

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 7/22/2015

Time: 6:30 p.m.

Onetta Harris Community Center

100 Terminal Ave., Menlo Park, CA 94025

PLEASE NOTE CHANGE IN LOCATION

Call To Order

Roll Call – Cebrian, Cox, Harris, Lane, Palefsky, Stanwood, Tafoya

A. 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. 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.

B. Regular Business

- B1. Approve Commission minutes for the meeting of June 24, 2015 ([Attachment](#))
- B2. The purpose of this meeting is to tour parks and recreation facilities in Menlo Park and to familiarize commissioners on amenities and uses they provide to residents. The tour will include a tour of Belle Haven Pool and three playgrounds that were identified in a recent playground audit conducted in the City. These include the playgrounds in Willow Oaks Park, Burgess Park and Nealon Park. The public is welcome to join us on the tour if they wish to do so but must provide their own transportation. No action will be taken by the Commission while on the tour.

Adjourn after the tour. Times are approximate.

- 1. Belle Haven Pool, 100 Terminal Ave – 6:45 p.m.
- 2. Willow Oaks Park, Willow Road and Coleman Ave – 7:15 p.m.
- 3. Burgess Park, Laurel Street and Burgess Drive – 7:45 p.m.
- 4. Nealon Park, 800 Middle Ave – 8:15 p.m.

C. Director’s Report ([Attachment](#))

D. Informational Items

- D1. City Council Proclamation recognizing July as Parks and Recreation Month ([Attachment](#))

- D2. Summary of San Mateo County Boards and Commissions training held on June 27, 2015 ([Attachment](#))
- D3. Status update on Menlo Park playgrounds ([Attachment](#))

D. Adjournment

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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.

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 for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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PARKS & RECREATION COMMISSION **DRAFT MINUTES**

Regular Meeting
Wednesday, June 24, 2015 at 6:30 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025
PLEASE NOTE CHANGE IN LOCATION

The meeting was called to order by Chair Palefsky at 6:32 p.m.

ROLL CALL

Present – Palefsky (Chair), Harris (Vice Chair), Cox, Cebrian, Stanwood, Tafoya, Lane
Staff- Derek Schweigart, Community Services Manager

A. PUBLIC COMMENT (Limited to 30 minutes)

Richard Brigitt, from Redwood City, spoke against the ban of flying Model Aircraft at Bedwell-Bayfront Park.

B. REGULAR BUSINESS

B1. Accept Commission minutes for the meeting of May 27, 2015

ACTION: Motion/Second (Stanwood/Cebrian) to approve the minutes of May 27, 2015.
Motion passed unanimously, with all present members in favor.

B2. Presentation and Recognition of the Delphix Corporation for Earth Day

Commission Chair Palefsky presented the Delphix Corporation with a plaque in recognition and appreciation of their hard work for Earth Day.

B3. Review and provide feedback to Menlo Park Police Department on draft Homeless Outreach Proposal. Presentation by Commander Tony Dixon.

Commander Tony Dixon gave the Commission a presentation of the Menlo Park Police Department Draft Homeless Outreach Proposal.

Following discussion; no action was taken.

B4. Review and provide Feedback to Environmental Programs Division on draft Integrated Pest Management System (use of pesticides in City Parks).
Presentation by Sheena Ignacio

Sheena Ignacio, Environmental Programs Specialist, gave the Commission a presentation on the Draft Integrated Pest Management System.

Following discussion; no action was taken.

C. REPORTS AND ANNOUNCEMENTS

C1. Provide an update on Menlo Park Tennis Court Operation and Tennis Key CIP Project

Matt Milde gave the Commission a presentation on the Menlo Park Tennis Court Operation and Tennis Key CIP Project.

Following discussion, no action was taken.

D. INFORMATION ITEMS

D1. Review of Joint Use Agreements with Menlo Park School Districts

Derek Schweigart gave the Commission a presentation on the Joint Use agreements with Menlo Park School Districts.

Following discussion; no action was taken.

D2. Community Service Department Director's update and announcements

Derek Schweigart gave the Commission the Director's update of the Community Services Department.

Following discussion, no action was taken.

E. ADJOURNMENT at 8:11 p.m.

Prepared by Linda Munguia, Secretary



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2015

Staff Report Number: 15-002-PRC

Director's Report: Update and Announcements for July 2015

Onetta Harris Community Center

Onetta Harris Community Center recently recruited three new teachers for the summer. These teachers will help us to continue to offer ballet, karate and Zumba at the Community Center. The Sky's The Limit summercamp Program for 6-8th grades has been well received by the teens and their parents so far this summer. One highlight of the camp this summer was a trip to Half Moon Bay July 7, which provided the opportunity for teens to be outdoors and to spend a day at the beach, many of whom seldom have this opportunity on a regular basis.

