



# Parks and Recreation Commission

## REGULAR MEETING AGENDA

**Date:** 5/24/2023  
**Time:** 6:30 p.m.  
**Locations:** [Zoom.us/join](https://zoom.us/join) – ID# 862 7050 1185 and  
Arrillaga Recreation Center, Oak 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:

- Attend in-person at Arrillaga Recreation Center, Oak Room, 700 Alma St., Menlo Park, CA 94025
- 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: 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 [menlopark.gov](https://menlopark.gov). 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.gov/agendas](https://menlopark.gov/agendas)).

### Regular Meeting

#### 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. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

#### D. Announcements

D1. Welcome new commissioners

#### E. Regular Business

E1. Approve minutes from February 22, 2023 meeting ([Attachment](#))

E2. Menlo Park Community Campus – proposed program summaries ([Staff Report PRC-2023-015](#)).

E3. Select commission chair and vice-chair ([Staff Report PRC-2023-016](#))

## **F. Informational Items**

F1. Onboarding new commissioners ([Staff Report PRC-2023-017](#))

F2. Parks and Recreation Commission 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.

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 before, 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.

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## Parks and Recreation Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 2/22/2023  
**Time:** 6:30 p.m.  
**Locations:** Teleconference and  
 Belle Haven Branch Library  
 413 Ivy Drive, Menlo Park, CA 94025

**A. Call To Order**

Chair Bryman called the meeting to order at 6:41 p.m.

**B. Roll Call**

**Present:** Bryman, Bronsnan, Bunyagidj, Diepenbrock, Joshua, Theriault  
**Absent:** Baskin  
**Staff:** Library and Community Services Director Sean Reinhart, Acting Assistant  
 Community Services Director Rondell Howard, Library and Community Services  
 Supervisor Natalya Jones, Management Analyst Ashley Walker

**C. Public Comment**

- Neil spoke in support of prioritizing children's accessibility over pickleball.
- Brian Kissel spoke in support of pickleball.
- Victoria Robledo spoke on concerns related to dog leash enforcement at Bayfront Park.

**D. Presentations and Proclamations****D1. Belle Haven School field redesign**

Will Eger from Ravenswood City School District made the presentation.

- Bronwyn Alexander spoke in support of the redesign.
- Vickie Robledo spoke in support of the redesign and preserving the history and culture of the community.
- Pam Jones spoke in support of the redesign, tennis court accessibility, and parking.
- Gerald Dow spoke on concerns related to the gym encroaching on resident space and keeping the tennis courts.

The Commission discussed community engagement, plan options, and artificial turf cost.

**E. Study Session**

**E1. Process to identify a name for the Menlo Park Community Campus project now under construction / Proceso para identificar el nombre de la Instalación Comunitaria de Menlo Park (MPCC) que actualmente está bajo construcción (Staff Report PRC-2023-004 / Informe de Personal PRC-2023-004)**

Director Reinhart introduced the item.

- Victoria Robledo spoke in support of bringing back staff and keeping the name Onetta Harris.
- Greg Goodwin spoke in support of keeping the name Onetta Harris.
- Yadira Di Siena spoke in support of keeping the name Onetta Harris.
- Pam Jones spoke in support of community outreach in the naming process.
- Ken Harris spoke in support of keeping name Onetta Harris.
- Ernesto Reyes spoke in support of keeping name Onetta Harris.
- Jacqui Cebrian spoke in support of keeping the name Onetta Harris.
- Yashseen Abdusami Oakley spoke in support keeping the name Onetta Harris.
- Kyra Brown spoke in support of keeping the name Onetta Harris.

The Commission discussed the naming policy and advised staff to conduct community outreach.

## **F. Regular Business**

- F1. Approve minutes from October 26, 2022 meeting (Attachment)

**ACTION:** Motion and second (Bunyagidj/ Diepenbrock), to approve the minutes from October 26, 2022 meeting, passed 6-0 (Baskin absent).

## **G. Informational Items**

- G1. Parks and Recreation Facilities Master Plan addendum to include pickleball – proposed process and timeline (Staff Report PRC-2023-005)

- Andrea and Nate spoke in support of pickleball.
- Katrina Ryan spoke in support of pickleball.
- Paul Kick spoke on concerns related to noise from nighttime pickleball play.
- David Yoshida spoke in support of sound barriers at pickleball and basketball courts.

The Commission discussed the proposed pickleball process and timeline.

- G2. Nealon Park all-abilities playground - El Capitan Track Ride update (Staff Report PRC-2023-006)

- Paul Kick spoke in support of closing the park at night.
- Kristine Ball spoke in support of removing the zip line.
- Sumayya Khan spoke in support of locking the zip line at night.
- Ibrahim Kahn spoke in support of locking the zip line at night.
- Lynore Banchoff spoke in support of locking the zip line at night.
- Mary K spoke in support of locking the zip line at night.

