



# Parks and Recreation Commission

## REGULAR MEETING MINUTES

**Date:** 7/27/2022  
**Time:** 6:30 p.m.  
**Location:** Zoom

### A. Call To Order

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

### B. Roll Call

**Present:** Baskin, Brosnan (exited the meeting at 7:54 p.m.), Bryman, Diepenbrock, Theriault  
**Absent:** Bunyagidj, Joshua  
**Staff:** Library and Community Services Director Sean Reinhart, Interim Assistant Community Services Director Rondell Howard, Assistant Library Director Nick Szegda, Management Analyst Ashley Walker

B1. Vice Chair Baskin welcomed new Commissioners Mayrin Bunyagidj and Kelsey Theriault

### C. Public Comment

None.

### D. Regular Business

D1. Select Parks and Recreation Commission Chair and Vice Chair

**ACTION:** Nomination by Bryman to select Commissioner Bryman as Commission Chair, passed 5-0 (Bunyagidj and Joshua absent).

**ACTION:** Nomination by Baskin to select Commissioner Baskin as Vice Chair, passed 5-0 (Bunyagidj and Joshua absent).

D2. Approve the minutes for the regular meeting of the Parks and Recreation Commission of April 27, 2022, and the special joint meeting of the Library Commission and the Parks and Recreation Commission of June 22, 2022

**ACTION:** Motion and second (Brosnan/ Bryman), to approve the minutes for the regular meeting of the Parks and Recreation Commission of April 27, 2022, and the special joint meeting of the Library Commission and the Parks and Recreation Commission of June 22, 2022, passed 4-0 (Bunyagidj and Joshua absent and Baskin abstaining).

D3. Parks and Recreation Commission work plan update

Assistant Director Szegda introduced the item.

**ACTION:** Motion and second (Bryman/ Diepenbrock) to recommend the work plan as drafted (Attachment), passed 5-0 (Bunyagidj and Joshua absent).

**E. Informational Items**

E1. City Council report

Director Reinhart introduced the item.

E2. Onboarding new Commission members

Assistant Director Szegda introduced the item

E3. Updated Recreation Facility Use Guidelines

Commissioners suggested edits to be incorporated into the guideline document (Attachment)

E4. Parks and Recreation Commission tentative agenda calendar

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

- August – rotation of Commission Chair and Vice Chair
- August – review results of Community Survey
- August – remove “review commission work plan”
- Unscheduled – Review pickleball facilities.
- Unscheduled – Report from Youth Advisory Commission

**F. Commissioner Reports**

F1. Individual Commissioner reports

Chair Bryman and Vice Chair Baskin reported on the Summer Concert Series.

**H. Adjournment**

Vice Chair Baskin adjourned the meeting at 8:11 p.m.

Nick Szegda, Assistant Library Services Director

# ATTACHMENT - ITEM D3

## Library and Community Services



### MEMORANDUM

**Date:** 7/27/2022  
**To:** City Council  
**From:** Parks and Recreation Commission  
**Re:** Commission work plan for 2022-2023

#### **Parks and Recreation Commission goals**

- Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan.
- Provide high quality programs and services for all Menlo Park residents.
- Maintain, upgrade, and modify existing programs and facilities to meet developing community needs.
- Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
- Prioritize accessibility, safety and sustainability.

#### **Specific examples**

- Gather and incorporate resident input on:
  - Willow Oaks park improvements
  - Athletic fields use policy
  - Pool operations
  - Pros and cons of contracting out City services
- Review the pickle ball court additions.
- Invite members of the public on commission park tours.
- Ensure that the programs and services offered at the Menlo Park Community Campus (MPCC) will contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City.
- Develop strategies to mitigate the risks of off-leash dogs harming children.

Work plan unanimously recommended for approval by the Parks and Recreation Commission at their July 27, 2022, meeting.

# RECREATION FACILITY USE GUIDELINES

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel 650-330-2501

REVISIONS ARE SHOWN IN RED TEXT



## Purpose

The City of Menlo Park strives to provide a safe, welcoming, pleasant, and comfortable environment for all visitors of City facilities. To that goal, all facility visitors are expected to adhere to these Facility Use Guidelines.

We welcome everyone to:

- Learn, discover, play, and enjoy City of Menlo Park facilities within the limits of their intended use
- Find facilities, equipment, and materials in good condition
- Feel safe and welcome
- Respect the rights of others to feel safe and welcome.

