

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 11/18/2015  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**700 Alma St., Menlo Park, CA 94025**

### Call To Order

**Roll Call – Cebrian, Cox, Harris (Vice Chair), Lane, Palefsky (Chair), 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. Presentations and Proclamations**

- B1. Presentation of Belle Haven Mini-Grant Program annual report and Neighborhood Action Plan update ([attachment](#))

#### **C. Regular Business**

- C1. Accept Commission minutes for the meetings of October 28, 2015 ([attachment](#))
- C2. Review and approve staff recommendations for the field user groups for FY 2015-16 ([attachment](#))
- C3. Review and approve Parks and Recreation Commission quarterly report to City Council ([attachment](#))

#### **D. Reports and Announcements**

- D1. Parks and Recreation Commissioner report (Laura Lane)
- D2. Community Services Director's update and announcements ([attachment](#))

#### **E. Adjournment**

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## Belle Haven Action Plan – Progress Toward Goals

### Outcome Measures Table FY 2014-15

Public Safety and Crime Prevention				
Goal	Actions	Measure	Impacts / Result	Next Steps
1. Promote and create educational and recreational options for youth to help prevent crime.	<ul style="list-style-type: none"> <li>Receive on-going referrals from PD, Schools and other service departments to identify eligible youth and families for referral and support.</li> <li>Conduct assessment meeting with youth and family in partnership with the Youth Diversion Officer.</li> <li>Provide family a resource and referral guide according to their needs.</li> <li>Coordinate, facilitate family group conference that engages participants in developing a plan to support the youth's future success.</li> <li>Provide families referral for mediation services where appropriate.</li> <li>Coordinate and implement "restorative circles" for resolving conflict</li> <li>Conduct restorative justice workshops at Beechwood School and BGCP</li> <li>Convene meetings with MPPD and local youth to improve communication, increase understanding and improve trust.</li> </ul>	<ul style="list-style-type: none"> <li>Family and youth engagement.</li> <li>Families and youth increase their skills and ability to navigate the school system.</li> <li>Youth and families participate more in community and school activities.</li> <li>Youth and families complete referrals for crisis intervention and mediation services.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 17 youth referrals received by MPPD.</li> <li>✓ 17 intake assessments scheduled and conducted with families to initiate service.</li> <li>✓ 6 family conferences held</li> <li>✓ 8 families were referred and connected to county provided services including Medi-Cal, mediation, and mental health.</li> <li>✓ 17 restorative justice workshops were held at Beechwood School serving 11 youth.</li> <li>✓ 2 restorative justice workshops were held at BGCP serving 25 youth.</li> <li>✓ 1 restorative justice parent/child workshop held with 17 parents and 8 youth attending.</li> <li>✓ Youth Dialogue with local police chiefs (Menlo Park, Palo Alto, East Palo Alto) was held on September 18, 2014.</li> <li>✓ MPPD dialogue with Beechwood School held on February 24, 2015.</li> <li>✓ Held Youth Service Provider Roundtable in support of youth services on February 26, 2015.</li> <li>✓ MPPD conducted first ever Police Youth Academy in May 2015.</li> <li>✓ Conducted a "Know your Rights" Student Dialogue at Menlo Atherton High School on April 30, 2015.</li> </ul>	<ol style="list-style-type: none"> <li>Conduct inventory of existing youth and teen leadership programs available to BH youth.</li> <li>Identify gaps in programming and explore new programs and partnerships if needed to provide teens an opportunity to develop leadership and give back to the community.</li> <li>The MPPD will continue to provide support to students at Belle Haven School and other area schools.</li> <li>MPPD will continue to partner with other youth service providers to address "restorative circles" and provide for other youth and family needs.</li> <li>Pursue partnerships with local businesses to support internships, mentorships and hiring of local youth.</li> </ol>

