

Parks and Recreation Commission



REGULAR MEETING AGENDA

Date: 10/28/2020

Time: 6:30 p.m.

Regular Meeting Location: [Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 911 6597 4358
 - Access the regular meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID 911 6597 4358

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).

Regular Meeting ([Zoom.us/join](https://zoom.us/join) – ID# 911 6597 4358)

A. Call To Order

B. Roll Call

C. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Presentations

- D1. Review commission/committee policies and procedures, roles and responsibilities ([Attachment](#))
- D2. Youth Advisory Committee update
- D3. Flood Park presentation ([Attachment](#))

E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of September 23, 2020 ([Attachment](#))
- E2. Review/Update: Parks and Recreation Commission agenda calendar ([Attachment](#))

F. Reports and Announcements

- F1. Commissioner reports (Marc Bryman)
- F2. Menlo Park Community Campus project update ([Staff Report #20-009-PRC](#))
- F3. Update on Tier 1 projects from the Parks and Recreation facilities master plan ([Attachment](#))
- F4. Library and Community Services department updates ([Staff Report #20-010-PRC](#))

G. 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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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 City Council 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.org. 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.org/agenda and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/23/2020)

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Procedure #CC-19-0004

Effective 3/5/2019

Resolution No. 6477



Purpose
To define policies and procedures and roles and responsibilities for Menlo Park appointed commissions and committees.
Authority
Upon its original adoption, this policy replaced the document known as “Organization of Advisory Commissions of the City of Menlo Park.”
Background
<p>The City of Menlo Park currently has eight active Commissions and Committees. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Committee, Housing Commission, Library Commission, Parks and Recreation Commission, Planning Commission, and the Sister City Committee. 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 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>Seven of the eight commissions and committees 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-95-001), and a Travel and Expense Policy (CC-91-002), which are also applicable to all advisory bodies.</p>
Policies and Procedures
<p><u>Relationship to City Council, staff and media</u></p> <ul style="list-style-type: none">• 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.• 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.• 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.• 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).• 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

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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.

- Additional or other staff support may be provided upon a formal request to the City Council.
- 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 his or her statements do not represent the position of the City Council.
- Commission/Committee members will have mandatory training every two years regarding the Brown Act and 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.

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- 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 "Commission/Committee 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 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 he or she is 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.

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- 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 s/he thinks 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 his/her 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, Finance and Audit Committee and Sister City Committee 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. The Finance and Audit Committee and Sister City Committee 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

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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/Committee meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 7 p.m.
- Environmental Quality Commission – Every third Wednesday at 6:00 p.m.
- Finance and Audit Committee – Third Wednesday 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 at 7 p.m.
- Sister City Committee – Quarterly; Date and time to be determined

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 his or her 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.

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 his/her designee.
- Appointments made during the middle of the term are for the unexpired portion of that term.

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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; however, the form submitted must be signed.
- 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 open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the City Council present shall be appointed.
- 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

- An Attendance Policy (CC-91-001), shall apply to all advisory bodies. Provisions of this policy are listed below.
- 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 he/she will be absent.
- 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

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incurred on official duty when such expenditures have been authorized by the City Council (See Policy CC-91-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City Council and the Community Development Agency pursuant to Government Code §87300 et seq. Copies of this Code are filed with the City Clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the 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 himself or herself from making or participating in a governmental decision, or using his or her 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 with the exception of:
 - Finance and Audit Committee – five (5) members
 - Housing Commission – seven (7) members
 - Complete Streets Commission – nine (9) members
 - Library Commission – eleven (11) members

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/committee 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 his/her term, a replacement serves out the remainder of that term.

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Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are listed on the City Council agenda and 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).

Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on multi-modal transportation issues according to the goals and policies of the City's general plan. This includes strategies to encourage safe travel, improve accessibility, and maintaining a functional and efficient transportation network for all modes and persons traveling within and around the City. The Complete Streets Commission's responsibilities would include:

- Coordination of multi-modal (motor vehicle, bicycle, transit and pedestrian) transportation facilities
- Advising City Council on ways to encourage vehicle, multi-modal, pedestrian and bicycle safety and accessibility for the City supporting the goals of the General Plan
- Coordination on providing a citywide safe routes to school plan
- Coordination with regional transportation systems
- Establishing parking restrictions and requirements according to Municipal Code sections 11.24.026 through 11.24.028

Environmental Quality Commission

The Environmental Quality Commission is charged primarily with advising the City Council on matters involving environmental protection, improvement and sustainability. Specific focus areas include:

- Preserving heritage trees
- Using best practices to maintain city trees
- Preserving and expanding the urban canopy
- Making determinations on appeals of heritage tree removal permits
- Administering annual Environmental Quality Awards program
- Organizing annual Arbor Day Event; typically a tree planting event
- Advising on programs and policies related to protection of natural areas, recycling and waste reduction, environmentally sustainable practices, air and water pollution prevention, climate protection, and water and energy conservation.

Finance and Audit Committee

The Finance and Audit Committee 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

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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
- Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program
- 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
- The five most senior members of the Housing Commission also serve as the members of the Relocation Appeals Board (City Resolution 4290, adopted June 25, 1991).

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.

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-19-0004

Effective 3/5/2019

Resolution No. 6477

10

Sister City Committee

The Sister City Committee is primary charged with promoting goodwill, respect and cooperation by facilitating cultural, educational and economic exchanges

- Develop a mission statement and program plan consisting of projects, exhibits, contacts and exchanges of all types to foster and promote the objectives of the mission statement
- Implement the approved program plan upon request of the City Council
- Keep the community informed concerning the Sister City program
- Advise the City Council on matters pertaining to any sister city affairs
- Perform other duties as may be assigned to the committee 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



County of San Mateo

REVISED FLOOD PARK LANDSCAPE PLAN 2020

COMMUNITY MEETING

October 13, 2020



PURPOSE OF MEETING

To share the updated Revised Landscape Plan for Flood Park

OVERVIEW

Presenters

Nicholas Calderon, County of San Mateo

Linda Gates, Gates and Associates

Victor Hernandez, County of San Mateo (Translator)

Agenda

1. Welcome/ Zoom Meeting Instruction
2. Project Overview
3. Q & A

Contact

County of San Mateo

Web: <https://parks.smcgov.org/reimagine-flood-park>

ph: (650) 363-4000

Re : i m a g i n e

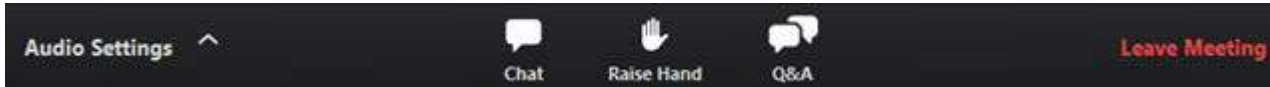


County of San Mateo

ZOOM MEETING INSTRUCTIONS

Attendees will be muted and video disabled upon entry and duration of the meeting.

All questions will be asked during the Q&A. Raise your hand to enter the queue. You will be unmuted to ask your question.



PARA ESPAÑOL

Por favor, únase con su tableta o teléfono inteligente.

Puede marcar con su teléfono.

Estados Unidos (número gratuito): 1 877 568 4106

Código de acceso: 877-394-869

THE PROCESS

December 2015

Flood Park Preferred
Plan Presentation



October 2017

Flood Park Draft EIR



May 2018

Final Flood Park EIR



August 2019

Flood Park Draft
Revised EIR



October 2019

Errata to Flood Park
Final Revised EIR



October 2020

Revised Flood Park
Landscape Plan 2020



October 2020

Menlo Park
Parks and Rec
Commission
Presentation



November 2020

San Mateo County
Board of Supervisors
Presentation



2021

Design Phase and
Community Meetings



Spring 2022

Begin
Construction

EXISTING CONDITIONS



COMMUNITY OUTREACH

Re:imagine FLOODPARK County of San Mateo

As we reimagine various options for Flood Park it is important to understand your priorities and overarching goals. Please take a few minutes to provide your opinion on what you think has greatest importance.