Visiting a City of Menlo Park recreation facility, including the premises and grounds outside a recreation facility, or participating in an event or program constitutes an implicit acceptance of these Guidelines.

In case of an emergency, follow staff instructions promptly.

## Prohibited conduct and activities

In consideration of all visitors and staff, the following activities are not allowed in City of Menlo Park recreation facilities, including the premises and grounds outside the facilities:

- Leaving a vulnerable adult or a child under the age of 11 unattended.
- Entering vacant classrooms or facility rooms unless approved by staff.
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices.
- Conversing using a cell phone except in designated areas.
- Sleeping—as a safety precaution sleeping individuals will be awakened.
- Eating—except in the designated areas, or food provided at city-approved events.
- Drinking—except for covered beverages in the designated areas, or beverages provided at Library and Community Services-sponsored events.
- Presenting offensive and pervasive odor or odors that may make the use of the facility difficult for others.
- Bathing, shaving, haircutting, or washing clothes in the public restrooms.
- Leaving or storing personal belongings in program rooms, public spaces, or on the premises or grounds outside of facilities.
- Entering a facility without shoes or adequate clothing, including top and bottom.
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA).
- Leaving pets unattended and/or unleashed in outdoor areas near the facility, including but not limited to entryways, pathways, lawns, and outdoor seating areas.
- Bringing carts, bicycles, scooters, skateboards, or similar items into any facility or leaving them at the entrance--except equipment that is designed and is being used for the purpose of assisting the mobility of persons with disabilities and/or equipment designed and being used to carry infants and children.
- Wearing skates or roller blades inside the facility.
- Changing a child's diaper—except in the designated area of the public restrooms.
- Blocking aisles, shelves, or any thoroughfare with personal items, or leaving items unattended at any time--except to use the restroom for a reasonable amount of time.
- Putting feet on facility furniture, rearranging the furniture, or using the furniture for other than its intended purpose.
- For programs that require parents to sign in and out their children, ONLY the parents or guardians (over 18 years old) designated on the program sign up form will be allowed to pick up and/or drop off the child unless otherwise communicated with staff. ID will be required.
- Only participants who are registered for the class or program may be in attendance

- Siblings of a participant may not join the class or program without registering
- Parents are allowed in classroom or program space only if approved by instructor or city staff. Otherwise, parents must wait in designated areas
- Bringing weapons of any kind into the facility.
- Harassing facility users or staff—including physical, sexual, verbal harassment or stalking.
- Selling, soliciting, or using illegal drugs on facility premises.
- Alcohol is prohibited, except at City-approved events.
- Soliciting money, donations or signatures, or the distribution or posting of any printed material without advance written approval of the City.
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the facility building.
- Vandalizing facility facilities, equipment, or materials.
- Removing facility materials from the building without permission from authorized City staff.
- Engaging in sexual conduct or lewd behavior.
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the facility.
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines
- Illegal activity of any kind will be reported to law enforcement.

**City events**

City events are open the general public. Advance registration may be required for planning purposes or when space is limited. Events may be held on-site, off-site, or virtually. Event participants, whether onsite, offsite, or virtual, must comply with the Recreation Facility Use Guidelines.

Youth events are created for participating youth and their caretakers. Adults who are not accompanying a youth participant may be asked to leave the event.

**Enforcement**

- Failure to follow these Guidelines will result in the following actions:
- Individuals will be asked to leave the premises.
  - Facility visiting privileges may be suspended for an extended period.
  - Facility staff may call local law enforcement to aid in enforcing these Guidelines.
  - Illegal activity in any facility may result in arrest and/or prosecution in addition to suspension of facility privileges.
  - Customers who return to any City of Menlo Park facility before a suspension has ended may be charged with trespassing.

**Additional information**

- In case of an emergency, promptly follow all staff instructions.
- Theft or vandalism to City of Menlo Park property, or property of staff, or property of facility visitors is prohibited.
- State law permits staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of recreation equipment and materials and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing theft (California Penal Code section 490.5.)

**Policy history**

Action	Date	Notes
Policy adoption	September 22, 2021	Parks and Recreation Commission recommended
Policy updated	July 27, 2022	Parks and Recreation Commission reviewed