



Parks and Recreation Commission

REGULAR MEETING MINUTES

Date: 4/27/2022
Time: 6:30 p.m.
Location: Zoom

A. Call To Order

Chair Thomas called the meeting to order at 6:32 p.m.

B. Roll Call

Present: Brosnan, Bryman, Diepenbrock, Joshua, Thomas
Absent: Baskin
Staff: Library and Community Services Director Sean Reinhart, Interim Assistant
Community Services Director Rondell Howard, Assistant Library Director Nick
Szegda

C. Public Comment

- Allan Bedwell spoke in support of the Bedwell Bayfront Park Master and incorporating in the Commission's work plan.

D. Presentations

D1. San Mateo County Parks presentation – Realize Flood Park project update

San Mateo County Parks Director Nicholas Calderon made the presentation.

- Bernard Clouse requested clarification on what constitutes a heritage tree.

E. Regular Business

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

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

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

Director Reinhart gave the presentation.

NO ACTION TAKEN

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

ACTION: By acclamation, the work plan was returned to the work plan subcommittee for further edits.

F. Informational Items

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

- Andrea Brandt requested clarification on restarting the gymnastics program.

F2. Department updates (Attachment)

Assistant Director Szegda provided an update on the Bedwell Bayfront Park clean-up day.

- Allan Bedwell provided maintenance issues to be sent to public works staff.

F3. Parks and Recreation Commission tentative agenda calendar

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

- May – Commission work plan
- May – Select chair and vice chair
- Unscheduled – Review sustainability features of new MPCC facility.

G. Commissioner Reports

G1. Park tours – Bedwell Bayfront Park and Kelly Park

Commissioner Brosnan reported on the park tours.

G2. Park tours – Burgess Park

Commissioner Joshua reported on the park tours.

G3. Individual Commissioner reports

None.

H. Adjournment

Chair Thomas adjourned the meeting at 8:34 p.m.

Nick Szegda, Assistant Library Services Director

MENLO PARK COMMUNITY CAMPUS GUIDING PRINCIPLES AND OPERATIONAL MILES

Parks and Recreation Commission – April 27, 2022



Background

- December 16, 2019. Facebook (now Meta) submitted its proposal to build a new multigenerational facility
- January 12, 2021. City Council approved plans for Menlo Park Community Campus
- June 2021. Construction activities began
- March 2022. Foundation poured
- April 2022. Steel framework completed
- Spring 2023 (tentative). Certificates of occupancy
- Summer 2023 (tentative). Grand opening



Guiding principles – Cost recovery policy

- “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 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.”

Guiding principles

Parks and Recreation Facilities Master Plan

- “Menlo Park has a high-quality system of parks and recreation facilities.
- “The City’s parks, facilities, and events bring the community together as ‘Menlo Park.’
- “As the City grows and evolves it must ensure that these parks and facilities meet the needs of all members of the Menlo Park community.
- “The system should provide equitably distributed active and passive recreation opportunities which engage users, and which are accessible to residents of all ages and abilities, throughout the City.”

