



Parks and Recreation Commission

REGULAR MEETING AGENDA

Date: 7/26/2023
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 in real-time via telephone at:
(669) 900-6833
Meeting ID# 862 7050 1185
Press *9 to raise your hand to speak

Subject to Change: 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. The instructions for logging on to the Zoom webinar and/or the access code are 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).

Regular Meeting

A. Call To Order

B. Roll Call

- B1. Introduce new and continuing staff co-liaisons to the Parks and Recreation Commission

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. Study Session

- D1. Update the Parks and Recreation Commission work plan ([Staff Report PRC-2023-021](#))

E. Regular Business

- E1. Approve minutes from June 28, 2023 meeting ([Attachment](#))

- E2. Considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball ([Staff Report PRC-2023-022](#))

F. Informational Items

- F1. Department updates ([Staff Report PRC-2023-023](#))
- F2. Parks and Recreation Commission tentative agenda calendar ([Attachment](#))

H. Commissioner Reports

- H1. Individual Commissioner reports

I. 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. 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 Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 7/20/2023)



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/26/2023

Staff Report Number: PRC-2023-021

Study Session: Update the Parks and Recreation Commission annual work plan

Recommendation

City staff recommends that the Parks and Recreation Commission review and update its annual work plan (Attachment A) in preparation for presenting the work plan to the City Council for approval.

Policy Issues

Council Policy CC-23-004 (Attachment B) sets the procedures, roles, and responsibilities of Council-appointed advisory bodies, including the Parks and Recreation Commission. The policy requires that each advisory body develop an annual work plan which will be the foundation for the work performed by the advisory body in support of City Council's annual work plan. The plan, once finalized by a majority of the advisory body, 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.

Background

City Council most recently approved the Parks and Recreation Commission's work plan on September 20, 2022, with one revision related to City hosted events. (Attachment C).

On September 28, 2022, the Parks and Recreation Commission reviewed the work plan, approved the additional item added by the City Council concerning the development of recommendations for City-hosted community events, then voted to recommend the updated work plan to City Council. (Attachment D).

Analysis

The Parks and Recreation Commission's current work plan includes six goals. The Menlo Park Community Campus (MPCC) project continues to be a top priority of the City Council. The Parks and Recreation Commission continues to provide an important public forum to advise the programming and operations of the new facility and provide opportunities for community comment and feedback. The Parks and Recreation Commission continues to coordinate with the Library Commission on the development of the programming for the MPCC.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council. There is no substantive impact on the City's general fund related to the topics in this report.

Environmental Review

This report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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. Parks and Recreation Commission annual work plan (current)
- B. City Council Policy #CC-23-004
- C. Hyperlink – City Council meeting agenda (item G9), September 20, 2022.
<https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220920-city-council-agenda-packet.pdf>
- D. Hyperlink – Parks and Recreation Commission meeting agenda (item F1), September 28, 2022.
<https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20220928-parks-and-recreation-commission-agenda-packet.pdf>

Report prepared by:

Nick Szegda, Assistant Library and Community Services Director

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



MEMORANDUM

Date: 7/26/2023
To: Parks and Recreation Commission
From: Library and Community Services Director
Re: Parks and Recreation Commission annual work plan

City Council approved the Parks and Recreation Commission annual work plan on September 20, 2022. The approved work plan is as follows:

Parks and Recreation Commission Work Plan

Goals

- Facilitate the goals laid out in the 2019 Parks and Recreation Master Plan
- Provide high quality programs and services for all Menlo Park residents
- Maintain, upgrade, and modify existing programs and facilities to meet developing community needs
- Focus on resident input and grow relationships with residents throughout the City of Menlo Park
- Prioritize accessibility, safety, and sustainability
- Develop recommendations for city-hosted community events.