Please circle the following:
1 = Most Important
5 = Least Important

OVERARCHING PARK GOALS

- 1 2 3 4 5 Reflect unique setting of Flood Park **21**
- 1 2 3 4 5 Provide donor opportunities (plaques, bricks, benches, art, etc.) **14**
- 1 2 3 4 5 Provide educational elements (plant signage, rainwater harvesting, demonstration gardens) **33**
- 1 2 3 4 5 Buffer existing neighbors **15**
- 1 2 3 4 5 Enhance entry/views into park at Bay Road **23**
- 1 2 3 4 5 Preserve existing adobe building **19**
- 1 2 3 4 5 Preserve existing trees **35**
- 1 2 3 4 5 Incorporate sustainable landscape practices (minimize water use; use native plants) **36**
- 1 2 3 4 5 Promote healthy lifestyle (walkability, bike amenities, community gardens) **40**
- 1 2 3 4 5 Expand types of uses in spaces **36**
- 1 2 3 4 5 Expand range of users groups **31**
- 1 2 3 4 5 Accommodate dogs **7**
- 1 2 3 4 5 Incorporate innovative technology in site amenities **23**
- 1 2 3 4 5 Create community gathering space **38**
- 1 2 3 4 5 Add indoor programs **33**



WHAT POTENTIAL PARK PROGRAMS WOULD YOU LIKE? ¿QUÉ PROGRAMAS EN EL PARQUE LE GUSTARÍA VER?

The survey board lists several potential park programs with corresponding photos and handwritten notes:

- WEDDINGS / CORPORATE EVENTS** (BODAS / EVENTOS DE COMPAÑÍAS): Photo of a wedding ceremony. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- CONCERTS** (CONCIERTO): Photo of a band performing. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- YOGA**: Photo of a yoga class. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- TAI CHI**: Photo of a tai chi class. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- OUTDOOR PAINTING** (PINTANDO AFUERA): Photo of people painting outdoors. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- TEAM BUILDING** (TRABAJANDO EN EQUIPO): Photo of a group of people working together. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- MOVIES** (PELÍCULAS): Photo of people watching a movie outdoors. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- FARMER'S MARKET** (MERCADO): Photo of a farmer's market. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)
- OTHERS** (OTROS): A section for other programs. Note: "I would like to see more events like this." (Me gustaría ver más eventos como este.)



2016 LANDSCAPE PLAN

LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Shade/Market Structure
- 5 Group Picnic/Event Space
- 6 Demonstration Garden
- 7 Play Area (All Abilities)
- 8 Adventure Play
- 9 Basketball
- 10 Bocce
- 11 Gathering Meadow
- 12 Pump Track
- 13 Sand Volleyball
- 14 Tennis
- 15 Picnic
- 16 Trail with Exercise Station
- 17 Ballfield
- 18 Soccer/Lacrosse Field
- 19 Drop-Off/Turnaround/Parking
- 20 Restrooms (3)



2016 LANDSCAPE PLAN REVISIONS

LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Shade/Market Structure
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- 18 Soccer/Lacrosse Field
- 19 Drop-Off/Turnaround/Parking
- 20 Restrooms (3)



REVISED LANDSCAPE PLAN 2020

LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Preserved Park
- 5 Administrative Office
- 6 Group Picnic / Event Space (7)
- 7 Demonstration Garden
- 8 Play Area (All Abilities)
- 9 Adventure Play
- 10 Basketball
- 11 Amphitheater
- 12 Pump Track
- 13 Sand Volleyball
- 14 Tennis
- 15 Trail w Exercise Station
- 16 Ballfield / Soccer / Lacrosse
- 17 Soccer/ Lacrosse Field
- 18 Drop-off
- 19 Restrooms (3)
- 20 Large Reservable Picnic Area

