

# Parks and Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 6/26/2024  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and  
Arrillaga Family Recreation Center, Elm Room  
700 Alma St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

### How to participate in the meeting

- Access the meeting, in-person, at Arrillaga Family Recreation Center
- Access the meeting real-time online at:  
[Zoom.us/join](https://zoom.us/join) – Meeting ID 862 7050 1185
- Access the meeting real-time via telephone at:  
(669) 900-6833  
Meeting ID 862 7050 1185  
Press \*9 to raise hand to speak

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website [menlopark.gov](https://menlopark.gov). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.gov/agendas](https://menlopark.gov/agendas)).

### Regular Business

#### A. Call To Order

#### B. Roll Call

#### C. Public Comment

#### D. Study Session

D1. Prepare updates to the Parks and Recreation Commission annual work plan for 2024-25 ([Staff Report PRC-2024-017](#))

#### E. Regular business

E1. Approve minutes from the Mar. 27, 2024 meeting and the May 22, 2024 special joint meeting ([Attachment](#))

E2. Select new Parks and Recreation Commission Chair and Vice Chair ([Staff Report PRC-2024-018](#))

E3. Recommend the Library and Community Services department strategic plan 2024-26 ([Staff Report PRC-2024-019](#))

E4. Recommend updates to the recreation scholarship policy ([Staff Report PRC-2024-020](#))

## **F. Informational Items**

F1. Onboarding new commission members ([Staff Report PRC-2024-021](#))

F2. Library and Community Services department updates ([Staff Report PRC-2024-022](#))

F3. Tentative agenda calendar ([Attachment](#))

## **G. Commissioner Reports**

G1. 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.

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.gov](mailto:jaherren@menlopark.gov). 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.gov/agendas](http://menlopark.gov/agendas) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 6/20/2024)



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 6/26/2024

Staff Report Number: PRC-2024-017

Study Session: Prepare updates to the Parks and Recreation Commission annual work plan for 2024-25

### Recommendation

City staff recommends that the Parks and Recreation Commission (PRC) review and prepare updates to its current work plan (Attachment A) for the upcoming year 2024-25 in preparation for presenting an updated 2024-25 work plan to City Council for approval in September.

### Policy Issues

City Council Policy CC-23-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the PRC. The policy requires that each advisory body develop an annual work plan, which will be the foundation for the work performed by the advisory body in support of City Council's annual work plan. The plan, once finalized by a majority of the advisory body, will be formally presented to the City Council for direction and approval no later than Sept. 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year.

### Background

On July 26, 2023, the PRC held a study session to review and update their work plan (Attachment C).

On Sept. 27, 2023, the PRC recommended their work plan to City Council (Attachment D).

On Oct. 10, 2023, the City Council approved the PRC work plan (Attachment E).

The PRC is tentatively scheduled to report out to the City Council on their current work plan on Sept. 10, and to present their new, recommended work plan to the City Council for approval on Sept. 24.

### Analysis

The PRC's current 2023-24 work plan includes several goals (Attachment A):

- Provide a forum for public information and discussion about parks and recreation in Menlo Park;
- Support and advise the preparations to open the Belle Haven Community Campus
- Facilitate the goals of the Parks and Recreation Facilities Master Plan
- Advise on matters related to recreational facilities and programs, prioritizing accessibility, safety, and sustainability
- Receive staff presentations and reports
- Maintain a 12-month lookahead schedule of agenda topics
- Review and advise on departmental strategic plans

- Review annual budget proposal focusing on potential impacts to recreation facilities and services
- Review and advise on potential synergies with other City departments.

When updating the work plan for 2024-25, the PRC may reaffirm the current goals, modify existing goals, or add or delete goals. The PRC is scheduled to revisit and refine the work plan tentatively on July 24, and to finalize and recommend the work plan tentatively on Aug. 28.

### **Impact on City Resources**

As an advisory body to the City Council, the PRC does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

### **Environmental Review**

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **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. PRC work plan, approved by City Council on Oct. 10, 2023.
- B. City Council Policy #CC-23-004
- C. Hyperlink – Parks and Recreation Commission meeting minutes (item D1), July 26, 2023.  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/minutes/20230726\\_parks\\_and\\_recreation\\_minutes.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/minutes/20230726_parks_and_recreation_minutes.pdf)
- D. Hyperlink – Parks and Recreation Commission meeting minutes (item E2), Sept. 27, 2023.  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/minutes/20230927\\_prc-meeting-minutes\\_ss.docx.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2023-meetings/minutes/20230927_prc-meeting-minutes_ss.docx.pdf)
- E. Hyperlink – City Council meeting minutes (item J2), Oct. 10, 2023.  
[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/minutes/20231010-city-council-special-and-regular-minutes-approved.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2023-meetings/minutes/20231010-city-council-special-and-regular-minutes-approved.pdf)

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor  
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# Parks and Recreation Commission work plan

Library and Community Services Department

800 Alma Street, Menlo Park CA 94025

Approved October 10, 2023

ATTACHMENT A



CITY OF  
MENLO PARK

## Work plan goals

1. As an advisory body to the City Council and a forum for public information about park and recreation issues, encourage and facilitate robust public comment and participation at Commission meetings.
  - Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community.
  - Focus on resident input and grow relationships with residents throughout the City of Menlo Park.
2. Support and advise the development and launch of the Menlo Park Community Campus (MPCC), including but not limited to topics such as recreational programming, service integration, and policies within the shared space environment in the new facility, as directed by City Council.
  - Review programs and services with a focus on the provision of high-quality programs and services for all Menlo Park residents.
  - Ensure that the programs and services offered at the MPCC 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.
3. Facilitate the goals laid out in the 2019 Parks and Recreation Facility Master Plan (PRFMP).
  - Review emerging recreational trends for possible inclusion in future PRFMP addendums.
4. Advise on the maintenance and upgrade of recreational facilities. Advise on the modification of existing programs and facilities to meet community needs. When reviewing Library and Community Services projects, prioritize accessibility, safety, and sustainability.
  - Review upgrades and modifications made to Willow Oaks Park.
  - Review upgrades and modifications made to Burgess Park play structures.
5. Periodically receive staff presentations and reports about major service areas and programs. Maintain a 12-month schedule of planned Commission agenda items; update and post for public review monthly.
6. Review and advise on updates to the department strategic plan and advise on any strategic plan updates made after the opening of the MPCC.
7. Annually review departmental budget proposal before presentation to City Council, focusing on any potential impacts to recreation facilities and services. Review and advise on potential synergies with or support from other City departments.

## Work plan history

Action	Date	Notes
Work plan recommended by PRC	September 27, 2023	Commission approved
Work plan approved	October 10, 2023	City Council approved

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004  
 Adopted June 27, 2023  
 Resolution No. 6840



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq., §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.



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### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

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### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.
- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

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### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and on the City's website. This list is also available to the public. (Government Code §54972, Maddy Act).

## COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

7

### Roles and Responsibilities

#### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

#### Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

#### Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

#### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including 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

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840



**REGULAR MEETING MINUTES – DRAFT**

**Date:** 3/27/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Arrillaga Family Recreation Center, Oak Room  
700 Alma St., Menlo Park, CA 94025

**A. Call To Order**

Chair Bunyagidj called the meeting to order at 6:35 p.m.

**B. Roll Call**

**Present:** Bunyagidj, Joshua, Lee, Oza (Remote AB 2449 – Just Cause), Theriault  
**Absent:** Brosnan, Wessel  
**Staff:** Library and Community Services Director Sean Reinhart, Assistant Library and Community Services Director Nick Sgezda, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rondell Howard, Management Analyst Ashley Walker, Recreation Coordinator Da'Shawn Williams, Librarian Ella Hadrovic, Library Assistant Sarah Benitez

**C. Public Comment**

- Shani spoke on concerns related to tennis and tennis court repair needs at Nealon Park, and in support of moving pickleball to Burgess Park.
- Gulles van Ruymbeke spoke in support of moving pickleball to Burgess Park.

**D. Presentations and Proclamations**

**D1. Youth Advisory Committee update (Attachment)**

President Ayla Karadogan, Vice President Jovi Wong, Secretary and Reporter Siboney Lynch, Scribe Isabel Habibi, and Committee Member Rowan Hanley made the presentation.

The Commission received clarification on Youth Advisory Committee (YAC) social media marketing, recruitment, funding, and their youth flea market event.

**E. Regular Business**

**E1. Approve minutes from the February 28, 2024 joint meeting with the Library Commission and the January 24, 2024 meeting (Attachment)**

**ACTION:** Motion and second (Joshua/ Theriault), to approve minutes from the February 28, 2024 joint meeting with the Library Commission and the January 24, 2024 meeting, passed 5-0 (Brosnan and Wessel absent).

**E2. Recommend updates to library and community services departmental policies: recreation**

scholarship policy; event sponsorship policy (Staff Report PRC-2024-007)

The Commission received clarification regarding the number of people using the recreation scholarship and marketing for the scholarships.

The Commission discussed suggestions for the recreation scholarship policy regarding privacy practices and eligibility criteria.

**ACTION:** Motion and second (Joshua/ Theriault), to recommend the recreation scholarship to City Council with the above-noted suggestions, and to recommend the event sponsorship policy to City Council as presented, passed 5-0 (Brosnan and Wessel absent).

#### **F. Informational Items**

F1. Advisory body attendance reports (Staff Report PRC-2024-008)

F2. Library and Community Services Department updates (Staff Report PRC-2024-009)

F3. Tentative agenda calendar (Attachment)

**ACTION:** By acclamation, the Commission added park policy enforcement, Nealon Park playground, and dog parks to the tentative agenda calendar.

#### **G. Commissioner Reports**

G1. Individual Commissioner reports

Chair Bunyagidj reported on the YAC presentation to the City Council on April 16.

#### **H. Adjournment**

Chair Bunyagidj adjourned the meeting at 7:43 p.m.

Management Analyst Ashley Walker



# Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City  
Council Presentation

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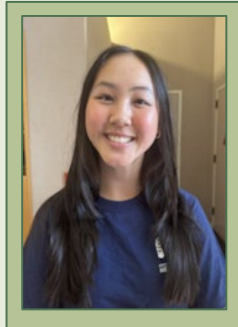
Reflections & Questions

# Who are we?

**President**  
Ayla Karadogan



**Vice President**  
Jovi Wong



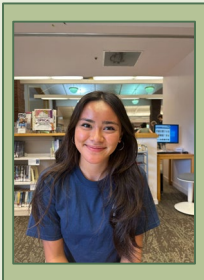
**Media Manager**  
Antonia



**Treasurer**  
Abbie MacLeod



**Secretary/Reporter**  
Siboney Lynch



**Secretary**  
Lulu Maxcy



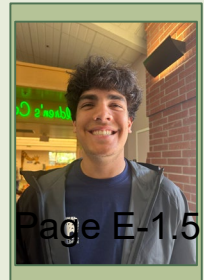
**Scribes**  
Isabel



**Scribes**  
Alisha Parikh-Briggs



**Recruitment Lead**  
Rowan Hanley





# What is the Youth Advisory Committee?

- YAC is a group of teens who advise and respond to all matters related to the needs of youth in Menlo Park or needs raised by the Parks and Recreation Commission and city staff
- Engages the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community
- Fosters greater involvement of youth in municipal government and civic affairs
- Advise city staff on activities, events and programs to meet the needs of youth and teens in the community
- We act as a bridge between local teens and city government by generating opportunities for youth



# YAC Meetings



- We meet once a month on Thursday, from September to May
- Discuss pertinent city issues
- Plan and arrange a YAC-sponsored city event
- Occasionally special guests attend the meetings
  - Vice Mayor Drew Combs
  - Public Works delivered a presentation and facilitated a discussion on e -bike safety and bike racks



# YAC Work Plan



As Ambassadors for the City of Menlo Park:

- Members attend City Council meetings
- Members volunteer for city -sponsored events
- Members listen to city staff deliver presentations and members provide feedback
- Committee presents a service project to City Council
- Committee works together to plan recruitment for the following year
- All members are given the opportunity to attend YAC Attack

## YOUTH ADVISORY COMMITTEE WORK PLAN

Library and Community Services Department  
800 Alma St., Menlo Park CA 94025



### Youth Advisory Committee Work Plan Goals

The Youth Advisory Committee (YAC) advises the Parks & Recreation Commission on matters relating to the youth and teen population within the City of Menlo Park. This may include programs relating to safety, community involvement, special interests, recreation, sports, socialization, socio-economic and environmental concerns.

The Youth Advisory Committee is also designed to be a learning experience for teens to become more familiar with local government. As a member of the Youth Advisory Committee, members will learn best practices in order to:

- Research and identify needs, assets, and interests in your community and possible service projects needed.
- Work effectively with youth from unique perspectives and backgrounds.
- Budget, address an audience, and delegate responsibilities.
- Engage youth and their peers effectively.

All members of the Youth Advisory Committee are required to do the following:

- Attend at least 75% of all scheduled meetings.
- Play a leadership role in the planning and implementation of a service project in your community.
- Provide feedback on program efficacy and goals upon completion of the program.
- Serve as an overall ambassador of the Menlo Park Youth Advisory Committee mission.
- Represent the City of Menlo Park.

### Specific Examples

As ambassadors for the City of Menlo Park:

- Each member will attend at least one City Council meeting and introduce themselves and the Committee to the community.
- Each member will volunteer for at least one city-sponsored event.
- Each member will listen to at least one city department presentation and will share their ideas and feedback regarding teen involvement.
- The Committee will work together to present their chosen service project to the City Council and the Parks and Recreation Commission.
- The Committee will work together to plan recruitment for the following year, ensuring that teens in the community are aware of the opportunity to apply.
- Each member will have the opportunity to attend the 2024 YAC Attack Conference to learn more about Youth Advisory Committees in neighboring cities.

### Exhibits

A. Youth Advisory Committee role, purpose, and activities. Menlo Park City Council, Dec. 10, 2019

### Work Plan History

Action	Date	Notes
Work plan recommended	January 11 <sup>th</sup> , 2024	Youth Advisory Committee recommended

# City Service

- YAC members volunteer for at least one City of Menlo Park event each year
- The City of Menlo Park hosts a wide variety of community events, celebrations, observances, cultural and educational program for all ages

Events: Halloween Hoopla, Light Up the Season, Eggstravaganza





# YAC Attack 2024

- Conference for Youth Advisory Committees across the bay
  - 150 teens from 15 different cities
- Event dedicated to empowering young professionals
  - Insightful panels, interactive workshops, networking opportunities
- Event is held once every other year, this year was at Burlingame Community Center
- Various workshops to choose from, such as:
  - Generations day, League of Women Voters, Political Polarization, and self defense!

## **BUILDING BLOCKS OF WISDOM PANEL**

Gain valuable insights from politicians, mayors, city managers, and more as they discuss leadership and civic engagement. Benefit from their wealth of experience and wisdom in this enlightening dialogue!



