



## **PARKS & RECREATION COMMISSION AGENDA**

**Regular Meeting**  
**Wednesday, January 28, 2015 at 6:30 PM**  
**Arrillaga Family Recreation Center**  
**701 Laurel Street, Menlo Park, CA 94025**

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### **CALL TO ORDER**

**ROLL CALL** – Cebrian, Cox (Chair), Harris, Palefsky (Vice-Chair), Stanwood, Tafoya

### **A. PUBLIC COMMENT (Limited to 30 minutes)**

Under “Public Comment,” the public may address the advisory body on any subject not listed on the agenda within the jurisdiction of the Commission. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information. The public may address the Commission regarding items listed on the agenda during the consideration of each item.

### **B. REGULAR BUSINESS**

**B1.** Accept Commission minutes for the meeting of December 17, 2014 ([attachment](#))

**B2.** Review and discuss ADA and Inclusive Program Policies for Adults ([attachment](#))

### **C. REPORTS AND ANNOUNCEMENTS**

**C1.** Presentation on San Mateo County’s Flood Park ([attachment](#))

### **D. INFORMATION ITEMS**

**D1.** Update on Alternative Service Delivery for Gymnastics ([attachment](#))

**D2.** Community Service Department Director’s update and announcements ([attachment](#))

### **E. ADJOURNMENT**

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and staff reports may also be obtained by contacting Derek Schweigart, Community Services Manager, at (650)330-2200. (Posted 1/22/15)

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.

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## PARKS & RECREATION COMMISSION MINUTES

### Regular Meeting

Wednesday, December 17, 2014 at 6:30 PM  
Arrillaga Family Recreation Center  
700 Alma Street, Menlo Park, CA 94025

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The meeting was called to order by Chair Cox at 6:35 P.M. Chair informed the Commission that Commission Member Tom Cecil resigned.

#### **ROLL CALL:**

Present: Cox, Harris, Palefsky (Vice-Chair), Stanwood, Tafoya, Vacancy  
Absent: Cebrian  
Staff: Derek Schweigart, Community Services Manager

#### **A. PUBLIC COMMENT (Limited to 30 minutes)**

**Noria Zasslow** spoke about recreational programing for disabled adults.

**Jim Lewis** spoke about the Fremont Park Story Board proposal he presented at the November meeting. Mr. Lewis clarified that the project proposes two storyboards, one about Mr. Fremont and one about Camp Fremont. He stated that each board would cost around \$2000.

Commission Member Tafoya arrived at 6:45, during the second public comment.

#### **B. REGULAR BUSINESS**

##### **B1.** Approval of minutes for the November 19, 2014 meeting

**ACTION:** Motion/Second (Stanwood/Harris) to amend item C2 of the minutes of November 19, to read that the proposal for the storyboard would cost \$2000 for each board. Motion passed unanimously, with all present members in favor.

**ACTION:** Motion/Second (Stanwood/Palefsky) to amend item C3 of the minutes of November 19, to read that the Commission Members received the Director's report for future discussion. Motion passed with all present members in favor.

**ACTION:** Motion/Second (Cox/Harris) to approve the minutes of November 19, as amended. Motion passed with all present members in favor.

Commission Chair called items C1, C2 and C3 out of order.

**C1.** Presentation on Native Plant Garden installation at the Alma Street Bike Bridge  
Commission Members asked about plans for insect control and the garden's maintenance funding.

**C2.** Presentation of the Community Services Departments customer feedback survey results

There were no comments following the presentation.

**C3.** Presentation of the Jack Lyle Park restroom survey results as part of the community engagement process for the project

After a brief discussion, the Commission agreed to place this topic as a regular business item on future agenda to discuss positioning the project on the CIP priority list. This topic was discussed later in a meeting, during the item B2.

