



Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 4/27/2022
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 861 6441 7229
 - Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 861 6441 7229
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).

Special Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 861 6441 7229)

- A. **Call To Order**
- B. **Roll Call**
- C. **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. San Mateo County Parks presentation – Realize Flood Park project update. (Presentation by Nicholas Calderon, San Mateo County Parks Director)
- E. **Regular Business**

E1. Approve the minutes for the regular meeting of the Parks and Recreation Commission of March 23, 2022 ([Attachment](#))

E2. Menlo Park Community Campus guiding principles and operational milestones ([Staff Report PRC-2022-005](#))

E3. Parks and Recreation Commission work plan update ([Staff Report PRC-2022-006](#))

F. Informational Items

F1. Gymnastic program reactivation capacity and timeline update ([Staff Report PRC-2022-007](#))

F2. Department updates

- Bedwell Bayfront Park clean-up day report

F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

G. Commissioner Reports

G1. Park tours – Bedwell Bayfront Park and Kelly Park

G2. Park tours – Burgess Park

G3. Individual Commissioner reports

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 Commission 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: 04/21/2022)



Parks and Recreation Commission

REGULAR MEETING MINUTES – DRAFT

Date: 3/23/2022

Time: 6:30 p.m.

Location: Zoom

A. Call To Order

Chair Thomas called the meeting to order at 6:45 p.m.

B. Roll Call

Present: Brosnan, Diepenbrock, Joshua, Thomas

Absent: Baskin, Bryman

Staff: Library and Community Services Director Sean Reinhart, Interim Assistant
Community Services Director Rondell Howard, Assistant Library Services
Director Nick Szegda.

C. Public Comment

- Jennifer Johnson commented on the playground upgrade plans attached to the minutes from the 2/23/2022 meeting and expressed interest in making the design of the play structures as accessible for children of all abilities as possible.

D. Presentations

D1. Youth Advisory Committee – Bedwell Bayfront Park clean-up day

Natalie Tantisira, secretary of the Youth Advisory Committee, gave the presentation (Attachment A). The event is scheduled for April 23, from 11 a.m. – 1 p.m. at Bedwell Bayfront Park.

D2. Staff presentation: Reservation management platform implementation

Assistant Director Szegda made the presentation (Attachment B).

E. Regular Business

E1. Approve the minutes for the regular meeting of the Parks and Recreation Commission of February 23, 2022

ACTION: Motion and second (Thomas/ Brosnan), to approve the meeting minutes of the Parks and Recreation Commission for February 23, 2022 passed 4-0 (Baskin and Bryman absent).

E2. Parks and Recreation Commission work plan update

NO ACTION TAKEN

F. Informational Items

- F1. Menlo Park Community Campus draft operation plan milestones (Staff Report PRC-2022-004)
Director Reinhart introduced the item, which will return as a regular business item at the April or May Parks and Recreation Commission meeting.
- F2. Department updates
Director Reinhart provided updates about recent staff training and recognition activities; staff retirements and upcoming recruitments; progress on efforts to restore the Nealon Park zipline to public use.
- F3. Parks and Recreation Commission tentative agenda calendar

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

- April – Commission work plan
- April – Flood Park Presentation from San Mateo County
- Unscheduled – notify Commissioners of City council consideration of Willow Oaks Park upgrades - pickleball

G. Commissioner Reports

- G1. Park tours – Sharon Park and Stanford Hills Park
Commissioner Brosnan disconnected from the meeting at 7:35 p.m. and reconnected at 7:36 p.m.
Commissioner Diepenbrock reported on the park tours.

- G1. Individual Commissioner reports

None.

H. Adjournment

Chair Thomas adjourned the meeting at 7:56 p.m.

Nick Szegda, Assistant Library Director


Attachments

- A. Youth Advisory Committee presentation - Bedwell Bayfront Park Clean-up Day
- B. Staff presentation: Reservation management platform implementation



BEDWELL BAYFRONT PARK CLEAN-UP DAY

Youth Advisory Committee – Natalie Tantistra, Secretary





BACKGROUND

- Youth Advisory Committee (YAC) created by City Council action in December, 2019
- YAC members are high school students who attend schools in Menlo Park or are residents of Menlo Park
- YAC is an advisory group to the Parks and Recreation Commission
 - Advises City staff and PRC on
 - Activities, events, programs
 - Current issues of interest to youth and youth trends
- Currently 14 teens serving on YAC



PAST PROJECTS

- Mental Health Awareness Month activities
 - Virtual Open Mic
 - Mental Health calendar of events and activities to promote mental health resources for teens
- Pick-up and go art and craft projects – keep teens engaged during the pandemic
- Black History Month film discussion facilitated by Dr. Mary Bacon

- Programs and events have been limited by the pandemic and its restrictions (YAC started in 2020)
- Recent staff liaison turnover for YAC



