions and committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and the Sister City Committee. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Seven of the eight commissions and committees listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code 65100 et seq., 65300-65401.)</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
Section
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> • Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the city staff to provide certain designated services to aid in the study. • Upon its own initiative, the commission/committee shall identify and raise issues to the City Council's attention and from time to time explore pertinent matters and make recommendations to the City Council. • At a request of a member of the public, the commission/committee may consider appeals from city actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council. • Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council's adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code 65100 et seq., 65300-65401.) • Commissions and committees shall not become involved in the administrative or operational matters of city departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce city resources rests with the city's duly elected representatives, the City Council. • Additional or other staff support may be provided upon a formal request to the City Council. • The staff liaison shall act as the commission/committee's lead representative to the media concerning matters before the commission/committee. Commission/committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that his or her statements do not represent the position of the City Council. • Commission/committee members will have mandatory training every two years regarding the Brown Act and

Commissions/Committees Policies and Procedures, Roles and Responsibilities

City Council Procedure #CC-19-0004

Adopted March 5, 2019

Resolution No. 6477

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete must be directed by the City Council.

Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The city shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with city policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Commission/Committee Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

Commissions/Committees Policies and Procedures, Roles and Responsibilities

City Council Procedure #CC-19-0004

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The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that he or she is speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion.)

Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

Meetings and officers

1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the city's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or city regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The Chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the Chair when the Chair is absent.
- The role of the commission/committee Chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the Chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if s/he thinks it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.

Commissions/Committees Policies and Procedures, Roles and Responsibilities

City Council Procedure #CC-19-0004

Adopted March 5, 2019

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- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

4. *Meeting locations and dates*

- Meetings shall be held in designated city facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, Finance and Audit Committee and Sister City Committee shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month. The Finance and Audit Committee and Sister City Committee shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday of every quarter at 5:30 p.m.
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that his or her participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

6. *Selection of chair and vice chair*

- 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.
- Each commission/committee shall annually rotate its Chair and Vice Chair.

Memberships

1. *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

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2. *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the city's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted; however, the form submitted must be signed.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

3. *Attendance*

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that he/she will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

4. *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002.)

5. *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify himself or herself from making or participating in a governmental decision, or using his or her official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

6. *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.

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- Current members of any other city commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
 - Commission/committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
7. *There shall be seven (7) members on each commission/committee with the exception of:*
- Finance and Audit Committee – five (5) members
 - Housing Commission – seven (7) members
 - Complete Streets Commission – nine (9) members
 - Library Commission – eleven (11) members
8. *Reappointments, resignations, removals*
- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion.)
 - Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
 - The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.
9. *Term of office*
- Unless specified otherwise, the term of office for all commission/committee shall be four (4) years unless a resignation or a removal has taken place.
 - If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
 - Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
 - If a member resigns before the end of his/her term, a replacement serves out the remainder of that term.
10. *Vacancies*
- Vacancies are created due to term expirations, resignations, removals or death.
 - Vacancies are listed on the City Council agenda and posted by the city clerk in the City Council Chambers bulletin board and on the city website.
 - Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code 54974.)
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the city's website. This list is also available to the public. (Government Code 54972, Maddy Act.)

Roles and responsibilities

Complete Streets Commission (approved March 23, 2021)

The Complete Streets Commission shall advise the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities would include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive, namely by:
 - Reviewing the city's transportation master plan (TMP) and recommending the projects most likely to reduce vehicle miles traveled (VMT)
 - Providing input on major development projects such as the Menlo Park Community Campus, by looking at them through the lens of transportation accessibility, especially bicycle/pedestrian/public transportation accessibility
- Advise City Council on the implementation of the TMP.
- Continue to advocate for and advise the City Council on the planning and installation of the Middle Avenue pedestrian and bicycle rail crossing, and safe cycling/pedestrian infrastructure connecting the Burgess complex to the Middle Avenue corridor to Olive Street, and north on Olive Street to Hillview Middle School.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for comm

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engagement, program continuity and engineering implementation.

- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically, a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee is charged primarily to support delivery of timely, clear and comprehensive reporting of the city's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the city
- Planning, implementing and evaluating city programs under the Housing and Community Development Act of 1974
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the city
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991.)