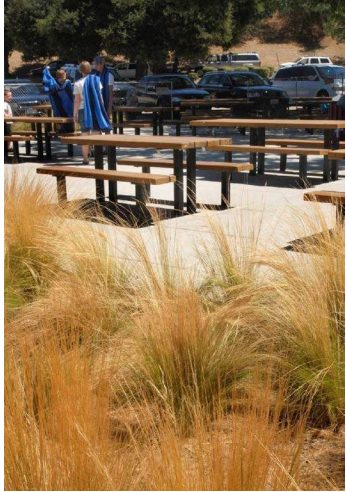


TREE DISPOSITION PLAN



GROUP PICNIC AREAS

Reservable Picnic Areas



PASSIVE USES

Trails and Demonstration Garden



PLAY AREAS

Play Area (All Abilities) and Adventure Play



ORGANIZED SPORTS

Baseball, Lacrosse, and Soccer



RECREATIONAL SPORTS

Basketball, Pump Track, Sand Volleyball, and Tennis



PROJECT IMPACT AND MITIGATION

Noise Levels



PERMIT REQUIRED



PROJECT IMPACT AND MITIGATION

Peak User Demand

Table 6 Projected Peak Use of Flood County Park under Landscape Plan

Landscape Plan Element	Weekend Summer		Weekday Summer		Weekend Assumptions	Weekday Assumptions
	Daily Capacity	Peak Capacity	Daily Capacity	Peak Capacity		
Preserved park administrative office/shade/market structure	200	75	N/A	N/A	event/day	N/A
Play area universal (2-5)	4560	1520	30	1045	4 cycles/day	2 cycles/day
Play area universal (5-12)	85120	3040	60	2030	4 cycles, 1 parent/2 kids	4 cycles, 1 parent/2 kids
Adventure play	70	35	40	20	2 cycles/day	2 cycles/day
Event/Large group reservation area	164200	164200	N/A	N/A	82% occupancy rate 1 event	N/A
Small group picnic	476120	476120	N/A	N/A	78 areas, 15 people/area, 1 cycle/day	N/A
<u>Drop-in picnic area</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>24</u>	<u>20% primary use, 6 people per site at 4 picnic areas</u>	<u>20% primary use, 6 people per site at 4 picnic areas</u>
Tennis courts	6448	16	32	16	2 courts, 8 playing, 8 waiting, 4 cycles/day 10 playing, 10 waiting, 3 cycles/day	<u>2 courts, 8 playing, 8 waiting, 2 cycles/day 10 playing, 10 waiting, 1 cycle/day</u>
Basketball	60	20	10	10	<u>10 playing, 10 waiting, 3 cycles/day 2 courts, 6 playing, 1 cycle/day</u>	<u>10 playing, 10 waiting, 1 cycle/day N/A</u>
Sand volleyball	12	12	48N/A	24N/A	<u>2 courts, 12 playing, 1 cycle/day Ancillary use</u>	<u>2 courts, 12 players, 12 spectators, 2 cycles/day</u>
Pump track	60	2030	40	20	N/A	N/A
<u>Multi-use field Ballfield</u>	225	75	60	60	30 players, 45 spectators, 3 cycles/day	30 players, 30 parents, 1 cycle/day
Soccer/lacrosse field	225	75	60	60	30 players, 45 spectators, 3 cycles/day	30 players, 30 parents, 1 cycle/day
Demonstration garden/adventure play/other passive uses ¹	N/A30	N/A15	N/A10	N/A10	N/A	N/A
Total	<u>1,6401,430</u>	<u>1,002733</u>	<u>364242</u>	<u>244244</u>		

¹ Use of demonstration garden, adventure play area, amphitheater, and other passive uses assumed to be auxiliary to other recreational elements and would not generate new users.