UPCOMING PROJECTS AND EVENTS

- Arbor Day tree planting
 - Saturday in April, Hamilton Park, date and time TBD
 - Collaboration with the EQC, City Council, City PW and with Canopy
- Earth Day 2022: Bedwell Bayfront Park Clean-up
 - Saturday, April 23, 11 a.m. – 1 p.m.
 - Collaboration with City PW and Grassroots Ecology
 - Promoting to local high schools and service groups and clubs

- Planning first in-person meeting and social event



THANK YOU



RESERVATION MANAGEMENT PLATFORM

Parks and Recreation Commission – March 23, 2022



BACKGROUND

- The City Council in 2016 approved the Information Technology Master Plan (ITMP)
- The ITMP rated the current registration management platform, eGov as “not optimal,” and recommended replacement
- City Council authorized the implementation of a new platform, PerfectMind, on March 8, 2022
- Staff recognizes that not all residents are comfortable or familiar with online self-service registration systems, and for this reason will continue to provide live telephone and in-person registration support, paper-based documents and information, and training and technical support to residents as needed to ensure that all community members have equitable access to the city programs and resources.



REGISTRATION MANAGEMENT PLATFORM

- Used by the public to:
 - Find and register for classes and events
 - Schedule and/or reserve City facilities like picnic areas, tennis courts, athletic fields, and meeting rooms
 - Submit applications and upload documentation
 - Pay fees and manage account profiles
- Used by staff to:
 - Process and account payments
 - Manage registrations, scheduling, and reservations
 - Track and analyze program data
 - Maintain user accounts
 - Integration with other City systems (Finance, IT)



FEATURES AND CONSIDERATIONS

- Intuitive interface, mobile-friendly
- Ability for users to update and link family member profiles
- Notifications by email or text message
- Robust field, field and class reservation management
- Dedicated childcare enrollment module
- Sport league management tools
- Point-of-sale functionality for drop-in classes and open gym hours
- Flexible and powerful back-end reporting and data analysis
- Detailed account management and communication tools
- Other municipalities that use PerfectMind include: Oakland, Walnut Creek, Sausalito, Santa Rosa, Saratoga, Los Gatos



REVIEW PROCESS

- City Council approved the ITMP recommending a new platform
- Project implementation team comprised of staff from Library and Community Services, Information Technology, Finance, and the City Manager's Office
- Other municipal jurisdictions provided recently completed analyses and evaluations of the platforms they are using
- Six vendors responded to a request for quotes and made presentations to a multidisciplinary team from recreation, child care, library, IT and finance
- Four potential vendors were moved forward to a second round of more detailed demonstrations
- PerfectMind was identified as the preferred software service provider on the strength of its platform's overall user-friendliness, flexibility, functionality, technical support, customer satisfaction reviews and references, and predictable flat-fee pricing model
- City Council authorized PerfectMind on March 8, 2022



TIMELINE

- Fall 2021 to March 2022: Review and selection (complete)
- March 8, 2022: City Council approval (complete)
- Spring 2022: Contract execution (in progress)
- Spring/Summer 2022: Implementation
 - Migrate data
 - Setup system parameters
 - Input facilities and programs
 - Launch child care module
 - Train staff
 - Integrate with City systems (web site, IT, Finance)
- Summer 2022: Launch



THANK YOU



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/27/2022

Staff Report Number: PRC-2022-005

Regular Business: Menlo Park Community Campus (MPCC) draft operation plan milestones and guiding principles

Recommendation

Staff recommends that the Parks and Recreation Commission receive a presentation about the Menlo Park Community Campus (MPCC) draft operation plan milestones and guiding principles (Attachment A) for public review, comment, and feedback.

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission advises the City Council on programs and facilities dedicated to recreation.

Background

The Parks and Recreation Commission received an informational report containing the draft operational plan milestones for the entire facility at their March 23, 2022 meeting. The City Council received an informational report on the draft milestones on April 12. (Attachment A)

Analysis

Community engagement is an essential aspect of the MPCC project. To this end, the Parks and Recreation Commission will receive a presentation about the MPCC draft operational milestones and guiding principles (Attachment A) for public review, comment and feedback.

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 informational report, April 12, 2022. MPCC draft operation plan milestones. Hyperlink: <https://beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220412-city-council-amended-agenda-packet.pdf>

Report prepared by:
Sean Reinhart, Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/27/2022

Staff Report Number: PRC-2022-006

Regular Item: Parks and Recreation Commission work plan update

Recommendation

That the Commission review and recommend a work plan for 2022-23.

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

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. Work plans are annually finalized by advisory bodies, then presented to City Council for direction and approval. Advisory bodies annually report out back to the City Council on progress toward the work plan and goals.

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 COVID-19 pandemic and the subsequent disruptions to advisory body meetings have led to a delay in developing and approving the Parks and Recreation Commission's (PRC's) work plan - the most recent approved PRC work plan covered the years from 2018-2020.