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2. Organize neighborhood watch groups.	<ul style="list-style-type: none"> <li>• Conduct Neighborhood Watch orientation and training</li> <li>• Coordinate and facilitate meetings with BH Neighborhood Watch captains</li> <li>• Coordinate and help facilitate National Night Out event.</li> </ul>	<ul style="list-style-type: none"> <li>• National Night Out event to be held in BH in collaboration with neighborhood residents.</li> <li>• BH Block captains recruited in support of the Neighborhood Watch program.</li> <li>• Residents attend and receive training on the Neighborhood Watch program.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 11 BH Neighborhood Watch block captains recruited.</li> <li>✓ 8 BH residents who attended the Neighborhood Watch orientation and received training on 7/31/14.</li> <li>✓ National Night Out event was held on 8/4/15 hosted by the Mt. Olive Church and supported by PSAT members. The event was well received and attended.</li> </ul>	1. The Public Safety Action Team (PSAT) and Neighborhood Watch participants will combine efforts for FY 2015-16 for addressing neighborhood safety.
3. Participate in on-going dialogues with MPPD Chief and other law enforcement officers.	<ul style="list-style-type: none"> <li>• Coordinate and facilitate dialogues with residents and the MPPD.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a dialogue with the MPPD and residents that is well received and attended.</li> <li>• Improve relationships between police and residents as reflected in participant and resident surveys.</li> <li>• Complete 12 month survey of resident public safety perceptions.</li> </ul>	<ul style="list-style-type: none"> <li>• 40 participants attended a Youth Dialogue with local police chiefs (Menlo Park, Palo Alto, East Palo Alto) was held on September 18, 2014.</li> <li>• 40 residents attended a Code Enforcement Dialogue and Community Meeting with the Chief on January 22, 2015.</li> <li>• 26 youth attended MPPD dialogue with Beechwood School held on February 24, 2015.</li> <li>• 26 participants attended a “Know your Rights” Student Dialogue at Menlo Atherton High School on April 30, 2015.</li> <li>• 47% of BH residents surveyed report they are satisfied with the efforts to address their neighborhood safety concerns while 37% have no opinion reflecting 84% of respondents.</li> </ul>	<ol style="list-style-type: none"> <li>1. Conduct annual dialogue with the MPPD Chief and other law enforcement officers.</li> <li>2. Report on neighborhood code enforcement efforts at community meetings and continue ongoing dialogue with residents.</li> </ol>
4. Host a workshop on burglary prevention.	Pending	Pending	Pending	<ol style="list-style-type: none"> <li>1. Workshop is pending further development of Neighborhood Watch Program.</li> <li>2. PSAT will explore co-hosting workshop with MPPD in FY 15-16.</li> </ol>

Belle Haven Action Plan – Progress Toward Goals  
 Outcome Measures Table FY 2014-15

5. Develop a community advisory group to support public safety and crime prevention goals.	<ul style="list-style-type: none"> <li>Worked with MPPD to establish public safety advisory group.</li> <li>Conducted outreach to recruit residents to serve on Public Safety Action Team.</li> <li>Convened and established a resident led Public Safety Action Team.</li> </ul>	<ul style="list-style-type: none"> <li>A public safety advisory group will be formed that includes residents throughout Menlo Park and includes representation from the BH neighborhood.</li> <li>A Public Safety Action Team will be formed composed of BH residents to address public safety issues in neighborhood.</li> <li>Complete 12 month survey of resident public safety perceptions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 20 MP residents who serve on the Chief’s Advisory Group that includes 2 BH residents.</li> <li>✓ The Chief’s advisory group addressed a body camera policy and code enforcement strategies plan among other topics.</li> <li>✓ 24 residents serve on Public Safety Action Team with an average of 12 attending monthly PSAT meetings.</li> <li>✓ There have been 2-4 residents from the Action Team taking the lead on the outreaching to other residents and taking the lead on the work of the PSAT.</li> <li>✓ The Action Team created a resident troubleshooting resource guide.</li> <li>✓ PSAT hosted code enforcement dialogue for neighborhood residents.</li> <li>✓ PSAT hosted dialogue with CalTrain and residents on the Ballast Rocks on Chilco issue resulting in their eventual removal.</li> <li>✓ 48% of residents report they have seen their safety concerns addressed while another 28% had no opinion for a total of 76% of respondents.</li> <li>✓ 44% of residents report that they have made at least one call to the City to report a problem or suggest a solution to a problem.</li> </ul>	<ol style="list-style-type: none"> <li>Explore combining Neighborhood Watch “Community Captains” with Public Safety Action Team.</li> <li>Continue to train, develop and build capacity with Action Team resulting in team leaders becoming facilitators and conveners of meetings.</li> <li>Address graffiti abatement on Caltrans property.</li> <li>PSAT to address traffic safety issues on Chilco.</li> </ol>
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Improve lighting on homes and in public spaces</li> <li>Work with MPPD to add cameras or bring other surveillance technology</li> </ul>		<ul style="list-style-type: none"> <li>Street lighting on homes and in public places will be improved in the neighborhood.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 57% of residents report that they feel more vested and connected to the BH community over the</li> </ul>	