REVISED LANDSCAPE PLAN 2020

November 2020

San Mateo County
Board of Supervisors
Presentation



2021

Design Phase and
Community Meetings

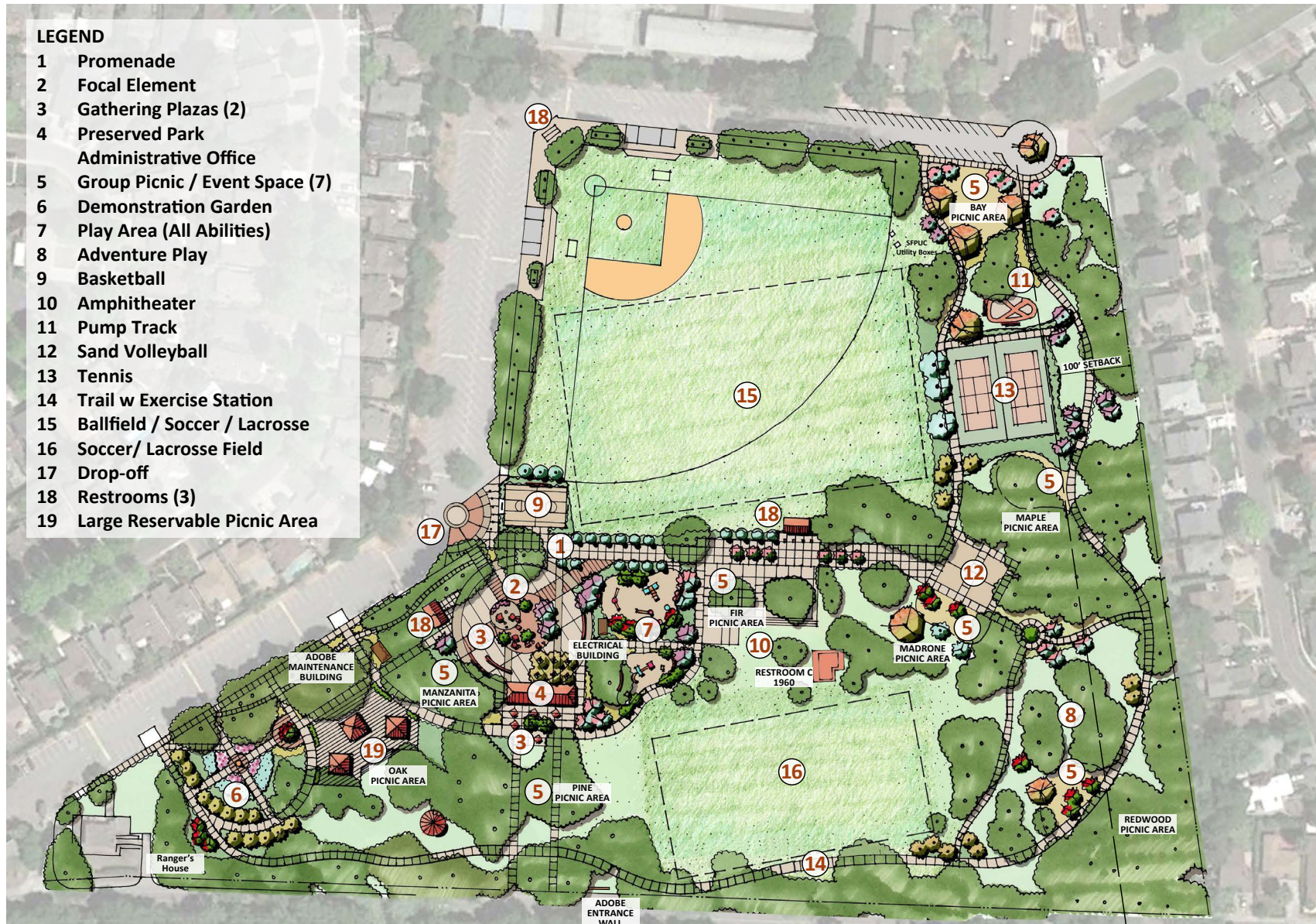


Spring 2022

Begin
Construction

LEGEND

- 1 Promenade
- 2 Focal Element
- 3 Gathering Plazas (2)
- 4 Preserved Park
- 5 Administrative Office
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- 17 Soccer/ Lacrosse Field
- 18 Drop-off
- 19 Restrooms (3)
- 20 Large Reservable Picnic Area





County of San Mateo

Q & A

Thank You!



Parks and Recreation Commission



REGULAR MEETING MINUTES – DRAFT

Date: 9/23/2020
Time: 6:30 p.m.
Regular Meeting Location: Zoom.us/join – ID# 911 6597 4358

A. Call To Order

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

B. Roll Call

Present: Baskin, Bryman, Diepenbrock, Harris, Johnson, Payne (left at 8:01 p.m.),
Staley (arrived at 6:35 p.m.)

Absent: None

Staff: Library and Community Services Director Sean Reinhart, Assistant Community Services
Director Adriane Lee Bird

C. Public Comment

None.

D. Regular Business

- D1. Approve the Parks and Recreation Commission minutes for the meeting of August 26, 2020
([Attachment](#))

ACTION: Motion and second (Bryman/Harris) to accept the Parks and Recreation Commission meeting minutes of August 26, 2020, passed 6-1 (Payne abstained).