**ALEX KHOJIKIAN**  
City Manager  
City of San Mateo



**DAVID CANEPA**  
Supervisor  
San Mateo County



**DONNA COLSON**  
Mayor  
City of Burlingame



**JULIA MATES**  
Mayor  
City of Belmont



**RON COLLINS**  
Council Member  
City of San Carlos



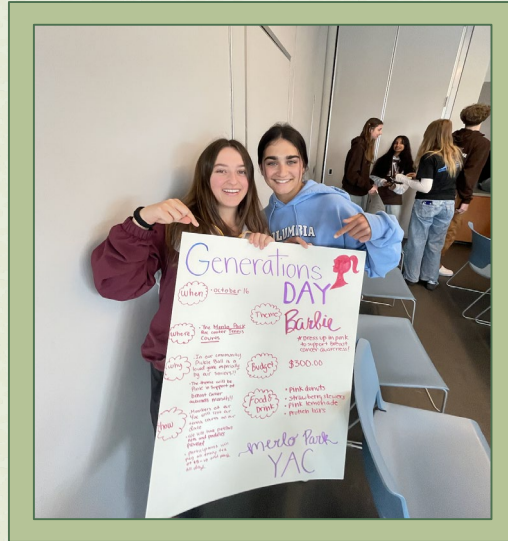
**STACY JIMENEZ**  
Vice Mayor  
City of Foster City

### **HAVE A QUESTION FOR THE PANEL?**

Scan the QR Code! Questions will be asked in the order we receive them.



# YAC Attack



# Planning Process for Our Flea Market

- Brainstormed idea in one of our first meetings and came to the unanimous decision to organize a flea market
- Planning began in October
- Contacted potential vendors by sending out interest forms to guarantee sufficient interest in our plan
  - Used this data to receive endorsement from the city
- Communicated with vendors about the logistics of Flea Market
- Advertised our event to Menlo Park and surrounding communities
- Worked as greeters, photographers, and ran the YAC Recruitment station

# Flea Market Photos!

“It’s been a really good opportunity because there’s been a lot of foot traffic” Chloe, Vendor



“I’ve feel like I’ve made an impact; there are many more people who have visited my website” Balthazar, Vendor

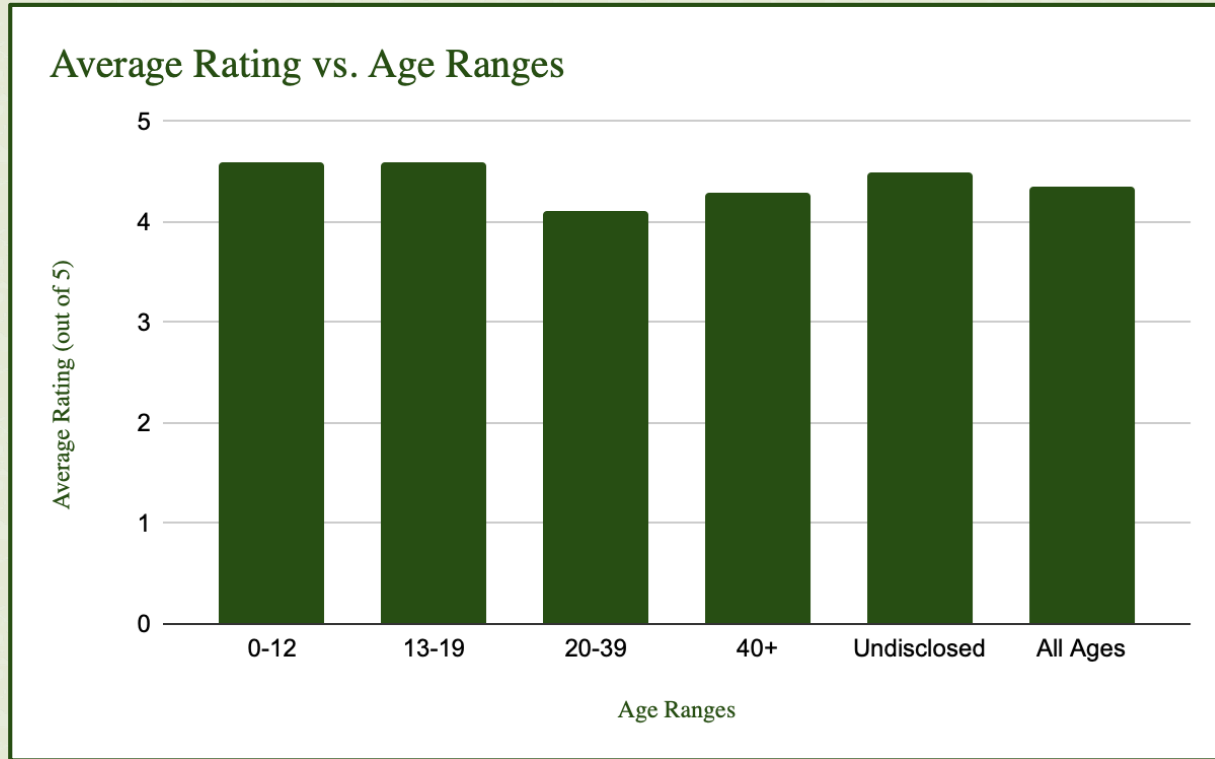


“I’m seeing a lot of people I know and it’s really interesting to see what they’re interested in. I really like the businesses here” Faith, Patron



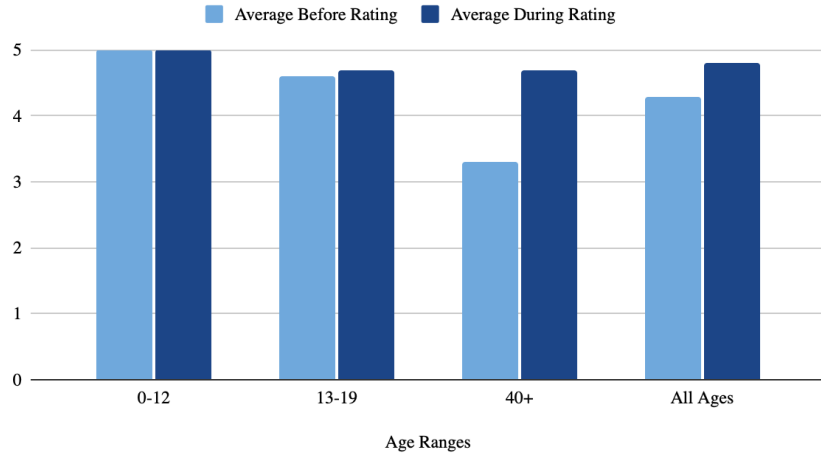
# Flea Market Outcomes -Attendees

388  
Attendees!



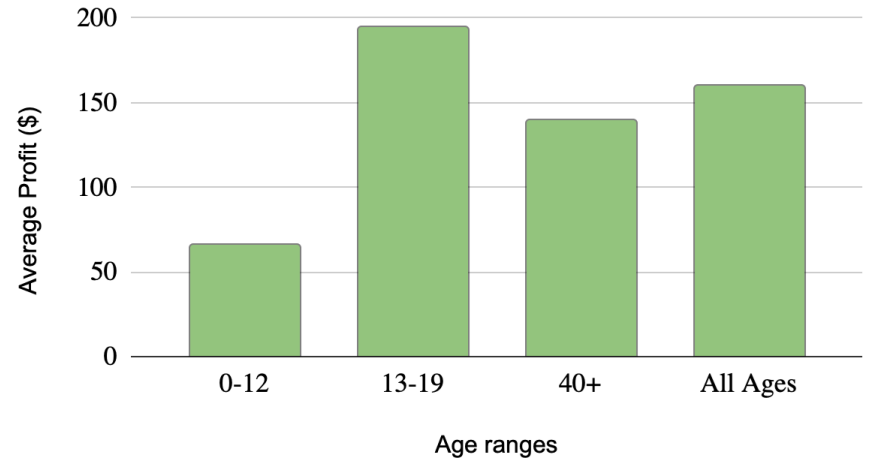
# Flea Market Outcomes - Vendors

## Vendor Communication Rating By Age Range



15 vendors participated

## Average Profit (\$) by Age Ranges



Vendors sold crochet plushies, clothing, trinkets, and more!

# YAC Project

- Assist with the opening of Belle Haven Community Campus (BHCC)
- We will be leading a craft that highlights Creativebug, a new library e-resource, in the Makerspace
  - YAC 2022-23 provided the Parks and Rec Commission with research to build this Makerspace
- Goal: connecting the citizens of Menlo Park to the new BHCC and highlighting library resources





# Our Reflections





**Questions?**

# Library Commission Parks and Recreation Commission



## LIBRARY COMMISSION AND PARKS AND RECREATION COMMISSION SPECIAL JOINT MEETING MINUTES – DRAFT

**Date:** 05/22/2024  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
Belle Haven Community Campus  
100 Terminal Ave., Menlo Park, CA 94025

### A. Call To Order

Chair Orton called the meeting to order at 6:35 p.m.

### B. Roll Call

**Present:** Grass, Joshua, Lee, Oza (joined at 6:50 p.m.), Theriault, Sherman, Herrick, Pollack, Shafer, Westcott, Orton  
**Absent:** Brosnan, Wise  
**Staff:** Library and Community Services Director Sean Reinhart, Library and Community Services Assistant Director Nick Szegda, Library and Community Services Supervisor Rondell Howard, Management Analyst Ashley Walker, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rose Waldman, Recreation Coordinator Mayra Monje, Recreation Coordinator Da'Shawn Williams, Recreation Coordinator Airel Tinajero

### C. Presentations and Proclamations

#### C1. Belle Haven Community Campus opening programs (Attachment)

Library and Community Services Supervisor Rondell Howard, Library and Community Services Supervisor Tricia Mullan, Library and Community Services Supervisor Rose Waldman, Recreation Coordinator Mayra Monje, Recreation Coordinator Da'Shawn Williams and Recreation Coordinator Airel Tinajero made the presentation (Attachment).

### D. Informational Items

#### D1. Library and Community Services department updates (Staff Report PRC-2024-016 / LC-2024-016)

#### D2. Tentative agenda calendars (Attachment)

**ACTION:** By acclamation, the Library Commission added a review of survey collection tools to the tentative agenda calendar.

**ACTION:** By acclamation, the Commissions added reporting to the City Council, identifying opportunities for the Library Commission and Parks and Recreation Commission to work together, and a joint meeting to the tentative agenda calendar.

**E. Commissioner Reports**

None.

**F. Adjournment**

Chair Orton adjourned the meeting at 7:38 p.m.

Ashley Walker, Management Analyst



# BELLE HAVEN COMMUNITY CAMPUS

Opening Programs and Services

## A NEW COMMUNITY CAMPUS

Belle Haven Community Campus (BHCC) is intended to serve as a catalyst for positive change, providing essential services, opportunities, and a sense of belonging to a neighborhood that was historically underserved and overlooked in the past.

- **Gathering.** Community, events, public meetings, cultural activities
- **Learning.** Educational programs and classes
- **Empowerment.** Programs, services, and community connections
- **Sustainability.** All-electric, zero combustion, onsite solar power, battery microgrid, and electric vehicle charging
- **Resiliency.** Durable structure with seismic stability to serve as an emergency shelter.

## FOR THE COMMUNITY

### Access to resources

- Educational programs
- Job training
- Healthcare services
- Fitness and wellness

### Inclusive programs

- For all ages and abilities
- Neighborhood-oriented
- Community driven





# BELLE HAVEN LIBRARY



- Continued programming
  - Public story times 3x a week
  - English conversation club
  - Teen Advisory Group
  - Teen Fun Fridays
- New programs and classes
  - Homework Center (Monday - Thursday)
  - “Free Make” Open Art in the Makerspace



## BELLE HAVEN POOL

Through partnership with Menlo Swim and Sport

- Youth swim lessons
- Community lifeguard trainings
- Aquatic community events
- Swim exercise classes
- Youth swim camps
- Open swim times
- More ideas in the works!







# BELLE HAVEN YOUTH CENTER



- Provides parents and children with safe, structured environment for learning and growth at an affordable price
- Offers an inclusive environment for children of all backgrounds and needs
- Encourages children in relationship building and creating friendships in a positive environment
- Creates new opportunities and services for youths
  - Academics
  - Social Skills
  - Health and wellness
  - Innovation and creativity
- Strives to be a trusted resource for families.



# BELLE HAVEN YOUTH CENTER COLLABORATIONS



- **Belle Haven Library.** Literacy, reading games, makerspace
- **Belle Haven Pool.** Partnership with aquatics operator
- **Menlo Park Senior Center.** Walk-a-thon, bingo, community service
- **Onetta Harris Community Center.** Classes and programs
- **New connections.**
  - Nutrition Services Coordinator
  - Colleges
  - Tutoring
  - Dentist and clinic

## MENLO PARK SENIOR CENTER

- Provides healthy, nutritious meals
- Social interaction opportunities and emotional support
- Connects seniors to resources
- Quality of life, and a sense of purpose and belonging
- Programs include:
  - Classes for ceramics, sewing, language, arts, and fitness
  - Daily nutrition services that focus on specific needs of seniors
  - Community events for seniors.

## MENLO PARK SENIOR CENTER

Additional programs in development:

- Returning ceramics class and other art classes in the makerspace
- Tai Chi classes
- Learning of different languages
- Social Services check ups and counseling
- Emergency preparedness events
- Water exercise classes
- Zumba Gold/Movement classes for active seniors

## ONETTA HARRIS COMMUNITY CENTER

- An inclusive hub where residents can access essential resources, engage in educational opportunities, and foster social connections.
- By offering a safe and welcoming environment, Onetta Harris Community Center will be able to empower individuals to enhance their skills, build relationships, and strengthen their sense of belonging in their community.

## ONETTA HARRIS COMMUNITY CENTER

- Collaborate with local Menlo Park businesses and non-profits to bring vocational classes such as:
  - Construction
  - Health Care
  - Technology
  - Culinary Arts
- Classes taught by City employees
  - Arts & Crafts
  - Introduction to Cheer
  - Possibilities are endless!



## ONETTA HARRIS COMMUNITY CENTER

- Create new programs and classes
  - Bike program
  - Rug Tufting
  - Music Production
  - Craft Classes
  - Track & Field
  - Circuit workout
  - Futsal



## FOR THE COMMUNITY

- Comprehensive community services
- Health & wellness
- Cultural enrichment
- Social connections
- Library access and programs





## A COMMUNITY PLACE

The BHCC is a dynamic, neighborhood-oriented space where people can learn, grow, connect, and thrive.

The new campus continues to embody the qualities and spirit of community place which have been a staple in the community, even when the neighborhood was underserved in the past.



**QUESTIONS?**

**THANK YOU**



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## ONETTA HARRIS COMMUNITY CENTER

- An inclusive hub where residents can access essential resources, engage in educational opportunities, and foster social connections.
- By offering a safe and welcoming environment, Onetta Harris Community Center will be able to empower individuals to enhance their skills, build relationships, and strengthen their sense of belonging in their community.

## ONETTA HARRIS COMMUNITY CENTER

- Collaborate with local Menlo Park businesses and non-profits to bring vocational classes such as:
  - Construction
  - Health Care
  - Technology
  - Culinary Arts
- Classes taught by City employees
  - Arts & Crafts
  - Introduction to Cheer
  - Possibilities are endless!



## ONETTA HARRIS COMMUNITY CENTER

- Create new programs and classes
  - Bike program
  - Rug Tufting
  - Music Production
  - Craft Classes
  - Track & Field
  - Circuit workout
  - Futsal



## FOR THE COMMUNITY

- Comprehensive community services
- Health & wellness
- Cultural enrichment
- Social connections
- Library access and programs





## A COMMUNITY PLACE

The BHCC is a dynamic, neighborhood-oriented space where people can learn, grow, connect, and thrive.

