



Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 10/27/2021

Time: 6:30 p.m.

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

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

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

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

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

- D1. Accept the Parks and Recreation Commission minutes for the meeting of September 22, 2021 ([Attachment](#))
- D2. Parks and Recreation Commission work plan subcommittee ([Staff Report PRC-21-025](#))
- D3. Menlo Park Community Campus programming – background information ([Staff Report PRC-21-028](#))

E. Informational Items

- E1. Report out on joint meeting agenda planning with the Library Commission
- E2. Department updates
- E3. Tentative agenda calendar ([Attachment](#))

F. Commissioner Reports

- F1. Individual Commissioner reports

G. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.org. Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at menlopark.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/22/2021)

Parks and Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 9/22/2021

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 897 3092 5961

A. Call to Order

Vice Chair Baskin called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Baskin, Diepenbrock, Joshua, Thomas

Absent: Brosnan, Bryman, Payne

Staff: Library and Community Services Director Sean Reinhart

C. Public Comment

None.

D. Regular Business

D1. Remarks by Mayor Drew Combs – City Council liaison to the Parks and Recreation Commission

Mayor Combs introduced himself and discussed his role and goals as the City Council liaison to the Parks and Recreation Commission.

D2. Accept the Parks and Recreation Commission minutes for the meeting of August 25, 2021 ([Attachment](#))

ACTION: Motion and second (Diepenbrock/ Thomas), to approve minutes from the Parks and Recreation Commission meeting of August 25, 2021, passed 4-0 (Brosnan, Bryman, Payne absent).

D3. Select new Parks and Recreation Commission Chair ([Staff Report PRC-21-024](#))

ACTION: Motion and second (Thomas/ Joshua), to select Commissioner Thomas as the new Parks and Recreation Commission Chair, passed 4-0 (Brosnan, Bryman, Payne absent).

D4. Parks and Recreation Commission work plan subcommittee ([Staff Report PRC-21-025](#))

ACTION: By acclamation, the Commission continued this item to the October 27, 2021 meeting.

E. Informational Items

E1. Holiday observances and special events

Director Reinhart made the presentation ([Attachment](#)).

E2. Updated recreation facility use guidelines ([Staff Report PRC-21-026](#))

Director Reinhart introduced the item.

E3. Department updates ([Staff Report PRC-21-027](#))

Director Reinhart provided department updates.

E4. Tentative agenda calendar ([Attachment](#))

ACTION: By acclamation, the following items were added to the tentative agenda calendar:

- October - Parks and Recreation Commission work plan subcommittee
- Pilot recreation projects and programs
- Tentative winter recess

F. Commissioner Reports

F1. Individual Commissioner reports

Commissioner Diepenbrock provided an update on pickleball at Nealon Park.

Vice Chair Baskin reported on public interest related to an outdoor Menlo Park chess club.

G. Adjournment

Vice Chair Baskin adjourned the meeting at 7:53 p.m.

Linda Munguia, Senior Office Assistant

Community events

Parks & Recreation Commission 09.22.2021

Considerations

- + Desired goals/ outcomes of events
- + City-sponsored events associated with religious holidays
- + Budget, staff capacity for events
- + Organizational roles
- + COVID-19 precautions/ rules
- + Traditions - innovations - progress

Potential goals / outcomes

- + Celebration
- + Economic development, small business
- + Cultural / arts / music
- + Showcase the community
- + Volunteer / community action
- + Fundraising
- + Raise awareness / educate / inform
- + Creativity
- + Fun

Potential partners

- + Chamber of Commerce
- + Small businesses
- + Service clubs
- + School districts
- + Corporations
- + Local nonprofits
- + Community groups, neighborhoods