Specific Examples

- Gather and incorporate resident input on:
 - Willow Oaks park improvements
 - Athletic fields use policy
 - Pool operations
 - Pros and cons of contracting out City services
- Review the pickle ball court additions
- Invite members of the public on commission park tours
- Ensure that the programs and services offered at the MPCC will contribute to satisfying the needs of the neighborhood it serves, and be integrated into a system that is accessible to residents of all ages and abilities throughout the City
- Develop strategies to mitigate the risks of off-leash dogs harming children

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ATTACHMENT B



| 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. The active advisory bodies are: Complete Streets Commission, Environmental Quality Commission, Finance and Audit Commission, 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 No. 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 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-21-0022), and a Travel, Meal, and Lodging Policy (CC-19-002), 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 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 their 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 |

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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 "Advisory Body 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 they are 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 they think 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 their 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 Commission 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 Commission 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 meetings is as follows:

- Complete Streets Commission – Every second Wednesday at 6:30 p.m.
- Environmental Quality Commission – Every third Wednesday at 6 p.m.
- Finance and Audit Commission – Third Thursday 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 on a Monday 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 their 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 their 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.
- 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

- 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 they 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-19-002).

Conflict of interest and disclosure requirements

- A Conflict of Interest Code has been updated and adopted by the City pursuant to Government Code §87300 et seq. Copies of the conflict of interest code are filed with the city clerk. Pursuant to the adopted Conflict of Interest Code, members serving on the Complete Streets Commission, Housing Commission, and 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 themselves from making or participating in a governmental decision, or using their 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.

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/committees 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 their term, a replacement serves out the remainder of that term.

Vacancies

- Vacancies are created due to term expirations, resignations, removals or death.
- Vacancies are 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).

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Roles and Responsibilities

Complete Streets Commission

The Complete Streets Commission is charged primarily with advising the City Council on realizing the City's adopted goals for complete streets, vision zero, climate action plan, and provide input on major land use and development projects as it relates to transportation. The Complete Streets Commission's responsibilities include:

- To advance the goals of the city's newly adopted climate action plan by making alternatives to driving safer and more attractive
- Advise City Council on the implementation of the transportation master plan.
- Continue to advocate for and advise the City Council on planning and installing pedestrian and bicycle rail crossing and safe cycling/pedestrian infrastructure.
- Continue to support City Council in ongoing initiatives to improve access to Downtown and support downtown businesses.
- Continue to support the implementation of the Safe Routes to School strategy and advocate for community engagement, program continuity and engineering implementation.
- Continue to support City Council's role as a stakeholder with regard to regional multi-modal and transportation demand management programs projects to increase

Environmental Quality Commission

The Environmental Quality Commission is committed to helping the City of Menlo Park to be a leading sustainable city that inspires institutions and individuals and that is well positioned to manage present and future environmental impacts, including the grave threat of climate change. The Environmental Quality Commission is charged primarily with advising the City Council on matters involving climate change, environmental protection, and sustainability.. Specific focus areas include:

- Climate Action Plan - Advise and recommend on the implementation of the climate action plan.
- Climate Resilience and Adaptation - Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts.
- Urban Canopy - Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits.
- Green and Sustainable Initiatives – Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction.

Finance and Audit Commission

The Finance and Audit Commission 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
- 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

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

8

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 |
| Procedure adoption | 6/8/2021 | Resolution No. 6631 |

COMMISSIONS/COMMITTEES POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES

City Council Policy #CC-23-004

Adopted June 27, 2023

Resolution No. 6840

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| | | |
|--------------------|-----------|---------------------|
| Procedure adoption | 3/1/2022 | Resolution No. 6706 |
| Procedure adoption | 3/8/2022 | Resolution No. 6718 |
| Procedure adoption | 9/20/2022 | Resolution No. 6776 |
| Procedure adoption | 1/10/2023 | Resolution No. 6803 |
| Procedure adoption | 6/27/2023 | Resolution No. 6840 |



PARKS AND RECREATION COMMISSION MINUTES – DRAFT

Date: 6/28/2023
Time: 6:30 p.m.
Locations: Teleconference and
Arrillaga Recreation Center, Oak Room
700 Alma St., Menlo Park, CA 94025

A. Call To Order

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

B. Roll Call

Present: Baskin, Brosnan, Gilmartin, Lee
Absent: Bunyagidj, Joshua, Theriault
Staff: Library and Community Services Director Sean Reinhart, Assistant Library and
Community Services Director Nick Szegda, Management Analyst Ashley Walker

C. Public Comment

None.