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<div>to the neighborhood</div> <ul style="list-style-type: none"><li>• Improve code enforcement activities</li><li>• Create more ways for anonymous and safe reporting of suspicious or criminal activity</li><li>• Better publicize existing MPPD reporting and communication tools (e.g., Next Door)</li><li>• Support community policing</li></ul>		<ul style="list-style-type: none"><li>• Surveillance cameras will be installed in high traffic and areas of concern in the neighborhood.</li><li>• There will be an increased presence of code enforcement in the BH neighborhood.</li><li>• Residents understand the impact of their involvement in the neighborhood.</li></ul>	<div>past 12 months.</div>	
Traffic and Safety				
Goal	Actions	Measure	Impacts / Result	Next Steps
<div>6. Improve safety near schools and areas where children often walk by implementing the Safe Routes to Schools Plan and other actions.</div>	<ul style="list-style-type: none"><li>• Public Safety Action Team increased its scope of work to include traffic safety concerns.</li><li>• Participated in Ravenswood District Safe Routes to School Coordination Meetings held quarterly with District, Safe Routes, City of Menlo Park and City of EPA.</li><li>• Coordinated monthly meetings with Menlo Park Transportation and MPPD.</li><li>• Implement Safe Routes to School recommendations in conjunction with the Ravenswood City School District for Belle Haven Elementary School</li></ul>	<ul style="list-style-type: none"><li>• Meetings will be held with key neighborhood stakeholders to address the issue of Safe Routes to Schools Plan that will result in improved safety near schools.</li><li>• Improvements implemented as part of the Safe Routes to School Program.</li></ul>	<div><div>✓</div><div>Henderson Avenue at Ivy Drive and Chilco Street, City replaced existing yellow transverse crosswalks with high visibility yellow ladder crosswalks</div><div>✓</div><div>Ivy Drive at Almanor Avenue, City replaced existing yellow transverse crosswalks with high visibility yellow ladder crosswalks</div><div>✓</div><div>Ivy Drive at Market Place, City upgraded east leg of intersection to high visibility white crosswalk; striped new high-visibility white crosswalks at all other crossings at the roundabout; installed YIELD teeth pavement markings at all legs.</div><div>✓</div><div>Installed School Zone 25 mile speed limit signs on Ivy Drive, Hamilton Avenue, and Chilco Street approaches to the Belle Haven Elementary School.</div><div>✓</div><div>Installed red curb at all legs of</div></div>	<div><div>1.</div><div>Continue to coordinate efforts around Safe Routes to School.</div><div>2.</div><div>Convene and conduct a meeting of key stakeholders (MPPD, Public Works, School District and other partners) to discuss priorities and next steps.</div><div>3.</div><div>Conduct resident survey to measure improved safety near schools.</div><div>4.</div><div>Host traffic safety dialogue with residents and other stakeholders.</div><div>5.</div><div>At intersection of Ivy Drive with Market Place, install YIELD signs at all legs; and, construct curb ramps at both ends of the southwestern crosswalk and the northern end of the western crosswalk and the northern end of the western crosswalk; retrofit all existing curb ramps with truncated domes.</div><div>6.</div><div>AT Ivy Drive Parking Lot, repaint the red curb at the school entrance as white for loading.</div></div>

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			the intersection of Hamilton Avenue with Chilco Street. ✓ Installed 15 mph speed limit when school children are present signs” along segments of Hamilton Avenue, Chilco Street, Ivy Drive, and Almanor Streets adjacent to Belle Haven Elementary School.	
7. Pursue incentives and programs to reduce driving.	<ul style="list-style-type: none"> <li>Communicated and promoted traffic safety, ride-share resources by using various media.</li> </ul>	<ul style="list-style-type: none"> <li>Promotions and marketing collateral materials will be developed to promote traffic safety and ride share programs.</li> </ul>	✓ The City participates every year in the Bike to Work Day by sponsoring stations throughout the City including the one near the Ringwood Avenue Bike/Ped Overcrossing on Pierce Road.	1. Engage public safety action team to explore ride-share resources and expanded opportunities to ride-share. 2. Continue to communicate and promote traffic safety, ride-share using various media. 3. Evaluate potential grant opportunity for car share program in Menlo Park.
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Eliminate parking around bus stops to avoid congestion and conflicts</li> <li>Add speed bumps or other traffic calming measures around schools</li> <li>Investigate traffic controls to minimize congestion during peak hours</li> <li>Review bus stop locations and improve bus stop amenities</li> </ul>		<ul style="list-style-type: none"> <li>Work with Samtrans for new shelters and stop amenities.</li> <li>Key bus stops will see improved amenities in BH</li> </ul>	✓ Evaluation of needs and projects are ongoing	1. Evaluation of Citywide transportation networks and circulation patterns will occur as part of the General Plan Update. 2. Continue to explore Menlo Park Shuttle Service enhancements and coordinate with Samtrans
Education Quality and Access				
<b>Goal</b>	<b>Actions</b>	<b>Measure</b>	<b>Impacts / Result</b>	<b>Next Steps</b>
8. Investigate the option of joining Menlo Park City School District.	Per the request of the RCSD Superintendent to the City Council, the area of improvement concerning Education Quality and Access was to be addressed by the school district.			1. Work with school district and Belle Haven School to host community dialogues on the topic of education. 2. Continue to partner with the school district and Belle Haven School to support family and community engagement.
9. Improve and expand educational support programs within RCSD and Belle Haven.				
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Grow volunteer tutoring programs with residents and area employees</li> </ul>				1. Explore drop-in hours for computer lab at Onetta Harris