In August, the Community Services Department and the Onetta Harris Community Center will host two Music in the Park Concerts held at Kelly Field. Concerts are held from 6-8 p.m. On Thursday, Aug. 6, the band Louie Romero Y Su Grupo Mazacote will be performing a mixture of high energy classic Salsa and original Latin Jazz tunes. The other concert Tuesday, Aug. 11, will feature the band Touch of Class who will play a variety of music from Santana to Earth, Wind and Fire and popular hits from the 1980s and 1990s.

Special Events

Menlo Film Contest Showcases Community Parks

This year marks the 50th anniversary of the National Park and Recreation Association and 30 years since Parks and Recreation Month (July) began. Additionally, the California Parks and Recreation Society is continuing its Parks Make Life Better campaign. In support of these occasions and efforts, Menlo Park has designed a program intended to socially engage our community and showcase our quality of life through community parks. The Menlo Film Contest encourages community members to voice their passion for parks by answering, "How do parks make life better in Menlo Park?" in a short video then submitting it during the month of July. Top videos will be showcased at the Menlo Film Contest Screening and Awards Aug. 19 at the Menlo-Atherton Performing Arts Center. The City of Menlo Park is calling for families, nonprofits, businesses, and social clubs to contribute by submitting a 1-3 minute video. Participants are encouraged to have fun, be silly and most of all, be creative! For those notice videographers, a workshop will take place in the Juniper Room of the Arrillaga Family Recreation Center Friday, July 24, 2015, from 6-9 p.m. Advance RSVP required, please register online at menlopark.org/online-registration. Follow [Facebook.com/MenloParkEvents](https://www.facebook.com/MenloParkEvents) for updates.

Fourth of July Parade & Celebration

This year's Fourth of July Parade and Celebration was bigger and better than ever! Hundreds of Menlo Park families paraded through downtown Menlo Park donning their red, white and blue with decorated bikes, wagons, big wheels and trikes. Once the parade hit Burgess Park families could participate in bounce houses, carnival games, rock climbing, outdoor laser tag, crafts and face painting. Live music was provided by Mustache Harbor, playing smooth grooves of the late 1970s and early 1980s. A food area was available, which included numerous food trucks from Off the Grid, a [Round Table](#) Pizza booth, and a drink booth run by Community Services. The event could also be seen on Channel 28. Special thanks go to Facebook for their generous sponsorship, in addition to the support provided by Police, Public Works, Information Technology, and Community Services to make this holiday celebration a tremendous success!

Community Services and Library host [Summer Learning Camp](#)

This summer, the Belle Haven Branch Library opened its doors for its first ever summer reading camp. The purpose of the camp is to focus on improving the children's reading skills and to bridge the academic learning gap that occurs when the children are out of school during the summer months. The 20 children enrolled attend various schools in the Ravenswood School District and will be incoming second and third graders this fall. The camp offers fun daily activities, free books, field trips and a daily yoga class for the children. It also provides free meals for not only the children enrolled but also for any adult or child in the community. The camp is a collaborative project between the Library and Community Service departments. Please stop by the Belle Haven Library at 12:30 p.m. Monday through Friday to receive a free lunch this summer!

Belle Haven Child Development Center Graduation

On June 26, 2015, the Belle Haven Child Development Center held its annual preschool graduation celebration at the Ivy Drive Plaza. Over 200 parents and family members attended the ceremony, where the children performed three songs, "Slippery Fish, Una Sardina and We're moving up to kindergarten!" In addition, the name of each graduate was called so they could come up to receive their diplomas. This event is always well received by the parents and family members as our teachers are very proud of children they have watched grow and develop throughout the school year. Even though every year it is difficult to see the children leave, our teachers are very excited to see them start a new chapter in their young lives. All the 52 graduating children will attend various kindergartens in the local community. Help us wish good luck to the Class of 2015!

Announcements

- The joint meeting between the City Council and Parks and Recreation Commission is scheduled for Tuesday, July 21, 2015, at 6 p.m. The meeting will be held at the Arrillaga Gymnastics Center Conference Room.
- July is Parks and Recreation Month. A City Council proclamation and a staff presentation will be conducted at the July 21 City Council meeting at 7 p.m. Staff is requesting that one or more Parks and Recreation Commissioners be present to accept the proclamation.