**B2.** Review and provide feedback on the Five-Year Capital Improvement Plan (CIP) for FY 2015-2020

**ACTION:** Motion/Second (Cox/Harris) to place the Willow Oaks Bathroom project on the priority list of the Five-Year Capital Improvement Plan for FY 2015-2020. Motion passed with all present members in favor.

**ACTION:** Motion/Second (Tafoya/Cox) to emphasize the BH Pool Deck Lighting Project on the priority list. Motion passed with all present members in favor.

**B3.** Review and discuss community funding process and allocations for FY 2014-2015

Commission members had questions about application process.

**C4.** Bedwell – Bayfront Sub-Committee report to Commission

The report highlighted the necessity of having personnel available to monitor the activities in the park.

**D. INFORMATION ITEMS**

**D1.** Community Services Department Director's Update and Announcements

There was no discussion on this item.

**E. ADJOURNMENT – 9:20 P.M.**

Prepared by: Jelena Harada

# Memo

To: Parks and Recreation Commission  
From: Derek Schweigart, Community Services Manager  
Date: January 28, 2015  
Re: Study Session - ADA and Inclusive Program Policies for Adults

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## Background

At the Parks and Recreation Commission meeting on December 17, 2014, Noria Zasslow, a resident and former Parks and Recreation Commissioner, shared information with the Commission during the public comment period regarding recreational programming for disabled adults. Ms. Zasslow pointed out that the City did not offer any programs for adults with disabilities. Ms. Zasslow praised the Community Services Department and Menlo Swim and Sport on their programs for disabled youth. She said it would be helpful to allow those persons assisting adults with disabilities to attend the program at no cost. She pointed out that similar accommodation is available in the City of Palo Alto.

## ***What is Inclusion?***

Since the passing of the Americans with Disabilities Act (ADA) in 1990, there has been an increased emphasis on inclusive recreation services. This approach goes beyond placing people with disabilities in segregated programs and even beyond placing disabled individuals in integrated programs.

### ***The Americans with Disabilities Act (ADA)***

*The Americans with Disabilities Act was enacted on July 26, 1990. According to Title II of the ADA, state and local governments must give people with disabilities an equal opportunity to benefit from all of their programs, services and activities (e.g., public education, employment, transportation, parks and recreation). Furthermore, Title II indicates that public entities can provide separate and different services when necessary, but they must offer integrated services. In fact a public entity must administer services, programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.*

Inclusion requires that all people with disabilities or special needs participate actively in recreational, social, educational and other growth opportunities along-side their peers without disabilities. It is important that barriers be removed to encourage full participation in the programs.

### ***Who benefits from Inclusion?***

Inclusion provides benefits to people with disabilities as well as to those without. While those with disabilities benefit by a sense of belonging and relationship building outside of their immediate family and support system, those without disabilities experience an environment that values diversity and fosters inclusivity. All participants, regardless of ability, are able to develop social skills, collaboration, peer learning, acceptance, improved self-esteem and friendships.

Parks and Recreation programs provide many benefits to those who participate, not least of which are health and wellness, fitness, a positive self-image, respect for others, and social skills. Sports participation, for instance, provides many of these benefits, but research has indicated that individuals with disabilities are less likely to engage in exercise programs than their able-bodied peers (Behn & Ur, 2006; Rigby, Kumanyika, & James, 2004).<sup>i</sup>

### **Current Status**

Currently, the Community Services Department does not have an Inclusion Policy but does meet the requirements of The Americans with Disabilities Act (ADA) and all statutes pertaining to reasonable accommodation. The Community Services Department offers gymnastics classes for children with special needs which have been well received by parents and has recently implemented specialized training for staff to provide them the tools and skills needed to work with participants that may require special accommodation.

