

# Parks and Recreation Commission



## REGULAR MEETING MINUTES

**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

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# Menlo Park Youth Advisory Committee

Parks and Recreation Commission and City  
Council Presentation

# Table of Contents

1

Who are we?

2

What is YAC?

3

YAC Meetings

4

YAC Work Plan

5

City Service

6

YAC Attack 2024

7

Planning for Flea  
Market

8

Flea Market  
Photos

9

Flea Market  
Outcomes

10

YAC Project

11

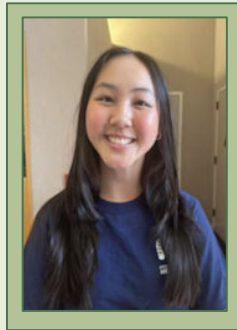
Reflections & Questions

# Who are we?

**President**  
Ayla Karadogan



**Vice President**  
Jovi Wong



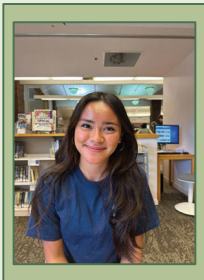
**Media Manager**  
Antonia  
Milla



**Treasurer**  
Abbie MacLeod



**Secretary/Reporter**  
Siboney Lynch



**Secretary**  
Lulu Maxcy



Isabel  
Milla



**Scribes**  
Alisha Parikh-Briggs



**Recruitment Lead**  
Rowan Hanley









# What is the Youth Advisory Committee?

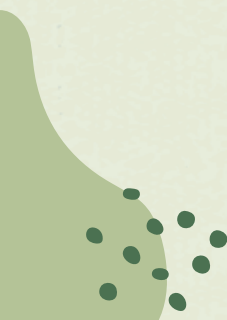



- YAC is a group of teens who advise and respond to all matters related to the needs of youth in Menlo Park or needs raised by the Parks and Recreation Commission and city staff
  - Engages the future leaders of Menlo Park by encouraging youth to take an active leadership role in the community
  - Fosters 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
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# 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
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# 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
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## 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

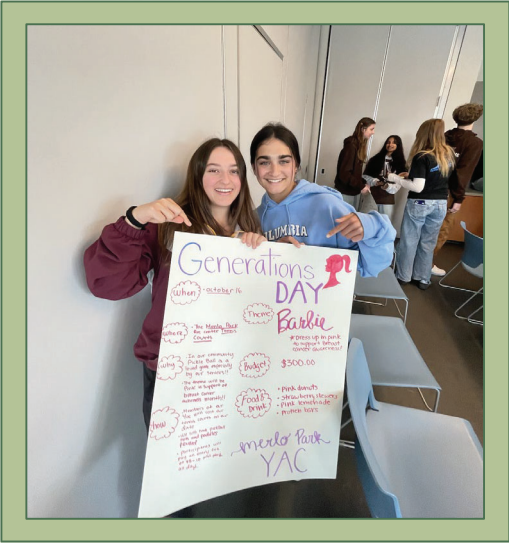
### HAVE A QUESTION FOR THE PANEL?

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
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# Flea Market Photos!

"It's been a really good opportunity because there's been a lot of foot traffic" Chloe, Vendor