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<ul style="list-style-type: none"> <li>Identify or provide more work spaces for students</li> <li>Support free or affordable homework programs</li> <li>Identify and organize volunteer counselors and tutors for students and families</li> <li>Support service learning and community service in neighborhood</li> </ul>				<p>Community Center and develop a teen work study program.</p> <ol style="list-style-type: none"> <li>Outreach to neighborhood residents, business owners and partners to explore tutoring and mentorship for youth options.</li> <li>Conduct inventory of existing youth and teen leadership programs available to BH youth in the neighborhood.</li> <li>Explore new programs and partnerships to provide teens an opportunity to develop leadership and give back to the community.</li> </ol>
Economic Opportunity and Job Training				
Goal	Actions	Measure	Impacts / Result	Next Steps
10. Pursue or expand partnerships with local businesses to support internships, mentoring or hiring opportunities.	<ul style="list-style-type: none"> <li>Explore existing/ similar programs i.e. JobTrain to discuss &amp; indentify areas for collaboration with the city.</li> <li>Continue BH Merchant Network to include local internship/mentoring opportunities.</li> <li>Develop leadership development class.</li> <li>Develop local student internship pool.</li> </ul>	<ul style="list-style-type: none"> <li>Participants report and increase in interpersonal relational skills for workplace readiness.</li> <li>A minimum of 50% of youth placed into mentoring / internship opportunities in the local area. i.e. within BH merchant Network.</li> <li>One agency identified and committed to transfer program for continuation in 2016.</li> <li>Job readiness of 5-10 local youth</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pending completion of consultant scope of work for FY 15-16.</li> </ul>	<ol style="list-style-type: none"> <li>Pending completion of consultant scope of work for FY 15-16.</li> </ol>
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Continue to support Job Train</li> <li>Engage middle school students in community service through the City of Menlo Park</li> <li>Identify paid opportunities for community members to share services and expertise</li> <li>Promote summer employment and internships for Belle Haven youth</li> <li>Work with local employers to pursue priority hiring agreements and/or additional outreach to Belle Haven residents</li> </ul>		See Above	See Above	See Above