### **Discussion**

City staff is requesting that the Parks and Recreation Commission consider the following questions in order to provide feedback and direction on the topic of ADA and Inclusive Policies for the Community Services Department:

1. What additional information is needed by the Commission to help guide and further its discussion? Additional information may include, but not be limited to, policy examples and best practices in other Parks and Recreation agencies.
2. If further research is requested, what does the Commission suggest in terms of scope of research? For instance, a narrow scope would focus only on inclusive policies and procedures for only adults or other research addressing the request made by Ms. Zasslow.
3. Given the Commission's current work plan goals, what role and level of involvement does the Commission want to play with regard to this topic?
4. What outcomes would the Commission like to see as a result of further discussion and research on this topic?
5. What are the proposed next steps the Commission would like to take?

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- <sup>i</sup> Behn, A., & Ur. E. (2006). The obesity epidemic and its cardiovascular consequences. *Curr Opinion Cardiol.* 21(4), 353-360.

**COUNTY OF SAN MATEO**  
**PARKS DEPARTMENT**

455 County Center, 4th Floor  
Redwood City, CA 94063-1646  
650-363-4020  
[www.SMCoParks.org](http://www.SMCoParks.org)

Date: January 21, 2015

To: City of Menlo Park Parks and Recreation Commission  
From: Marlene Finley, San Mateo County Parks Director  
Topic: Update on Flood Park

Flood Park is a San Mateo County Park located on Bay Road within the City of Menlo Park. This 21.6 acre location was purchased for \$400 per acre from the Flood family in the 1930s. Construction of the park facilities occurred as part of the Work Progress Administration. An 180,000 gallon unheated swimming pool was removed in the 1970s.

Facilities within the park include baseball and softball fields that are currently not in use, four tennis courts, four volleyball courts, three horseshoe pits, a multi-courted petanque area, a large playground structure, water play feature, shade pavilions, picnic tables and barbecues. Two adobe structures are located on the property: a ranger residence and an office used by both the San Mateo County Parks and Recreation Foundation and our County Parks Department. The park has a heritage oak tree and several bay trees.

Our Department has acquired used turf from the College of San Mateo to replace and improve the baseball field, and hired a consultant to design and install the turf. As the field is located over the San Francisco Public Utility Commission's (SFPUC) Hetch Hetchy waterline, we are awaiting SFPUC permission to grade the field and install the turf, which we expect very soon.

The 1979 Flood Park Master Plan ([www.SMCoParks.org](http://www.SMCoParks.org) under *About Us, Park Planning, Master Plan*) provides flexibility for park facilities and activities, and we have many community groups that are interested, excited and invested in this park. Ideas for the future include mini-tennis courts, an active field sports complex, farmers market, community gardens, and more. Because of the variety of ideas and level of community interest, we are in the process of hiring a landscape architect to help with conceptual designs and layout.

As County Parks completes the selection process for the landscape architect, we will begin scheduling community outreach meetings. Using the Flood Park Master Plan as the foundation, we will work with the landscape architect to develop alternative site designs for park facilities, landscaping and uses. We invite you to participate in the public process for enhancing Flood Park and look forward to seeing you at these workshops! More information will follow in the near future on the dates.

Attached is a map of Flood County Park.









# Memo

To: Parks and Recreation Commission  
From: Derek Schweigart, Community Services Manager  
Date: January 28, 2015  
Re: Update on the Alternative Services Delivery Proposal for Gymnastics

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## Background

As the Commission may recall, in December 2014, Commission Chair Kristin Cox, as well as other Commissioners, received email communication from concerned parents of the Sparks Competitive Gymnastics Team who were informed a proposal to eliminate the team had been presented. One of the emails sent by a concerned parent stated:

*I am writing to request that you keep the Competitive Gymnastics Team. We live in Menlo Park and my two daughters compete on the team. It is one of the few activities we do that keeps us connected with other members of the Menlo Park community. I am often disappointed by the decisions of Menlo Park officials because the decisions often seem to divide and not unite the community. Destroying a successful, working program with a strong sense of community pride would once again follow the divisive path.*