D. Presentations and Proclamations

D1. Belle Haven School field redesign – Ravenswood City School District (Staff Report PRC-2023-018)

Ravenswood City School District representative Will Eager gave the presentation.

- Pam Jones spoke in favor of the remodel and the inclusion of a clinic.

The Commission discussed remodel options.

E. Study Session

E1. Menlo Park Community Campus – preliminary staffing data (Staff Report PRC-2023-019)

Director Reinhart made the presentation.

- Pam Jones spoke in favor of employing current Menlo Park staff to the Menlo Park Community Campus (MPCC) and appropriate nutrition offerings for seniors.
- Elyse Dyne spoke in favor of fully staffing the MPCC.

The Commission discussed the MPCC staffing needs.

F. Regular Business

F1. Approve minutes from May 24, 2023 meeting (Attachment)

ACTION: Motion and second (Gilmartin/ Lee), to approve minutes from May 24, 2023 meeting, passed 4-0 (Bunyagidj, Joshua, Theriault absent).

G. Informational Items

G1. Department updates (Staff Report PRC-2023-020)

Assistant Director Szegda introduced the item.

G2. Parks and Recreation Commission tentative agenda calendar (Attachment)

Assistant Director Szegda introduced the item.

H. Commissioner Reports

H1. Individual Commissioner reports

None.

I. Adjournment

Vice Chair Brosnan adjourned the meeting at 8:10 p.m.

Ashley Walker, Management Analyst



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/26/2023

Staff Report Number: PRC-2023-022

Regular Business: Considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball

Recommendation

City staff recommends that the Parks and Recreation Commission review and discuss considerations for a focused addendum to the Parks and Recreation Facilities Master Plan to incorporate pickleball.

Considerations include a comparison of Menlo Park's current pickleball facilities to those of other local jurisdictions, plans for future pickleball facilities in other local jurisdictions, and proposed next steps to develop a focused addendum to the Parks and Recreation Facility Master Plan to include pickleball in the City's long-range recreation facility planning.

Policy Issues

As an advisory body to the City Council, the Parks and Recreation Commission (PRC) makes recommendations and serves as a forum for public input, commentary, and discussion related to recreation programs and facilities in Menlo Park. The PRC was a key stakeholder group involved in the development of the Parks and Recreation Facilities Master Plan in 2019.

Background

The Parks and Recreation Facilities Master Plan (PRFMP) was accepted by City Council on October 15, 2019 (Attachment A). The PRFMP is designed to provide a comprehensive road map to guide decision-making for the City of Menlo Park to maintain, manage and develop its parks, open spaces, and recreation facilities for the next 20 years and to help provide the community with the recreational opportunities that they desire.

When the PRFMP was developed and approved in 2019, pickleball had not yet emerged as a sport requiring the use of current and/or future recreation facilities in Menlo Park. As a result, pickleball is not included in the PRFMP.

In September 2020, in response to community member requests for rapid implementation of a new service not included in the PRFMP, the PRC recommended a pickleball pilot program to gauge community interest in pickleball. The pickleball pilot program was launched in November 2020, then was later extended and expanded. The pilot program currently includes eight pickleball courts: four pickleball courts at Kelly Park, located on one converted tennis court, and four pickleball courts at Nealon Park, located on one converted tennis court.

On February 28, City Council received an informational report outlining a proposed process and timeline for the Parks and Recreation Facilities Master Plan addendum to include pickleball in the City's long-range recreation facility planning.