Community events pre-pandemic

Event	# of staff per event	# of events per year	Hours per staff (Day of event)	Total staff hours (Day of event)
Egg Hunt-Kelly Park	15	1	5.5	82.5
Egg Hunt-Burgess Park	26	1	5.5	143
Kite Day	26	1	6	156
Block Party	15	1	6	90
Concerts in the park	4	12	7	336
4th of July	57	1	7	399
Movies	3	9	4	108
Halloween Hoopla	14	1	6	84
Holiday Tree Lighting	15	1	7	105
Breakfast with Santa	32	1	7	224
Total	207	29		1727.5

Discussion

Desired goals - Priorities - Suggestions - Questions

Next steps

- + Staff engagement and planning
- + Draft plan @ PRC in October
- + Draft plan @ City Council in November/December
- + Implementation in 2022

All dates are tentative



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/27/2021

Staff Report Number: PRC-2021-025

Regular Item: Parks and Recreation Commission work plan subcommittee

Recommendation

That the Commission identifies a subcommittee to develop updates to the Commission's work plan.

Policy Issues

City Council Policy CC-19-004 was adopted in 2019 to establish the procedures, roles and responsibilities of Council-appointed advisory bodies. The policy requires that each Commission submit an annual work plan to the City Council for approval, and that the work plan be recommended by a majority of the Commission's members.

Background

This item is continued from the September 22, 2021 Parks and Recreation Commission meeting.

Commissions are responsible for establishing an annual work plan that is in line with the City Council's goals, which guides the commissions' activities and projects. Once finalized by the advisory body, it is formally presented to Council for direction and approval and then reported out on by the advisory body during the year and at the completion of the work plan. Advisory body's work plans serve as a useful tool for both the advisory body and the Council to ensure that the work plan reflects the vision, mission, or priorities of the Council.

The Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation. This general charge includes advising on:

- Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities, 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.

The Parks and Recreation Commission adopted its current two-year work plan on June 27, 2018 (Attachment A) and met to review progress toward work plan goals on March 4, 2020 (Attachment B).

Analysis

The City Council approved the Parks and Recreation Commission's work plan at their August 6, 2018 meeting:

"For the years 2018-2020, the Parks and Recreation Commission will evaluate, advise and make recommendations in order to:

1. Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities;
2. Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices;
3. Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park;
4. Support initiatives, partnerships and projects that intersect with the City's Park and Community Services resulting in well-coordinated efforts to meet the needs of residents."

The Commission met on March 4, 2020, to report out on the progress made toward their work plan goals and to create a new work plan. The COVID-19 pandemic and the subsequent disruptions to advisory body meetings have led to a delay in developing and approving a new plan.

Staff recommends that the Commission develop a new work plan through discussion or subcommittee work that aligns to the greatest extent possible with the City Council's priorities (Attachment C), the department's strategic plan (Attachment D), and the Parks and Recreation Facilities Master Plan (Attachment E).

Attachments

- A. Staff report from June 27, 2018 approving the Parks and Recreation Commission work plan. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/17908/PRC-Work-Plan-Goals-for-2018-2020-Staff-Report---18-010-PRC?bidId=>
- B. Parks and Recreation Commission work plan progress report, March 4, 2020. Hyperlink: <https://www.menlopark.org/DocumentCenter/View/24476/PRC-Work-Plan-and-Achievements-for-20182020>
- C. City Council 2021 work plan priorities:
Hyperlink: <https://www.menlopark.org/DocumentCenter/View/27924/F1-20210420-CC-CC-priorities>
- D. Library and Community Services Department Strategic Plan Update: 2020 and Beyond. Staff report from January 27, 2021 Parks and Recreation Commission meeting. Hyperlink: https://www.menlopark.org/DocumentCenter/View/27228/Staff-report_PRC_21-001_LCS-Strategic-Plan-Update
- E. Parks and Recreation Facilities Master Plan. Hyperlink: <https://www.menlopark.org/ArchiveCenter/ViewFile/Item/12107>

Report prepared by:
Nick Szegda, Assistant Director of Library Services

Report reviewed by:
Sean Reinhart, Director of Library and Community Services



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 10/27/2021

Staff Report Number: PRC-2021-028

Regular Business: Menlo Park Community Campus programming – background information

Recommendation

That the Commission review and comment on the background information on programming for the forthcoming Menlo Park Community Campus (MPCC) facility in advance of the joint meeting of the Library and Parks and Rec Commissions on November 15, 2021.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission is charged with advising the City Council on matters related to the City's parks and recreation facilities.