The new campus continues to embody the qualities and spirit of community place which have been a staple in the community, even when the neighborhood was underserved in the past.





# QUESTIONS?

**THANK YOU**



**STAFF REPORT**

**Parks and Recreation Commission**

**Meeting Date:** 6/26/2024

**Staff Report Number:** PRC-2024-018

**Regular Business:** Select new Parks and Recreation Commission Chair and Vice Chair

**Recommendation**

City staff recommend that the Parks and Recreation Commission select a Chair and Vice Chair for the 2024-25 fiscal year.

**Policy Issues**

City Council policy CC-24-004 (Attachment A) requires advisory bodies to select a Chair and Vice Chair and to rotate those positions annually. The policy states that “The Chair and Vice Chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.”

**Background**

On Oct. 26, 2022, the Parks and Recreation Commission adopted a process for selecting a Chair and Vice Chair on a rotating basis that emulates the model used by City Council to annually select the Mayor and Vice Mayor. (Attachment B).

**Analysis**

The Parks and Recreation Commission (PRC) Chair works with staff to set the agendas for PRC meetings and presides over those meetings. The PRC Chair typically delivers the PRC’s annual updates to the City Council. The Vice-Chair serves as PRC Chair in the PRC Chair’s absence. The Chair and Vice Chair are sometimes called upon to represent the Commission at ceremonial events.

City staff recommends that the PRC follow the procedure that was established at their October 2022 meeting for selecting a new PRC Chair and Vice Chair. That procedure states that the longest-serving PRC member who has not served as Chair becomes the Chair, and the next longest-serving PRC member becomes Vice Chair.

Following the previously established procedure, Vice Chair Brosnan would serve next as Chair, and PRC member Joshua would serve next as Vice Chair. The new PRC Chair and Vice Chair will begin their duties at the June 2024 Parks and Recreation Commission meeting and will serve until May 2025.

**Public Notice**

The PRC did not meet in May 2024 and convened a joint meeting with the Library in May 2024. PRC will select a Chair and Vice Chair in June 2024.

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 policy #CC-22-004, Commissions/Committees Policies and Procedures, Roles and Responsibilities
- B. Hyperlink – “Establish a procedure for the annual selection of Chair and Vice Chair,” Parks and Recreation Commission meeting agenda (item D-2), Oct. 26, 2022.  
<https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20221026-parks-and-recreation-commission-agenda-packet.pdf>

Report prepared by:

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Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-24-004  
 Adopted Feb. 13, 2024  
 Resolution No. 6890



<b>Purpose</b>
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
<b>Authority</b>
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
<b>Background</b>
<p>The City of Menlo Park currently has seven active Commissions. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, Housing Commission, Library Commission, Parks and Recreation Commission, and Planning Commission. Those not specified in the City Code are established by City Council ordinance or resolution. Most of these advisory bodies are established in accordance with Resolution No. 2801 and its amendments. Within specific areas of responsibility, each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law.</p> <p>Six of the seven commissions listed above are advisory in nature. The Planning Commission is both advisory and regulatory and organized according to the City Code (Ch. 2.12) and State statute (Government Code §65100 et seq., §65300-65401).</p> <p>The City has an adopted Anti-Harassment and Non-Discrimination Policy (CC-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), which are also applicable to all advisory bodies.</p>
<b>Policies and Procedures</b>
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none"> <li>• Upon referral by the City Council, the commission/committee shall study referred matters and return their recommendations and advise to the City Council. With each such referral, the City Council may authorize the City staff to provide certain designated services to aid in the study.</li> <li>• Upon its own initiative, the commission/committee shall identify and raise issues to the City Council’s attention and from time to time explore pertinent matters and make recommendations to the City Council.</li> <li>• At a request of a member of the public, the commission/committee may consider appeals from City actions or inactions in pertinent areas and, if deemed appropriate, report and make recommendations to the City Council.</li> <li>• Each commission/committee is required to develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council annual work plan. The plan, once finalized by a majority of the commission/committee, will be formally presented to the City Council for direction and approval no later than September 30 of each year and then reported out on by a representative of the advisory body at a regularly scheduled City Council meeting at least annually, but recommended twice a year. The proposed work plan must align with the City Council’s adopted work plan. When modified, the work plan must be taken to the City Council for approval. The Planning Commission is exempt from this requirement as its functions are governed by the Menlo Park municipal code (Chapter 2.12) and State law (Government Code §65100 et seq, §65300-65401).</li> <li>• Commissions and committees shall not become involved in the administrative or operational matters of City departments. Members may not direct staff to initiate major programs, conduct large studies or establish department policy. City staff assigned to furnish staff services shall be available to provide general staff assistance, such as preparation of agenda/notice materials and minutes, general review of department programs and activities, and to perform limited studies, program reviews, and other services of a general staff nature. Commissions/Committees may not establish department work programs or determine department program priorities. The responsibility for setting policy and allocating scarce City resources rests with the City’s duly elected representatives, the City Council.</li> <li>• Additional or other staff support may be provided upon a formal request to the City Council.</li> <li>• The staff liaison shall act as the commission/committee’s lead representative to the media concerning matters before the commission/committee. Commission/Committee members should refer all media inquiries to their respective liaisons for response. Personal opinions and comments may be expressed so long as the commission/committee member clarifies that their statements do not represent the position of the City Council.</li> <li>• Commission/Committee members will have mandatory training every two years regarding the Brown Act and</li> </ul>

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parliamentary procedures, anti-harassment training, ethics training, and other training required by the City Council or State Law. The commission/committee members may have the opportunity for additional training, such as training for chair and vice chair. Failure to comply with the mandatory training will be reported to the City Council and may result in replacement of the member by the City Council.

- Requests from commission/committee member(s) determined by the staff liaison to take one hour or more of staff time to complete, must be directed by the City Council.

### Role of City Council commission/committee liaison

City Councilmembers are assigned to serve in a liaison capacity with one or more city commission/committee. The purpose of the liaison assignment is to facilitate communication between the City Council and the advisory body. The liaison also helps to increase the City Council's familiarity with the membership, programs and issues of the advisory body. In fulfilling their liaison assignment, City Councilmembers may elect to attend commission/committee meetings periodically to observe the activities of the advisory body or simply maintain communication with the commission/committee chair on a regular basis.

City Councilmembers should be sensitive to the fact that they are not participating members of the commission/committee, but are there rather to create a linkage between the City Council and commission/committee. In interacting with commissions/committee, City Councilmembers are to reflect the views of the City Council as a body. Being a commission/committee liaison bestows no special right with respect to commission/committee business.

Typically, assignments to commission/committee liaison positions are made at the beginning of a City Council term in December. The Mayor will ask City Councilmembers which liaison assignments they desire and will submit recommendations to the full City Council regarding the various committees, boards, and commissions which City Councilmembers will represent as a liaison. In the rare instance where more than one City Councilmember wishes to be the appointed liaison to a particular commission, a vote of the City Council will be taken to confirm appointments.

### City Staff Liaison

The City has designated staff to act as a liaison between the commission/committee and the City Council. The City shall provide staff services to the commission/committee which will include:

- Developing a rapport with the Chair and commission/committee members
- Providing a schedule of meetings to the city clerk's office and commission/committee members, arranging meeting locations, maintaining the minutes and other public records of the meeting, and preparing and distributing appropriate information related to the meeting agenda.
- Advising the commission/committee on directions and priorities of the City Council.
- Informing the commission/committee of events, activities, policies, programs, etc. occurring within the scope of the commission/committee's function.
- Ensuring the city clerk is informed of all vacancies, expired terms, changes in offices, or any other changes to the commission/committee.
- Providing information to the appropriate appointed official including reports, actions, and recommendations of the committee/commission and notifying them of noncompliance by the commission/committee or chair with City policies.
- Ensuring that agenda items approved by the commission/committee are brought forth in a timely manner taking into consideration staff capacity, City Council priorities, the commission/committee work plan, and other practical matters such as the expense to conduct research or prepare studies, provided appropriate public notification, and otherwise properly prepare the item for commission/committee consideration.
- Take action minutes; upon agreement of the commission, this task may be performed by one of the members (staff is still responsible for the accuracy and formatting of the minutes)
- Maintain a minute book with signed minutes

### Recommendations, requests and reports

As needed, near the beginning of City Council meetings, there will be an item called "Advisory Body Reports." At this time, commissions/committees may present recommendations or status reports and may request direction and support from the City Council. Such requests shall be communicated to the staff liaison in advance, including any written materials, so that they may be listed on the agenda and distributed with the agenda packet. The materials being

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provided to the City Council must be approved by a majority of the commission/committee at a commission/committee meeting before submittal to the City Council. The City Council will receive such reports and recommendations and, after suitable study and discussion, respond or give direction.

### City Council referrals

The city clerk shall transmit to the designated staff liaison all referrals and requests from the City Council for advice and recommendations. The commissions/committees shall expeditiously consider and act on all referrals and requests made by the City Council and shall submit reports and recommendations to the City Council on these assignments.

### Public appearance of commission/committee members

When a commission/committee member appears in a non-official, non-representative capacity before the public, for example, at a City Council meeting, the member shall indicate that they are speaking only as an individual. This also applies when interacting with the media and on social media. If the commission/committee member appears as the representative of an applicant or a member of the public, the Political Reform Act may govern this appearance. In addition, in certain circumstances, due process considerations might apply to make a commission/committee member's appearance inappropriate. Conversely, when a member who is present at a City Council meeting is asked to address the City Council on a matter, the member should represent the viewpoint of the particular commission/committee as a whole (not a personal opinion).

### Disbanding of advisory body

Upon recommendation by the Chair or appropriate staff, any standing or special advisory body, established by the City Council and whose members were appointed by the City Council, may be declared disbanded due to lack of business, by majority vote of the City Council.

### Stipends

Per Government Code §36506, the City is authorized to pay appointed Planning Commissioners by resolution. The City Council has adopted a resolution with an amount not to exceed \$200 per month per Planning Commissioner. Per the IRS (Internal Revenue Services), "public officer" also includes appointed members of advisory boards and committees and commissions. The Planning Commission stipend is taxable income and each member will receive a W-2.

### Meetings and officers

#### 1. *Agendas/notices/minutes*

- All meetings shall be open and public and shall conduct business through published agendas, public notices and minutes and follow all of the Brown Act provisions governing public meetings. Special, canceled and adjourned meetings may be called when needed, subject to the Brown Act provisions.
- Support staff for each commission/committee shall be responsible for properly noticing and posting all regular, special, canceled and adjourned meetings. Copies of all meeting agendas, notices and minutes shall be provided to the City Council, city manager, city attorney, city clerk and other appropriate staff, as requested.
- Original agendas and minutes shall be filed and maintained by support staff in accordance with the City's adopted records retention schedule.
- The official record of the commissions/committees will be preserved by preparation of action minutes.

#### 2. *Conduct and parliamentary procedures*

- Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert's Rules of Order.
- A majority of commission/committee members shall constitute a quorum and a quorum must be seated before official action is taken.
- The chair of each commission/committee shall preside at all meetings and the vice chair shall assume the duties of the chair when the chair is absent.
- The role of the commission/committee chair (according to Roberts Rules of Order): To open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, and to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every compatible with the rights of the members, as by allowing brief remarks when undebatable motions are pending, if they think it advisable; to restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding questions



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of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly when necessary, or when referred to for the purpose, on a point of order to practice pertinent to pending business; to authenticate by their signature, when necessary, all the acts, orders, and proceedings of the assembly declaring it will and in all things obeying its commands.

### 3. *Lack of a quorum*

- When a lack of a quorum exists at the start time of a meeting, those present will wait 15 minutes for additional members to arrive. If after 15 minutes a quorum is still not present, the meeting will be adjourned by the staff liaison due to lack of a quorum. Once the meeting is adjourned it cannot be reconvened.
- The public is not allowed to address those commissioners present during the 15 minutes the commission/committee is waiting for additional members to arrive.
- Staff can make announcements to the members during this time but must follow up with an email to all members of the body conveying the same information.
- All other items shall not be discussed with the members present as it is best to make the report when there is a quorum present.

### 4. *Meeting locations and dates*

- Meetings shall be held in designated City facilities, as noticed.
- All commissions/committees with the exception of the Planning Commission, and Finance and Audit Commission shall conduct regular meetings once a month. Special meetings may also be scheduled as required by the commission/committee. The Planning Commission shall hold regular meetings twice a month and the Finance and Audit Commission shall hold quarterly meetings.
- Monthly regular meetings shall have a fixed date and time established by the commission/committee. Changes to the established regular dates and times are subject to the approval of the City Council. An exception to this rule would include any changes necessitated to fill a temporary need in order for the commission/committee to conduct its meeting in a most efficient and effective way as long as proper and adequate notification is provided to the City Council and made available to the public.

The schedule of Commission meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday of every quarter at 5:30 p.m.,
- Housing Commission – Every first Wednesday at 6:30 p.m.
- Library Commission – Every third Monday at 6:30 p.m.
- Parks and Recreation Commission – Every fourth Wednesday at 6:30 p.m.
- Planning Commission – Twice a month on a Monday at 7 p.m.

Each commission/committee may establish other operational policies subject to the approval of the City Council. Any changes to the established policies and procedures shall be subject to the approval of the City Council.

### 5. *Off-premises meeting participation*

While technology allows commission/committee members to participate in meetings from a location other than the meeting location (referred to as “off-premises”), off-premises participation is discouraged given the logistics required to ensure compliance with the Brown Act and experience with technological failures disrupting the meeting. In the event that a commission/committee member believes that their participation is essential to a meeting, the following shall apply:

- Any commission/committee member intending to participate from an off-premise location shall inform the staff liaison at least two weeks in advance of the meeting.
- The off-premise location must be identified in the notice and agenda of the meeting.
- Agendas must be posted at the off-premise location.
- The off-premise location must be accessible to the public and be ADA compliant.
- The commission/committee member participating at a duly noticed off-premises location does not count toward the quorum necessary to convene a meeting of the commission/committee.
- For any one meeting, no more than one commission/committee member may participate from an off-premise location.
- All votes must be by roll call.

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### 6. *Selection of chair and vice chair*

- The chair and vice chair shall be selected in May of each year by a majority of the members and shall serve for one year or until their successors are selected.
- Each commission/committee shall annually rotate its chair and vice chair.