Analysis

Key considerations

The popularity of the pickleball pilot program indicates sufficient community interest and demand for pickleball to warrant developing a focused addendum to the PRFMP to include pickleball in the City's long-range recreation facility planning. Developing a focused addendum to the PRFMP to include pickleball is an essential preparatory step to place future pickleball-related capital projects or expansions in the context of the City's overall system of recreation and sports facilities, and will include the following key considerations:

1. Alignment of potential future pickleball-related capital projects with the goals, prioritization, and timelines in the PRFMP.
2. Evaluate options for user fees related to pickleball and tennis, including but not limited to the following considerations:
 - A. Ensure that Menlo Park residents of all backgrounds, income levels, and lived experiences have meaningful, equitable, inclusive access to public recreation amenities, including tennis courts and pickleball courts
 - B. Prioritize use by Menlo Park residents and deprioritize use by non-residents
 - C. Evaluate current and potential user fees, including pickleball court fees, tennis court fees, and court reservation fees
 - D. Evaluate user fees for City-sponsored tennis and pickleball programming
 - E. Evaluate rental fees for the use of City courts for private instruction
 - F. All fees are subject to City Council authorization in the City of Menlo Park Master Fee Schedule
3. Estimate costs and timelines for potentially creating purpose-built pickleball courts in city parks.
4. Assess potential impacts to tennis users of potentially converting additional existing tennis courts to pickleball.
5. Evaluate changes in pickleball usage resulting from the potential construction of new, purpose-built pickleball courts at Willow Oaks Park during the planned second phase of park improvements.
6. Establish a timeline for undertaking periodic reviews of the PRFMP, such as once every two years, to review plan progress and adapt the plan to evolving community needs and circumstances over time.

Review of other local jurisdictions:

City staff conducted a review of existing pickleball facilities and future plans for pickleball facilities in other local jurisdictions. The other jurisdictions reviewed were the cities of Belmont, Burlingame, Foster City, Los Altos, Palo Alto, San Carlos, and Saratoga.

Table 1: Review of pickleball courts in other local jurisdictions

| Jurisdiction | Population | Total number of pickleball courts | Pickleball courts per 10,000 residents |
|--------------|------------|-----------------------------------|--|
| Burlingame | 30,559 | 11 | 3.60 |
| Los Altos | 30,424 | 10 | 3.29 |
| Palo Alto | 60,010 | 15 | 2.50 |
| Menlo Park | 32,295 | 8 | 2.48 |
| San Carlos | 29,586 | 7 | 2.37 |
| Belmont | 26,773 | 6 | 2.24 |
| Foster City | 32,026 | 6 | 1.87 |
| Saratoga | 29,903 | 2 | 0.67 |

Current tennis and pickleball courts in Menlo Park

Menlo Park currently has 15 tennis courts: two courts at Burgess Park, two at Kelly Park, two at La Entrada Middle School, five at Nealon Park, and four at Willow Oaks Park. Menlo Park also has eight total pickleball courts. Four of these are at Kelly Park, located on one converted tennis court, and four are at Nealon Park on one converted tennis court.

Overview of PRFMP recommendations related to tennis

The Parks and Recreation Facility Master Plan includes several recommendations related to tennis facilities. They are listed below, along with the page numbers in the PRFMP:

General comments

1. Technology improvements (in reference to tennis court reservations) (p. 51)

Burgess Park

2. Update park lighting fixtures to more energy-efficient options, such as updating tennis court lights to LED. (pp. 86, 128)

Willow Oaks Park

3. Reconfigure the tennis courts to improve park usability. When the current lease, which includes the basketball courts, expires, consider shifting two tennis courts south to the current location of the basketball court to create a more inviting park entry, and more usable park space to the north of the courts (pp. 88, 128)
4. Upgrade tennis court light fixtures to LED, and improve overall park lighting (pp. 89, 128)
5. Develop a system for improving neighborhood access to tennis courts (pp. 89, 128)
6. Improve drainage throughout the site particularly to prevent lawn drainage onto tennis courts. (pp. 89, 128)

Resident survey – recreation and community programs

The City conducted a city-wide survey of Menlo Park residents between June 13 and August 10, 2022, to gain insight into community interest and needs related to recreation and community programs across the City. (Attachment B). The survey yielded over 900 responses and identified key themes related to pickleball and tennis, including:

1. Pickleball was the third most desired athletic program among survey respondents (after adult and child casual use of athletic fields)
2. 20% of the respondents reported that they visit tennis/pickleball courts more than once a week
3. Sixty of the open-ended survey comments identified a desire to increase the number of available pickleball courts in Menlo Park.