The Commission discussed potential solutions to provide children access to the zip line while minimizing impacts of unauthorized overnight use.

- G3. Advisory body recruitments (Staff Report PRC-2023-007)

## **H. Commissioner Reports**

- H1. Individual Commissioner reports

- Commissioner Bunyagidj reported on the Black Liberation Celebration that took place at Belle Haven library.

**G      Adjournment**

Chair Bryman adjourned the meeting at 8:48 p.m.



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 5/24/2023

Staff Report Number: PRC-2023-015

Regular Business: Menlo Park Community Campus – proposed program summaries

### Recommendation

City staff recommends that the Parks and Recreation Commission review and discuss Menlo Park Community Campus proposed program summaries that have been developed over the past several months with robust community input, including consultation with a working group of Belle Haven neighborhood residents and stakeholders convened by the Menlo Park Community Campus ad hoc subcommittee of the City Council, and with feedback and direction from City Council ([Attachment A.](#))

### Policy Issues

The Parks and Recreation Commission provides advice and recommendations to the City Council related to City programs and services such as those planned for the Menlo Park Community Campus (MPCC.) City Council identified the MPCC as one of the City's top priorities.

### Background

In January and February 2021, City Council approved the architectural control, use permit, funding, and improvements agreement for the MPCC project located at 100-110 Terminal Ave. The new multiservice facility will incorporate a community center, senior programs, school-age child care, aquatics center, and branch library, among other public amenities, and is on track to open in 2024.

On March 22, 2023, the Parks and Recreation Commission (PRC) and Library Commission (LC) convened a joint study session to review MPCC programming plan elements, including background information outlining the development of the plan elements with robust community involvement.

On April 25, 2023, the PRC and LC received extensive preparatory information related to MPCC programming and policy elements, including current policies and proposed new policies to be reviewed and updated in advance of the new facility opening ([Attachment B.](#))

### Analysis

#### Proposed program summaries

At the direction of City Council, Menlo Park Community Campus proposed program summaries have been developed over the past several months with robust community input and in consultation with the MPCC Subcommittee and MPCC working group of Belle Haven neighborhood residents and stakeholders. City staff will present to the Parks and Recreation Commission proposed program summaries related to recreation, sports, and aquatics in the new facility ([Attachment A.](#))

- Recreation – Fitness center, movement studio
- Recreation – Facility rentals, meeting rooms
- Sports – Indoor
- Sports – Outdoor
- Aquatics – Community-oriented aquatics programs
- Operations – Emergency preparedness and response

Policies to update; proposed new policies to develop

Current policies relevant to MPCC programming and operations, as well as proposed new policies, will be reviewed and updated in advance of the new facility opening. City staff is preparing current and proposed new policies for PRC and LC review and feedback at their respective meetings on June 19 and June 28. A selection of relevant current policies was transmitted to the PRC and LC on April 25 for advance review and reference ([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. Proposed program summaries
- B. Hyperlink – Parks and Recreation Commission and Library Commission joint meeting agenda. April 25, 2023. <https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/library-commission/2023-meetings/agendas/20230426-library-and-parks-and-recreation-commissions-and-prc-special-agenda-packet.pdf>

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor  
Natalya Jones, Library and Community Services Supervisor  
Rondell Howard, Interim Library and Community Services Manager

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



# Fitness Center and Movement Studio

LCS – Recreation

Program Lead – Rondell Howard, Interim Library and Community Services Manager

## Overview

The purpose of Fitness Center is to support the health and wellness of Menlo Park residents by providing community access to fitness equipment and training. The desired outcome is for every Menlo Park resident to have access to resources that support and promote healthy lifestyles by providing access to individuals through and fitness equipment and fitness classes for all fitness levels, in consideration of current fitness trends and science.

The purpose of Movement Studio is to support the health and wellness of Menlo Park residents by providing community access to dance, movement, health and wellness instruction and practice. The desired outcome is for every Menlo Park resident to have access to resources that support and promote physical movement, health and wellness, and kinetic creative expression.

## Goals and tasks

### Fitness Center

- Prioritize use by Menlo Park residents
- Ensure a safe, inclusive, and welcoming environment for all users
- Provide a balance of drop-in times, structured training classes, and personal training opportunities
- Maintain facilities and equipment in good, safe, clean working order
- Train and organize support staff
- Train facility users in safe equipment use
- Ensure facility use and safety policies are followed

### Movement Studio

- Prioritize community-oriented classes that are consistent with City and community goals for use of City facilities
- Ensure cost recovery in alignment with the City's master fee schedule and cost recovery policy
- Create programs based on community needs
- Identify and engage qualified instructors

### Evaluate program effectiveness

- User survey: Were users satisfied with the program? Did the program meet their needs?
- Track and evaluate facility usage
- Suggestion box at location

## Operations

Fitness Center provides fitness equipment including treadmills, stationary bicycles, free weights, resistance training and conditioning. Schedule will balance drop-in times with structured training classes and some personal training. Participation fees may apply, depending on residency and/or type of program. City staff members manage the fitness center with some programming provided by qualified contracted fitness trainers.