Background

Construction on the Menlo Park Community Campus project has begun. Prior updates provided to the Parks and Recreation Commission have focused on funding decisions and construction planning. The Commission's focus now turns to beginning a community conversation on programming at the new facility. There have been several studies within the last 10 years that have focused on the needs of the Belle Haven Community. They include:

- Belle Haven Community Visioning (2013) - Led by Community Services staff
- Belle Haven Library Needs Assessment (2018) – Led by Library staff
- Park and Recreation Facilities Master Plan Update (2019) – Led by Community Services staff
- Belle Haven Library Space Needs Assessment (2019) – Led by Library staff

Analysis

A joint meeting of the Library Commission and the Parks and Recreation Commission has been scheduled for November 15, 2021, at 6:30 p.m. Valuable contextual information can be found in the background information provided in Attachment A. In reviewing the information ahead of the joint meeting, and in preparation for community conversations about the programming for the new facility, Commissioners may want to consider:

- Neighborhood needs expressed in the studies that are not yet met;
- Community outreach and engagement methods that were used successfully;
- Neighborhood needs expressed at recent Commission meetings;
- Items that each Commission may want to collaborate on; and,
- Items that each Commission may want to revisit separately.

Next Steps

A joint meeting of the Library Commission and the Parks and Recreation Commission is scheduled for November 15, 2021, at 6:30 p.m. The chairs of both Commissions are working together to set the agenda.

Attachments

Attachment A: Background information links list

Report prepared by:

Nick Szegda, Assistant Director of Library Services

Report approved by:

Sean Reinhart, Director of Library and Community Services

ATTACHMENT A: BACKGROUND INFORMATION LINKS

Menlo Park Community Campus project page <https://www.menlopark.org/communitycampus>

Construction updates, project timeline, links to previous meetings, documents, and presentations. Option to subscribe to project update notification.

- Public meeting notes – January 11, 2020
<https://menlopark.org/DocumentCenter/View/24022/20200111-Belle-Haven-community-center-and-library-meeting-notes-and-public-feedback>
- Public meeting notes – February 9, 2020
<https://www.menlopark.org/DocumentCenter/View/24822/20200209-Belle-Haven-community-center-and-library-project-community-meeting-2-notes-and-feedback-received>
- Planning Commission study session – October 12, 2020
https://www.menlopark.org/DocumentCenter/View/26265/G1_MPCC-project-PC?bidId=
See especially Attachment D – pp 33-35

April 15, 2021 Community Town Hall meeting <https://vimeo.com/539869834>

Video recording of a virtual town hall meeting on the MPCC project held in April. Includes a virtual fly-through of the proposed facility and community member questions. Approximately 56 minutes long.

Belle Haven Community Visioning 2013

<https://www.menlopark.org/DocumentCenter/View/1300/Belle-Haven-Action-Plan-with-Matrix>

The Visioning process “...sought to engage a broader cross-section of the Belle Haven neighborhood than had been involved with earlier planning processes. It was designed to identify community values, prioritize services and programs, identify needed improvements, build capacity and better position Belle Haven to work with the City of Menlo Park and private developers to advocate for their interests.”

City background page on visioning process: <https://www.menlopark.org/854/Background>

Belle Haven Neighborhood Library Needs Assessment 2018 (large file)

<https://www.menlopark.org/DocumentCenter/View/18671/Final-Belle-Haven-Library-Needs-Assessment?bidId=>

This assessment was conducted by the architectural firm Gensler from November of 2017 through June of 2018, “...with the intent of discovering, evaluating, and pinpointing the evolving needs, opportunities and desires of the Belle Haven neighborhood in Menlo Park and translating those into implications for the future of the library in Belle Haven.” The needs study was commissioned by the City as part of the planning process for a new branch library. Methodology included design workshops, interviews/intercepts, and self-reporting through a mobile platform.