### G. Memberships

#### *Appointments/Oaths*

- The City Council is the appointing body for all commissions/committees. All members serve at the pleasure of the City Council for designated terms.
- All appointments and reappointments shall be made at a regularly scheduled City Council meeting, and require an affirmative vote of not less than a majority of the City Council present.
- Before taking office, all members must complete an Oath of Allegiance required by Article XX, §3, of the Constitution of the State of California. All oaths are administered by the city clerk or their designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

#### *Application and selection process*

- The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
- The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the city clerk's office and on the City's website.
- The city clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
- Applicants are required to complete and return the application form for each commission/committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by email are accepted.
- After the deadline of receipt of applications, the city clerk shall schedule the matter at the next available regular City Council meeting. All applications received will be submitted and made a part of the City Council agenda packet for their review and consideration. If there are no applications received by the deadline, the city clerk will extend the application period for an indefinite period of time until sufficient applications are received.
- Upon review of the applications received, the City Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the city clerk will provide notification to the applicants of the decision of the City Council.
- If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
- The selection/appointment process by the City Council shall be conducted at a City Council meeting. The city clerk will ask each City Councilmember for their nominations; the number of nominations is limited to the number of vacancies. The candidate that receives a majority of nominations will be appointed. If there is a tie, multiple rounds of voting will occur.
- Following a City Council appointment, the city clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the commission/committee chair.
- An orientation will be scheduled by the city clerk following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

#### *Attendance*

- A compilation of attendance will be submitted to the City Council at least annually listing absences for all commissions/committee members.
- Absences, which result in attendance at less than two-thirds of their meetings during the calendar year, will be reported to the City Council and may result in replacement of the member by the City Council.
- Any member who feels that unique circumstances have led to numerous absences can appeal directly to the City Council for a waiver of this policy or to obtain a leave of absence.
- While it is expected that members be present at all meetings, the chair and staff liaison should be notified if a member knows in advance that they will be absent.

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- When reviewing commissioners for reappointment, overall attendance at full commission meetings will be given significant consideration.

### *Compensation*

- Members shall serve without compensation (unless specifically provided) for their services, provided, however, members shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-19-002).

### *Conflict of interest and disclosure requirements*

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and Planning Commission are required to file a Statement of Economic Interest with the city clerk to disclose personal interest in investments, real property and income. This is done within 30 days of appointment and annually thereafter. A statement is also required within 30 days after leaving office.
- If a public official has a conflict of interest, the Political Reform Act may require the official to disqualify themselves from making or participating in a governmental decision, or using their official position to influence a governmental decision. Questions in this regard may be directed to the city attorney.

### *Qualifications, compositions, number*

- In most cases, members shall be residents of the City of Menlo Park and at least 18 years of age.
- Current members of any other City commission/committee are disqualified for membership, unless the regulations for that advisory body permit concurrent membership. Commission/Committee members are strongly advised to serve out the entirety of the term of their current appointment before seeking appointment on another commission/committee.
- Commission/Committee members shall be permitted to retain membership while seeking any elective office. However, members shall not use the meetings, functions or activities of such bodies for purposes of campaigning for elective office.
- There shall be seven (7) members on each commission/committee.

### *Reappointments, resignations, removals*

- Incumbents seeking a reappointment are required to complete and file an application with the city clerk by the application deadline. No person shall be reappointed to a commission/committee who has served on that same body for two consecutive terms; unless a period of one year has lapsed since the returning member last served on that commission/committee (the one-year period is flexible subject to City Council's discretion).
- Resignations must be submitted in writing to the city clerk, who will distribute copies to City Council and appropriate staff.
- The City Council may remove a member by a majority vote of the City Council without cause, notice or hearing.

### *Term of office*

- Unless specified otherwise, the term of office for all commission/committees shall be four (4) years unless a resignation or a removal has taken place.
- If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.
- Terms are staggered to be overlapping four-year terms, so that all terms do not expire in any one year.
- If a member resigns before the end of their term, a replacement serves out the remainder of that term.

### *Vacancies*

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are posted by the city clerk in the City Council Chambers bulletin board and on the city website.
- Whenever an unscheduled vacancy occurs in any commission/committee, a special vacancy notice shall be posted within 20 days after the vacancy occurs. Appointment shall not be made for at least 10 working days after posting of the notice (Government Code §54974).
- On or before December 31 of each year, an appointment list of all regular advisory commissions/committees of the City Council shall be prepared by the city clerk and posted in the City Council Chambers bulletin board and

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on the City's website. This list is also available to the public (Government Code §54972, Maddy Act).

## Roles and Responsibilities

### Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

### Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

### Finance and Audit Commission

The Finance and Audit Commission is charged primarily to support delivery of timely, clear and comprehensive reporting of the City's fiscal status to the community at large. Specific focus areas include:

- Review the process for periodic financial reporting to the City Council and the public, as needed
- Review financial audit and annual financial report with the City's external auditors
- Review of the resolution of prior year audit findings
- Review of the auditor selection process and scope, as needed

### Housing Commission

The Housing Commission is charged primarily with advising the City Council on housing matters including housing supply and housing related problems. Specific focus areas include:

- Community attitudes about housing (range, distribution, racial, social-economic problems)
- Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City
- Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974
- Review and recommend to the City Council regarding the Below Market Rate (BMR) program
- Initiate, review and recommend on housing policies and programs for the City
- Review and recommend on housing related impacts for environmental impact reports
- Review and recommend on State and regional housing issues
- Review and recommend on the Housing Element of the General Plan

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

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Library Commission

The Library Commission is charged primarily with advising the City Council on matters related to the maintenance and operation of the City’s libraries and library systems. Specific focus areas include:

- The scope and degree of library activities
- Maintenance and protection of City libraries
- Evaluation and improvement of library service
- Acquisition of library materials
- Coordination with other library systems and long range planning
- Literacy and ESL programs

Parks and Recreation Commission

The Parks and Recreation Commission is charged primarily with advising the City Council on matters related to City programs and facilities dedicated to recreation. Specific focus areas include:

- Those programs and facilities established primarily for the participation of and/or use by residents of the City, including 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

Planning Commission

The Planning Commission is organized according to State Statute.

- The Planning Commission reviews development proposals on public and private lands for compliance with the General Plan and Zoning Ordinance.
- The Commission reviews all development proposals requiring a use permit, architectural control, variance, minor subdivision and environmental review associated with these projects. The Commission is the final decision-making body for these applications, unless appealed to the City Council.
- The Commission serves as a recommending body to the City Council for major subdivisions, rezoning’s, conditional development permits, Zoning Ordinance amendments, General Plan amendments and the environmental reviews and Below Market Rate (BMR) Housing Agreements associated with those projects.
- The Commission works on special projects as assigned by the City Council.

**Special Advisory Bodies**

The City Council has the authority to create standing committees, task forces or subcommittees for the City, and from time to time, the City Council may appoint members to these groups. The number of persons and the individual appointee serving on each group may be changed at any time by the City Council. There are no designated terms for members of these groups; members are appointed by and serve at the pleasure of the City Council.

Any requests of city commissions or committees to create such ad hoc advisory bodies shall be submitted in writing to the city clerk for City Council consideration and approval.

**Procedure history**

Action	Date	Notes
Procedure adoption	1991	Resolution No. 3261
Procedure adoption	2001	
Procedure adoption	2011	
Procedure adoption	2013	Resolution No. 6169
Procedure adoption	2017	Resolution No. 6377
Procedure adoption	6/8/2021	Resolution No. 6631

**COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES**

City Council Policy #CC-24-004

Adopted Feb. 13, 2024

Resolution No. 6890

Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	9/20/2022	Resolution No. 6776
Procedure adoption	1/10/2023	Resolution No. 6803
Procedure adoption	6/27/2023	Resolution No. 6840
Procedure adoption	2/13/2024	Resolution No. 6890



**STAFF REPORT**

**Parks and Recreation Commission**

**Meeting Date:** 6/26/2024

**Staff Report Number:** PRC-2024-019

**Regular Business:** **Recommend the Library and Community Services department strategic plan 2024-26**

**Recommendation**

City staff recommends that the Parks and Recreation Commission (PRC) recommend the proposed Library and Community Services department strategic plan for 2024-26 (Attachment A).

**Policy Issues**

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

**Background**

On Jan. 27, 2021, the PRC recommended the Library and Community Services Department Strategic Plan: 2020 and Beyond (Attachment B).

On Aug. 25, 2021, the PRC received an informational "Scorecard" report on progress made towards the strategic plan goals as of that date (Attachment C).

On Jan. 24, the PRC held a study session and provided feedback on the draft Library and Community Services department strategic plan 2024-26 (Attachment D)

On Apr. 22, the Library Commission recommended the Library and Community Services department strategic plan 2024-26 (Attachment E).

**Analysis**

The Library and Community Services (LCS) department strategic plan is intended to be a living document that can and should be periodically updated to remain aligned with new operational circumstances, emerging opportunities, and evolving community needs over time.

Since the previous update in 2021, significant events and changes in the City of Menlo Park include the ongoing recovery from the coronavirus pandemic, new economic uncertainties in the City organization's long-term budget forecast, and the anticipated opening of the new Belle Haven Community Campus project.

In September 2023, City staff began an internal review of the current LCS department strategic plan to identify potential updates for 2024-25.

As part of the review process, staff created and presented it to the PRC on Jan. 24. (Attachment D).

On January 24, 2024, the Parks and Recreation Commission held a study session to review an updated Scorecard to report on progress made toward the strategic plan goals, and provide feedback on an updated draft of the strategic plan for 2024-25. Staff have incorporated PRC feedback, made additional minor revisions, and provide the final draft strategic plan for recommendation in Attachment A.

New revisions since the PRC's Jan. 24 review include:

- Updated the strategic plan's overall timeframe to encompass two years from 2024 to 2026 instead of one year from 2024-25
- Revised some start dates in Goal 2.2. to align with the anticipated start of operations at the Belle Haven Community Campus
- Added four tasks to Goal 3.1 Strategic Planning and Accreditation:
  - 3.1.e. Conduct reviews of the Parks and Recreation Facilities Master Plan (PRFMP) at least every two years.
  - 3.1.f. Achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)
  - 3.1.g. Achieve accreditation by the National Association for the Education of Young Children (NAEYC)
  - 3.1.h. Achieve Star Library rating by Library Journal (LJ)
- Fixed various minor typographical and grammatical errors.

The Library Commission conducted its review of the strategic plan on a similar timeline to the above, and recommended the strategic plan in Attachment A on Apr. 22.

### **Impact on City Resources**

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive direct impact to the City's general fund as a result of this study session.

### **Environmental Review**

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **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. Library and Community Services department strategic plan 2024-26
- B. Hyperlink – “Recommend: Library and Community Services Department Strategic Plan Update: 2020 and Beyond,” Parks and Recreation Commission meeting agenda (item E-3), Jan. 27, 2021. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210127-parks-and-rec-agenda.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210127-parks-and-rec-agenda.pdf)
- C. Hyperlink – “Library and Community Services Strategic Plan Scorecard,” Parks and Recreation



Commission meeting agenda (item E-4), Aug. 25, 2021.

[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210825-parks-and-rec-agenda.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210825-parks-and-rec-agenda.pdf)

D. Hyperlink – “Library and Community Services department strategic plan 2024-25”, Parks and Recreation Commission meeting agenda (item D-1), Jan. 24, 2024.

[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240124\\_prc\\_agenda.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240124_prc_agenda.pdf)

E. Hyperlink – “Recommend the Library and Community Services department strategic plan 2024-26,” Library Commission meeting agenda (item C-3), Apr. 22, 2024

[menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240422\\_lc\\_agenda\\_packet.pdf#page=9](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/library-commission/2024-meetings/agendas/20240422_lc_agenda_packet.pdf#page=9)

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Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

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**\*\*DRAFT\*\***

**CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STRATEGIC PLAN  
2024-26**

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## Strategic Plan Elements

1. Strategic Directions: The eight major categories of the plan.
  2. Goals: Specific, Measurable, Achievable, Results-oriented, Time-bound.
  3. Tasks: Clearly defined but flexible to respond to the changing environment.
  4. Start/end dates: Timeframes for completing tasks. Dates are realistic and achievable but subject to change as new circumstances and resource constraints arise.
  5. Performance goals: Metrics to assess if and how well a goal has been achieved.
-

## Strategic Direction 1: Excellent customer service

Use customer satisfaction data, staff training, self-service and automation systems, and policies and procedures to deliver excellent customer service to all members of the community, at all times, in all aspects of department programs and operations.

### Goal 1.1. Customer satisfaction data collection

Use customer satisfaction data collection systems with tools to assess community sentiment and satisfaction with department services.

Task	Description	Start	End	Performance goal
1.1. a.	Deploy survey tools to collect data about community satisfaction with Library and Community Services operations, services, and programs	Jan 2024	ongoing	Survey tools deployed at least annually. Develop and implement tools for measuring ongoing customer satisfaction
1.1. b.	Analyze customer satisfaction data and identify potential service enhancements.	Jan 2024	ongoing	90% or higher rating on customer satisfaction surveys achieved
1.1. c.	Provide a public suggestion box at every service point, including online. Respond to every suggestion received within a week and publish responses monthly.	Jan 2021	ongoing	100% responses sent within five business days; published monthly in reports to advisory bodies

### Goal 1.2. Customer service training

Provide robust customer service training programs for LCS team members. Cross-train and test all team members on customer service expectations and techniques.

Task	Description	Start	End	Performance goal
1.2. a.	Implement customer service procedures and cross-training modules for LCS staff.	Jan 2024	Jan 2025	100% customer service procedures and training modules implemented
1.2. b.	Department team members achieve proficiency with the customer service techniques and training contained in the customer service procedures modules.	Jan 2024	Jul 2024	Team members collectively achieve average 90% or higher score on customer service module proficiency tests.
1.2. c.	Convene annual LCS staff in-service training conferences. Incorporate customer service training at one in-service per year.	Jan 2024	ongoing	Two half-day and one full-day staff trainings held annually.

### Goal 1.3. Department policies and procedures

Review and update Library and Community Services department policies and procedures with stakeholder input.

Task	Description	Start	End	Performance goal
1.3. a.	Update operational procedure manuals for all LCS functional areas; convert all to secure electronic formats	Jan 2024	Jan 2025	Procedure manuals updated and converted to secure electronic formats
1.3. b.	Update and compile a comprehensive emergency and safety procedures manual; present to advisory bodies for review	Jan 2024	Jan 2024	Emergency manual updated; review by advisory bodies completed

1.3. c.	Update and compile customer service policies from across department; align and combine policies where appropriate	Jan 2024	Jun 2024	Policies updated and presented to advisory bodies for review and recommendation
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**Goal 1.4. Self-service and automation systems**

Deploy user-friendly, accessible self-service and automation systems to enhance convenience and access for residents, increase operational efficiencies, and achieve operational cost savings.

Task	Description	Start	End	Performance goal
1.4. a.	Continue to evaluate self-service and automation options to improve customer service and gain operational efficiencies across department. Review industry best practices. develop budget and resource allocation proposals and identify potential upgrade options	Jan 2024	ongoing	Assessment completed; recommend options identified in the context of the FY 2024-25 operating budget
1.4. b.	Implement self-service and automation solutions in coordination with city IT and Public Works departments	Jan 2024	ongoing	Implementation completed 100% on time and within budget
1.4. c.	In cooperation with the project design team and city IT, develop a self-service and automation strategy and recommendations for the new Belle Haven Community Campus building that provides fast, convenient, easy to use options for customer self service	Feb 2021	Jun 2024	Strategy and recommendations developed and integrated in BHCC equipment/software acquisition strategy. Review automation and self service solutions at opening day +6 months
1.4. d.	Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.	ongoing	ongoing	See Goal 4.3

**Strategic Direction 2: Belle Haven Community Campus project**

**Goal 2.1. Operational startup**

Working with City Council, Belle Haven neighborhood residents, City departments, agency partners, and other stakeholders to open and operate the Belle Haven Community Campus.