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City Services and Programs				
Goal	Actions	Measure	Impacts / Result	Next Steps
11. Provide more afternoon and evening activities for youth and high-school age students including drop-in programs and places.	<ul style="list-style-type: none"> <li>Promoted existing drop-in programs and places in the neighborhood and identified opportunities for expansion.</li> <li>Continued to promote existing drop-in programs that include Basketball and the Fitness Center.</li> </ul>	<ul style="list-style-type: none"> <li>Expand drop-in programs offered by the Community Services Department.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Expanded drop-in option for fitness and recreation classes at Onetta Harris Community Center</li> </ul>	<ol style="list-style-type: none"> <li>Conduct inventory of existing youth and teen leadership programs available to BH youth in the neighborhood.</li> <li>Explore new programs and partnerships to provide teens an opportunity to develop leadership and give back to the community.</li> <li>Explore drop-in hours for computer lab at Onetta Harris Community Center and development of teen work study program.</li> </ol>
12. Improve the quality and diversity of programs and classes.	<ul style="list-style-type: none"> <li>Survey and evaluate current Community Service programs and explore opportunities to enhance and increase offerings to reflect diversity of the neighborhood.</li> <li>Conduct needs assessment for programs and services and recommend changes during the budget process</li> </ul>	<ul style="list-style-type: none"> <li>Participant surveys</li> <li>Resident and stakeholder feedback on department strategic plans</li> <li>New and improved class offerings available to residents in department Activity Guide</li> </ul>	<ul style="list-style-type: none"> <li>✓ Pending completion of program strategic plans and community center space needs analysis.</li> <li>✓ Pending completion of approved CIP projects for Youth Center, Onetta Harris Community Center and Belle Haven Pool.</li> </ul>	<ol style="list-style-type: none"> <li>Continue to work on Community Services Department strategic plans.</li> <li>Complete Onetta Harris Community Center space needs analysis and classroom expansion project.</li> <li>Implement proposed CIP projects for Onetta Harris Community Center, Youth Center, and Belle Haven Pool.</li> </ol>
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Consider moving and/or improving the branch library</li> <li>Improve resident access to fields in the neighborhood</li> <li>Make more computers available in public places</li> <li>Increase the number and hours of current popular programs</li> <li>Ensure responsiveness to resident requests</li> </ul>		<ul style="list-style-type: none"> <li>Library services are expanded in the BH neighborhood</li> </ul>	<ul style="list-style-type: none"> <li>✓ “Little Libraries” installed near Hamilton Park and in Police Substation with more to come.</li> <li>✓ Fitness and enrichment classes expanded to Senior Center during non-business hours after 3:00 p.m. to meet community needs.</li> </ul>	<ol style="list-style-type: none"> <li>Expand “Little Libraries” around the Belle Haven Neighborhood.</li> <li>Computer Labs community needs analysis to be conducted this fiscal year.</li> <li>Complete Onetta Harris Classroom Expansion to accommodate more fitness and enrichment class offerings.</li> </ol>
Neighborhood Infrastructure and Aesthetics				
Goal	Actions	Measure	Impacts / Result	Next Steps

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13. Identify resources and programs to help property owners and residents maintain their property.	<ul style="list-style-type: none"> <li>Implemented neighborhood mini-grant program.</li> <li>Established resident-led mini-grant orientation, application and review process.</li> <li>Consulted and collaborated with residents on mini-grant best practices.</li> <li>Assisted the promotion and outreach of the mini-grant program.</li> </ul>	<ul style="list-style-type: none"> <li>Implement neighborhood mini-grant program in collaboration with BH residents.</li> <li>Develop and implement a grant review process in collaboration with BH residents.</li> <li>Before/After photos of projects and community events.</li> <li>Complete 12 month survey of resident perception of involvement and pride in the neighborhood.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Belle Haven Community Development Fund made up of mostly BH residents took the lead on the mini-grant program</li> <li>✓ Grant review committee was composed of 7 members, 5 of which are BH residents.</li> <li>✓ Application process that included various levels of support for residents was conducted January-April 2015 with awards announced in May 2015.</li> <li>✓ 35 applications received in the 2<sup>nd</sup> year compared to 23 from last year.</li> <li>✓ 32 mini-grants and \$23,000 awarded for 2<sup>nd</sup> year of program and increase over the 1<sup>st</sup> year which saw 18 mini-grants and \$13,000 awarded.</li> <li>✓ 26 submissions for curb appeal projects and 6 for community building activities and events.</li> <li>✓ 69% of residents report that they feel the neighborhood is more engaged, active and vibrant.</li> <li>✓ 57% of residents report that they feel more vested and connected to their community.</li> </ul>	<ol style="list-style-type: none"> <li>Final report and documentation for Round 1 mini-grant funding.</li> <li>Continue identify key maintenance issues and barriers to upkeep of resident properties and public areas.</li> <li>Continue to refine program to be more process friendly and more efficient for implementation.</li> <li>Final report for Round 2 mini-grant funding by July 2016.</li> <li>Complete Round 3 mini-grant funding for FY 15-16.</li> <li>Consider a local “seed” or micro loans for residents with home-based or businesses in the neighborhood.</li> </ol>
14. Organize resident efforts to clean up the neighborhood and make minor property improvements.	<ul style="list-style-type: none"> <li>Implement neighborhood mini-grant program to assist residents on minor property improvements.</li> <li>Convene meetings and provide information on code enforcement.</li> <li>Work with community partners and residents to establish neighborhood community garden for Belle Haven.</li> </ul>	<ul style="list-style-type: none"> <li>Complete 12 month survey of resident perception of involvement and pride in the neighborhood.</li> <li>Completion of Belle Haven Community Garden.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Code Enforcement Dialogue was held with MPPD and residents on January 22, 2015.</li> <li>✓ Community Garden Planning meetings began in September 2014 with resident workdays held in October and November 2014.</li> <li>✓ Community Garden Grand Opening was held on November</li> </ul>	<ol style="list-style-type: none"> <li>Continue to work with Community Garden Partners which include neighborhood residents, Menlo Park Rotary, Facebook, Greenheart, Cal Water to keep community garden thriving and sustainable.</li> <li>Continue to address code enforcement issues in the neighborhood and pursue</li> </ol>