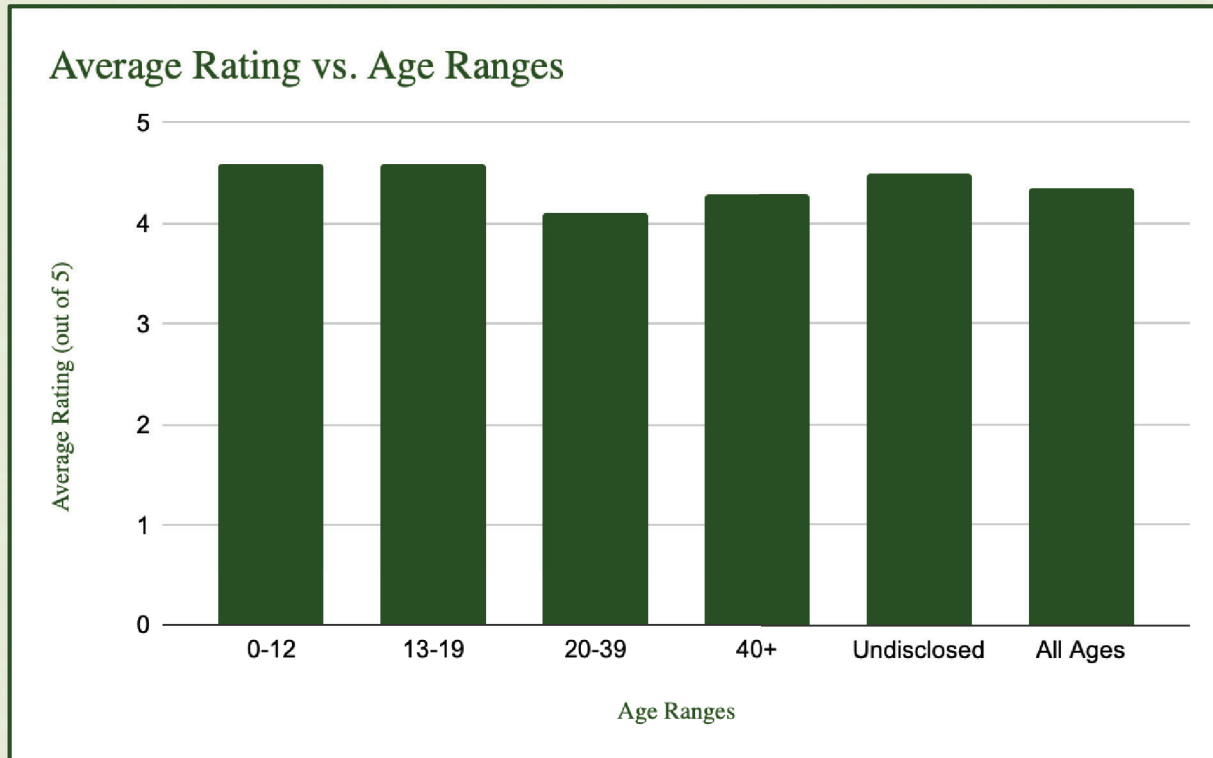
"I'm seeing a lot of people I know and it's really interesting to see what they're interested in. I really like the businesses here" Faith, Patron

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



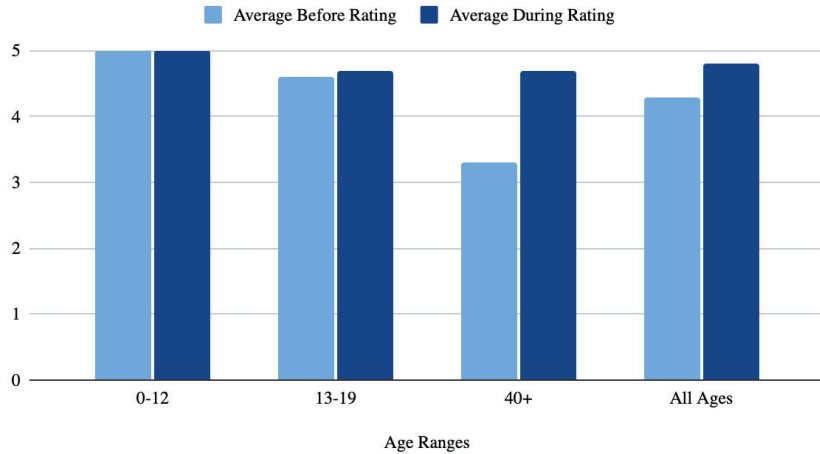
# Flea Market Outcomes -Attendees

388  
Attendees!



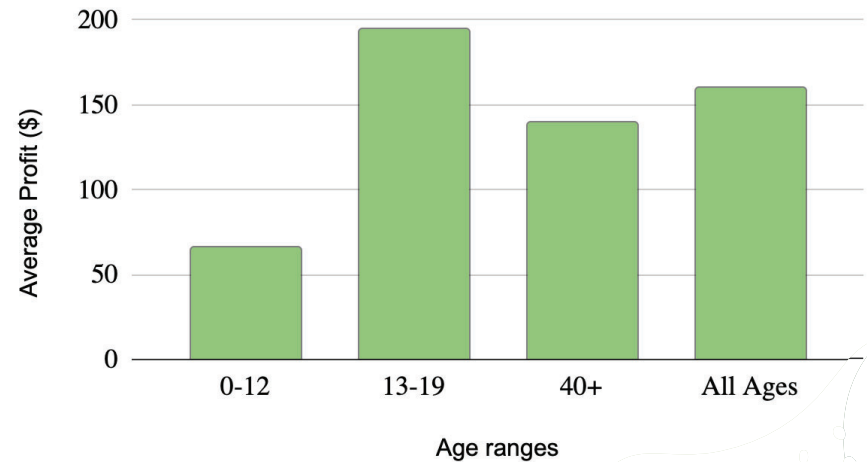
# Flea Market Outcomes - Vendors

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?**