

# Parks and Recreation Commission



## REGULAR MEETING MINUTES

**Date:** 8/28/2024  
**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

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

### B. Roll Call

**Present:** Dawkins, Emms, Grass, Joshua, Lee, Van Buren  
**Absent:** Sherman  
**Staff:** Library and Community Services (LCS) Assistant Director Nick Szegda, LCS Supervisor Tricia Mullan, Management Analyst Ashley Walker, Parks Supervisor Doug Monterrosa

### C. Public Comment

- Tom Wong spoke in favor of pickleball for youths.

### D. Regular Business

D1. Select new Parks and Recreation Commission Chair and Vice Chair (Staff Report PRC-2024-026)

**ACTION:** Motion and second (Grass/ Van Buren), to select Vice Chair Joshua to serve as Chair and Commissioner Lee to serve as Vice Chair, passed 6-0-1 (Sherman absent).

D2. Approve minutes from the July 24, 2024 meeting (Attachment)

LCS Supervisor Tricia Mullan introduced the item.

**ACTION:** Motion and second (Lee/ Dawkins), to approve the minutes from the July 24, 2024 meeting, passed 6-0-1 (Sherman absent).

D3. Prepare a report-out to City Council on Parks and Recreation Commission work plan for 2023-24 (Staff Report PRC-2024-027)

The Commission discussed updates and edits to the report-out presentation.

**ACTION:** By acclamation, the Commission approved the report-out presentation with minor edits.

D4. Recommend the Parks and Recreation Commission annual work plan for 2024-25 (Staff Report PRC-2024-028)

The Commission received clarification from staff on facility rental volume and types of rental policies.

**ACTION:** Motion and second (Van Buren/ Dawkins), to recommend the Parks and Recreation Commission annual work plan for 2024-25, passed 6-0-1 (Sherman absent).

D5. Recommend updates to the facility rental policy (Staff Report PRC-2024-029)

LCS Director Sean Reinhart introduced the item.

**ACTION:** Motion and second (Grass/ Emms), to recommend updates to the facility rental policy with additional wording regarding a 12-month lead time for residents and a 9-month lead time for non-residents on wedding rentals, passed 6-0-1 (Sherman absent).

## **E. Informational Items**

E1. Update on departmental strategic plan goal: achieve accreditation by the Commission for Accreditation of Park and Recreation Agencies (Staff Report PRC-2024-030)

The Commission received clarification on the benefits of accreditation and how often accreditations are reviewed.

E2. Library and Community Services Department updates (Staff Report PRC-2024-031)

The Commission discussed the updated activity guide webpage and music in the park events.

E3. Tentative agenda calendar (Attachment)

The Commission added the following to the tentative agenda calendar:

- How to report issues related to parks and facilities – Sept. 25 regular meeting
- Update on tennis and pickleball feasibility study – Nov. 20 regular meeting

## **F. Commissioner Reports**

F1. Individual Commissioner reports

None.

## **G. Adjournment**

Chair Joshua adjourned the meeting at 7:41 p.m.

Management Analyst Ashley Walker