Movement Studio dance, movement, health and wellness instruction and practice. Schedule will align with the general schedule of the center and be offered during times when they are desired by the users. Participation fees may apply, depending on residency and/or type of program. Programs and services will meet the needs of all ages and ability levels and will be accessible. City staff members manage the movement studio with some program content provided by qualified contracted instructors.

## Resources needed

Fitness Center and Movement Studio require financial resources in the form of supplies and services, equipment, promotional materials, registration system maintenance, utilities, and facility maintenance. City staff manage the overall program with some program content provided by qualified contracted instructors. City staff maintain program schedules; process payments; provide customer service; set and schedule regular maintenance, repairs, and upkeep of the facilities; develop facility use policies and procedures; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners, and community engagement

### Program team

- 1- LCS Supervisor (lead)
- 1- Recreation Coordinator (program/admin)
- 1- Program Assistant (customer service)
- 6 to 8- hourly team members (front line support)

### Partners and community engagement

- Public Works (facilities, maintenance)
- Local nonprofit & community-based organizations
- Presentations and reports – Annually or as needed
- Community outreach – Promotion and marketing



# Facility Rentals and Meeting Rooms

LCS – Recreation

Program Lead – Tricia Mullan, Library and Community Services Supervisor



## Overview

The purpose of Facility Rentals and Meeting Rooms is to make venue spaces available in City facilities to the Menlo Park community for meetings, events, workshops, family and social gatherings, and similar functions. The desired outcome is to support the community's needs for safe, welcoming, community-oriented places to gather.

## Goals and Tasks

### Make venue spaces available to the community

- Prioritize use by City programs and activities
- Prioritize use by Menlo Park residents, Menlo Park-based nonprofits and community-based organizations
- Maintain facilities, equipment, and furniture in good clean working order
- Maintain applicable health and safety permits
- Maintain facility reservation system and calendar
- Train and organize support staff
- Ensure facility use policies are followed
- Ensure safety and security protocols are followed
- Track expenditures, revenues, usage

### Make venue spaces available for program-based rentals

- Prioritize community-oriented classes, programs and activities that are consistent with City and community goals for use of City facilities
- Ensure cost recovery in alignment with the City's master fee schedule and cost recovery policy

### Evaluate program effectiveness

- User survey: Were users satisfied with the venue? Did the space meet their needs?
- Track and evaluate facility usage
- Suggestion box at location

## Operations

Depending on schedule availability, Facility Rentals and Meeting Rooms are generally available 7 days per week, daytime and evenings, holidays excluded, when City programs and activities are not in session. City venues are popular for their high quality, convenience, and reasonable rates, and are often booked several weeks or months in advance. Interested parties may search for and reserve venues through the City's online registration portal, select desired room equipment, process fee payments, submit required disclaimers, insurance, and other documentation as applicable. City staff also are available in-person and by phone to provide live assistance and may conduct brief facility tours on request. During facility rentals, City staff remain onsite to provide access and basic facility support to facility users, secure the facility, and ensure that facility use policies are followed.

## Resources needed

Facility Rentals and Meeting Rooms require financial resources in the form of supplies and services, equipment, promotional materials, registration system maintenance, utilities, and facility maintenance. City staff manage the overall facility rentals and meeting room program; organize and support basic room set-up, tear-down and logistics; maintain venue reservations and schedules; process rental agreements, payments, terms and conditions; records management; provide customer service; set and schedule regular maintenance, repairs, and upkeep of the facilities; develop facility use policies and procedures; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners, and community engagement

### Program team

- 1- LCS Supervisor (lead)
- 1- Recreation Coordinator (program/admin)
- 1- Program Assistant (customer service)
- 6 to 8- hourly team members (setup, logistics)

### Partners and community engagement

- Public Works (facilities, maintenance)
- Local nonprofit & community-based organizations
- Presentations and reports – Annually or as needed
- Community outreach – Promotion and marketing

# Indoor Sports

LCS – Sports

Program Lead – Rondell Howard, Interim Library and Community Services Manager



## Overview

The purpose of the Indoor Sports program is to support the health and fitness of Menlo Park residents by providing community access to athletic activities through drop-in sports, organized leagues, classes, and rentable indoor athletic spaces. The desired outcome of this program is to provide high-quality indoor athletic spaces and programming for all Menlo Park residents of all ages and ability levels to engage in athletic activities that promote health and wellness, build confidence especially in youth, and foster a friendly and supportive competitive team spirit.