Tennis court day/time usage survey

The City conducted a survey of tennis court users in April 2021 to gather data on the frequency, days of the week, and times of day when the City's tennis courts are in use. (Attachment C). The survey was administered to current tennis court users, asking them to report on their current usage by days of the week, times of day, frequency of play, and most frequently visited tennis courts. The survey also included an open-ended text field for tennis users to submit their comments or feedback of their own volition. The survey had 272 respondents, ninety percent of whom were Menlo Park residents. When asked which tennis court location they used, 175 respondents stated Nealon Park, 109 stated Willow Oaks Park and 107 stated Burgess Park. Fifty-seven percent reported playing once per week, and twenty-seven percent reported playing two to three times per week. Saturdays and Sundays were the most used days, and mornings and afternoons were the most frequent times of day that the courts were used.

Pickleball pilot program update

The city's pickleball pilot program provides eight total pickleball courts. Four of these are at Kelly Park, and four are at Nealon Park. The pickleball courts at Nealon Park are shared with tennis, with pickleball given priority from 8 am to 3 pm daily. Observations by staff found that the pickleball courts at Nealon Park are the heaviest used. The highest observed usage is on weekday afternoons and evenings. A high level of pickleball usage was observed throughout the day on weekends. To meet the stated need for pickleball programs, staff has contracted with a pickleball instructor to provide beginner and intermediate instruction.

Willow Oaks Park improvement project updates

On May 10, 2022, City Council reviewed Willow Oaks Park and Burgess Park playground concept plans (Attachment D). The proposed design for Willow Oaks Park included reconstructing the existing playground and dog park and incorporating a new park restroom, pathway improvements, purpose-built pickleball courts, seating, picnic areas, and landscaping. City Council unanimously approved the concept plans.

On Dec. 6, 2022, in response to additional feedback from City Council, an informational update was transmitted to the City Council with an update on phasing the work at Willow Oaks Park. (Attachment E). The purpose-built pickleball courts were deferred from phase 1 to allow for further analysis of a separate pickleball project under a second phase of work. A second phase of the Willow Oaks Park renovation plans is proposed to come back to City Council for more input following the construction of the first phase of the Willow Oaks Park improvements and the results of the PRFMP addendum being developed with input from the Parks and Recreation Commission.

PRFMP addendum next steps

City staff will prepare a draft PRFMP addendum based on the PRC's recommendations and discussion on July 26 and will present it to the PRC for further review and refinement tentatively on September 27.

Impact on City Resources

As an advisory body to the City Council, the Parks and Recreation Commission does not authorize resource allocations. City budget authorizations are the sole purview of the City Council.

Environmental Review

This informational report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

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. Hyperlink – Parks and Recreation Facilities Master Plan (2019). menlopark.gov/Government/Open-government/Master-plans
- B. Hyperlink – “Review results of recreation and community programs survey,” Parks and Recreation Commission meeting agenda (item E-3), September 28, 2022.

- menlopark.gov/files/sharedassets/public/agendas-and-minutes/parks-and-recreation-commission/2022-meetings/agendas/20220928-parks-and-recreation-commission-agenda-packet.pdf#page=17
- C. Hyperlink – “Review feedback received from tennis court users during the tennis court day/time usage survey,” Parks and Recreation Commission meeting agenda (item D-3), June 23, 2021.
menlopark.org/DocumentCenter/View/28425/Staff-report_PRC_21-014_Tennis-usage-survey-results
- D. Hyperlink – “Approve concept designs for the Burgess Park and Willow Oaks Park improvement projects.” City Council meeting agenda (item I-1), May 10, 2022.
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220510-city-council-agenda-packet.pdf#page=188
- E. Hyperlink – “Update on the Willow Oaks Park improvement project.” City Council meeting agenda (item I-3), December 6, 2022. menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20221206-cc-agenda-packet-with-presentation.pdf#page=960

Report prepared by:

Tricia Mullan, Library and Community Services Supervisor

Report reviewed by:

Sean S. Reinhart, Library and Community Services Director



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/26/2023

Staff Report Number: PRC-2023-023

Informational Item: Library and Community Services department updates

Recommendation

City staff recommends that the Parks and Recreation Commission review this informational report about recent activities in the Library and Community Services Department.