- The Community Services staff is tentatively planning a Parks and Recreation Commission Retreat and Work Planning Session for August 2015 with a date and time to be determined.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:
Derek Schweigart, Community Services Manager

Proclamation

July 2015 is Parks and Recreation Month

WHEREAS, Parks and Recreation makes lives and communities better now and in the future; and

WHEREAS, residents value recreation as it provides positive alternatives for children and youth to reduce crime and mischief especially during nonschool hours; it promotes the arts, it increases social connections, aids in therapy and promotes lifelong learning; and

WHEREAS, residents value their parks for access to outdoor spaces for children and adults to play and be active, to exercise and participate in group sports; and

WHEREAS, parks provide access to the serenity and the inspiration of nature and outdoor spaces as well as preserve and protect the historic, natural and cultural resources in our community; and

WHEREAS, the City of Menlo Park provides and maintains 14 parks and 2 open spaces totally over 250 acres for the residents of Menlo Park to enjoy; and

WHEREAS, 92% of Menlo Park residents have visited a neighborhood or City park in the past 12 months including children, youth, families, adults, seniors, businesses, community organizations, and visitors, and benefit from the wide range of parks, trails, open space, sports fields, tennis courts, facilities and programs including gymnastics, sports leagues, fitness classes, arts classes, child care and more provided by the City of Menlo Park; and

WHEREAS, nearly 90% of people participating in Menlo Park recreation and social services programs and facilities rate them "excellent or good", well above the national benchmark; and

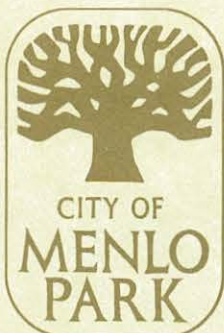
WHEREAS, the City of Menlo Park recreation and social services programs serve over 700,000 participants annually; and

WHEREAS, the City of Menlo Park celebrates achieving nearly 1.5 million participant hours at our Menlo Park recreation and community services facilities; and

WHEREAS, the Menlo Park City Council urges all its residents to recognize that parks and recreation enriches the lives of its residents and visitors as well as adding value to the community's homes and neighborhoods; and

WHEREAS, July is Parks and Recreation Month nationally.

NOW, THEREFORE, BE IT PROCLAIMED, that I Catherine Carlton, Mayor of the City of Menlo Park, hereby proclaim July 2015 as Parks and Recreation Month and, in doing so, urges all its citizens to use and enjoy its parks, trails, open space, facilities, and recreation opportunities.



A handwritten signature in blue ink, appearing to read "C. Carlton", is positioned above a horizontal line. The signature is fluid and cursive.

Catherine Carlton, Mayor

Discussion Boards and Comments from the June 27, 2015 Countywide Parks and Recreation Commission Workshop at the Belmont Senior and Community Center

Board 1: As a Commissioner... How do you measure Success?

- How many people know about and attend events or activities
- Community engagement
- Finding a compromise solution to a tricky situation
- Community involvement
- Number of attendees in local activities
- Use and investment in our parks and facilities
- Number of people involved!
- Community accolades or otherwise

Board 2: Parks and our growing/changing population>>>

What **trends, policies, challenges and opportunities** are you seeing in your community?

- Too much sitting – how to encourage movement
- Challenge: Increasing use of RC Aircraft and Drones in Parks
- So many activities – how to communicate about parks to get attention
- Demand and need for “inclusive” programs and services
- Create pathways for engagement from first time user to volunteer
- Engaging more diverse audiences; provide fun programs and services that are for new users
- Dealing with shrinking budgets
- What do we need to do to connect more people to parks? Transport? Marketing? Programs?
- Nut free environments with food allergies
- Land locked and need new parks for increasing population
- Increased need for facilities – increased need for facilities maintenance funding
- Cultural bridging
- Challenge: Reaching out to low-income or ESL communities
- No funding for park improvements or new parks
- Funding to maintain parks and facilities
- Growing population, more people moving to the bay area
- Interaction with schools to coordinate use
- More publicity
- Parks and Recreation/Schools: programs and facilities

Board 3: Commissioners: What are.....

The **MOST DIFFICULT** aspects of your role?

- Coming up with a compromise that will benefit everyone
- As a new commissioner not being oriented to all the parks; i.e. a tour
- Tackling issues with no clear cut solutions
- Lack of tactical strategic planning to guide decisions
- Getting people to work as a team instead of being individually politically motivated
- Dogs! A very sensitive subject
- Tradition vs. new reality and new ideas

- Bureaucracy (red tape)
- Gaining and guiding community support
- Managing compromises
- Engaging all segments of the community

The **MOST REWARDING** aspects?