## Goals and tasks

### Gymnasium

- Prioritize use by Menlo Park residents, community-oriented leagues, local schools
- Prioritize community-oriented activities consistent with City Council goals for use of City facilities
- Prioritize school-based athletic leagues
- Ensure a safe, inclusive, and welcoming environment
- Provide a balance of drop-in times, organized league play and practice, and personal training opportunities
- Organize seasonal sports classes focused on the community's interests.
- Maintain facilities and equipment in good, safe, clean working order
- Train and organize support staff
- Manage league registration software
- Train facility users in safe equipment use
- Ensure facility use and safety policies are followed

### Provide a wide variety of athletic programs for all ages

- Develop an open gym schedule for both youth and adults
- Develop youth and adult athletic programs that reflect the needs and interests of Menlo Park residents
- Provide fair, inclusive and equitable access to the indoor athletic facilities to all Menlo Park residents
- Ensure applicable cost recovery in alignment with the City's master fee schedule and cost recovery

### Evaluate program effectiveness

- User survey: Were users satisfied with the facility/program? Did the program meet their needs?
- Track and evaluate facility usage
- Suggestion box at location

## Operations

Indoor Sports are generally available 7 days per week, daytime and evenings, holidays excluded. Drop-in gymnasium access is provided daily for residents to utilize the space for indoor sports such as basketball, volleyball and futsal. Organized youth and adult leagues are available seasonally. Program schedules are determined based on local interests and convenience of access for Menlo Park residents. Non-competitive teaching classes about specific sports are provided for youth and adults. Participation fees may apply, depending on residency and/or type of program. City staff members manage the indoor sports program with some programming provided by qualified contracted trainers, local schools, and/or organized community athletic leagues.

## Resources needed

The Indoor Sports program requires financial resources in the form of supplies and services, equipment, promotional materials, registration system maintenance, utilities, facility maintenance and repair, and periodic capital improvements. City staff manage the overall program with some program content provided by qualified external parties. City staff maintain program schedules; process payments; provide customer service; set and schedule regular maintenance, repairs, and upkeep of the facilities; develop facility use policies and procedures; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Team, partners, and community engagement

### Program team

- 1- LCS Supervisor (lead)
- 1- Recreation Coordinator (program/admin)
- 1- Program Assistant (customer service)
- 6 to 8- hourly team members (front line support)

### Partners and community engagement

- Public Works (facilities, maintenance)
- Local schools (Beechwood, Belle Haven, etc.)
- Community athletic leagues
- Presentations and reports – Annually or as needed
- Community outreach – Promotion and marketing

# Outdoor Sports

LCS – Sports

Program Lead – Rondell Howard, Interim Library and Community Services Manager



## Overview

The purpose of the Outdoor Sports program is to support the health and fitness of Menlo Park residents by providing community access to outdoor athletic activities through drop-in play, organized leagues, group classes, and individual training. The desired outcome of this program is to provide high-quality outdoor athletic spaces and programming for all Menlo Park residents of all ages and ability levels to engage in athletic activities that promote health and wellness, build confidence especially in youth, and foster a friendly and supportive competitive team spirit.

## Goals and tasks

### Athletic fields and outdoor racquet courts

- Prioritize use by Menlo Park residents, community-oriented leagues, local schools
- Prioritize community-oriented activities and drop-in community access times that are consistent with City Council goals for use of City facilities
- Prioritize school-based athletic leagues
- Ensure a safe, inclusive, and welcoming environment for all users
- Provide a balance of drop-in times, organized league play and practice, and personal training opportunities
- Organize seasonal sports classes focused on the community's interests.
- Maintain facilities and equipment in good, safe, clean working order
- Train and organize support staff
- Ensure facility use and safety policies are followed

### Provide a wide variety of athletic programs for all ages

- Provide drop-in community access hours to support free play and family use
- Develop organized youth and adult athletic programs that reflect the needs and interests of Menlo Park residents
- Provide fair, inclusive and equitable access to athletic fields and outdoor racquet sport courts to all Menlo Park residents
- Ensure applicable cost recovery in alignment with the City's master fee schedule and cost recovery

### Evaluate program effectiveness

- User survey: Were users satisfied with the facility/program? Did the program meet their needs?
- Track and evaluate facility usage
- Suggestion box at location

## Operations

Outdoor sports facilities, including athletic fields and outdoor racquet sport courts, are generally available 7 days per week between the hours of 8am and sunset unless the facility has lights; lights turn off at 10pm. Drop-in community access hours support free play and family use. Some leagues and field allocations are available seasonally. Organized athletic activities are determined based on local interests and convenience of access for Menlo Park residents. Non-competitive teaching classes about specific sports are provided for youth and adults. Participation fees may apply, depending on residency and/or type of program. City staff members manage the outdoor sports program with some programming provided by qualified contracted trainers, local schools, and/or organized community athletic leagues.