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			22, 2014. ✓ The Community Garden partners report that 35 garden beds are fully occupied by neighborhood families growing food for their own needs as well as sharing with others and that the garden has become a gathering place for the neighborhood in a safe, educational and fun atmosphere. ✓ PSAT worked with CalTrain for the successful removal of the Ballast Rock Material on Chilco. ✓ PSAT worked with CalTrain for the removal and debris and overgrowth of weeds along the CalTrain corridor. ✓ 69% of residents report that they feel the neighborhood is more engaged, active and vibrant. ✓ 57% of residents report that they feel more vested and connected to their community	additional support for code enforcement.
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Enforce crew clean up after landscape maintenance</li> <li>Provide more public trash cans and plastic bags for dog waste</li> <li>Locate cameras along major streets</li> <li>Locate a dog park in Belle Haven</li> </ul>				
Working Effectively with the City				
<b>Goal</b>	<b>Actions</b>	<b>Measure</b>	<b>Impacts / Result</b>	<b>Next Steps</b>
15. Meet with neighborhood groups to discuss neighborhood history and issues of distrust.	<ul style="list-style-type: none"> <li>Identified neighborhood resident leaders and groups for this effort.</li> <li>City staff convened meetings with Belle Haven and other interested residents regarding the history of the City’s RDA funds for Belle Haven.</li> <li>Held community dialogues for</li> </ul>	<ul style="list-style-type: none"> <li>Conduct community dialogues with residents, PD, City staff, business owners, and other neighborhood stakeholders.</li> </ul>	✓ Belle Haven Photovoice Dialogue Event was held on July 16, 2014.	1. Continue to host dialogues for relationship building and trust development between residents, MPPD and City Staff. 2. Host a series of dialogues or town hall meetings with various community partners that include the school districts, Menlo Fire

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	relationship building and trust development between residents, PD and City staff.			<p>District, Facebook or clarify misinformation about these entities.</p> <ol style="list-style-type: none"> <li>Develop a publication about the Belle Haven neighborhood from 1951 to present day chronicling its history, demographics, marginalization and recent renaissance.</li> <li>Continue to host City Council, Commission and other major community meetings in Belle Haven.</li> </ol>
16. Consider providing a dedicated Council position for Belle Haven	Pending	Pending	Pending	<ol style="list-style-type: none"> <li>Continue to encourage Belle Haven residents to participate and volunteer for City Boards and Commissions.</li> </ol>
17. Disseminate information about City resources to support implementation of Visioning Process action items.	<ul style="list-style-type: none"> <li>Annual reporting of City community grant funding of community organizations.</li> <li>Promote neighborhood mini-grant program.</li> <li>Publish quarterly neighborhood newsletter and distribute to residents.</li> <li>Use all existing communication methods that include email blasts, City bulletin board, NextDoor, mailings etc.</li> </ul>	<ul style="list-style-type: none"> <li>Various media will be used to disseminate information about the Visioning Process, Neighborhood Action Plan and City resources.</li> <li>Marketing collateral materials and neighborhood communication will be in both English and Spanish.</li> <li>There will be a measurable increase in communication to BH residents regarding events and services.</li> <li>Residents will begin to use Nextdoor with greater frequency.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Published 3 neighborhood newsletters during the past year in both English/Spanish.</li> <li>✓ Use of NextDoor by BH residents has increased over 300% over the past couple years increasing from 70 active participants to 331.</li> <li>✓ Resident database has increased to 384 email addresses up from 270 a year ago or an increase of 42%.</li> <li>✓ The Public Safety Action Team produced “Who to Contact” list for BH residents.</li> <li>✓ 72% of residents report they have been actively informed about meetings, events, and activities related to the neighborhood.</li> <li>✓ 65% of residents report they</li> </ul>	<ol style="list-style-type: none"> <li>Promotion of City’s Community Funding Process through various media sources.</li> <li>Continue to promote City’s Community Funding Program through various media to BH organizations.</li> <li>Continue to publish quarterly newsletter with ongoing resident contributions.</li> <li>Continue to use NextDoor and other media to keep residents informed of issues concerning the neighborhood.</li> </ol>