- Offering guidance and providing solutions... that are taken up!
- Learning more about my community
- Projects can take a long time. When one is completed it's rewarding
- Working with Friend's groups
- Seeing happy people in the parks/ facilities

Board 4: Healthy Community:

CURRENTLY providing:

- Zumba Gold for seniors
- School Day P.E. Programs
- Identify Healthy Classes in Brochures

NEW Ideas and Suggestions:

- Encourage youth to lead community activities
- Doctor Walks at my city
- Joint venture with other areas and regions!
- Passport / Scavenger Hunt / Geocaching in our parks
- Focus on overall health and well being
- Better/More Sidewalks; More bike lanes
- Tie with history and culture
- Transportation to nature
- Tours of parks/ open spaces for low income families/kids
- Rec Programs for underserved populations: swimming classes, camping, nature hikes, surf school



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 7/22/2015

Staff Report Number: 15-001-PRC

Informational Item: Status of Menlo Park Playgrounds

Recommendation

This is an informational item presented so that you can be informed on Menlo Park playgrounds and their status regarding safety compliancy to Federal and State playground safety laws and regulations. No action is requested at this time.

Background

During the 1980s and 1990s two groups, the U.S. Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM) began developing guidelines and standards for public playgrounds. In 1990 the Americans with Disabilities Act included language that required playgrounds comply with accessibility and usability standards for individuals with disabilities.

By the early 2000s CPSC published the Public Playground Safety Handbook (revised in 2008 and 2010) and ASTM issued F1487-11 the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use. These publications gave owners of public playgrounds new standards that would apply to all new and renovated playgrounds in the United States.

Analysis

Many of Menlo Park's playgrounds were purchased and installed before these new standards being published. Many are now 15 to 20 years old and need higher levels of maintenance to keep them safe. Developing areas of rust and worn surfacing materials on these playgrounds prompted the Parks Department to have an independent safety inspection conducted at the end of 2014. The report submitted to the city in March 2015 looked at all of Menlo Park's playgrounds in its parks and city operated day care facilities. Hazards identified during these safety inspections were documented and classified at each site using priority ratings. These priority ratings are based on the following three factors:

- Possibility – the likelihood that users would come into contact with the hazard
- Probability – the probability that users could have an accident as a result of the hazard
- Consequences – the most likely level of injury that may result.

Each is then given a priority rating of 1-4 with 1 being most severe and 4 being least. A priority rating of 1 would indicate that the severity of injury may cause permanent disability, loss of life or body part and that

the condition should be corrected immediately. A priority rating of 2 means the severity of injury may cause serious injury resulting in temporary disability and that the condition should be corrected as soon as possible. A priority rating of 3 may cause a minor (nondisabling) injury and the condition should be corrected very soon. A severity rating of 4 means the potential for injury is very minimal and that the condition should be corrected if it worsens. Nealon Park is an example where the safety report identifies eight priority 1 hazards. Most of these hazards are entrapment or entanglement issues created by spacing or gaps between play elements that were compliant when the equipment was purchased and installed but according to the new standards are out of compliance and constitute a hazard. Nealon Park represents one of about five playgrounds that require major modification or replacement in order to become safety compliant. Other playground sites that have noncompliant, priority ratings of 1 are Willow Oaks Park, Marketplace Park, Burgess Park and Seminary Oaks Park.

Playgrounds that have been installed within the past 10 years have rated higher on the safety inspection and with minor adjustment have had the hazards reduced. Hamilton Park, Tinker Park, Belle Haven after School Program and Jack Lyle Park are examples of these.

Moving Forward

Recent studies show several new trends in the playground industry. More children are cared for by aging relatives while parents are at work. Others have a parent with physical limitations as a result of serving in the military or other disabilities. This is creating a need for designs and surfaces that allow greater mobility for these care givers. Another trend is creating inclusive playgrounds so that children with challenges are met. These inclusive designs take into account the needs of children with Down syndrome, sensory disorders and visual and hearing impairments. Inclusive playgrounds allow children of all abilities the opportunity to play together as well as bringing together care givers with varying needs. Survey results indicate that 74 percent of parents believe it is important that their children have an opportunity to play with a variety of children, including those with disabilities. It also indicates that parents want their children to play, learn and get physical exercise when they visit a playground. Many newer playgrounds are considered destination playgrounds with varying themes. Instead of “cookie cutter” playgrounds these destination playgrounds add new learning experiences that challenge children to expand their abilities and learning potential. Some ideas include themed playgrounds that teach users about the importance of bees, ants, butterflies and other beneficial insects, great outdoor themes that use rock walls, rope ladders and tree climbers to simulate a trip to Yosemite, and farm themed playgrounds that include perimeter raised beds with fruits and vegetables that can be observed through the growing stages and later harvested so users can take them home to be enjoyed.

Now that we’ve had the safety inspection completed we need to begin the discussion on what direction the Commission would like to take to bring these sites into compliance. I look forward to working closely with the Commission in the near future as we make these decisions and recommend action to City Council.

Impact on City Resources

There are no fiscal impacts associated with this item at this time.

Environmental Review

No environmental review is required for this item.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:

David Mooney, Parks and Trees Supervisor