## Resources needed

The Outdoor Sports program requires financial resources in the form of supplies and services, equipment, promotional materials, registration system maintenance, utilities, and maintenance services and repair, and periodic capital improvements. City staff manage the overall program with some program content provided by qualified external parties. City staff maintain program schedules; process payments; provide customer service; set and schedule regular maintenance, repairs, and upkeep of the facilities; develop facility use policies and procedures; daily onsite supervision and coordination; administrative support and direction; community engagement and program evaluation.

## Teams, partners, and community engagement

### Program team

- 1- LCS Supervisor (lead)
- 1- Recreation Coordinator (program/admin)
- 1- Program Assistant (customer service)
- 6 to 8- hourly team members (front line support)

### Partners and community engagement

- Public Works (facilities, maintenance)
- Local schools (Beechwood, Belle Haven, etc.)
- Community athletic leagues
- Presentations and reports – Annually or as needed
- Community outreach – Promotion and marketing

# Aquatics Program

LCS - Aquatics

Program Liaison – Tricia Mullan, Library and Community Services Supervisor



## Overview

The purpose of the Aquatics Program is to support the fitness, wellness, and social connectedness needs of Menlo Park residents by providing community-oriented access to aquatics programs. The desired outcome is for every Menlo Park resident of every age and ability level to have equitable access to aquatics activities that meet their needs and allow them to progress in their aquatic experience; and for every Menlo Park child to have meaningful access to water safety instruction; and other outcomes defined in the aquatics operator agreement authorized by City Council.

## Goals and tasks

### Aquatics Center operations

- Prioritize use by Menlo Park residents
- Ensure a safe, inclusive, and welcoming environment for all users of all abilities
- Provide a balance of community/family swim times, lap swim, aqua wellness, water safety, instruction-based programs, and competitive swim programs
- Maintain and uphold agreement terms with contract aquatics provider
- Provide meaningful rental access to local aquatics teams and user groups through equitable user group policy and application processes
- Maintain health permits and pool operator certifications
- Maintain risk management documentation and practices
- Maintain facilities and equipment in good, safe, clean working order
- Train and organize aquatics staff through regular in-service trainings and ongoing training program
- Ensure all safety regulations, guidelines, policies and best practices are followed

### Evaluate program effectiveness

- Coordinate with aquatics provider, third party instructors, vendors, and staff to ensure strong communication; evaluate program quality and effectiveness maintain high quality welcoming community experience in aquatics facilities; ensure equity, fairness, and access for all Menlo Park residents of all abilities, backgrounds, and walks of life
- Conduct annual community satisfaction survey and needs assessment
- Review aquatics provider performance at least quarterly to ensure compliance with agreement terms and service delivery expectations in alignment with City Council goals for Aquatics programs
- Review/audit relevant program data – attendance by residents and nonresidents, financial data, safety data, etc. on a regular basis
- Suggestion box at locations

## Operations

The Aquatics Program operates year-round, 7 days per week from early mornings to evenings, some holidays excluded. City aquatics centers are operated with comparable or equivalent operating schedules and programs, with allowances for some variances to respond to hyperlocal needs. Check-in and registration is available in person and through an online registration system. User fees will be included in the city's Master Fee Schedule. Programs will include open swim, family swim, lap swim, swim lessons, masters swim, aqua wellness, summer and school break camps. Third party rentals will support additional programming opportunities such as swim team, water polo, and specialized programs.

## Resources needed

The Aquatics program requires City financial resources in the form of aquatics supplies and services, equipment, maintenance, utilities, facility maintenance and repair, and periodic capital improvements. A contracted aquatics provider manages the day-to-day operations of the program per the terms of a detailed aquatics operator agreement. City staff serve as liaison to the aquatics operator; manage maintenance, repairs, and upkeep of the facilities; develop facility use policies and procedures; community engagement and program evaluation; operator agreement negotiation; operator evaluation.

## Team, partners, and community engagement

### Program team and partners

LCS Supervisor (City liaison)  
Public works (facility maintenance and improvements)  
Aquatics operator  
Third party users (for example, SOLO/PASA)  
San Mateo County Environmental Health

Presentations and reports – Quarterly financial and performance reports. Annual reports to City Council. Additional reports and presentations as needed.

Community outreach – Annual community satisfaction surveys administered by City. Suggestion boxes at locations. Ongoing program marketing and promotion.

# Emergency Shelter and Care

LCS – Operations

Program lead – Natalya Jones, Library and Community Services Supervisor



## Overview

The purpose of Emergency Shelter and Care is to support relief activities for community members impacted by large-scale emergencies and disasters. The program's desired outcome is to maintain readiness and resiliency to effectively respond to declared emergencies and disasters by providing temporary emergency shelter, food service, and/or related services in coordination with local, state and/or national emergency management efforts.