- D2. Approve a recommendation to the City Council supporting a pilot pickleball program at Kelly Park
([Staff Report #20-006-PRC](#))

Assistant Community Services Director Adriane Lee Bird made the presentation ([Attachment](#)).

ACTION: Motion and second (Harris/Staley) to approve a 6-month pilot pickleball program at Kelly Park with the recommendation that the City provide free access to the courts to the pickleball players during the pilot program, passed unanimously.

- D3. Review/Update: Parks and Recreation Commission Agenda Calendar ([Attachment](#))

ACTION: Motion and second (Baskin/Johnson) to move the November 25, 2020 Parks and Recreation Commission meeting to November 18, 2020 pending the approval of the City Clerk, passed unanimously.

E. Reports and Announcements

- E1. Commissioner reports (Jennifer Johnson)

Commissioner Johnson requested the inclusive of outdoor classes and activities for families with children with special needs and creating virtual activities for seniors that are battling with feelings of loneliness during the pandemic.

E2. Library and community services department updates ([Staff report #20-007-PRC](#))

Community Services Director Sean Reinhart gave the library and community services department updates.

E3. Menlo Park Community Campus Project ([Staff Report #20-008-PRC](#))

Community Services Director Sean Reinhart gave the Menlo Park Community Campus Project update.

F. Adjournment

Chair Baskin adjourned the meeting at 8:24 p.m.

Linda Munguia, Senior Office Assistant

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Parks and Recreation Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N- 29-20 issued March 17, 2020.

- How to participate in the meeting
 - Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) – Regular Meeting ID 911 6597 4358
 - Access the regular meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID 911 6597 4358

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website www.menlopark.org. The instructions for logging on to the Zoom webinar and/or the access code is subject to change. If you have difficulty accessing the Zoom webinar, please check the latest online edition of the posted agenda for updated information (menlopark.org/agenda).



PILOT PICKLEBALL PROGRAM

Adriane Lee Bird – Assistant Community Services Director

OVERVIEW

- Sport of pickleball
- Potential locations in Menlo Park
- Current tennis program
- Community interest
- Pilot pickleball program

SPORT OF PICKLEBALL

- 3.3 million pickleball players in the US
- Similar to tennis but with a whiffle ball and plastic or wooden paddle
- Smaller courts and slower ball speed
- Fairly easy to learn
- Appeals to a wide age range
- Fast growing sport



POTENTIAL LOCATIONS

- Burgess Park (2)
- Kelly Park (2)
- La Entrada Middle School (2)
- Nealon Park (5)
- Willow Oaks Park (4)



CURRENT TENNIS PROGRAM

- Tennis keys \$63/year (\$127/year)
- Tennis court rentals \$17/hr (\$22/hr)
- 50% for walk-on



COMMUNITY INTEREST

- Commissioner report in February
- August PRC presentation
- Palo Alto Pickleball Club
 - Founded September 2016
 - Over 500 members
 - Ages 5-93
 - Over 50 members from Menlo Park
 - Mitchell Park – 15 courts from 8am – 3pm
 - Additional 8 courts from 3pm -10 pm





PILOT PICKLEBALL PROGRAM



- 6-month proposal
- Kelly Park
- Budget: \$3,000 for dual-use
- Four courts on a single tennis court
- Prioritize the court for pickleball 8-noon, 7 days per week
- Cost to revert court back to single use is \$5,000





THANK YOU

**City of Menlo Park Parks and Recreation Commission
2020-21 Tentative Agenda Schedule**

Meetings are held in the Cypress Room at the Arrillaga Family Community Center at 6:30pm on the fourth Wednesday of the month unless otherwise specified.