Task	Description	Start	End	Performance goal
2.1. a.	Transfer interim services for seniors, interim services for the Belle Haven Youth Center, and branch library services to the new Campus facility.	Feb 2024	May 2024	Services ready for facility opening day
2.1. b.	Implement staffing plan in preparation for Campus facility opening day.	Nov 2023	Apr 2024	Staff hired, trained and shifts assigned by Campus opening day
2.1. c.	Complete remaining construction tasks in coordination with Meta, construction team, and other City departments	Nov 2023	May 2024	Certificate of Temporary Occupancy issued – City takes possession of facility and LCS staff move in

2.1. d.	Purchase necessary materials for Campus facility	Aug 2023	May 2024	Campus facility outfitted with necessary equipment and materials needed to provide services on opening day
2.1. e.	Develop a program for the inclusion of thoughtful, inclusive public art elements in the new building that are community specific, integral to local history, and solicit community participation	Jan 2024	Fall 2024	Public art program completed and approved 100% in alignment with overall project timeline and milestones
2.1. f.	In coordination with the Belle Haven Community Campus Subcommittee, develop a system for recognizing donor contributions to the new BHCC	Dec 2023	May 2024	Donor recognition plan completed and approved 100% in alignment with overall project timeline and milestones

**Goal 2.2. Equivalent and comparable programs**

Provide quality programs and services to the Belle Haven neighborhood that meet resident needs and are equivalent or comparable to programs and services at the Burgess campus.

Task	Description	Start	End	Performance goal
2.2. a.	School-aged child development. Provide year-round afterschool education and summer camps for rising K-5 <sup>th</sup> grades at the Belle Haven Youth Center in the new Campus facility	May 2024	Ongoing	Safe, healthy, quality program of after school care for rising K-5 children provided. Summer camp programs for K-5 and 6-8 grade youth provided on time and within budget
2.2. b.	Senior enrichment and transportation. Provide senior nutrition program, senior enrichment classes, senior transportation, and a senior lounge area at the new Campus facility	May 2024	Ongoing	Senior services at the Campus facility implemented 100% on time and within budget
2.2. c.	Library collections and technology access. Provide free and equitable access to information, resources, opportunity and learning through library collections and technology	May 2024	Ongoing	Children’s library and all-ages library open 7 days a week, 8-10 hours per day. Library collections and information resources provided within budget
2.2. d.	Makerspace and Teen Zone. Give Campus users the opportunity to create, collaborate, and develop skills that can lead to new interests or employment through the programs and resources of a makerspace and teen zone.	May 2024	Ongoing	Provide makerspace programs to seniors and school-aged youth. Expand makerspace services through partnerships with local educational and nonprofit organizations. Partner with Youth Advisory Commission, Teen Advisory group and other stakeholders for service provision in teen zone. Services are responsive to neighborhood needs and are within budget.
2.2. e.	Library cultural and educational programming. Provide educational resources and opportunities for life enrichment through cultural and educational programming	May 2024	ongoing	Early literacy storytimes provided 3+ times per week. Cultural and educational programs including informational workshops, guest speakers, live performances, resource fairs, and community conversations about issues of local, regional and national importance are provided.

2.2. f.	Fitness Center and Movement Studio. Support the health and wellness of Menlo Park residents by providing community access to fitness equipment and training	May 2024	ongoing	Satisfaction with fitness and movement studios rate more than 90% on user surveys.
2.2. g.	Facility rentals and meeting rooms. Support the community's need for safe, welcoming, community-oriented places to gather by making venue spaces available in the new Campus facility	May 2024	ongoing	Venue spaces prioritize Menlo Park residents, Menlo Park based nonprofit organizations and City programs. Satisfaction with facility rentals and meeting rooms rate more than 90% on user surveys.
2.2. h.	Indoor and outdoor sports. Support the health and fitness of Menlo Park residents by providing community access to athletic activities.	May 2024	Ongoing	Prioritize athletic facility usage for Menlo Park residents, community-oriented leagues and local schools. Satisfaction with indoor and outdoor sports programs and facilities rate more than 90% on user surveys.
2.2. i.	Aquatics program. Support the fitness, wellness, and social connectedness needs of Menlo Park residents by providing community-oriented access to aquatics programming.	May 2024	Ongoing	Satisfaction with aquatics programming and facilities rate more than 90% on user surveys.

**Goal 2.3. Community engagement**

Assist and facilitate robust community engagement in program development, service provision, and facility maintenance, in coordination with city public engagement manager.

Task	Description	Start	End	Performance goal
2.3. a.	Gather resident and facility user feedback on programming, services, and facilities.	May 2024	October 2024	Resident and facility user feedback gathered using in person fee
2.3. b.	Translate major project documents into Spanish and other dominant second languages and provide translation services at public meetings where feasible and appropriate	Jan 2024	ongoing	Translations provided for 100% of major project documents and at public meetings
2.3. c.	Engage and advise relevant advisory bodies (Library Commission, Parks & Recreation Commission, Youth Advisory Committee) with regular project progress updates throughout opening.	Nov 2023	Apr 2024 and ongoing	Advisory bodies receive project status updates at 100% of duly noticed advisory body public meetings. Updates on Campus programming and operations at opening day + 6 months and opening day + one year.

**Strategic Direction 3: Responsiveness to community needs**

**Goal 3.1. Strategic planning and accreditation**

Regularly review and update the strategic plan and other planning documents to stay current and responsive to changing circumstances and evolving community needs.

Task	Description	Start	End	Performance goal
3.1. a.	Engage the input and suggestions of LCS team members in reviewing and updating the Strategic Plan	Sep 2023	Dec 2024	Every LCS team member engaged in review and update process



3.1. b.	Engage the input and suggestions of the Parks and Recreation Commission, the Library Commission and general public in review of and updates to the Strategic Plan	Dec 2023	Dec 2024	LCS Strategic Plan updates reviewed and recommended by both the Parks & Recreation Commission and the Library Commission
3.1. c.	Conduct an annual review of performance and progress toward Strategic Plan goals	Oct 2023	March 2024	Complete next annual review by December 2024
3.1. d.	Integrate strategic plan goals into individual employee work plans	Ongoing	Ongoing	All individual work plans tie directly to strategic plan goals
3.1.e.	Conduct reviews of the Parks and Recreation Facilities Master Plan (PRFMP) at least every two years.	Fall 2024	Ongoing	PRFMP updates reviewed and recommended by the Parks & Recreation Commission and City Council
3.1.f.	Achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (CAPRA)	Fall 2024	Fall 2026	All City recreation programs meet or exceed requirements to achieve CAPRA accreditation by Fall 2026
3.1.g.	Achieve accreditation by the National Association for the Education of Young Children (NAEYC)	Fall 2024	Fall 2026	All City early childhood education programs meet or exceed requirements to achieve NAEYC accreditation by Fall 2026
3.1.h.	Achieve Star Library rating by Library Journal (LJ)	Fall 2024	Fall 2026	All City library programs meet or exceed requirements to achieve LJ Star Library rating by Fall 2026

### Goal 3.2. Analysis and data

Use statistics, community survey response data, strategic and master plan documents, and analyses of best practices to inform decisions about services and programs.

Task	Description	Start	End	Performance goal
3.2. a.	Develop tools to collect quantitative and qualitative feedback from service users and program attendees, in alignment with Strategic Direction 1.	Jan 2024	Aug 2024	Library materials survey for BHCC completed and results used to inform purchasing. Library annual statistics for State Library reported out to LC. Xplor user surveys post class, as noted in item 1.1a See also Goal 1.1.a
3.2. b.	Use community feedback to modify programs and services in response to identified community needs	Oct 2023	ongoing	90% or higher rating on customer satisfaction surveys achieved
3.2. c.	Publish relevant statistics and data to the public through advisory bodies, budget stories page, and for publication online and in print.	Jan 2024	ongoing	Budget stories page updated annually; advisory bodies monthly
3.2. d.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Nov 2023	ongoing	See PRFMP

### Goal 3.3. Programs and services

Target department services, programs, and resources efficiently and where they are most effective and responsive to community needs.

Task	Description	Start	End	Performance goal
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3.3. a.	Develop and implement a plan to enhance technology services and access to seniors	Apr 2024	Apr 2025	Achieve 100% of senior center users have access to high-speed internet and connected device
3.3. b.	Under Council direction, support Youth Advisory Committee (YAC) to provide input on youth related programs and services	Nov 2023	Jun 2024 and ongoing	Work with the new YAC to create a committee work plan for 2023-24 year by June 2024
3.3. c.	Continue collaboration with master gardeners on seed library and demonstration garden programs. Continue monthly "Garden Talk" program series. Explore further collaborations with child development and senior programming teams.	Jan 2024	Summer 2024	Garden and supporting programming in place by beginning of transitional service period. Modify this performance goal post BHCC opening.
3.3. d.	In coordination with Strategic Direction 7, identify opportunities to eliminate or reduce barriers to recreation program participation and facility use	ongoing	ongoing	See Strategic Direction 7
3.3. e.	Continue to provide virtual and or virtual/onsite hybrid participation for programs, events, and classes whenever feasible and appropriate	Jan 2024	ongoing	>25% of classes, events and programs provide a virtual or hybrid option; >90% of virtual program attendees rate experience as good or better in user surveys

## Strategic Direction 4: Efficiency and effectiveness

Maintain efficient operations, systems, and facilities

### Goal 4.1. Budget outcomes

Operate an efficient municipal department that meets assigned service delivery outcomes within approved operating budget.

Task	Description	Start	End	Performance goal
4.1. a.	Deliver 100% of the department's service delivery outcomes within established operational budget constraints	Jun 2023	Jul 2024	100% of service outcomes delivered on time and within budget
4.1. b.	Analyze departmental staffing needs and organizational structure and develop staffing proposals to address projected service demand changes, in alignment with Strategic Direction 8. Special focus on staffing and service demands at the new Campus facility.	Jan 2024	Jan 2025	Proposed staffing and operational plan completed and presented to City Council in the context of the FY 2024-25 operating budget
4.1. c.	Complete a fee study that analyzes the current fee structure and costs for classes and rentals with the goal of creating a consistent fee structure for classes and rental costs across all LCS facilities	Oct 2024	Apr 2025	Propose any fee changes for Council adoption for 2025/26 FY.
4.1. d.	Increase cross training across functional areas to increase staff skills and flexibility	Jan 2024	Jan 2025	>50% of department staff cross-trained in two or more operational areas of the department

### Goal 4.2. Grants, volunteers, and partnerships

Secure external resources from grants, volunteers, and partnerships that are valued greater than the costs to acquire and maintain the external resources.

Task	Description	Start	End	Performance goal
4.2. a.	Secure external grant funding that is valued greater than the costs to acquire and maintain the external resources.	Jan 2024	ongoing	Total annual grant funding secured is equivalent to or greater than 5% of department annual general fund operating budget.
4.2. b.	Engage volunteerism in support of library and community services public services.	ongoing	ongoing	Total annual volunteer hours served is equivalent to or greater than 3% of total annual staff hours worked.
4.2. c.	Explore opportunities to facilitate the creation of a nonprofit group to support parks and recreation facilities and services	Jan 2024	Jan 2025	See Goal 7.1.b

**Goal 4.3. Facilities and technology**

Coordinate with City IT and Public Works departments to address ongoing technology needs, resolve technical challenges, and leverage emerging opportunities to address evolving facility and technology needs.

Task	Description	Start	End	Performance goal
4.3. a.	Advance the recommendations of the Parks and Recreation Facilities Master Plan (PRFMP)	Nov 2023	ongoing	See PRFMP
4.3. b.	Continue to identify opportunities for self-service and automation technology systems to improve efficiency and free up staff resources to focus on services and programs	Ongoing	Ongoing	See Goal 1.4
4.3. c.	In coordination with City Public Works and Planning teams, advance major infrastructure and facility projects currently in progress or scheduled to begin in FY 2023/24 including Main Library roof replacement, Willow Oaks Park upgrades and Kelly Field turf and track replacement	Jun 2023	ongoing	Infrastructure and facilities projects completed

**Goal 4.4. Environmental sustainability and energy efficiency**

Practice environmental sustainability and energy efficiency in department operations

Task	Description	Start	End	Performance goal
4.4. a.	Working with city Environmental Sustainability department and following the strategy recommendations of the Community Zero Waste Plan, reduce waste generation by staff by 5%	Jan 2024	Dec 2024	Reduce departmental waste generation by 5%
4.4. b.	Readjust energy consumption at LCS facilities to achieve operational Net Zero Energy in alignment with Climate Action Plan goals for city facilities by 2030	Jan 2024	Dec 2030	Achieve 100% of Climate Action Plan energy consumption goals by 2030

**Strategic Direction 5: Staff development**

Create meaningful staff development, engagement, and team communication opportunities.

### Goal 5.1. Performance planning

Complete individual work plans annually for all department team members. Work plans will include goals, tasks, and Performance goals as well as individual training and professional development goals.

Task	Description	Start	End	Performance goal
5.1. a.	Complete individual work plans for all department team members.	Jul 2023	Jun 2024	100% of department team members complete individual employee work plans anniversary of hire date.
5.1. b.	Identify individual employee training needs and coordinate training sessions to fill the needs. Make sure training outcome is shared and applied	Jun 2023	ongoing	As part of work plan development, identify training needs and schedule trainings for all employees by anniversary of hire date
5.1. c.	Identify individual employee professional development goals and develop action plans to help each employee achieve their professional goals. Encourage certifications and educational requirements when required for position.	Jun 2023	ongoing	As part of work plan development, create professional development action plans for each employee by anniversary of hire date
5.1. d.	Provide regular one-on-one check- in meetings between employees and supervisors to review performance goals and progress	Jun 2023	ongoing	100% of employees and supervisors engage in monthly one-on-one meetings
5.1. e.	Complete annual employee evaluations for every employee	Jun 2023	ongoing	100% of departmental employees receive an annual evaluation

### Goal 5.2. Staff training

Develop a department wide staff training plan to maximize depth and breadth of organizational knowledge, provide cross-training and development opportunities for career growth.

Task	Description	Start	End	Performance goal
5.2. a.	Create a training team and task them with developing a training plan for the department. Training plan should include team or small group trainings and require post-training report-outs to larger team or at departmental meetings. Develop training topics based on responses from departmental survey.	Jun 2023	ongoing	Two annual half-day and on annual full day training events for department established. Individual teams have additional trainings as needed.
5.2. b.	Develop and implement an operations cross-training strategy to enhance staff capacity, teamwork, and flexibility.	Apr 2024	Dec 2024	Cross training plan developed
5.2. c.	In coordination with City HR, develop depart-wide understanding of position requirements so that training support can be provided Offer shadowing days or a talent exchange program to help staff better understand duties not shown in job description documents.	Mar 2024	Dec 2024	Technical and training requirements for each departmental position available to all employees. Shadowing or talent exchange program developed.
5.2. d.	Continue to provide technology training based on the results of departmental survey from annual employee in-service day (Monday.com; Box.com; Deputy.com; Zoom; Workplace, Xplor)	Nov 2023	Nov 2024	Tech training events held

5.2. e	Working with City HR, conduct all-hands trainings related to employee safety (e.g., protecting against viral transmission, dealing with difficult customers, active shooter training, etc.)	Jan 2024	Jan 2025 and ongoing	100% of department staff attend two or more safety trainings per year
5.2. f.	Develop a department wide staff development and succession plan to maintain continuity of organizational knowledge, minimize operational disruptions, sustain employee retention levels, and provide opportunities for career growth.	Nov 2023	Jun 2024	Plan completed and presented to City Manager for review and approval

### Goal 5.3. Employee recognition

Conduct regular employee recognition and team-building activities and facilitate robust, transparent internal communication at all organizational levels.