*The Competitive Team allows the children in the gymnastics program to set and achieve defined goals -- first to reach the competition level and then once on the Team, to move up to the various competition levels. It also allows older girls and boys to stay with the program and become role models for younger athletes. It promotes teamwork, competition and achievement, values we need to continue to stress in children.*

*Turning this into a purely recreational program will mean that many children lose interest and leave the program all together. It will remove the bragging rights and pride Menlo Park gets when our girls and boys do well at competitions.*

*I am available to provide you with any additional about this important program, and sincerely hope you will put the benefits to our children above any special interests or consultant's opinion.*

This email was in response to communication that parents received regarding the minutes of the November Commission meeting indicating that the Community Services Organizational Review suggested there was a proposal to eliminate the Menlo Sparks Team. As you recall, the details of the Organizational Review were not discussed at the meeting, but staff provided an overview of the consultant presentation to the City Council on November 18, 2014. During that presentation, one of the many recommendations from the consultant was the elimination of

“Elite Programs.” The Developmental Gymnastics Program, including the Competitive Team, is the only elite program in the Community Services Department. This recommendation was based on best practices for Parks and Recreation agencies which do not typically offer elite programs that serve only select individuals but rather those that are more recreational and instructional in nature.

At their goal setting session last January, the City Council developed an explicit goal to explore alternative service delivery models for programs and services provided by the City. Alternative service delivery has been a priority for the Council for the past five years as a result of their desire to be fiscally responsible during the Great Recession. In response to the goal setting session last January, the City Manager asked all City Department Heads to identify specific programs in their departments that would be candidates for alternative service delivery. The analysis provided by the Community Services Department is included in (Attachment A). Attachment A provides a side-by-side comparison of the Department’s City staff-delivered programs in terms of revenue, expenses, FTE’s, overhead costs (percent of CSD administrative time charged to that program), net impact to the General Fund, the existence of alternative service providers and cost recovery level to be used in determining candidates for alternative delivery models.

A review of Attachment A shows the following options for pursuing alternative service delivery by viewing each column as possible primary criteria for selection of an alternative service model:

1. Number of FTEs reduced (yellow highlights) excludes programs with staff who also administer contract programs, and facility rentals and leases and cannot be eliminated
2. Greatest subsidy by General Fund (pink highlights)
3. Greatest opportunity for revenue generation for contractor (blue highlights)
4. Greatest opportunity for revenue generation for City (blue highlights)
5. Presence of strong alternative providers (green highlights)

Out of three programs meeting more than one of these criteria, the City Manager directed the Community Services Director to take a closer look at the Developmental Gymnastics Program and included this as a recommendation in the current year’s budget, approved by the City Council in June of 2014.

### **Current Status – Next Steps**

The City Council’s goal setting session for this year is scheduled for January 26, 2015. During this session, the Council will be considering a number of goals including their ongoing goal of alternative service delivery. At this time, the Council will have the opportunity to weigh in and determine if there is continued interest in exploring a different model of service delivery for the Developmental Gymnastics Program. No decisions on alternative service delivery will be made at this meeting, but staff will be seeking direction from the Council on whether this is a goal they would like to continue to explore in the coming year. Consistent with whatever decision the Council makes at their goal setting session, a thorough investigation and public engagement process would be necessary, that

would include input from all of the Gymnastics Program stakeholders, the Parks and Recreation Commission and City staff.

Likewise, in terms of implementation of recommendations in the Organizational Review, any consideration of the elimination of “elite programs” such as the Developmental Gymnastics Program would require significant analysis and research, as well as discussions with all stakeholders including customers, City staff, Parks and Recreation Commission and City Council.