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 City programs and facilities dedicated to recreation.

Background

The Library and Community Services department provides lifelong learning and recreational opportunities for Menlo Park residents of all ages, abilities, and lived experiences. Programs and facilities include public libraries, recreation, and sports, early childhood education, after-school programs, summer youth camps, older adults (senior) services, athletic fields and courts, community events, and aquatics.

Analysis

Exhibition: "The Super Parents: Caring for Children with Special Needs"

One in five American children has a special health care need: a chronic physical, developmental, behavioral, or emotional condition that requires more than routine health care. Menlo Park Library is hosting a visiting exhibition that explores what it takes to care for a child with a special need: "The Super Parents: Caring for Children with Special Needs." Pulitzer Prize-winning photographer Deanne Fitzmaurice shadowed ten California families who provide care every day and night for their children with special needs, from rural farms to large urban centers to the suburbs surrounding Silicon Valley. Each of their stories is unique, but they share much in common, from navigating a complex and fragmented system of care to completing crushing amounts of paperwork to enduring financial stress and long drives to appointments booked months in advance. But above all, the parents share a deep love and care for their children. "The Super Parents: Caring for Children with Special Needs" is on display through August 13 at Menlo Park Library, 800 Alma Street. The exhibition was originated by the Lucile Packard Foundation for Children's Health in partnership with Exhibit Envoy. The Menlo Park Library team organized several interpretive programs to accompany the exhibition, with financial support provided by Friends of Menlo Park Library (Attachment A).

- July 12: Music Therapy: Is it Right for Your Child?
- July 25: Photographer Deanne Fitzmaurice: The Super Parents
- August 1: Support for Families with Special Needs
- August 8: 2e: Twice Exceptional: Gifted Children with Learning Disabilities

Fiscal year 2023-24 budget adoption

On June 27, City Council adopted the City of Menlo Park's fiscal year (FY) 2023-24 operating budget and discussed various strategies to reduce projected budget structural deficits. (Attachments B and C). City Councilmembers identified the Menlo Park Community Campus (MPCC) staffing and operational budget proposal for further review. City staff is preparing the requested review of MPCC staffing and operational budget proposal for City Council consideration tentatively on August 29.

Aquatics operator agreement extended to September 30

On July 11, City Council authorized the City Manager to execute an amendment to the aquatics operator agreement between the City of Menlo Park and Team Sheeper, Inc., to extend the current agreement's duration for 30 additional days through September 30 (Attachment D). The 30-day extension is to ensure that aquatics operations will continue at Burgess Pool uninterrupted through September 30 while negotiations and language for a new agreement are completed and brought to City Council for review and action, tentatively on August 29.

June 2023 statistics

The Library and Community Services department collects statistics related to department activities. These data help to inform decision-making and improve services to the community. Statistics from the month of June 2023 are provided with this informational report. (Attachment E).

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. Hyperlink – Exhibition: The Super Parents. menlopark.gov/Government/Departments/Library-and-Community-Services/Programs-and-events/Events-for-adults/20230612-0813-Special-Exhibition-The-Super-Parents-Caring-for-Children-with-Special-Needs
- B. Hyperlink – “Adopt resolutions for fiscal year 2023-24: adopting budget and capital improvement plan [etc.].” City Council meeting agenda (item J-1), June 27, 2023.
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230627-city-council-regular-agenda-packet.pdf#page=337
- C. Hyperlink – City budget webpage: menlopark.gov/budget
- D. Hyperlink – “Authorize the city manager to execute an amendment to the professional services agreement with Team Sheeper, Inc. for continued operation of Burgess Pool through September 30.” City Council meeting agenda (item K-2), July 11, 2023.
menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230711city-council-regular-agenda-packet_w-presv2.pdf#page=115
- E. Statistics – June 2023

Report prepared by:

Sean S. Reinhart, Library and Community Services Director

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 1. Library items circulated

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|------------------|----------|----------|----------|----------|----------|-----------|
| 800 Alma St. | 48,847 | 43,930 | 50,395 | 46,190 | 47,023 | 49,544 |
| 413 Ivy Dr. | 1,193 | 929 | 1,320 | 1,205 | 1,285 | 1,088 |
| Online / digital | 8,702 | 8,219 | 8,827 | 8,707 | 9,374 | 9,891 |