Task	Description	Start	End	Performance goal
5.3. a.	Convene semiannual staff retreats for team building, information sharing, and professional development	Mar 2021	ongoing	100% of department staff participate in one or more staff retreats annually
5.3. b.	Provide opportunities for peer-generated staff recognition activities (e.g. virtual kudos boards, virtual and onsite recognition events, verbal recognition at all-hands meetings, etc.)	Jun 2023	ongoing	100% of department staff engage in one or more peer-generated recognition activities annually

## Strategic Direction 6: Public engagement

Engage in robust, transparent, two-way communication and outreach with the community

### Goal 6.1. Public communication

Coordinate with city public engagement manager to review and update LCS department webpages, email lists, social media presence, printed materials, and onsite messaging as needed to improve the effectiveness and transparency of communications.

Task	Description	Start	End	Performance goal
6.1. a.	In coordination with City Public Engagement Officer, develop and implement a coordinated social media messaging strategy driven by user analytics. Use engagement tools to measure effectiveness of social media messages	April 2024	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.1. b.	Provide easy channels for residents to provide feedback online and in person. Respond to all customer feedback promptly.	Nov 2023	ongoing	See Goal 1.1.c
6.1. c.	Evaluate current department webpages and print materials to assess reach, impact and relevance to residents	Jan 2024	Dec 2024	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.
6.1. d.	In coordination with city communications team, develop a system for identifying, targeting, and focusing departmental messaging. Test message content and methods to increase the effectiveness and reach of department communications	Jun 2024	Dec 2024	Achieve 90% or greater customer satisfaction with departmental communications on department customer satisfaction surveys.

### Goal 6.2. Effective messaging

Target communications and outreach resources efficiently and where they are most effective, in coordination with city public engagement manager.

Task	Description	Start	End	Performance goal
6.2. a.	Produce a weekly department e-newsletter for citywide distribution.	Jul 2023	ongoing	Weekly e-newsletter produced >45 times per year
6.2. b.	Translate major department communications. Have staff available to assist in translating during customer interactions. Encourage staff education in Spanish language/ASL	Oct 2023	ongoing	Translations provided for 100% of major department communications; bilingual staff are available to translate service interactions during 100% of operational hours
6.2. c.	Enhance visual accessibility of department web pages for users who need web readers. Evaluate options for improving accessibility of communications for those who are hearing impaired/sight impaired	ongoing	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.2. d.	Use data from post event surveys to identify most effective forms of communication	Nov 2023	ongoing	Achieve 90% or greater customer satisfaction with web and social media user experience on department customer satisfaction surveys.
6.2. e.	Produce and distribute printed information materials to inform residents of department services	ongoing	ongoing	Printed informational materials produced and distributed to Menlo Park residents on a quarterly or more frequent schedule

### Goal 6.3. Communication channels

Explore new communications channels for reaching the community; reinforce and educate the community about existing channels.

Task	Description	Start	End	Performance goal
6.3. a.	Recruit ambassadors from department affiliate groups and advisory bodies to distribute department messages on hyperlocal social media channels (e.g., NextDoor, Facebook Neighborhoods, etc)	ongoing	ongoing	4 or more messages per quarter placed on hyperlocal channels
6.3. b.	Explore the use of online systems for asynchronous staff and customer training	Jun 2024	ongoing	2 or more promotional pieces created and 2 or more staff training modules created per year
6.3. c.	Develop internal production capacity to produce "behind the scenes" videos for social media channels/ training for staff	Jan 2024	Dec 2024	1 or more training or promotional videos produced per year
6.3. d.	Integrate livestream broadcast into department event production (e.g., Zoom webinar synchronization to Facebook Live, YouTube, etc). Use archived recordings to enrich social media channels. Partner with local media nonprofits (MidPen Media Center) to increase local coverage of department events	Jan 2024	ongoing	Partnership with local media nonprofit established and 4 or more livestreaming events produced

6.3. e.	Secure “earned media” local media placements via press releases and other publicity techniques	Jun 2023	ongoing	4 or more local media placements and one feature article per year
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## Strategic Direction 7: People-focused programs

Prioritize social justice, equity, diversity, inclusion, and belonging in department services and programs

### Goal 7.1. Identify and reduce barriers

Identify and reduce barriers to participation for all residents.

Task	Description	Start	End	Performance goal
7.1. a.	Continue to assess current cost recovery model to identify barriers to program participation (e.g., fees-for-service, overdue fines, instructor rates, prioritization of services, etc.)	Feb 2024	Jun 2024	Cost recovery / fee study model assessed in the context of the FY 2024-25 operating budget process
7.1. b.	Continue to evaluate opportunities and best practices to remove barriers and increase accessibility to department programs and services (e.g., sliding scales, voluntary/ suggested donations at points of entry, fee waivers or scholarships, fundraising partnership with area nonprofits, “one city” access card system, etc.)	Feb 2024	Jun 2024	Evaluation completed and implemented in the context of the FY 2024-25 budget process
7.1. c.	Improve the accessibility of external communications by providing materials in other languages, making online communications web reader friendly, and other enhancements	Jan 2024	Jan 2025	See strategic direction 6.3.b.
7.1. d.	Identify opportunities, challenges and impacts to reduce access barriers for unhoused residents (e.g., address verification for library cards, internet access, use of recreation and gymnasium facilities, etc.)	Jan 2024	Jan 2025	Evaluation completed and recommendations presented to advisory commissions for review

### Goal 7.2. Access and inclusivity

Provide diverse, equitable, and inclusive services, programs, and facilities for all residents

Task	Description	Start	End	Performance goal
7.2. a.	Align resources so that facility hours and services are equitable and accessible residents in all areas of the city	ongoing	ongoing	Facility hours and services are comparable and equitable
7.2. b.	Review policies related to public use of facilities (library behavior policy, recreation facility use policy, etc.) to ensure equity, diversity, and inclusion for all residents regardless of background	ongoing	ongoing	90% or more of facility users agree with the following statement on user surveys: “City facilities, services, and programs reflect the community’s diversity and provide equity, inclusion, and accessibility for all residents regardless of background.”

7.2. c.	Coordinate with Public Works to review physical accessibility of all LCS facilities every other year	ongoing	ongoing	Biannual ADA review of all LCS facilities completed and recommendations presented in the context of a future Capital Improvement Program budget
7.2. d.	Coordinate with Public Works to assess furnishings and fixtures at LCS facilities for accessibility by seniors and the differently abled	May 2024	Dec 2024	90% or more of facility users in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2. e.	Assess options to provide adaptive technology for hearing-impaired users (e.g. audio loop systems, portable radio/assistive technology) and for users with low vision.	Jun 2024	Jun 2025	Assessment completed and recommendations presented in the context of the FY 2024-25 operating budget
7.2. f.	Develop and implement services and programs that are adaptive and inclusive for people of all abilities	Jun 2023	ongoing	90% or more of service and program participants in these demographic categories rate the accessibility of department facilities good or better in customer satisfaction surveys
7.2. g.	Build and strengthen partnerships with community-based organizations (e.g. Samaritan House, Mateo Lodge) that assist people who are unhoused and/or need access to health care. Develop a pilot program to refer and connect users to these organizations.	Dec 2023	Dec 2024	Pilot program developed and implemented

### Goal 7.3. Eliminate bias

Train staff on the principles and practices of equity, diversity, inclusivity, social justice, and adaptive learning; eliminate bias in department operations.

Task	Description	Start	End	Performance goal
7.3. a.	Participate in institutional bias reform and training sessions, in alignment with City Council priorities	ongoing	ongoing	100% of LCS team members participate in one or more institutional bias training sessions per year
7.3. b.	Provide effective staff training on services to people who are unhoused	ongoing	ongoing	100% of department staff participate in one or more trainings per year about inclusive services to the unhoused
7.3. c.	Provide effective training to staff and contract instructors on adaptive learning techniques	ongoing	ongoing	100% of department staff and contract instructors participate in one or more trainings per year about adaptive learning techniques
7.3. d.	Ensure and sustain a diverse, safe, and inclusive work environment for all department staff	Nov 2023	Jun 2024	90% or more of department staff rate the department's commitment to workplace diversity, safety and inclusion good or better in employee surveys
7.3. e.	Conduct a full review of potential bias in department operations	Jan 2023	Jan 2024	Review completed and presented to advisory bodies and City Council with recommendations for eliminating bias in operations



## Strategic Direction 8: Emergency resiliency and relief

Emergency shelter and care. Support relief activities for community members impacted by large-scale emergencies and disasters.

### Goal 8.1. Resiliency and preparedness

Ensure that department facilities are resilient and prepared for relief activities

Task	Description	Start	End	Performance goal
8.1. a.	In coordination with the Public Works department, ensure that department facilities are in good working order and that designated facilities are able to serve as emergency shelters	Jun 2023	ongoing – annual assessment	100% of LCS facilities are in good working order, and have emergency supplies and equipment. Regular safety inspections and tests are conducted.
8.1. b.	In coordination with the City’s emergency services coordinator, prepare staff for serving the community during emergency events	Jun 2023	Jun 2024	100% of staff are trained on emergency procedures and disaster service worker obligations.
8.1. c.	Provide CPR/First Aid/AED training and certification opportunities. Practice emergency procedures regularly	Jun 2023	ongoing	100% of staff participate in emergency procedure training. Required staff complete CPR and first aid certification training.
8.1. e.	Maintain agreement with American Red Cross to mobilize disaster relief services at City facilities in the event of an emergency service activation. Practice and participate in local and regional emergency management planning and response efforts	Jun 2023	Ongoing	American Red Cross agreement maintained. Staff participation in emergency planning and response exercises greater than 50%
8.1. f.	Cultivate a prepared and resilient community by hosting safety and emergency preparedness workshops, encouraging public signups for emergency notification and information systems, and coordinating with community volunteers.	Jun 2023	ongoing	4 or more emergency preparedness or community safety workshops held per year.



**STAFF REPORT**

**Parks and Recreation Commission**

**Meeting Date:** 6/26/2024

**Staff Report Number:** PRC-2024-020

**Regular Business:** Recommend updates to the recreation scholarship policy

**Recommendation**

Staff recommends that the Parks and Recreation Commission (PRC) recommend updates to the recreation scholarship policy (Attachments A and B). The PRC previously recommended updates to the recreation scholarship policy on Mar. 27. After a standard administrative review of the policy by the city manager and city attorney, staff proposes additional updates to the policy described in this report. The updated policy is scheduled to be presented to City Council for review and potential adoption tentatively on July 9.

**Policy Issues**

As a duly appointed advisory body to the City Council, the Parks and Recreation Commission may review and recommend updates to library and community services policies and procedures as the need arises.

Library and community services departmental policies establish rules, expectations, and procedures for the operation and public use of department programs, services, facilities, and resources. Policies are available for public review in person at City recreation facilities, libraries, and online at the City of Menlo Park website (Attachment C).

**Background**

On Mar. 9, 2021, City Council directed staff to develop a pilot program for need-based recreation scholarships for residents of Menlo Park (Attachment D).

On May 26, 2021, the Parks and Recreation Commission recommended a recreation scholarship pilot program (Attachment E).

On Aug. 31, 2021, City Council received an update about the creation of a recreation scholarship policy (Attachment F).

On Mar. 27, the Parks and Recreation Commission recommended updates to the recreation scholarship policy (Attachment G). After a standard administrative review of the PRC-recommended policy by the city manager and city attorney prior to presenting the recommended policy to City Council for adoption, staff recommends additional updates for the PRC's recommendation.

**Analysis**

The purpose of the recreation scholarship policy is to eliminate barriers that can result from registration fees by providing discounted recreation fees to qualifying low and moderate-income residents, subject to

applicable rules and criteria. Proposed updates to the current policy are presented with a clean version of the updated policy showing all updates incorporated (Attachment A) and a markup of the current policy showing proposed additions in underline and proposed deletions in ~~striketrough~~ (Attachment B).

Updates to the recreation scholarship policy version previously recommended by the PRC on Mar. 27 include:

- Reorder and reformat the document to current City document standards
- Clarify records privacy language
- Add criteria for determining discounted recreation fees between 50 percent and 75 percent off the resident fee
- Expand eligible programs to include summer camps and aquatics programs.

Additional updates recommended by staff after a standard administrative review by the city manager and city attorney include:

- Clarify that only incorporated Menlo Park residents are eligible
- List all facilities that provide activities applicable to recreation scholarships
- Establish a timeframe for future policy reviews in conjunction with master fee schedule updates
- Clarify the parties responsible for performing the annual policy review
- Remove birthdate question from application form and replace with a general age group question
- Add Calwater's fee assistance program to the list of example documents.

### **Impact on City Resources**

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact to the City's general fund related to the topics in this report.