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the city's libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of city libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to city programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the city, including adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities

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and equipment

- Adequacy, operation and staffing of recreation programs
- Modification of existing programs and facilities to meet developing community needs
- Long range planning and regional coordination concerning park and recreational facilities

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning's, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs. Perform other duties as may be assigned to the committee by the City Council

Special advisory bodies

The City Council has the authority to create standing committees, task forces or subcommittees for the city, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

Procedure history

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	2019	Resolution No. 6477



STAFF REPORT

To: Parks and Recreation Commission

Meeting Date: 04/28/2021
Staff Report Number: 21-009-PRC

Informational update: Karl E. Clark Park Storyboard

Recommendation

Staff recommends that the Commission review and comment on the storyboard for Karl E. Clark Park (Attachment A). In collaboration with the Menlo Park Historical Society and Belle Haven Action, the storyboard was created to commemorate local leader and war hero Karl E. Clark for whom the park on Market Place was named for on January 15, 2019. The unveiling of the board is scheduled to take place in later this year.

Attachment

- A. Final artwork for Karl E. Clark storyboard. Hyperlink:
https://www.menlopark.org/DocumentCenter/View/27967/CMP_Clark_Storyboard

Prepared by:
Adriane Lee Bird, Assistant Director of Community Services
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"> • Election of Chair and Vice Chair • Childcare and summer camp reactivation presentation • Approve 2018-2020 work plan update on achievements
August 26, 2020	<ul style="list-style-type: none"> • Pickleball Presentation • Sports Groups and Field Rentals Reactivation presentation • Work plan amendments 2020-2021
September 23, 2020	<ul style="list-style-type: none"> • Pilot Pickleball program • Menlo Park Community Campus Project
October 28, 2020	<ul style="list-style-type: none"> • Flood Park presentation by San Mateo County • City Clerk's presentation on advisory bodies • Youth Advisory Committee • Master plan update/Capital projects report • County guidelines on playgrounds (include in director's report) • Pickleball update (include in director's report)
November 19, 2020	<ul style="list-style-type: none"> • Library and Community Services Strategic Plan presentation • Draft TMP and Middle Avenue Bike Lane project update - memo • Senior Programming Presentation • Commissioner's Report – Payne
December 23, 2020	<ul style="list-style-type: none"> • No meeting – holiday break
January 27, 2021	<ul style="list-style-type: none"> • Covid-19 update: Indoor and outdoor sports leagues • MPCC project update • Diversity, Equity, and Inclusion update: Adaptive programming • LCS Strategic Plan Update: 2020 and Beyond • Pickleball pilot program update • Commissioner's Report - Staley-Shenk
February 24, 2021	<ul style="list-style-type: none"> • Intro by the YAC - presentation • Director's Report update on Pickleball/MPCC project/Aquatics update • Commissioner's Report - Baskin
March 2021	<ul style="list-style-type: none"> • MPCC project update • Dedication program report – Public Works • Update on CIP projects • City council updates: cost recovery/reactivation • Director's Report – youth sports/outdoor sports update • Announcements – recruitment for commissioners • Commissioner's Report – Harris
April 2021	<ul style="list-style-type: none"> • Council liaison report-Drew Combs • Storyboards for Karl E. Clark Park • Facility, services reactivation update • Inclusion Programs/Classes update • Commissioner's Report - Diepenbrock
May 2021	<ul style="list-style-type: none"> • MPCC project update/ Transition of Belle Haven Services • DEI initiative update • Covid-19 update: childcare • Pickleball pilot program 6-month review • Commissioner's Report - Bryman

<p>June 2021</p>	<ul style="list-style-type: none"> • MPCC project update • Commissioner's Report – Johnson • Election of Chair and Vice Chair
<p><i>Unscheduled future items (tentative)</i></p>	<ul style="list-style-type: none"> • <i>Trends report</i> • <i>Communications Report (explore a presentation)</i> • <i>Rebuilding LCS – City Council priority</i> • <i>Community partnerships</i> • <i>Parks and Recreation Facilities Master Plan Update</i> • <i>Special Events Update</i> • <i>CIP punch list – update on projects (Karen Pachmeyer)</i> • <i>Invitation to Engagement Officer</i> • <i>Check-in with Parks Supervisor (Bill Halleck)</i>