Table 2. Library cards

| | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|---|----------|----------|----------|----------|----------|-----------|
| New library cards issued – MP residents | 303 | 240 | 239 | 253 | 232 | 213 |
| Total MP resident library cardholders | 21,189 | 21,299 | 21,417 | 21,512 | 21,601 | 21,733 |

Table 3. Library patron questions answered

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|--------------|----------|----------|----------|----------|----------|-----------|
| 800 Alma St. | 2,967 | 2,714 | 3,347 | 2,834 | 2,393 | 3,496 |
| 413 Ivy Dr. | 209 | 262 | 340 | 279 | 306 | 744 |

Table 4. Library holds filled (item requests)

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|-----------------------------|----------|----------|----------|----------|----------|-----------|
| Incoming holds 800 Alma St. | 4,375 | 3,934 | 4,763 | 4,393 | 4,256 | 4,472 |
| Outgoing holds 800 Alma St. | 2,879 | 2,788 | 3,142 | 2,665 | 2,773 | 3,252 |
| Incoming holds 413 Ivy Dr. | - | - | - | - | - | 144 |
| Outgoing holds 413 Ivy Dr. | - | - | - | - | - | 159 |

Table 5. Library foot traffic (gate count)

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|--------------|----------|----------|----------|----------|----------|-----------|
| 800 Alma St. | - | - | - | - | - | 13,108 |
| 413 Ivy Dr. | 881 | 1,189 | 1,365 | 1,241 | 1,288 | 1,231 |

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 6. Library program attendance

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Total program attendance 800 Alma St. | 893 | 847 | 730 | 888 | 606 | 822 |
| Number of programs 800 Alma St. | 30 | 29 | 25 | 31 | 28 | 27 |
| Total program attendance 413 Ivy Dr. | 87 | 173 | 156 | 98 | 67 | 116 |
| Number of programs 413 Ivy Dr. | 8 | 8 | 8 | 8 | 7 | 8 |

Table 7. Preschool child development - enrollment

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Menlo Children's Center | 33 | 32 | 34 | 33 | 35 | 38 |
| Belle Haven Child Development Center | 56 | 59 | 61 | 64 | 65 | 65 |

Table 8. School age child development - enrollment

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Menlo Children's Center - After School | 28 | 28 | 28 | 28 | 28 | 28 |
| Belle Haven Youth Center | 42 | 42 | 42 | 42 | 42 | 42 |

Table 9. Senior Center services

| Location | Jan 2023 | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | June 2023 |
|------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| Lunches served | 376 | 560 | 555 | 551 | 624 | 656 |
| Grocery boxes distributed | 480 | 480 | 460 | 460 | 460 | 576 |
| Senior shuttle trips | 1,058 | 902 | 1,018 | 898 | 1,053 | 1,124 |
| Rideshare trips | 220 | 236 | 294 | 288 | 225 | 252 |

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 10. Senior Center classes

| | Winter 2022-23 | Spring 2023 | Summer 2023 (pending) |
|----------------------------|-----------------------|--------------------|----------------------------------|
| Enrollment – residents | 145 | 137 | |
| Enrollment – non-residents | 108 | 102 | |
| Classes offered | 14 | 14 | |

Table 11. Recreational classes

| | Winter 2022-23 | Spring 2023 | Summer 2023 (pending) |
|----------------------------|-----------------------|--------------------|----------------------------------|
| Enrollment – residents | 263 | 239 | |
| Enrollment – non-residents | 126 | 117 | |
| Classes offered | 77 | 88 | |
| Number of instructors | 24 | 22 | |

Table 12. Sports classes

| | Winter 2022-23 | Spring 2023 | Summer 2023 (pending) |
|------------------------------------|-----------------------|--------------------|----------------------------------|
| Enrollment – residents | 195 | 70 | |
| Enrollment – non-residents | 129 | 97 | |
| Classes offered | 20 | 12 | |
| Number of instructors | 5 | 5 | |
| Drop-in basketball visits | 243 | 280 | |
| Drop-in volleyball visits | 637 | 534 | |
| Leagues – individual registrations | 1,400 | 84 | |
| Leagues – team registrations | 142 | 12 | |