### **Environmental Review**

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **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. Recreation scholarship policy
- B. Recreation scholarship policy (markup)
- C. Hyperlink: Library and Community Services department policies and procedures webpage. [menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures](https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures)
- D. Hyperlink. "Direction on cost recovery policy, library overdue fines and recreation user fees," City Council meeting agenda (item G4), Mar. 9, 2021. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2021-meetings/agendas/20210309-city-council-agenda-packet.pdf#page=90](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2021-meetings/agendas/20210309-city-council-agenda-packet.pdf#page=90)
- E. Hyperlink. "Recreation scholarship pilot program," Parks and Recreation Commission meeting agenda

- (item D2), May 26, 2021. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210526-parks-and-rec-agenda.pdf#page=15](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2021-meetings/agendas/20210526-parks-and-rec-agenda.pdf#page=15)
- F. Hyperlink. "Recreation scholarship pilot program update," City Council meeting agenda (item J4), Aug. 31, 2021. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2021-meetings/agendas/20210831-city-council-agenda-packet.pdf#page=712](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2021-meetings/agendas/20210831-city-council-agenda-packet.pdf#page=712)
- G. Hyperlink. "Recommend updates to library and community services departmental policies: recreation scholarship policy; event sponsorship policy," Parks and Recreation meeting agenda (item E2), Mar. 27, 2024. [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240327\\_parks\\_and\\_recreation\\_regular\\_meeting\\_agenda.pdf#page=31](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/parks-and-recreation-commission/2024-meetings/agendas/20240327_parks_and_recreation_regular_meeting_agenda.pdf#page=31)

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor  
Natalya Jones, Library and Community Services Manager

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director

# RECREATION SCHOLARSHIP POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



<b>Purpose</b>
<p>The recreation scholarship policy is intended to help reduce and eliminate barriers that can result from registration fees. Recreation scholarships provide discounted recreation fees to qualifying low- and moderate-income residents, subject to applicable rules and criteria. In providing this policy, the City of Menlo Park strives to provide parks, recreation programs and facilities that are:</p> <ul style="list-style-type: none"> <li>• Responsive to changing community needs over time.</li> <li>• Equitably distributed across all neighborhoods of Menlo Park.</li> <li>• Accessible to all Menlo Park residents regardless of age, ability, background, or income.</li> </ul>
<b>Eligibility</b>
<p>Participation in the recreation scholarship policy is application-based and must include documentation of residency within incorporated City of Menlo Park and income eligibility through enrollment in another income-based subsidy program. Examples of documents that may demonstrate income eligibility include:</p> <ul style="list-style-type: none"> <li>• Household participation in subsidized utility programs (for example, PG&amp;E CARE or Menlo Park Municipal Water's reduced rate program)</li> <li>• Enrollment at Belle Haven Child Development Center (Menlo Park residents only).</li> </ul> <p>The City of Menlo Park shall not retain eligibility documentation longer than is necessary to complete the application and shall not disclose eligibility documentation to any other party.</p>
<b>Scholarship awards</b>
<p>City of Menlo Park residents may qualify for recreation scholarship awards for discounted recreation fees of 50 percent off the resident fee. For recreation programs with resident fees that are significantly higher than the average resident fees for other City of Menlo Park recreation programs, as calculated by fees per hour of program time, scholarships may be up to 75 percent off the resident fee. Discount rates are set for each recreation program by City of Menlo Park staff in advance of each registration season within the parameters described in this policy.</p>
<b>Exclusions</b>
<p>The recreation scholarship policy does not apply to fees for:</p> <ul style="list-style-type: none"> <li>• Childcare, including afterschool</li> <li>• Facility, field, court and/or park rentals</li> <li>• Senior center programs</li> <li>• Attire, food and drink, and/or merchandise</li> <li>• Advertising and/or permits.</li> </ul>
<b>Procedure</b>
<p>Applications for recreation scholarships must be submitted in writing to Library and Community Services staff for review. Applications shall be submitted on an application form provided by the Library and Community Services department, including but not limited to the following information:</p> <ul style="list-style-type: none"> <li>• Name, residence address, and other identifying information</li> <li>• Documentation of enrollment in income-subsidy programs – see application for examples</li> <li>• Waiver and release of liability</li> </ul> <p>City of Menlo Park residents who meet the eligibility criteria may complete the application on the following page or online at <a href="http://menlopark.gov">menlopark.gov</a>. Applications must be accompanied by proof of income eligibility as described above, and submitted to the City of Menlo Park by one of the following means:</p> <ul style="list-style-type: none"> <li>• By US Mail to: Library and Community Services Department, 800 Alma St., Menlo Park, CA 94025</li> <li>• By hand-delivery to one of the following locations in Menlo Park: <ul style="list-style-type: none"> <li>○ Arrillaga Family Recreation Center, 700 Alma St.</li> <li>○ Arrillaga Family Gymnasium, 600 Alma St.</li> </ul> </li> </ul>

- Arrillaga Family Gymnastics Center, 501 Laurel St.
- Belle Haven Community Campus, 100 Terminal Ave,
- Main Library, 800 Alma St.
- Online at [menlopark.gov](http://menlopark.gov)

Applications and eligibility documentation are reviewed by City staff within 10 business days. Additional information may be requested to help evaluate eligibility. Decisions about application eligibility may be appealed to the Library and Community Services Director, whose decision is final. Recreation scholarships are granted for twelve (12) months, after which a new application may be submitted to request renewal.

**Policy review**

This policy shall be reviewed by City Council in conjunction with annual master fee schedule amendments, or at least once every two years.

**Policy history**

Action	Date	Notes
Policy adopted	August 31, 2021	City Council reviewed
Policy updated	March 27, 2024	Parks and Recreation Commission recommended
Proposed updates	June 26, 2024	

# RECREATION SCHOLARSHIP APPLICATION

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



Resident information	
Name:	
Home address:	
Email:	Phone number:
Age: <input type="checkbox"/> 0-5 years <input type="checkbox"/> 6-11 years <input type="checkbox"/> 12-17 years <input type="checkbox"/> 18-28 years <input type="checkbox"/> 29-50 years <input type="checkbox"/> 51-65 years <input type="checkbox"/> 65+ years <input type="checkbox"/> I prefer not to answer	
Eligibility	
I am enclosing the following document(s) that demonstrate my current enrollment in another income-based subsidy program:	
<input type="checkbox"/> PG&E CARE program	<input type="checkbox"/> Belle Haven Child Development Center
<input type="checkbox"/> Menlo Park Municipal Water reduced rate program	<input type="checkbox"/> Medi-Cal / Medicaid
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> AT&T Lifeline / Comcast Essentials or similar
<input type="checkbox"/> Cal Water Customer Assistance Program (CAP)	<input type="checkbox"/> Other: _____
Waiver and release from liability/ assumption of risk	
I, the undersigned authorize the City of Menlo Park and its officers, agents, and employees to review this application and accompanying documentation.	
I, the undersigned understand that there are inherent risks in participating in the recreational activity, and that injuries may occur from time to time even when reasonable safety precautions are taken. Knowing these inherent risks, nevertheless, in consideration of my or my minor child's participation in the above referenced recreational activity, I as a participant or as legal guardian on behalf of my minor child, hereby assert that my or my minor child's participation in this event is voluntary and agree to assume those risks and release, indemnify and hold harmless the City of Menlo Park, its officers, agents, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to me or my minor child's person or property that may arise out of my or the minor child's participation in this activity, except where caused by the gross negligence of the City of Menlo Park. I understand that this waiver, release, and assumption of risk is binding on me, my minor child, and our heirs and assigns.	
I, the undersigned further expressly agree that the foregoing waiver, release, and indemnification is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion therefore is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. In the event that the individual participating in the activity is a minor, I certify that I am his/her parent or legal guardian and I give my permission for him/her to participate in the recreational activity program. I understand my signature is a legal and binding signature and will be considered original if received by fax.	
Signature	
Name (please print):	
Home address:	
Signature:	Date:
Name of minor child (if applicable):	

# RECREATION SCHOLARSHIP POLICY

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
tel-650-330-2200 [menlopark.gov](http://menlopark.gov)



<b>Purpose</b>
<p><del>The recreation scholarship policy is intended to help reduce and eliminate barriers that can result from registration fees. Recreation scholarships provide discounted recreation fees to qualifying low- and moderate-income residents, subject to applicable rules and criteria. In providing this policy, the City of Menlo Park strives to provide parks, recreation programs and facilities that are:</del></p> <ul style="list-style-type: none"> <li>• Responsive to changing community needs over time.</li> <li>• Equitably distributed across all neighborhoods of Menlo Park.</li> <li>• Accessible to all Menlo Park residents regardless of age, ability, background, or income.</li> </ul> <p><del>To eliminate barriers that can result from registration fees, the recreation scholarship policy provides discounted recreation fees to qualifying low- and moderate-income residents.</del></p>
<b>Eligibility</b>
<p><del>City of Menlo Park residents may qualify for discounted recreation fees up to 75 percent off the resident fee rate. Participation in the recreation scholarship policy is application-based and must include documentation of residency within incorporated City of Menlo Park and income eligibility through enrollment in another income-based subsidy program. Examples of documents that may demonstrate income eligibility include:</del></p> <ul style="list-style-type: none"> <li>• Household participation in subsidized utility programs (for example, PG&amp;E CARE or Menlo Park Municipal Water's reduced rate program)</li> <li>• Enrollment at Belle Haven Child Development Center (Menlo Park residents only).</li> </ul> <p><del>Applications and eligibility documentation are reviewed by City staff within 10 business days. Additional information may be requested to help evaluate eligibility. Decisions about applications may be appealed to the Library and Community Services Director, whose decision is final. Recreation scholarships are granted for twelve (12) months, after which a new application may be submitted to request renewal. The City of Menlo Park shall not retain eligibility documentation longer than is necessary to complete the application, and shall not disclose eligibility documentation to any other party.</del></p>
<b>Scholarship awards</b>
<p><del>City of Menlo Park residents may qualify for recreation scholarship awards for discounted recreation fees of 50 percent off the resident fee. For recreation programs with resident fees that are significantly higher than the average resident fees for other City of Menlo Park recreation programs, as calculated by fees per hour of program time, scholarships may be up to 75 percent off the resident fee. Discount rates are set for each recreation program by City of Menlo Park staff in advance of each registration season within the parameters described in this policy.</del></p>
<b>Exclusions</b>
<p>The recreation scholarship policy does not apply to fees for:</p> <ul style="list-style-type: none"> <li>• Childcare, including afterschool <del>and summer camps</del></li> <li>• Facility, field, court and/or park rentals</li> <li>• Senior center programs</li> <li>• <del>Aquatics programs</del></li> <li>• Attire, food and drink, and/or merchandise</li> <li>• Advertising and/or permits.</li> </ul>
<b>How to apply Procedure</b>
<p><del>Applications for recreation scholarships must be submitted in writing to Library and Community Services staff for review. Applications shall be submitted on an application form provided by the Library and Community Services department, including but not limited to the following information:</del></p> <ul style="list-style-type: none"> <li>• <del>Name, residence address, and other identifying information</del></li> <li>• <del>Documentation of enrollment in income-subsidy programs – see application for examples</del></li> </ul>



• Waiver and release of liability

City of Menlo Park residents who meet the eligibility criteria may complete the application on the following page or online at [www.menlopark.orggov](http://www.menlopark.orggov). Applications must be accompanied by proof of income eligibility as described above, and submitted to the City of Menlo Park by one of the following means:

- By US Mail to: Library and Community Services Department, 800 Alma St., Menlo Park, CA 94025
- By hand-delivery to one of the following locations in Menlo Park:
  - Arrillaga Family Recreation Center, 700 Alma St.
  - Arrillaga Family Gymnasium, 600 Alma St.
  - Arrillaga Family Gymnastics Center, 501 Laurel St.
  - Belle Haven Community Campus, 100 Terminal Ave.
  - Main Library, 800 Alma St.
  - ~~Belle Haven Branch Library, 413 Ivy Dr.~~
- Online at [www.menlopark.orggov](http://www.menlopark.orggov)

Applications and eligibility documentation are reviewed by City staff within 10 business days. Additional information may be requested to help evaluate eligibility. Decisions about application eligibility may be appealed to the Library and Community Services Director, whose decision is final. Recreation scholarships are granted for twelve (12) months, after which a new application may be submitted to request renewal.

**Policy review**

This policy shall be reviewed by City Council in conjunction with annual master fee schedule amendments, or at least once every two years.

**Policy history**

Action	Date	Notes
Policy adopted	August 31, 2021	City Council reviewed
<u>Policy updated</u>	<u>March 27, 2024</u>	<u>Parks and Recreation Commission recommended</u>

# RECREATION SCHOLARSHIP APPLICATION

Library and Community Services  
 800 Alma St., Menlo Park, CA 94025  
 tel-650-330-2200 [menlopark.gov](http://menlopark.gov)



<b>Registration-Resident information</b>	
Name:	
Home address:	
Email:	Phone number:
<del>Date of birth:</del> Age: <input type="checkbox"/> 0-5 years <input type="checkbox"/> 6-11 years <input type="checkbox"/> 12-17 years <input type="checkbox"/> 18-28 years <input type="checkbox"/> 29-50 years <input type="checkbox"/> 51-65 years <input type="checkbox"/> 65+ years <input type="checkbox"/> I prefer not to answer	
<b>Eligibility</b>	
I am enclosing the following document(s) <del>as proof of income eligibility</del> that demonstrate my current enrollment in another income-based subsidy program:	
<input type="checkbox"/> PG&E CARE program	<input type="checkbox"/> Belle Haven Child Development Center
<input type="checkbox"/> Menlo Park Municipal Water reduced rate program	<input type="checkbox"/> Medi-Cal / Medicaid
<input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP)	<input type="checkbox"/> AT&T Lifeline / Comcast Essentials or similar
<input checked="" type="checkbox"/> <u>Cal Water Customer Assistance Program (CAP)</u>	<input type="checkbox"/> Other _____
<b>Waiver and release from liability/ assumption of risk</b>	
I, the undersigned authorize the City of Menlo Park and its officers, agents, and employees to review this application and accompanying documentation.	
I, the undersigned understand that there are inherent risks in participating in the recreational activity, and that injuries may occur from time to time even when reasonable safety precautions are taken. Knowing these inherent risks, nevertheless, in consideration of my or my minor child's participation in the above referenced recreational activity, I as a participant or as legal guardian on behalf of my minor child, hereby assert that my or my minor child's participation in this event is voluntary and agree to assume those risks and release, indemnify and hold harmless the City of Menlo Park, its officers, agents, employees and volunteers from any and all liability for accidents, injuries, loss of and/or damage to me or my minor child's person or property that may arise out of my or the minor child's participation in this activity, except where caused by the gross negligence of the City of Menlo Park. I understand that this waiver, release, and assumption of risk is binding on me, my minor child, and our heirs and assigns.	
I, the undersigned further expressly agree that the foregoing waiver, release, and indemnification is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion therefore is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. In the event that the individual participating in the activity is a minor, I certify that I am his/her parent or legal guardian and I give my permission for him/her to participate in the recreational activity program. I understand my signature is a legal and binding signature and will be considered original if received by fax.	
<b>Signature</b>	
Name (please print):	
Home address:	
Signature:	Date:
Name of minor child (if applicable):	



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 6/26/2024

Staff Report Number: PRC-2024-021

Informational Item: Onboarding new commission members

### Recommendation

Staff recommends that the Commission review a resource list for onboarding new Parks and Recreation Commission members.

### 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 recreation facilities and programs.

### Background

As a City Council-appointed citizen member of a Menlo Park advisory body, Commission members are considered to be public officials serving in an advisory capacity to the City Council. Once a Commission member is appointed, the City Clerk is responsible for administering the oath of office and for providing mandated training on California law (like the Brown Act).

### Analysis

Staff prepared a checklist that may help new Commission members acclimate to their roles as advisory body members and to become better acquainted with current issues relevant to the Commission's work ([Attachment A](#)). Links in the checklist are reviewed at least annually for accuracy and timeliness. The Commission is encouraged to review the list and suggest any additions or edits. The Commission may also want to consider a "buddy system," where an incoming Commission member is paired with an existing Commission member for questions and concerns. The staff liaison would continue to serve in their role as the primary contact for interactions with the department. In addition, the City of Menlo Park Advisory Body Handbook, a primary source of information on the roles and responsibilities of advisory body members, is included in [Attachment B](#).