Key themes detailed in the report’s findings:

- A. Community Space First, Library Second (the community wants spaces to gather, play, and learn)
- B. Library Programs and Services (The library as a “third space” between work and home)
- C. Neighborhood Services (needs: local grocery store, traffic mitigation, better access to City services)
- D. Neighborhood Belonging and Change (rapid change, disconnection from the rest of the City)

E. Brand Perception of the Belle Haven Branch Library (branch seen as a school library and not for the wider community)

Park and Recreation Facilities Master Plan Update 2019 (Large file)

<https://www.menlopark.org/ArchiveCenter/ViewFile/Item/12107>

Building on a previous master plan from 1999, the Park and Recreation Facilities Master Plan Update "...is intended to provide a road map to guide decision making to help the City maintain, manage and develop its park, open space and recreation facility system for the next 20 years, and provide the community with the recreational opportunities that they desire."

The introductory chapter gives a good overview of the planning process, goals, and vision; the remainder of the document provides a lot of supporting detail.

Belle Haven Library Space Needs Study 2019

https://www.menlopark.org/DocumentCenter/View/20475/Staff-report_LC_2019-01-28_Belle-Haven-Space-Needs-Study

Link points to a Library Commission study session/staff report from January of 2019. Of interest – background information on the library study and details on the community outreach undertaken, including a survey that resulted in more than 900 responses from the community. The free text responses in the survey results provide insight into community needs.

**City of Menlo Park - Parks and Recreation Commission
2020-21 Tentative Agenda Schedule
October 27, 2021**

Meetings are held virtually via videoconference at 6:30pm on the fourth Wednesday of the month unless otherwise specified

MEETING DATE	PROPOSED AGENDA TOPICS
July 28, 2021	<ul style="list-style-type: none"> • Aquatics program update • Info item – onboarding new commissioners • Department updates • Commissioner reports - Brosnan
August 25, 2021	<ul style="list-style-type: none"> • City Council/Mayor Liaison welcome message • Presentation: Chamber of Commerce community, economic development events • Gymnastics program reactivation • Bedwell Bayfront Park Master Plan update • Measure T bond issuance update – Parks & Rec Master Plan • LCS suggestion box responses • Potential joint meeting with Library Commission • LCS Strategic Plan Scorecard
September 22, 2021	<ul style="list-style-type: none"> • Elect new Commission Chair • Holiday observances and special events (presentation) • Parks and Recreation Commission work plan subcommittee • Updated facility use guidelines
October 27, 2021	<ul style="list-style-type: none"> • MPCC programming – background information • Parks and Recreation Commission work plan subcommittee • Department updates
November 15, 2021 Special joint meeting with Library Commission at Belle Haven Branch Library	<ul style="list-style-type: none"> • Approve field users for 2021-2022 • Public engagement – MPCC programming
November 24, 2021 Cancelled	<ul style="list-style-type: none"> • <i>Cancelled – attend November 15 joint meeting with Library Commission instead</i>
December 22, 2021 Tentative – winter recess	<ul style="list-style-type: none"> • <i>Winter recess?</i>
January 26, 2022	<ul style="list-style-type: none"> • Mid-year review – program reactivation • Pickleball pilot program review • Aquatics program comparative data
February 23, 2022	<ul style="list-style-type: none"> •
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> • <i>Presentation: New public park on Facebook property</i> • <i>Inclusion Programs/Classes update</i> • <i>DEI initiative update</i> • <i>Nealon Park update</i> • <i>Parks and Recreation Facilities Master Plan update</i> • <i>Parks tour locations</i>