Guiding principles

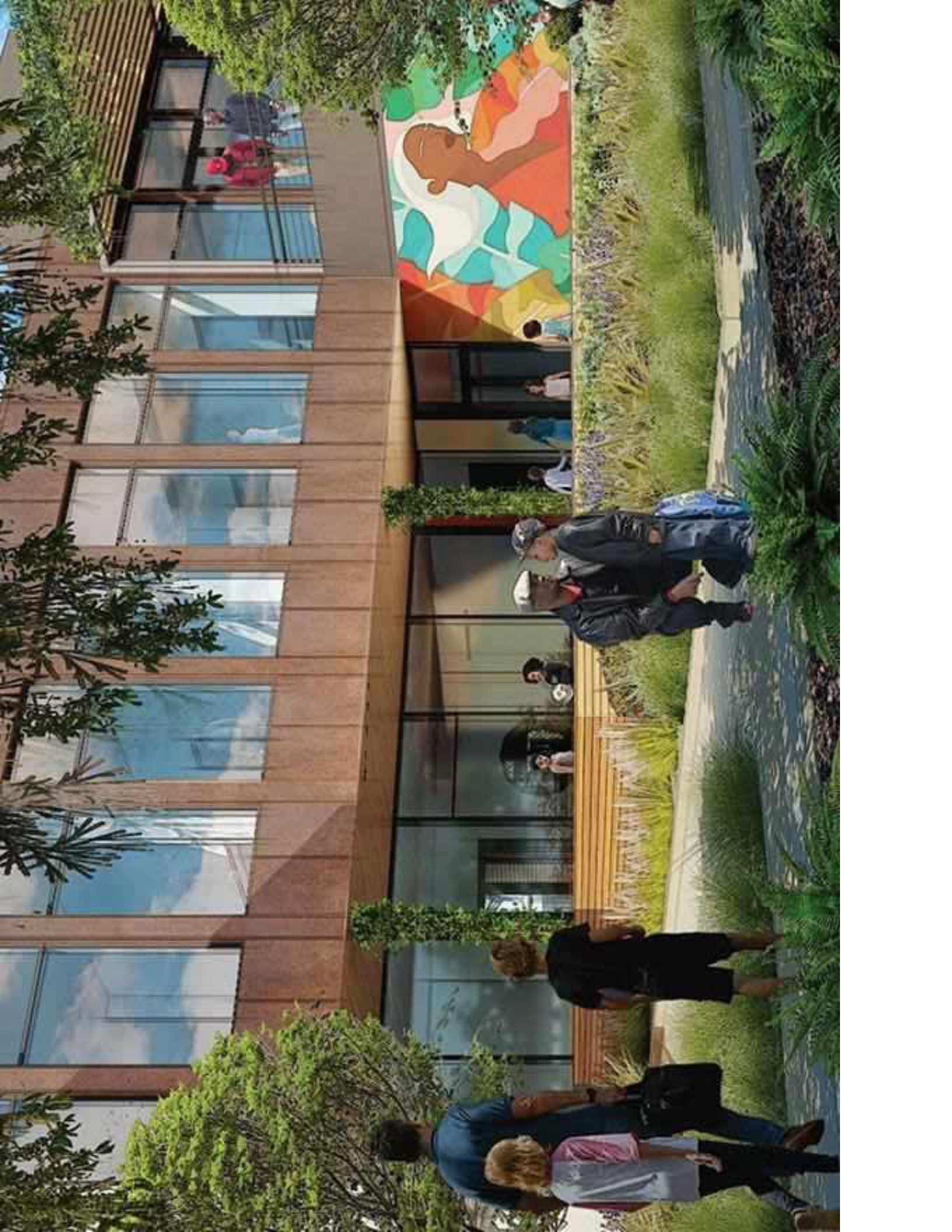
Parks and Recreation Facilities Master Plan

- “Each new park or facility, or significant renovation of an existing park or facility, should contribute to satisfying the recreational needs of the neighborhood it serves, and be integrated into a system that serves the entire community.”
- “Each improvement should complement the mix of uses in the neighborhood and in the City as a whole.”
- “Neighborhood Serving: Strive to distribute parks, facilities, amenities, and programs to serve residents of all Menlo Park neighborhoods.”
- “In considering renovation or new construction of parks and facilities, prioritize approaches that balance community benefits with potential neighborhood impacts.”

Guiding principles

Parks and Recreation Facilities Master Plan

- “Universal Design: Continue to address physical and programmatic barriers to participation for individuals with disabilities.
- “Where feasible, incorporate Universal Design in the development and renovation of parks and facilities, to reduce barriers that limit use by persons of all ages, and physical, perceptual, and cognitive abilities.
- “Develop environments and programs for a range of groups with varying abilities and mental cognitive abilities, which are fully inclusive.”