### 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. Suggested checklist of items for new Commission members
- B. Hyperlink: Advisory body handbook <https://menlopark.gov/files/sharedassets/public/city-managers-office/documents/2023-advisory-body-handbook.pdf>

Staff Report #: PRC-2024-021

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



## Parks and Recreation Commission

### Informational checklist for Parks and Recreation Commissioners Updated June 26, 2024

- City Council webpage**  
Meeting agendas, meeting recordings, past meeting minutes, City Councilmember profiles and contact information. [menlopark.gov/City-Council](https://menlopark.gov/City-Council)
- Parks and Recreation Commission webpage**  
Meeting agendas, meeting recordings, and past meeting minutes.  
[menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission](https://menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission)
- Library Commission webpage**  
Meeting agendas, meeting recordings, and past meeting minutes.  
[menlopark.gov/Government/Commissions-and-committees/Library-Commission](https://menlopark.gov/Government/Commissions-and-committees/Library-Commission)
- Subscribe to receive City updates**  
Sign up for email and text alerts on topics of interest including meeting agendas, newsletters and calendar events. [menlopark.gov/subscribe](https://menlopark.gov/subscribe)
- Library and Community Services department online feedback form**  
Members of the public are encouraged to provide feedback through the online feedback form and in-person through physical suggestion boxes at City libraries and recreation facilities.  
[menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Feedback](https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Feedback)
- Library and community services department webpage**  
Homepage for the department's programs, services and facilities. Links to aquatics, parks, facility reservations, activity guides, youth and adult sports, and more.  
[menlopark.gov/Government/Departments/Library-and-Community-Services](https://menlopark.gov/Government/Departments/Library-and-Community-Services)
- Policies and procedures webpage**  
Library and community services departmental policies and procedures provide transparency to the public about the use of public services, facilities, and amenities.  
[menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures](https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Policies-and-procedures)
- Strategic and master plans webpage**  
Strategic and master plans establish department goals and priorities, provide transparency and ensure accountability to the public. [menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Strategic-and-master-plans](https://menlopark.gov/Government/Departments/Library-and-Community-Services/About-us/Strategic-and-master-plans)
- Belle Haven Community Campus project page**  
Construction project documents and background information.  
[menlopark.gov/Government/Departments/Community-Development/Projects/Completed-projects/Belle-Haven-Community-Campus-Project](https://menlopark.gov/Government/Departments/Community-Development/Projects/Completed-projects/Belle-Haven-Community-Campus-Project)

❑ **Open Government webpage**

Compiled Links to budgets, planning documents, public notices, and more.  
[menlopark.gov/Government/Open-government](http://menlopark.gov/Government/Open-government)

**STAFF REPORT****Parks and Recreation Commission****Meeting Date:** 6/26/2024**Staff Report Number:** PRC-2024-2022**Informational Item:** Library and Community Services department updates**Recommendation**

City staff recommends that the Parks and Recreation Commission review this informational report about recent activities in the Library and Community Services department.

**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 recreation programs and facilities.

**Background**

The Library and Community Services department (LCS) provides lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. Programs and facilities include public libraries, recreation and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events, and aquatics.

**Analysis**May 2024 statistics

LCS collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics through May 2024 are provided in (Attachment A).

Willow Oaks Park playground and dog park reopening – tentative June 29

Work on the playground and dog park improvements is nearing completion and a public reopening of these amenities is tentatively scheduled on Saturday, June 29 (date subject to change). Event details are coming soon. Work on other areas of the park will continue after the dog park and playground reopen (Attachment B).

Burgess playground re-opening

On Saturday, June 1, the Burgess Park playground re-opened after months of renovation. Updates included new accessible playground equipment, a rubberized surface around all play areas, and an ADA parking stall. A new, laser-cut oak leaf design is featured on a new play area sign, benches, picnic tables, and fences.

Basketball tournament 3v3

LCS will host an annual 3v3 Basketball tournament on Saturday, July 6, 2024. The tournament will be in a round-robin format. Teams are comprised of no more than four players. The top 16 players will advance to

the finals (single elimination). Food and music will be available. Prizes include a \$1500 grand prize for the winning team.

#### Juneteenth celebration (observed)

This year, the City of Menlo Park's Juneteenth Celebration event was held on June 15<sup>th</sup> at 11 a.m. at the Belle Haven Community Camus. Over 300 attendees participated and experienced cultural entertainment, live music, resource information, food and prizes.

#### July is Park and Recreation Month

Every July, National Recreation and Park Association (NRPA) recognizes Park and Recreation month. This year's theme is "Where You Belong." To celebrate this month, LCS will highlight all of the events and programs that will be held in July. Events and programs include the Summer Concert Series, 4<sup>th</sup> of July Celebration, and the Red, White, and Blue event for seniors. City Council will read a proclamation for Park and Recreation Month during the July 9, 2024, council meeting.

#### **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. May 2024 statistics
- B. Willow Oaks Park improvements project page. Hyperlink: [menlopark.gov/Government/Departments/Public-Works/Capital-improvement-projects/Willow-Oaks-Park-improvements](https://menlopark.gov/Government/Departments/Public-Works/Capital-improvement-projects/Willow-Oaks-Park-improvements)
- C. Burgess Park Playgroud reopening event. Hyperlink: [menlopark.gov/Citywide-calendar/Community-events/20240601-Burgess-Park-playground-re-opening](https://menlopark.gov/Citywide-calendar/Community-events/20240601-Burgess-Park-playground-re-opening)

Report prepared by:

Ashley Walker, Management Analyst

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STATISTICS – MAY 2024

Table 1. Library items circulated

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	47,023	49,544	49,616	49,164	45,192	43,407	41,761	44,732	45,775	43,546	47,636	43,829	44,715
413 Ivy Dr./ BHCC*	1,285	1,088	1,112	1,197	918	877	850	929	846	1,043	1,217	980	1,051
Online / Digital	9,374	9,891	10,368	9,970	10,332	11,598	11,598	12,082	12,977	11,862	12,227	11,547	12,204

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 2. Library cards

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
New library cards issued – MP residents	232	330	322	207	181	150	139	122	158	170	117	158	122
Total MP resident library cardholders	21,601	21,733	21,189	21,808	22,105	22,020	22,327	22,133	22,415	23,177	23,369	22,715	22,826

Table 3. Library patron questions answered

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	2,393	3,496	3,282	3,294	2,753	3,046	2,977	3,169	3,342	3,167	3,360	3,118	3,105
413 Ivy Dr./ BHCC*	306	744	264	345	337	244	244	255	273	204	244	201	250

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 4. Library holds filled (item requests)

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Incoming holds 800 Alma St.	4,256	4,472	3,968	4,121	4,043	4,076	3,760	3,861	4,419	3,895	3,871	3,597	3,953
Outgoing holds 800 Alma St.	2,773	3,252	3,050	3,968	3,238	3,062	3,171	2,688	3,471	3,074	3,311	3,122	3,078
Incoming holds 413 Ivy Dr./ BHCC *	-	144	195	183	154	154	120	87	158	116	78	72	47
Outgoing holds 413 Ivy Dr./ BHCC *	-	159	183	157	190	190	177	160	191	144	175	154	22

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 5. Library foot traffic (gate count)

Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
800 Alma St.	-	13,108	-	-	-	13,541	12,580	12,283	14,060	13,183	15,066	12,763	12,949
413 Ivy Dr. / BHCC*	1,288	1,231	1,034	1,261	1,169	1,248	1,148	1,041	1,050	981	1,220	875	*Not yet installed

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STATISTICS – MAY 2024

Table 6. Library program attendance													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Total program attendance 800 Alma St.	606	822	1,653	1,405	883	1,121	754	798	1,000	1,163	993	1,080	1,171
Number of programs 800 Alma St.	28	27	30	36	30	36	37	31	31	26	27	37	34
Total program attendance 413 Ivy Dr./ BHCC*	67	116	157	296	132	116	158	125	48	144	110	59	68
Number of programs 413 Ivy Dr./ BHCC*	7	8	8	8	9	7	9	8	6	7	8	5	5

\*Between Apr – May 2024, Belle Haven Library was relocated from 413 Ivy Dr to the Belle Haven Community Campus (BHCC) at 100 Terminal Ave.

Table 7. Preschool child development – enrollment													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Menlo Children's Center	35	38	33	33	23	23	26	28	27	29	33	38	37
Belle Haven Child Development Center	65	65	45	43	48	50	53	60	56	62	62	63	63

Table 8. School age child development (after school enrichment) – enrollment													
Location	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Menlo Children's Center - After School	28	28	30	27	28	30	34	33	36	36	36	32	32
Belle Haven Youth Center	42	42	28	56	54	54	54	54	52	52	52	52	52

Table 9. Senior Center services*													
	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	*Apr 2024	May 2024
Lunches served	624	656	570	482	519	642	422	315	511	521	435	-	243
Grocery boxes distributed	460	576	460	460	460	460	230	230	460	460	460	-	230
Senior shuttle trips	1,053	1,124	1,010	1,006	1,158	1,200	1,057	761	1,126	1,170	1,162	-	614
Rideshare trips	225	252	-	-	-	-	-	-	-	-	-	-	-

\*The Senior Center closed in April and part of May 2024 to relocate to Belle Haven Community Campus.

CITY OF MENLO PARK  
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
 STATISTICS – MAY 2024

Table 10. Senior Center classes*						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Enrollment – residents	145	108	437	421	113	50
Enrollment – non-residents	240	216	264	269	100	32
Classes offered	42	42	42	42	14	14

\*The Senior Center closed in April and part of May 2024 to relocate to Belle Haven Community Campus.

Table 11. Recreational classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess enrollment – residents	263	239	166	297	356	326
Burgess enrollment – non-residents	126	117	67	152	150	108
Burgess Classes offered	77	88	73	57	48	48
Burgess Number of instructors	24	22	28	21	20	19
BHCC enrollment – residents	-	-	-	-	-	103
BHCC enrollment – non-residents	-	-	-	-	-	19
BHCC Classes offered	-	-	-	-	-	13
BHCC Number of instructors	-	-	-	-	-	9

Table 12. Gymnastics classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Enrollment – residents	490	499	416	490	740	809
Enrollment – non-residents	158	255	174	158	159	207
Classes offered	93	101	80	93	95	114

CITY OF MENLO PARK  
 LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
 STATISTICS – MAY 2024

Table 13. Sports classes						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess enrollment (residents)	195	70	242	76	265	0
Burgess enrollment (non-residents)	129	97	181	11	114	0
Burgess classes offered	20	12	40	3	17	0
Burgess number of instructors	5	5	10	3	7	0
Burgess Drop-in basketball visits	243	280	172	359	633	478
Burgess Drop-in volleyball visits	637	534	513	505	927	414
Burgess Leagues – individual registrations	1,400	84	1,239	156	224	224
Burgess Leagues – team registrations	142	12	111	35	31	18
BHCC enrollment – residents	-	-	-	-	-	-
BHCC enrollment – non-residents	-	-	-	-	-	-
BHCC Classes offered	-	-	-	-	-	-
BHCC Number of instructors	-	-	-	-	-	-
BHCC Drop-in basketball visits	-	-	-	-	-	5
BHCC Drop-in volleyball visits	-	-	-	-	-	2
BHCC Drop-in Fitness Center	-	-	-	-	-	110
BHCC Leagues – individual registrations	-	-	-	-	-	-
BHCC Leagues – team registrations	-	-	-	-	-	-

CITY OF MENLO PARK  
LIBRARY AND COMMUNITY SERVICES DEPARTMENT  
STATISTICS – MAY 2024

Table 14. Facility rentals						
	Winter 2022-23	Spring 2023	Summer 2023	Fall 2023	Winter 2023-24	Spring 2024 (year to date)
Burgess recreation center rentals – residents	57	24	18	24	23	17
Burgess recreation center rentals – non-residents	46	89	76	62	81	48
Athletic field rentals (hours reserved)	899	1,533	1,042	785	722	971
Tennis court keys (annual) – residents	166	50	72	15	-	-
Tennis court keys (annual) – non-residents	41	12	10	1	-	-

Table 15. Large-scale community event attendance											
Location	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Black Liberation Month Celebration 2/11	-	-	-	-	-	-	-	256	-	-	-
4 <sup>th</sup> of July Parade and Celebration	1,250	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/12	186	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/19	388	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 7/26	261	-	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/2	-	387	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/9	-	247	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/11	-	103	-	-	-	-	-	-	-	-	-
Summer Concert – Fremont Park 8/16	-	520	-	-	-	-	-	-	-	-	-
Summer Concert – Karl E. Clark Park 8/18	-	137	-	-	-	-	-	-	-	-	-
Halloween Hoopla	-	-	-	1,100	-	-	-	-	-	-	-
Pumpkin Splash	-	-	-	101	-	-	-	-	-	-	-
Light Up the Season	-	-	-	-	-	750	-	-	-	-	-
Photos with Santa	-	-	-	-	-	300	-	-	-	-	-
Spring Kickoff	-	-	-	-	-	-	-	-	-	50	-
Community Hunt	-	-	-	-	-	-	-	-	-	30	-
Egg Hunt	-	-	-	-	-	-	-	-	-	450	-
BHCC Grand Opening	-	-	-	-	-	-	-	-	-	-	2,000

PARKS AND RECREATION COMMISSION  
 TENTATIVE AGENDA SCHEDULE  
 JUNE 26, 2024

Meetings are held at 6:30pm on the fourth Wednesday of the month unless otherwise specified.  
 All dates and topics are tentative and subject to change.

MEETING DATE	PROPOSED AGENDA TOPICS
January 24, 2024	<ul style="list-style-type: none"> <li>• BHCC project updates</li> <li>• LCS department strategic plan update</li> <li>• Approve the PRC 2024 meeting calendar</li> </ul>
February 28, 2024 (Joint meeting w/ LC)	<ul style="list-style-type: none"> <li>• BHCC project updates and startup activities</li> </ul>
March 27, 2024	<ul style="list-style-type: none"> <li>• Youth Advisory Committee presentation</li> <li>• Recommend updated policies: recreation scholarship; event sponsorship policy</li> <li>• Advisory body attendance report</li> </ul>
April 24, 2024	<ul style="list-style-type: none"> <li>• MEETING CANCELED - FAILED TO ACHIEVE QUORUM</li> </ul>
May 22, 2024 (Joint meeting with LC) (Tentative location: BHCC)	<ul style="list-style-type: none"> <li>• BHCC start of operations</li> </ul>
June 26, 2024	<ul style="list-style-type: none"> <li>• Study session: Prepare updates to the PRC work plan</li> <li>• Select commission chair and vice-chair</li> <li>• Recommend the LCS department strategic plan 2024-26</li> <li>• Recommend updated policy: recreation scholarship</li> <li>• Onboarding new commissioners</li> <li>• July 9 Parks and Recreation Month recognition at City Council</li> </ul>
July 24, 2024	<ul style="list-style-type: none"> <li>• Study session: Prepare the Sept. 10 report out to City Council on PRC work plan 2023-24</li> <li>• Update on parks policy enforcement</li> <li>• BHCC updates</li> </ul>
August 28, 2024	<ul style="list-style-type: none"> <li>• Recommend the PRC work plan 2024-25</li> <li>• Update on tennis and pickleball feasibility study</li> <li>• Update on all-abilities playground equipment at Nealon Park</li> </ul>
Sept. 25, 2024	<ul style="list-style-type: none"> <li>• Update on city-run dog parks</li> </ul>
Oct. 23, 2024	<ul style="list-style-type: none"> <li>• Presentation: Youth Advisory Committee introduction</li> </ul>
Nov 20, 2024 (3 <sup>rd</sup> Wednesday)	<ul style="list-style-type: none"> <li>•</li> </ul>
Dec. 18, 2024 (Joint meeting w/ LC) (3 <sup>rd</sup> Wednesday)	<ul style="list-style-type: none"> <li>• Year in review</li> <li>• Open house / social</li> </ul>
Unscheduled future topics	<ul style="list-style-type: none"> <li>• Staff presentations: recreation programming, community events</li> </ul>

Library Commission: Typically meets third Monday of each month, 6:30 pm  
 Youth Advisory Committee: Typically meets once per month during school year