



REGULAR MEETING MINUTES

Date: 8/25/2021

Time: 6:30 p.m.

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

A. Call to Order

Vice Chair Baskin called the meeting to order at 6:37 p.m.

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Joshua, Payne, Thomas (arrived 6:40)

Absent: Brosnan

Staff: Library and Community Services Director Reinhart, Interim Assistant Community Services Director DellaSanta, Recreation Supervisor Mihalek, Assistant Library Services Director Szegda

C. Public Comment

- Moni Santini-Kelly spoke in favor of reopening the gymnasium as soon as possible for students of aerial arts classes.

D. Regular Business

D1. Accept the Parks and Recreation Commission minutes for the meeting of July 28, 2021

ACTION: Motion and second (Thomas/ Payne) to approve the Parks and Recreation Commission minutes for the meeting of July 28, 2021, passed 5-0 (Brosnan absent and Bryman abstaining)

D2. Welcome message from City Council Liaison – Mayor Drew Combs.

This item was removed from the agenda.

D3. Chamber of Commerce community and economic development events (Presentation)

Chamber of Commerce President/Chief Executive Officer Fran Dehn made the presentation (Attachment).

D4. Gymnastics program reactivation

Interim Assistant Community Services Director Theresa DellaSanta and Recreation Supervisor Karen Mihalek made the presentation (Attachment).

- Asia Dubarenka spoke in support of opening the gymnasium for students of aerial arts classes.
- Maria Menendez spoke in support of reopening the gymnasium for aerial arts classes for Menlo Park residents.

- Michael Taylor (with time donated by Nancy Wagner) spoke in support of reopening the gymnasium, the use of an independent contractor to provide gymnastics programming, and in opposition of reinstating a City-run program.
- Anne Marie Schaar spoke in support of a City-run gymnastics program

The Commission discussed the plan presented for reactivating the gymnastics program. The Commissioner received clarification on the administration and costs of the gymnastics program and City Council reopening timeline direction.

D5. Tentative agenda calendar and potential joint meeting with the Library Commission

Assistant Director Szegda made a presentation. The Commission received clarification that Chair Brosnan resigned as Commission Chair.

- David Erhart spoke in support of a joint meeting between the Parks and Recreation and Library Commissions to work together on items of common interest.

ACTION: Motion and second (Bryman/ Payne) to cancel the November 24, 2021 Parks and Recreation meeting and to schedule a special joint meeting with the Library Commission on November 15, 2021, to be held in the Belle Haven neighborhood in person if possible passed 6-0 (Brosnan absent).

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

- September – selection of new Commission Chair

E. Informational Items

E1. Bedwell Bayfront Park Master Plan update

E2. City Council study session update – Measure T. bond issuance

Director Reinhart introduced the item.

E3. Library and Community Services suggestion box responses

E4. Library and Community Services Strategic Plan Scorecard

Assistant Director Szegda introduced the item.

F. Commissioner Reports

F1. Individual Commissioner reports (Chair Brosnan)

None.

G. Adjournment

Vice Chair Baskin adjourned the meeting at 8:21 p.m.

Nick Szegda, Assistant Library Services Director

Minutes approved at the September 22, 2021 Parks and Recreation Commission meeting



GYMNASTICS PROGRAM REACTIVATION

Theresa DellaSanta, Interim Assistant Community Services Director
Karen Mihalek, Recreation Coordinator

ANN BERGA FAMILY
GYMNASIUM



AGENDA

- COVID-19 impacts
- Program and Preparations
- Reactivation: Phase-in timeline
- Personnel capacity
- Next steps





COVID-19 IMPACTS





COVID-19 IMPACTS

- Global public health emergency
- Stay-at-home orders
- Public health restrictions
- Gymnastics facility closed March 12, 2020
- Economic recession
- Eliminated 5.75 FTE benefitted staff and approximately 40 temporary/seasonal staff
- Multiple waves of community viral infection
- Extended facility closure



PROGRAM AND PREPARATIONS





GYMNASTICS PROGRAMMING

- Youth/Toddlers and Special Needs
 - Participants + caregivers
 - Sensory classes
 - Vestibular Stimulation
 - Bilateral movement
 - Motor mapping for development
 - Rolls, balance, flexibility and motor mapping
 - Strengthen hand grip and arm strength
 - Support to caregivers help the child perform the skills
- Competitive/Adults
 - Levels of experiences
 - Strength and conditioning
- Weekends, Events/Rental
 - Saturday classes
 - Sunday events and rentals





YOUTH AND SPECIAL NEEDS

- A resource for children of all ages and abilities
- Experiment and experience the joy of movement
- Build strength and coordination which also supports math and language skills
- Progression to competitive classes if that is their goal
- Opportunities to compete and train at a higher level
- Taught by our experienced and compassionate staff who have familiarity in teaching children of all ages and abilities.