Estimated milestones

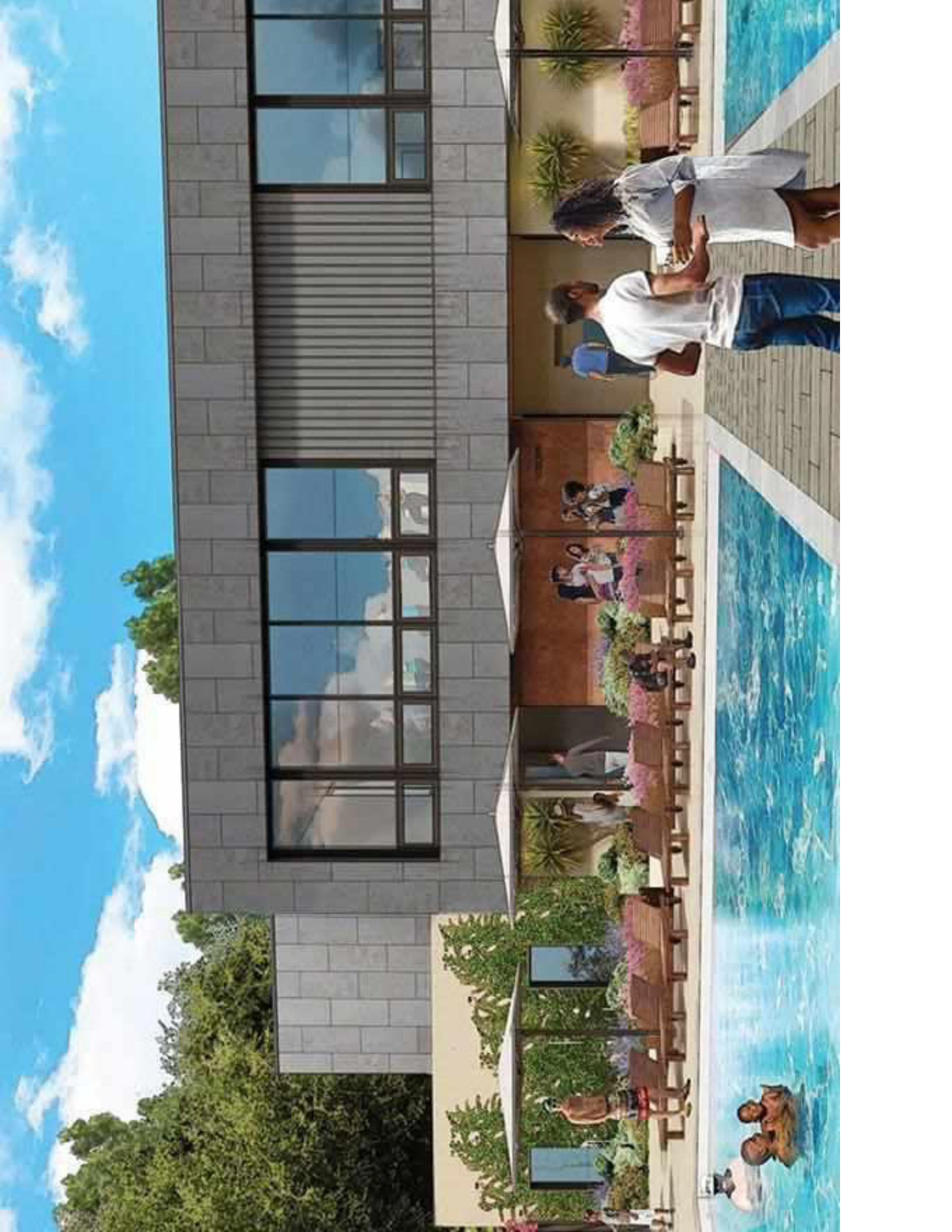
Tentative date	Milestone
Winter 2022	Aquatics – City Council direction (CC)
	Belle Haven Branch Library – MOU renewal (CC)
Spring 2022	Aquatics - community survey
	New registration platform – selection (CC)
	Belle Haven School field – community access pilot project (CC)
	Furnishing and equipment – selection begins
	Operations plan – staffing plan development
	Programming plan – fitness center, gymnasium, movement studio
	Programming plan – library spaces, teen space, makerspace
	City Council policy update – athletic field use policy (CC)
	City Council policy update – commemorative park amenities (CC)