## Goals and tasks

1. Prepared and resilient facilities
  - Maintain facilities in good working order
  - Maintain emergency supplies and equipment
  - Maintain current emergency procedures and training programs
  - Conduct regular safety inspections and tests
2. Prepared and resilient staff
  - Train staff on emergency procedures
  - Train staff on Disaster Service Worker obligations
  - Provide CPR/First Aid/AED training and certification opportunities
  - Practice emergency procedures regularly
3. Prepared and resilient partnerships
  - Maintain agreement with American Red Cross to mobilize disaster relief services at City facilities in the event of emergency service activation
  - Practice and participate in local and regional emergency management planning and response efforts
4. Prepared and resilient community
  - Host emergency preparedness workshops
  - Encourage signups to emergency notification and information systems
  - Coordinate with community volunteers

## Operations

During an emergency or disaster incident, designated City facilities may be activated to serve as Emergency Shelter and Care centers to support community needs and emergency response efforts. The City maintains a facility use agreement with American Red Cross to mobilize and provide disaster relief services in City facilities to the community, including emergency shelters, food service, supply and equipment distribution, and related relief activities. City staff coordinate with American Red Cross to provide emergency shelter, care, and resources to support the community during disasters and other incidents, and coordinates with local, regional, state, and national emergency management efforts, including local and regional Emergency Operations Centers using the Incident Command System framework.

## Resources needed

Emergency Shelter and Care requires resources in the form of emergency supplies and equipment, maintenance and testing, training and certification services, informational materials and community workshops, and related operational expenses. During an emergency, the City and its partners will marshal additional resources as the situation requires. As public employees under California law, all City staff are Disaster Service Workers (DSWs) subject to activation in the event of an emergency. Examples of emergencies for which City employees may be called upon to help as DSWs include fire, flood, earthquake, or public health emergencies.

## Teams, partners, and community engagement

### Program team

- 1- LCS Manager (lead)
- 1- Management Analyst (admin)
- 1- LCS Supervisor (operations)
- 1- Recreation Coordinator (services)
- Disaster Service Workers
- Community volunteers

### Partners and community engagement

- Public Works (facility maintenance, logistics)
- Police/Fire (first responders, incident command)
- American Red Cross (disaster shelter support services)
- San Mateo County office of emergency management
- Presentations and reports – Annually or as needed
- Community outreach – Emergency preparedness workshops



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 5/24/2023

Staff Report Number: PRC-2023-016

Regular Business: Select new Library Commission Chair and Vice Chair

### Recommendation

City staff recommend that the Parks and Recreation Commission select a Chair and Vice Chair for the 2023-24 fiscal year.

### Policy Issues

City Council Policy CC-01-004 ([Attachment A](#)) was adopted in 1991 and outlines the procedures, roles, and responsibilities of the City Council-appointed advisory bodies for optimal functioning. Amendments were made to the policy in 2001, 2011, 2013, 2017, 2019, and 2020.

### Background

City Council policy CC-01-004 ([Attachment A](#)) requires commissions 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.”

In October 2022, the Parks and Recreation Commission approved a process for selecting a Chair and Vice Chair that follows the practice of the City Council. ([Attachment B](#)).

### Analysis

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

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

Following the previously established procedure, Commissioner Bunyagidj would serve next as Chair, and Commissioner Joshua would serve next as Vice Chair. The new Commission Chair and Vice Chair will begin their duties at the June 2023 Parks and Recreation Commission meeting and will serve until May of 2024.

### 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. City Council Policy CC-01-004 - <https://www.menlopark.org/DocumentCenter/View/11698/16-005-SC---Attachement-A---CC-01-0004-Commission-Policies-and-Procedures?bidId=>
- B. Staff report from the October 26, 2022, Parks and Recreation Commission meeting: "Establish a procedure for the annual selection of Chair and Vice Chair."

Report prepared by:

Rondell Howard, Interim Library and Community Services Manager

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director





## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 10/26/2022

Staff Report Number: PRC-2022-023

**Regular Business:** Establish a procedure for the annual selection of Chair and Vice Chair

### Recommendation

Staff recommends that the Parks and Recreation Commission (PRC) establish a procedure for the annual selection of the PRC Chair and Vice Chair that emulates the procedure City Council uses to annually select the Mayor and Vice-Mayor.

### Policy Issues

City Council policy #CC-22-004 requires advisory bodies to select a Chair and a Vice Chair and to rotate those positions annually: "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." (Attachment A.)

### Background

The PRC, on July 27, selected a Chair and Vice Chair. At that time, the PRC discussed options to establish a procedure for selecting a Chair and Vice Chair by rotation.