Belle Haven Action Plan – Progress Toward Goals

Outcome Measures Table FY 2014-15

			have taken more responsibility to find out what’s happening in the neighborhood.	
<b>Other Ideas for Consideration:</b> <ul style="list-style-type: none"> <li>Create new forums for submitting ideas and issues to the City</li> <li>Create additional neighborhood action committees</li> <li>Increase awareness of existing opportunities for engaging and working with the City</li> <li>Identify resources to support Belle Haven residents’ elections</li> <li>Consider using OHCC staff as liaisons and for referrals to City services and staff</li> <li>Create signs in both Spanish and English in Belle Haven</li> </ul>		<ul style="list-style-type: none"> <li>Hold community events and meetings to provide opportunities for residents to share ideas and communicate issues to the City.</li> </ul>	<ul style="list-style-type: none"> <li>✓ 29+ community meetings and neighborhood events held in the past 12 months (FY 2014-15).</li> <li>✓ 72% of residents report they have been actively informed about meetings, events, and activities related to the neighborhood.</li> <li>✓ 73% of residents report that they have participated in at least one community meeting, event, activity related to the BH neighborhood. 41% report that they participated in 4 or more such meetings.</li> </ul>	<ol style="list-style-type: none"> <li>Consider forming neighborhood advisory group that reflects the diversity of the neighborhood.</li> <li>Consider assigning an “ombudsman” to manage the flow of information internally and externally between city departments and other neighborhood stakeholders.</li> <li>Inventory the languages spoken City-wide and make necessary accommodations to ensure information is distributed equitably.</li> </ol>

**Additional Outcomes and Impacts over the past 12 months**

- 29+ community meetings and events hosted in first 12 months (FY 14-15).
- Increase in new residents (1-5 years) participating in community events
- New leaders continue to emerge during the Action Plan implementation
- Increase in BH residents accessing mediation services to resolve neighbor conflicts creating a stronger community and decreasing calls to PD and City departments
- 53% of residents report they have gotten to know more people who live in the neighborhood.
- 69% of residents report they feel the neighborhood is more engaged, active and vibrant.
- 65% of residents report they know where to go when they want information on happenings within the neighborhood.
- 29% of residents report in addition to their participation they have taken a leadership role on one or more meetings/projects in their community.
- 44% of residents report they have made at least one call to the City to report a problem or suggest a solution.
- 27% of residents report they have learned new skills or received information regarding facilitation, conflict resolution, public speaking, event organizing or civic navigation.
- 57% of residents report they feel more vested and connected to their community.

Belle Haven Action Plan – Progress Toward Goals  
Outcome Measures Table FY 2014-15

\*The survey conducted as part of this 12 month report had approximately 74 respondents with 78% responding in English and 22% in Spanish. Surveys were available online and on paper in both languages. Although there were a total of 74 surveys completed, some questions on individual surveys did not receive a response.

# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 10/28/2015  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**701 701 Laurel St., Menlo Park, CA 94025**

Chair Palefsky called the meeting to order at 6:30 p.m.

### **Roll Call**

Present: Commissioner Cox, Vice Chair Harris, Commissioner Lane, Chair Palefsky, Commissioner Stanwood  
Absent: Commissioner, Cebrian, Commissioner Tafoya  
Staff: Cherise Brandell, Community Services Director

### **A. Public Comment**

Carla Schoof with San Mateo County Parks spoke to the Commission regarding the redesign of Flood County Park.

### **B. Presentations and Proclamations**

- B1. Presentation on Anti-Bullying Month and Unity Day ([attachment](#))

Natalie Bonham, Recreation Supervisor, gave a presentation on Anti-Bullying Month and Unity Day.

### **C. Regular Business**

- C1. Accept Commission minutes for the meetings of September 12 and 23, 2015 ([attachment](#)) ([attachment](#))

**ACTION:** Motion and second (Cox/Stamwood) to Accept Commission minutes for the meeting of September 12, 2015, passes 5-0-2 (Commissioners Cebrian and Tafoya Absent).

**ACTION:** Motion and second (Cox/Lane) to Accept Commission minutes for the meeting of September 23, 2015 with changes to the public comments, passes 5-0-2 (Commissioners Cebrian and Tafoya Absent).