REACTIVATION PHASE-IN



CONSIDERATIONS

- Vaccination rates increasing
- Delta variant
- Recent surge in COVID-19 cases
- Cautious approach, safety first
- Staff capacity, onboarding
- Facility preparation
- City Council budget authorization





TENTATIVE PHASE-IN TIMELINE

- **November, 2021**
 - Monday through Friday, 9am to 6pm
 - Focus on children/toddlers and special needs classes
- **January, 2022**
 - Monday through Friday, 9am to 8:30pm
 - Competitive and adult classes
- **Spring, 2022**
 - 7-days per week including rentals
 - Weekend classes and special events/birthday rental

All dates are tentative and subject to change

The background of the slide is a photograph of a white, stucco tower with a tiled roof and arched openings. The tower is set against a clear blue sky and green trees. A teal banner is overlaid across the center of the image, containing the text "PERSONNEL CAPACITY".

PERSONNEL CAPACITY



PERSONNEL CAPACITY

- To safely reactivate the gymnastics program, staff recommends that City Council authorize 5.75 FTE regular benefitted positions and expenditures for temporary and seasonal staff.

Position	FTE	Duties
Recreation Coordinator	1.00	Coordinate and oversee gymnastics center
Program Assistant	1.00	Administrative support
Program Assistant	1.00	Program support and teach classes
Gymnastics Instructor	1.00	Teach classes
Gymnastics Instructor	1.00	Teach classes
Gymnastics Instructor	0.75	Teach classes
Total	5.75	



OPERATING REVENUES AND EXPENDITURES

- The proposal to City Council will use the FY 2018-19 and FY 2019-20 operating budget actuals as primary reference points
- Factor in partial year operations, phase-in timeline
- Revenue projections that reflect the uncertainty of the impacts the COVID-19 pandemic may have on program attendance.



NEXT STEPS

- City Council direction
 - September 14 (tentative)
- Personnel capacity
 - 5.75 FTE + temporary/seasonal
- Maintenance
 - Air filter replacements
 - Signage
 - Steam clearing/deep cleaning
 - Repairs/replacement of equipment
- Evolving COVID-19 protocols





THANK YOU



Chamber of Commerce Community Celebrations

Wednesday, August 25th, 2021



Chamber of Commerce Event History

Event	Month	Duration	Initiated	Location	Street Closure	Purpose
Sidewalk Arts	April	Fri-Sun	1983	Downtown	n/a	Fundraiser
Block Party	June	Wed	2007	Downtown	yes	Community
Summer Fest	July	Sat-Sun	1987	Downtown	yes	Fundraiser
Sidewalk Arts	Oct	Fri-Sun	1997	Downtown	n/a	Fundraiser
Golden Acorn	Sept/Oct	Thurs	1973	Hotel	n/a	Recognition

*COVID-19: All public gatherings cancelled in 2020/2021; Golden Acorn held as virtual event in 2021



Proposed 2022 Event Direction

Activity	Suggested Date	Duration	Location	Street Closure	Collaboration	Purpose
Golden Acorn	Fall (Q3)	evening	hotel	n/a	n/a	Recognition
Celebrate Menlo	Spring (Q2)	weekend/1 day	downtown	yes	City	Community
New Event	Fall/winter (Q4)	weekday or weekend	downtown	n/a	City	Community
Speaker Series	Quarterly	evening	TBD	n/a	non-profit	Informational



2022 Downtown Community Events

- **Celebrate Menlo (spring event)**
 - Celebrate the (re)opening of Menlo Park
 - Promote/support downtown businesses/economic development
 - Food, Beverage, Music, Special feature (tbd)
- **“Fall” Event**
 - Small Business Holiday Launch
 - Features scaled to 1/2 day event
- **Collaboration Request:** Permitting, Public Works, Security, Street Closures



Comments or Questions?