The PRC formed a work plan subcommittee in October 2021. The full PRC finalized the work plan on January 26, 2022. The work plan was presented to the City Council on February 8, 2022 but was not approved at that time.

Analysis

Staff recommends that the Commission review and update the work plan the PRC previously approved on January 26, 2022, in preparation for re-submitting it to the City Council at a future date to be determined.

Staff Report #: PRC-2022-006

Staff will provide a brief presentation to help stimulate discussion and facilitate potential revisions.

Attachments

A. Parks and Recreation Commission draft work plan, January 26, 2022

Report prepared by:

Nick Szegda, Assistant Library Services Director

Report reviewed by:

Sean Reinhart, Library and Community Services Director

Parks and Recreation Commission Goals

- 1) Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan.
- 2) Provide high quality programs and services for Menlo Park residents.
- 3) Maintain, upgrade, and expand city parks and facilities.
- 4) Enhance public awareness and engagement.
- 5) Include diverse community perspectives.
- 6) Prioritize accessibility, safety, and sustainability.

Specific Examples

- 1) Gather feedback on Willow Oaks park improvements.
- 2) Discuss and gather information on the pros and cons of contracting out city services.
- 3) Review the pickle ball court additions.
- 4) Invite members of the public on commission park tours.
- 5) Balance Belle Haven versus neighboring community needs in the new Menlo Park Community Center.
- 6) Develop strategies to mitigate the risks of off-leash dogs harming children.

Previous Parks and Recreation Commission Goals

- 7) Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities.
- 8) 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.
- 9) 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.
- 10) 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.



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 4/27/2022

Staff Report Number: PRC-2022-007

Informational Item: **Gymnastic program reactivation capacity and timeline update**

Recommendation

Staff recommends that the Parks and Recreation Commission review the April 12, 2022 City Council staff report regarding the Gymnastic reactivation proposal (Attachment A).

Policy Issues

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission advises the City Council on programs and facilities dedicated to recreation.

Background

The Parks and Recreation Commission received an update on the Gymnastics program reactivation at their August 25, 2021 meeting. The City Council received an informational report on the Gymnastics program reactivation on April 12, 2022. (Attachment A)

Analysis

Staff is preparing a service level enhancement request for City Council consideration in the context of the City of Menlo Park fiscal year 2022-23 budget deliberation. The informational report in Attachment A provides an update about a potential reactivation timeline.

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 informational report, April 12, 2022. Gymnastic program reactivation capacity and timeline update. Hyperlink: <https://beta.menlopark.org/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220412-city-council-amended-agenda-packet.pdf>

Report prepared by:
Sean Reinhart, Library and Community Services Director

**City of Menlo Park - Parks and Recreation Commission
2020-21 Tentative Agenda Schedule
April 27, 2022**

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

MEETING DATE	PROPOSED AGENDA TOPICS
January 26, 2022	<ul style="list-style-type: none"> • Presentation: New public park on Meta (Facebook) property • Pickleball pilot program review • Approve field users for 2022-2023
February 23, 2022	<ul style="list-style-type: none"> • Burgess Park play area and Willow Oaks Park renovation updates • Aquatics program annual report • Parks and Recreation Commission work plan update
March 23, 2022	<ul style="list-style-type: none"> • Staff presentation – Registration management platform implementation • Youth Advisory Committee – Bedwell Bayfront Park cleanup day • MPCC – Draft operation plan milestones • Parks and Recreation Commission work plan update • Commissioner reports – Sharon Park and Stanford Hills Park tours
April 27, 2022	<ul style="list-style-type: none"> • Presentation from San Mateo County – Realize Flood Park • Menlo Park Community Campus guiding principles and operational milestones • Parks and Recreation Commission work plan update • Commissioner reports – Kelly Park, Bedwell Bayfront Park, Burgess Park tours
May 25, 2022	<ul style="list-style-type: none"> • Select Commission Chair and Vice Chair • MPCC operational planning • Policy review – Commemorative park amenities • Policy review – Athletic field use • Aquatics program update
June 22, 2022 (Joint meeting with Library Commission -tentative)	<ul style="list-style-type: none"> • MPCC operational planning
July 27, 2022	<ul style="list-style-type: none"> • Gathering to recognize outgoing Commissioners and to welcome any new Commissioners
August 24, 2022	<ul style="list-style-type: none"> • Commission work plan 2022-23 • Aquatics program update • Facility rental / meeting room policy review
September 28, 2022	<ul style="list-style-type: none"> • Present Commission work plan to City Council • Volunteer policy review
October 26, 2022	<ul style="list-style-type: none"> • Facility use guidelines review
November 23, 2022 (Date may change)	<ul style="list-style-type: none"> •
December 28, 2022 (Date may change)	<ul style="list-style-type: none"> •
<i>Unscheduled future items (tentative)</i>	<ul style="list-style-type: none"> • <i>Inclusion Programs/Classes update</i> • <i>City Council review of Willow Oaks Park upgrades - pickleball</i>