Estimated milestones

Tentative date	Milestone
Summer 2022	Aquatics –study session analysis, RFP development (CC)
	Facility naming process initiated (CC)
	New registration platform – implementation
	Major donors / community fundraising campaign begins
	Furnishing and equipment – selection completed
	Operations plan – library materials opening day collection
	Operations plan – athletic and fitness equipment
	Operations plan – volunteers, external partners
	Programming plan – Senior programs
	Programming plan – dining hall, facility rentals
	Programming plan – public meetings

Estimated milestones

Tentative date	Milestone
Summer 2022	Departmental policy update – facility rentals, meeting room policy
	Departmental policy update – library collection development policy
	City Council policy update – cooling center activation (CC)
	City Council policy update – cost recovery policy (CC)
	City Council policy update – Naming and/or changing name of facility
Autumn 2022	Aquatics – RFP issued (CC)
	Facility naming – City Council approval (CC)
	Aquatics – operator selected (CC)
	Furnishing and equipment – procurement begins
	Operations plan completion – volunteers, external partners
	Operations plan completion – staffing
	Operations plan completion – athletic field



Estimated milestones

Tentative date	Milestone
Autumn 2022	Programming plan completion – Community art
	Programming plan completion – Afterschool center
	Programming plan completion – Adult literacy / ESL
	Departmental policy updates – Exhibits and displays
	Departmental policy updates – Volunteer policy
	Departmental policy updates – Visitor behavior and facility use policy
Winter 2023	FY 2022-23 budget Mid-year review and adjustments (CC)
	Aquatics operator start-up / transition begins
	Kelly Park field and track renovation plan and timeline (CC)
	Operations plan completion – Security, emergency, disaster prep
	Operations plan completion – Energy conservation and use

Estimated milestones

Tentative date	Milestone
Spring 2023	Proposed FY 2023-24 operating budget (CC)
	Prep for Grand Opening (CC)
	TCO / Certificate of Occupancy issued
	Prep for move-out – Youth Center, Branch Library, Senior Center
	Furniture and equipment installation begins
	Library opening day collection delivered
	Operations startup – staff training
	Operations startup – licenses and agreements
	Operations startup – program and hours of operation
	Operations startup – web, systems updates
	Programming startup – registration opens

Estimated milestones

Tentative date	Milestone
Summer 2023	Adopted FY 2023-24 operating budget (CC)
	Staff training day @ new center
	Soft opening, VIP tours (CC)
	Grand opening (CC)
	Start of operations
	Community tours
	Vacate Belle Haven Branch Library
	Deinstall Youth Center portables
	Revert ARC, main library spaces
2024	Awards and certifications
	Community satisfaction surveys



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E3 - PRESENTATION

COMMISSION WORK PLAN UPDATE

Parks and Recreation Commission – April 27, 2022

2020 DRAFT WORK PLAN

1. Provide high quality and inclusive programs and services that meet the needs 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 Parks and Community Services resulting in well-coordinated efforts to meet the needs of residents.

2021

DRAFT WORK PLAN - GOALS

1. Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan.
2. Provide high quality programs and services for Menlo 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.

2021

DRAFT WORK PLAN - 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 near the new Menlo Park Community Center.
6. Develop strategies to mitigate the risks of off-leash dog children.

2022 – CITY COUNCIL QUESTIONS/ COMMENTS

1. What does “expand park facilities” exactly mean? Please describe.
2. What does “neighboring community” imply?
3. Define “diverse community perspectives.” What does it mean?
4. Maintain relationships with residents throughout the city of Menlo Park.
5. Focus on resident input and not just on the commission.
6. Provide high-quality programs and services for all Menlo Park residents (Please add all to the statement)
7. Need gather, incorporate resident input on field allocation/usage
8. Need to gather, incorporate resident input on pool operations