MEETING DATE	PROPOSED AGENDA TOPICS
December 18, 2019	<ul style="list-style-type: none"> No meeting – holiday break
January 22, 2020	<ul style="list-style-type: none"> Special events year-end presentation One-City Scholarship Proposal
February 26, 2020	<ul style="list-style-type: none"> Annual Menlo Swim and Sport report Belle Haven Community Center and Library update on Interim Services
March 25, 2020 April 22, 2020 May 27, 2020 June 24, 2020	<ul style="list-style-type: none"> Meetings cancelled due to shelter-in-place orders
July 22, 2020	<ul style="list-style-type: none"> Election of Chair and Vice Chair Childcare and summer camp reactivation presentation Approve 2018-2020 work plan update on achievements
August 26, 2020	<ul style="list-style-type: none"> Pickleball Presentation Sports Groups and Field Rentals Reactivation presentation Work plan amendments 2020-2021
September 23, 2020	<ul style="list-style-type: none"> Pilot Pickleball program Menlo Park Community Campus Project
October 28, 2020	<ul style="list-style-type: none"> Flood Park presentation by San Mateo County City Clerk's presentation on advisory bodies Youth Advisory Committee Master plan update/Capital projects report County guidelines on playgrounds (include in director's report) Pickleball update (include in director's report)
November 19, 2020	<ul style="list-style-type: none"> Middle Avenue/Bicycle Commission update TMP commission update Inclusive Programming Discussion
December 23, 2020	<ul style="list-style-type: none"> No meeting – holiday break
January 2021	<ul style="list-style-type: none"> Service adaptation post-Covid Communications
February 2021	<ul style="list-style-type: none"> Addressing institutional bias Aquatics contract expiration/RFP
March 2021	<ul style="list-style-type: none"> MPCC operations plan
April 2021	<ul style="list-style-type: none"> Pickleball pilot program 6-month report
Unscheduled future items	<ul style="list-style-type: none"> <i>Trends report</i> <i>LCS strategic plan</i> <i>Community partnerships</i> <i>Storyboards for Karl E. Clark Park</i>



STAFF REPORT

To: Parks and Recreation Commission
Library Commission

Meeting Date: 10/28/2020
Staff Report Number: 20-014-LC; 20-009-PRC

Informational update: Menlo Park Community Campus project

Recommendation

That the Commission read and comment on the 10/12 staff report to the Planning Commission (Attachment A) and the 10/13 staff report to City Council (Attachment B).

Background and Analysis

Commissioners are encouraged to read the staff reports from the 10/12 Planning Commission study session and the 10/13 City Council meeting for current information about the Menlo Park Community Campus project (formerly known as the Belle Haven Community Center and Library project).

Attachments

- A. October 12, 2020 staff report to the Planning Commission. Hyperlink:
https://www.menlopark.org/DocumentCenter/View/26356/G1_MPCC-Study-Session?bidId=
- B. October 13, 2020 staff report to the City Council. Hyperlink:
<https://www.menlopark.org/DocumentCenter/View/26389/H1-20201013-CC-MPCC-facility>

Prepared by:
Nick Szegda, Assistant Director of Library Services

Reviewed by:
Sean Reinhart, Director of Library and Community Services



MEMORANDUM

Date: 10/23/2020
To: Parks and Recreation Commission
From: Christopher Lamm, Assistant Public Works Director
Re: Update on Tier 1 projects from the Parks and Recreation Facilities Master Plan

To: Parks and Recreation Commissioners

The following is a brief update on the Tier 1 prioritized projects from the Parks and Facilities Master Plan.

1. Belle Haven Multi-Generational Community Campus – Now called the Menlo Park Community Campus, the project is moving forward through the offer from Facebook. A planning commission study session was held in October and Planning Commission approval is anticipated in December. Following the planning commission approval, City Council will be expected to approve the project and the associated agreement between the City and Facebook for the construction efforts. Currently, demolition is slated to begin in July of 2021 with the project completion targeted for spring of 2023.
2. Bedwell Bayfront Park – Public Works staff are in the design phase of a new entry to the park and secured a grant of approximately \$500k towards the \$1.5M project cost. The project will improve aesthetics at the park entry, improve bike and pedestrian access, and construct a new roundabout and gated entry. The project will follow a separate flood control project constructing an underground flood diversion channel under the park entry at the same location. Construction will begin upon the completion of the flood control project, anticipated to be in late 2021 or early 2022.
3. Burgess Park – Reconfigure Baseball Diamond – Not funded/Not started
4. Burges Pool – Retractable Dome – Feasibility study being performed to analyze potential dome replacement options.
5. Burgess Park – Artificial turf – Not funded/Not started
6. Willow Oaks Park – Dog Park Improvements and Restroom – Staff is engaging a landscape architect to begin scoping the project. Design will also include playground replacement under a separate CIP funding source. Construction likely to commence in fall of 2021 or spring of 2022.
7. Sharon Park – Park pathway reconstruction will be bid this winter for work to begin in spring of 2021
8. Kelly Park - Multi Use trail connection to future Dumbarton Corridor Multi-use trail – Not funded/Not Started
9. Menlo Children's Center Renovation - Not funded/Not started