### Comparison of City staff delivered programs in Community Services Department

Program	Revenue (2013-14 actual)	Expenses (2013-14 actual)	Cost recovery (2013-14)	General fund impact (2013-14)	FTEs / Temp staff	% CSD admin	Annual partici- pant hours	Alternative providers
MCC Preschool Child Care	965,144	897,242	108%	+67,902	9/10	.05D .05 CSM	163,610	Yes / lease space
MCC Afterschool Child Care	345,295	434,797	80%	-89,501	2/6	.05D .05 CSM	65,846	Possibly Schools
Belle Haven After School Program	59,711	230,786	26%	-171,075	1 <sup>a</sup> /5	.05D .05 CSM	35,213	Yes (+ subsidy)
Belle Haven Child Development Center	792,194	1,151,486	69%	-359,292	12.75/2	.05D .05 CSM	188,180	Yes (+ subsidy)
Adult Sports (softball league, drop in, basketball league; contracts for other activities)	248,937	285,110	87%	-36,173	3 <sup>b</sup> /10	.05D .05 CSM	87,320	Yes
Youth Sports (basketball and volleyball partnership w/ local schools)	604,782	482,586	125%	+122,196	3 <sup>b</sup> /10	.05D .05 CSM	131,260	Yes (?)
Developmental Gymnastics	538,052	561,562	96% <sup>g</sup>	-23,510	4 <sup>c</sup> /5	.03D .05 CSM	47,347	Yes
Preschool Gymnastics	776,368	494,197	157%	+282,171	3 <sup>b</sup> /26	.03D .05 CSM	53,752	TBD
Summer Camp program Burgess Campus	125,877	61,981	203%	+63,896	2 <sup>f</sup> /25	.01D .05 CSM	18,743	Yes
Summer Camp program Belle Haven Campus	32,596	94,040	35%	-61,444	1 <sup>a</sup> /5	.01D .05 CSM	21,347	Yes (+ subsidy)
Birthday Parties <sup>h</sup>	13,148	26,927	50%	-13,779	0/5	.00D .05 CSM	Not Available	Yes
Special Events	19,910	162,852	12%	-142,942	1 <sup>d</sup> /varies	.03D .05 CSM	31,418	No
Senior Center	99,763	479,894	21%	-380,131	2.75/5	.05D .05 CSM	114,300	No <sup>e</sup>
Onetta Harris Community Center	52,329	400,166	13%	-347,837	2.75/10	.05D .05 CSM	78,271	No

- a. Same full time person and temp staff coordinate both Belle Haven Summer Camp and After School programs
- b. Same full time and temp staff for both youth and adult sports; several programs within these categories already contracted out
- c. 1 FTE shared between Preschool Gymnastics and Developmental Gymnastics (Office Assistant)
- d. This person also oversees the PAC, Aquatics contract, CSD maintenance, Tennis courts, picnic areas, City-wide special events permits, Skate park, dog parks and special projects
- e. City staff approached Little House in 2011 about taking on this program and they were not interested due to the deep subsidy required and the difference in needs for Senior Center participants vs current Little House clientele.
- f. These full time staff also coordinate the rentals and contract instructors at the Arrillaga Recreation Center
- g. Since 2012 the developmental gymnastics program, thanks to the opening of the new building in that year, has improved cost recovery to an estimated 96% for this year, with estimated revenues of \$538,052.
- h. The current data that is available is for FY 12-13 currently because the program is a sub-program to the larger Arrillaga Family Recreation Center.

# Memo

To: Parks and Recreation Commission  
From: Derek Schweigart, Community Services Manager  
Date: January 28, 2015  
Re: Director's Update and Announcements for January 2015

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## **1. Belle Haven Child Development Center**

On Friday, December 19, 2014, the children at Belle Haven Child Development Center had their annual Holiday Event. This included all of the program's 96 children visiting and receiving a present from Santa, our own Matt Milde who is our Special Events Coordinator. The children indicated what gift they wanted from Santa on a snowflake that they created in the classroom. During the annual City of Menlo Park Employee Holiday Luncheon, the snowflakes were on display as part of the Holiday Giving Tree for employees to choose a child to sponsor. This was the second year of the Holiday Giving Tree. City employees were excited to participate in this worthwhile event with many of them choosing to sponsor more than one child. The children and the program have benefited tremendously from the generosity and support of the employees of the City of Menlo Park.