### Analysis

City Council in February 2016 established City Council Procedure #CC-16-0001, "Selection of Mayor" (Attachment B). Per the procedure, the Mayor is selected from Councilmembers who have served a minimum of one year and who have not yet served as Mayor. The Councilmember who has served the longest without being selected as Mayor is selected as Mayor. Typically, the Councilmember who has served the next longest without selection is selected as Vice Mayor, and the Vice Mayor then becomes Mayor the following year. The selection of the Mayor and Vice Mayor remains subject to approval by a majority vote of the City Council.

Staff recommends that the PRC follow the same procedure for the selection of Chair and Vice Chair that is used by the City Council for the selection of Mayor and Vice-Mayor: The longest-serving PRC member who has not yet served as Chair would be selected as Chair. If all eligible PRC members have served as Chair, then the member with the longest elapsed time since serving as Chair would be selected. The next longest-tenured PRC member would be selected as Vice Chair and then rotate into the Chair role the following year. The selection of the Chair and Vice Chair would remain subject to approval by a majority vote of the PRC.

### 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. City Council Policy #CC-22-004
- B. City Council Procedure #CC-16-0001

Report prepared by:  
Nick Szegda, Assistant Director of Library Services

Report reviewed by:  
Sean Reinhart, Library and Community Services Director

# COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-22-004

Adopted May 24, 2022

Resolution No. 6732



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 seven 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, 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 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 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"> <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 his or her 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 "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

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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 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.
- 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.

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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 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 and the Finance and Audit 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 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.

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.

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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 his/her 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; 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 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*

- 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.

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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-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.
- In accordance with Resolution No. 6622, current and future members of the Complete Streets Commission and Housing Commission, are required to report any and all real property in Menlo Park for impacting land use, real property, and the housing element.

### *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/committee shall be four (4) years unless a resignation or a removal has taken place. The Finance and Audit Committee term of office shall be two (2) years.
- 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.

### *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).

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- 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

#### 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



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- 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.

### **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

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

City Council Policy #CC-22-004

Adopted May 24, 2022

Resolution No. 6732

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Procedure adoption	6/8/2021	Resolution No. 6631
Procedure adoption	3/1/2022	Resolution No. 6706
Procedure adoption	3/8/2022	Resolution No. 6718
Procedure adoption	5/24/2022	Resolution No. 6732

**SELECTION OF MAYOR**

City Council Procedure #CC-16-0001

Effective 10/7/2014

Ordinance No. 1016



<b>Purpose</b>		
To establish a procedure for the annual selection of the Mayor.		
<b>Policies and procedures</b>		
City Council policy shall be to rotate the mayor annually. The City Council shall select as mayor an elected member of the City Council who has served a minimum of one year and who has not served as mayor. If all eligible members have served as mayor, then the member with the longest elapsed time since serving as mayor shall be selected as mayor. In the event there are two or more eligible members having equal seniority, the City Council may select any eligible member as mayor.		
<b>Procedure history</b>		
Action	Date	Notes
Proposed and approved by City Council	February 23, 2016	Ordinance No. 1016



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 5/24/2023

Staff Report Number: PRC-2023-017

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 parks and recreation facilities.

### 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 Commissioner 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 Commissioner is paired with an existing Commissioner 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 Commissioners
- B. Advisory body handbook (link): <https://menlopark.gov/files/sharedassets/public/city-managers-office/documents/2023-advisory-body-handbook.pdf>

Report prepared by:  
Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:  
Sean S. Reinhart, Library and Community Services Director

## Suggested checklist of items for new Parks and Recreation Commissioners

Parks and Recreation Commission webpage: <https://menlopark.gov/Government/Commissions-and-committees/Parks-and-Recreation-Commission>

Includes links to the Commission's current meeting agenda, meeting recordings, and past meeting minutes.

Public engagement portal: <https://publicinput.com/hub/Subscriptions/2463>

Sign up for alerts on topics of interest, including meeting agendas, newsletters, and calendar events.

Parks and Recreation Facilities Master Plan: <https://menlopark.gov/files/sharedassets/public/public-works/documents/capital-improvement-program/parks-and-recreation-facilities-master-plan.pdf>

Completed in fall of 2019, this update of the original 1999 plan "...studies the existing park and recreation facilities, and draws on extensive community engagement to identify a planning blueprint to expand, improve and protect these assets and provide recreational opportunities for the future." This is a large (300+ pages) document.

Bedwell Bayfront Park Master Plan: <https://menlopark.gov/files/sharedassets/public/public-works/documents/capital-improvement-program/bedwell-bayfront-park-master-plan.pdf>

Planning document for the City's largest park, located on the edge of the City along San Francisco Bay. The Master Plan, completed in 2018, is meant to guide park improvements for the next 25 years. This is a large (300+ pages) document.

Library Commission: <https://menlopark.gov/Government/Commissions-and-committees/Library-Commission>

Collaboration between the Parks and Recreation Commission and Library Commission is frequent.