10. Burgess Park – Playground – Design of playground to be performed simultaneously with Willow Oaks Park playground structure beginning this fall/winter.
11. Nealon Park – Relocate Dog Park – Not funded/Not started
12. Hamilton Park – BBQ and Shade Structure – Not funded/Not started
13. Karl E Clark Park – Picnic Area and Community Garden – Not funded/Not started
14. Burgess Park – Snack Shack – Not funded/Not started



To: Parks and Recreation Commission
Library Commission

Date: 10/28/2020

Staff Report Number: 20-017-LC; 20-010-PRC

Informational item: Department updates

1. Playgrounds reopening with precautions

The State of California on September 28 issued new guidelines which allow local communities to reopen playgrounds with modifications and precautions at this time if they so choose. The City Council on October 13 approved a proposal to safely reopen City-owned playgrounds with substantial modifications to prevent the spread of COVID-19, and authorized the use of up to \$49,500 for required cleaning, hand washing stations and new signage at the playgrounds. City staff is working to put these elements in place and will open the playgrounds no later than October 29. If the preparations are completed sooner than October 29, they will be opened sooner. Public announcements will be made to alert the community when the playgrounds safely reopen.

- [Read the October 13 City Council staff report](#)

2. Virtual Halloween and Día de los Muertos activities

In light of the continued threat of COVID-19 to public health, as well as guidance from public health officials discouraging large gatherings during the holiday season, the LCS department is preparing multiple virtual events for the community to safely celebrate Halloween and Día de los Muertos:

- Storytelling Festival: Linda Yemoto, October 22 at 6:30 p.m. – Linda Yemoto shares some of her favorite nature tales, Asian folktales and ghost stories. Linda's lively performance will feature tales that are at turns spooky, funny, and wise – and all entertaining for the whole family.
- "Shelter-in-Play" Lotería for Kids, October 23 at 6 p.m. – Our events team is excited to host a special, Día de los Muertos game of Lotería, complete with custom, bilingual game cards for kids to print out and color as they play!
- Halloween Hoopla, October 30 at 4 p.m. – Our fun, spooky offerings will culminate in the ultimate Halloween event which includes performances from Jeremy the Juggler and Magical Nathaniel, a costume contest, spooky storytelling, and crafts!

3. Online support for job seekers and veterans

The City of Menlo Park has teamed up with California State Library to provide a new online resource to support veterans and job seekers in these challenging times, through JobNow & VetNow. Veterans and job seekers receive free online access to live job coaching, real-time interview practice, full-service resume lab, computer skills training, and more. Users can access this free service by signing in with a Menlo Park Library card.

- [Link to JobNow & VetNow resource page](#)

4. Pickleball update

Staff is completing the final preparations for starting a Pickleball Pilot Program at the Kelly Park tennis court by the end of October. One tennis court is being restriped and new nets added to accommodate four pickleball courts. The new pickleball court will be open at no charge to the community during the pilot project period. The exact schedule is being finalized and will be announced soon. Staff is also in the process of acquiring sets of pickleball paddles and balls and will make them available for checkout at no charge at the OHCC / Senior Center. Stay tuned for more details and a public announcement soon.

5. Library service updates

In the month of September, the library curbside pickup service completed 3,199 pickup appointments for Menlo Park library patrons. In addition, the library team processed 23,531 returned items and checked out 12,574 items. As of September 30, the library had 2,613 requested items on the hold shelf ready for patrons to pickup; and 10,333 outstanding holds placed by patrons countywide. Additionally, the library issued 116 new library cards, bringing the total number of Menlo Park library cardholders to approximately 27,800.

Report prepared by:
Sean Reinhart, Director of Library and Community Services