

Parks and Recreation Commission



REGULAR MEETING MINUTES

Date: 4/23/2025
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Family Recreation Center, Elm Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

Chair Joshua called the meeting to order at 6:33 p.m.

B. Roll Call

Present: Dawkins, Grass, Joshua, Lee, Van Buren
Absent: Emms, Sherman
Staff: Library and Community Services (LCS) Director Sean Reinhart, LCS Assistant
Director Nick Szegda, LCS Supervisor Tricia Mullan, Management Analyst Ashley
Walker, Recreation Coordinator Harrison Yee

C. Public Comment

None.

D. Regular Business

D1. Approve the March 26, 2025 meeting minutes (Attachment)

ACTION: Motion and second (Grass/ Van Buren), to approve the minutes from the March 26, 2025 meeting, passed 5-0-2 (Emms and Sherman absent).

D2. Select new Chair and Vice Chair (Staff Report PRC-2025-006)

ACTION: Motion and second (Grass/ Lee), to select Lee as Chair and Grass as Vice Chair, passed 5-0-2 (Emms and Sherman absent).

D3. Request for proposals (RFP) for park ranger services (Staff Report PRC-2025-007)

Assistant Director Nick Szegda made the presentation.

The Commission discussed which parks would receive ranger services, rotation of parks, responsibility for managing the park ranger services contract, park ranger tours and building a ranger hut at Bayfront Bedwell Park.

The Commission requested that the monthly report from park ranger services be provided in future department updates.

E. Informational Items

E1. City budget process update (Staff Report PRC-2025-008)

Director Sean Reinhart introduced the item.

E2. Commission attendance report (Staff Report PRC-2025-009)

E3. Department statistics and recent activities (Staff Report PRC-2024-010)

LCS Supervisor Tricia Mullan introduced the item.

The Commission discussed receiving feedback from the Youth Advisory Committee (YAC).

E4. Tentative agenda calendar (Attachment)

The Commission made the following updates to the tentative agenda calendar:

- Add YAC charter review to June
- Add feedback from park rangers under “unscheduled” items
- Add cadence for park ranger to July

F. Commissioner reports

F1. Individual Commissioner reports

The Commission discussed the formation of an ad hoc sub-committee at a future meeting.

G. Adjournment

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

Management Analyst Ashley Walker



DRAFT RFP FOR RANGER SERVICES

Parks and Recreation Commission – April 2025

BACKGROUND

- ExplorUS (formerly California Land Management) – private firm providing ranger services at Bedwell Bayfront Park (BBP) and Kelly Park.
- Service began in 1983, gap from 2011 through 2019
- Requests from public for ranger services during BBP Masterplan process
- Service reinstated in 2019
- Cost of current service level approx. \$150k/yr



CONTRACT RANGER SERVICES - DUTIES

Current agreement

- Open and close park gate
- Patrol park
- Collect litter
- Public contact and code enforcement
- Fire suppression

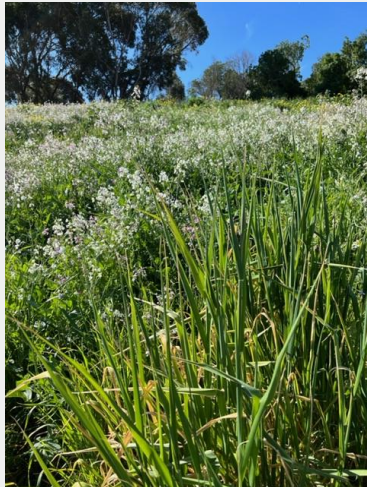
Proposed duties

- Open and close park gate
- Patrol park
- Collect litter
- Public education and policy enforcement
- Code enforcement
- Fire suppression
- First aid



CURRENT AGREEMENT – SAMPLE SCHEDULE

July	Day	Hours	Schedule	Bedwell	Kelly
1	M	5	2pm-7pm	2pm-6pm	6pm-7pm
2	T	5	2pm-7pm	2pm-6pm	6pm-7pm
3	W	5	2pm-7pm	2pm-6pm	6pm-7pm
4	T	5	2pm-7pm	2pm-6pm	6pm-7pm
5	F	8	11am-7pm	11am-6pm	6pm-7pm
6	S	8	11am-7pm	11am-6pm	6pm-7pm
7	S	8	11am-7pm	11am-6pm	6pm-7pm



November	Day	Hours	Schedule	Bedwell	Kelly
1	F	4	1pm-5pm	1pm-4pm	4pm-5pm
2	S	4	9am-1pm	9am-12pm	12pm-1pm
3	S	4	9am-1pm	9am-12pm	12pm-1pm
4	M	4	1pm-5pm	1pm-4pm	4pm-5pm
5	T	4	1pm-5pm	1pm-4pm	4pm-5pm
6	W	4	1pm-5pm	1pm-4pm	4pm-5pm
7	T	4	1pm-5pm	1pm-4pm	4pm-5pm

3 LEVELS OF SERVICE

Month	Patrol day	Service Level 1	Service Level 2	Service Level 3
		Bedwell Bayfront Park service hours	Park A Service hours	Park B service hours
May – September	Mondays, Tuesdays, and Thursdays	5	3	4
	Fridays, Saturdays, and Sundays	8	4	4
October – April	Mondays, Thursdays, Fridays, Saturdays, and Sundays	5	3	4
Holidays	8 selected holidays	8	8	8

TENTATIVE RFP SCHEDULE

Tentative RFP schedule	Target date
Pre-proposal meeting at 10:00 AM	May 26
Questions due at 5:00 PM	June 2
Responses to questions issued	June 9
Proposals due	June 20
Interviews (if needed)	July 7
Parks and Recreation Commission review	July 23
City Council award of contract	August 12

QUESTIONS FOR THE COMMISSION

- Is the scope of work appropriate to the level of service need?
- Are there services that could be added or removed from the scope of work?
- Are there parks that could be added or removed from the scope of work?
- What are the times of day and days of the week when specific services are most needed at specific parks?
- Any other thoughts or feedback related to contracted park ranger services and/or the RFP?





THANK YOU