City of Menlo Park Open Government page: <https://menlopark.gov/Government/Open-government>

Links to budgets, planning documents, public notices, and more.

LCS Strategic Plan: 2020 and Beyond:

[https://www.menlopark.org/DocumentCenter/View/27206/Staff-report\\_LC\\_21-006\\_LCS-Strategic-Plan-Update](https://www.menlopark.org/DocumentCenter/View/27206/Staff-report_LC_21-006_LCS-Strategic-Plan-Update)

Guiding document for the Library and Community Services department.

Menlo Park Community Campus project page:

<https://menlopark.gov/Government/Departments/Community-Development/Projects/Under-construction/Menlo-Park-Community-Campus>

Construction updates and meeting documents on the new combined library and recreation facility. A major focus of the Parks and Recreation Commission, the City Council, and the local community. The MPCC ("MPCC," is a working name, not the final name) has been front and center for the PRC over the last couple of years, and it will remain a focus through its planned opening in early 2024 and beyond.

LCS departmental pages:

Recreation: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Recreation>

A great starting point for new Commissioners to get a feel for all of the services and facilities that the department operates. Links to aquatics, parks, facility reservations, activity guides, youth and adult sports, and more.

Child care: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Child-care>

The department operates three childcare facilities at three different sites in the City. The Youth Center is currently housed in portable buildings in Kelly Park and will move into the MPCC when that facility opens.

Older adult services (services to seniors): <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Child-care>

Services to seniors are currently being provided on an interim basis at the Burgess campus in the Arrillaga Family Recreation Center (meals, some classes, larger gatherings) and at the main library's Senior Annex (lounge, recreation, and classes). Most of these services will move to the MPCC when it opens.

Activity Guide: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Activity-Guide-and-registration>

Signups for Summer 2023 classes are underway on our new recreation registration platform, Xplor Rec.

Programs and events: <https://menlopark.gov/Government/Departments/Library-and-Community-Services/Programs-and-events>

Attending an event (in person or virtually) is a great way to see LCS staff in action. There are many events for all ages to choose from. Along with a large menu of free programs and events, LCS is responsible for hosting [community events](#) like the Juneteenth celebration, 4<sup>th</sup> of July parade, and the summer concert series.

# **Parks and Recreation Commission - Tentative Agenda Schedule** **May 24, 2023**

*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 25, 2023 (Joint meeting w/ LC at Belle Haven Library)	<ul style="list-style-type: none"><li>• MPCC programming study session</li><li>• Youth Advisory Committee presentation - Makerspace</li><li>• MPCC project updates</li></ul>
February 22, 2023 (at Belle Haven Library)	<ul style="list-style-type: none"><li>• Belle Haven School field redesign – Ravenswood school district</li><li>• Study session – MPCC naming process</li><li>• Proposed PRFMP addendum</li><li>• El Capitan track ride update</li></ul>
March 22, 2023 (Joint meeting w/ LC at Belle Haven Library)	<ul style="list-style-type: none"><li>• Realize Flood Park project update – San Mateo County Parks</li><li>• MPCC proposed programming plan elements</li><li>• MPCC naming process timeline update</li></ul>
April 26, 2023 (Joint meeting w/ LC at Belle Haven Library)	<ul style="list-style-type: none"><li>• MEETING CANCELLED – PRC FAILED TO ACHIEVE QUORUM</li><li>• MPCC programming and policies</li><li>• Kelly Park turf and track renovation project</li><li>• Aquatics program annual report 2022</li></ul>
May 24, 2023	<ul style="list-style-type: none"><li>• MPCC proposed program summaries</li><li>• Select commission chair and vice-chair</li><li>• Onboarding new commissioners</li></ul>
June 28, 2023	<ul style="list-style-type: none"><li>• Parks and Recreation Commission work plan update</li><li>• MPCC programming and policies</li><li>• LCS department proposed 2023-24 operating budget</li><li>• Draft PRFMP addendum</li></ul>
July 26, 2023	<ul style="list-style-type: none"><li>• Parks and Recreation Commission work plan</li><li>• MPCC programming and policies</li><li>• Suggestion box – comments and responses</li></ul>
August 23, 2023	<ul style="list-style-type: none"><li>• MPCC programming and policies</li><li>• PRFMP addendum</li></ul>
September 27, 2023	<ul style="list-style-type: none"><li>• MPCC naming process</li><li>• MPCC programming and policies</li><li>• PRFMP addendum</li></ul>
October 25, 2023	<ul style="list-style-type: none"><li>• Youth Advisory Committee update</li><li>• MPCC naming process</li><li>• MPCC programming and policies</li><li>• Suggestion box – comments and responses</li></ul>
November 22, 2023 (date may change)	<ul style="list-style-type: none"><li>•</li></ul>
December 27, 2023 (date may change)	<ul style="list-style-type: none"><li>•</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