## **2. Menlo Park Senior Center**

Menlo Park Senior Center hosted its annual celebration in honor of Dr. Martin Luther King, Jr on Friday, January 16, 2015. "I Have a Dream" luncheon was well attended with over 80 participants to enjoy homemade food, listen to a reading of Dr. King's speech by one of the attendees, and to enjoy a local senior musician, Felton Bookter. The meal served is also known as our famous Fish Fry.

A new collaboration with Stanford Hospital will feature Matter of Balance classes in Spanish at the Senior Center. This eight-week course will be taught by one of our seniors, Carmen Warmesley, who has been training at Stanford, and a Physical Therapist from Stanford Hospital.

## **3. Onetta Harris Community Center**

The winter season at Onetta Harris Community Center began on January 12, 2015 and will run until March 20, 2015. The following are new classes that will be taking place during the winter and spring sessions and include Kids Creative for ages 6-9, Pre-Ballet for ages 3 ½ - 4, Freshmesh Dance Hip Hop for ages 8-15, Traditional Aztec Dance for ages 10 and Up. Onetta Harris is also excited about

Zumba classes starting back again after a number of months without a teacher. This continues to be a popular class for the Belle Haven community.

#### **4. 2015 Menlo Park Summer Camp Fair!**

Parents asked... we're delivering! The Menlo Park Community Services Department will be hosting the second annual summer camp fair at the Arrillaga Family Recreation Center on Friday, March 6th to promote city-run and city-sponsored summer camps. The family-fun event will allow parents to orient themselves through the various camp options for the summer and for kids to have an opportunity to meet our staff. Free pizza, games, and crafts will be available to the community. A raffle will be held at the end of the event to give away summer-themed prizes and even a free week of camp! The event will also serve as an opportunity for teens and young adults to submit applications for summer positions and meet & greet with potential employers.

#### **5. Special Events**

The Community Services Department hosted its annual Holiday Showcase Event on Saturday, December 13, 2014. Since 2009, the Holiday Showcase has been showcasing a variety of programs offered by the Menlo Park Community Services Department. Each year our talented participants, as well as the exceptional instructors that help us offer high quality programming at the City of Menlo Park, enter into the spotlight at the Menlo-Atherton Performing Arts Center to highlight all they have accomplished in their classes. This year was an exceptional year with performances from Jane Kellam Dance (Adult Jazz, Tap, and Zumba), The Heartbeat of Hula, Soul Line Dancing, Dance Expressions, Middle Eastern Belly Dance, Expressive Dance, and Menlo Sparks (Levels 3,4,5 & 6), and Aerial Acrobatics. Additionally, a special presentation was given by the M-A Robotics Team who showed off a robot the students designed and built. After the performances, spectators were invited to our annual Showcase Social where they could meet and greet our talents performers.

#### **6. Belle Haven Community Visioning and Action Plan**

The Belle Haven Community Development Fund in partnership with the Silicon Valley Community Foundation and the City of Menlo Park will host its Recognition Breakfast and Kick-off Event for this year's Belle Haven Mini-Grant Program on Saturday, January 24, 2015 at the Senior Center. This event will recognize the recipients from last year and the various projects that were funded during the first funding cycle of the grant program. This will also serve as an informational meeting for those residents interested in applying for a mini-grant this year. The BHCDF is planning a number of informational events and mini-grant workshops for residents to assist with their applications and helping to determine if residents' projects qualify for the grant funding. The deadline for grant applications is April 7, 2015. The Mini-Grant Program was approved by the City Council in August 2013 as part of the Belle Haven Neighborhood Action Plan. The projects funded last year include a lending library, curb appeal of yard and homes, community events like National Night Out and other community building endeavors.