CITY OF MENLO PARK
LIBRARY AND COMMUNITY SERVICES DEPARTMENT
STATISTICS - JUNE 2023

Table 13. Gymnastics classes

| | Winter 2022-23 | Spring 2023 | Summer 2023 (pending) |
|----------------------------|-----------------------|--------------------|----------------------------------|
| Enrollment – residents | 490 | 499 | |
| Enrollment – non-residents | 158 | 255 | |
| Classes offered | 93 | 101 | |

Table 14. Facility rentals

| | Winter 2022-23 | Spring 2023 | Summer 2023 (pending) |
|--|-----------------------|--------------------|----------------------------------|
| Recreation center rentals – residents | 43 | 25 | |
| Recreation center rentals – non-residents | 17 | 4 | |
| Athletic field rentals (Jan-May 2023 hours reserved) | ,938 | - | |
| Tennis court keys (annual) – residents | 166 | - | |
| Tennis court keys (annual) – non-residents | 41 | - | |

Table 15. Community event attendance

| Location | Feb 2023 | Apr 2023 | June 2023 | July 2023 | Aug 2023 | Sep 2023 |
|------------------------------------|-----------------|-----------------|------------------|------------------|-----------------|-----------------|
| Black Liberation Month Celebration | 150 | - | - | | | |
| Egg Hunt | - | 1,500 | - | | | |
| Juneteenth Celebration | - | - | 200 | | | |

**PARKS AND RECREATION COMMISSION
TENTATIVE AGENDA SCHEDULE
JULY 26, 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 |
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| January 25, 2023 (Joint meeting w/ LC at Belle Haven Library) | <ul style="list-style-type: none"> • MPCC programming study session • Youth Advisory Committee presentation - Makerspace • MPCC project updates |
| February 22, 2023 (at Belle Haven Library) | <ul style="list-style-type: none"> • Belle Haven School field redesign – Ravenswood school district • Study session – MPCC naming process • Proposed PRFMP addendum • El Capitan track ride update |
| March 22, 2023 (Joint meeting w/ LC at Belle Haven Library) | <ul style="list-style-type: none"> • Realize Flood Park project update – San Mateo County Parks • MPCC proposed programming plan elements • MPCC naming process timeline update |
| April 26, 2023 (Joint meeting w/ LC at Belle Haven Library) | <ul style="list-style-type: none"> • MEETING CANCELLED – PRC FAILED TO ACHIEVE QUORUM • MPCC programming and policies • Kelly Park turf and track renovation project • Aquatics program annual report 2022 |
| May 24, 2023 | <ul style="list-style-type: none"> • MPCC proposed program summaries • Select commission chair and vice-chair • Onboarding new commissioners |
| June 28, 2023 | <ul style="list-style-type: none"> • Belle Haven School field redesign – Ravenswood City School District • MPCC – preliminary staffing data |
| July 26, 2023 | <ul style="list-style-type: none"> • Update the Parks and Recreation Commission work plan • Considerations for PRFMP addendum • Department updates |
| August 23, 2023 | <ul style="list-style-type: none"> • Approve the Parks and Recreation Commission work plan • Draft PRFMP addendum • Suggestion box – comments and responses |
| September 27, 2023 <i>Date may change – potential joint meeting with LC</i> | <ul style="list-style-type: none"> • MPCC naming process • MPCC programming and policies • Recommend PRFMP addendum |
| October 25, 2023 <i>Date may change – potential joint meeting with LC</i> | <ul style="list-style-type: none"> • MPCC naming process • MPCC programming and policies • Youth Advisory Committee update |
| November 22, 2023 <i>Date may change – Thanksgiving</i> | <ul style="list-style-type: none"> • |
| December 27, 2023 <i>Date may change – winter break</i> | <ul style="list-style-type: none"> • |

Library Commission: Typically meets third Monday of each month, 6:30 pm
Youth Advisory Committee: Typically meets once per month during school year