- C2. Approve a plan and dates for community engagement supporting 2015-16 Capital Improvement Projects for parks ([attachment](#))

Cherise Brandell spoke to the Commission regarding approving a plan and dates for community engagement supporting 2015-16 capital improvement projects for parks.

**ACTION:** Motion and second (Palefsky/Stamwood) to Approve the plan and dates for community engagement supporting 2015-16 capital improvement projects for parks, passes 5-0-2 (Commissioners Cebrian and Tafoya Absent).

#### **D. Reports and Announcements**

##### **D1. Parks and Recreation Commissioner report (Laura Lane)**

Commissioner Lane gave a report on the events she attended during the month of October. She will give another report during the November meeting.

##### **D2. Community Services Director's update and announcements ([attachment](#))**

Cherise Brandell gave the Commission the Community Services Director's update and announcements.

#### **E. Adjournment**

Chair Palefsky adjourned the meeting at 7:35 p.m.





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 11/18/2015

**Staff Report Number:** 15-007-PRC

**Regular Business:** Approval of Sports Field User Groups for the period January 1, 2016 to December 31, 2016

### Recommendation

Staff recommends the Parks & Recreation Commission consider and approve the staff recommendations for the Field User Groups in 2016. All 10 current user groups are in good standing and maintain current approved user group status. Additionally, staff recommends that one new user group, Belle Haven Soccer Club, be conditionally approved on probationary status for a one year period beginning January 1, 2016 and ending on December 31, 2016.

### Policy Issues

The approval of the current Field User Groups is consistent with the current Field User Group policy.

### Background

#### *Field User Group Approval Process*

In March 2010, the Parks and Recreation Commission approved a new athletic field use policy. As part of the policy, athletic field user groups were required to fill out a Field User Group Application. The application requires a presentation to the Parks and Recreation Commission and their approval for all new user groups. Returning user groups are only required to submit their updated paperwork. While the returning user groups are welcome to come to the annual presentation meeting, it is not a requirement for renewal unless the user group violated city field policies during the past year and is on probation.

In admitting new user groups the following criteria have been used by previous Commissions for making recommendations on the approval process:

**Approval:** Complete information; demonstrated ability to follow field use policies; an appropriate and intended use of City athletic fields.

**Conditional Approval:** Incomplete information; on probationary status due to not following field use policies.

**Deny Approval:** Failure to follow field use policies over the past year; not an appropriate or intended use of Menlo Park's athletic fields

Approval of a User Group only guarantees field space for the user group; it does not guarantee the amount of field space, the field location, or times. The field allocation criteria stated in the athletic field policy will guide staff in making these field allocations as equitably as possible.

If additional groups have not filled out their paperwork in advance of the deadline or request field space after the review process, they may still be allotted field space. However, the field space will be allocated after all of the approved user groups have been allocated their field space.

### *New User Group Applications*

Belle Haven Soccer Club is the sole organization applying to become a new user group.

New user group applicants' presentations should take no more than 5 minutes and should cover the following:

1. Overview of Organization (location, board members, affiliations, vision/mission)
2. Total number of users
3. Percentage of residents and non-residents
4. Process for registration/enrollment (open, tryouts, etc.)
5. Description of intended use of fields for upcoming year
6. Overview of field needs (locations, times, seasons)
7. Any other comments that would be beneficial to the Commission

### **Analysis**

#### *New User Groups*

Staff recommends the following for conditional approval for 2016 Field User Groups:

<b>New User Group</b>	<b>Approval</b>	<b>Conditional Approval</b>	<b>Deny Approval</b>
Belle Haven Soccer Club		<b>X</b>	

The Belle Haven Soccer Club represented by Walter Campos has rented sports fields for approximately one year in the City of Menlo Park. During this period, there have been concerns over the user group's ability to follow the City's policies and procedures that govern all field user groups. Specifically, Mr. Campos has missed more than one deadline to make payment for field rentals, but staff can report that the user group is currently in good standing with regard to payment of rentals. Additionally, Mr. Campos has shown an inability to understand and follow the approved Field User Group process. The process has been reviewed with him on a number of occasions but has continued to work around the system in attempt to gain approval. Staff had a final meeting with Mr. Campos in October and advised him that a recommendation would be made to grant conditional approval for 2016. Mr. Campos submitted all necessary paperwork as required by the deadline and his soccer club meets the criteria to become a user group in The City of Menlo Park.

As with all new groups staff will meet with the Belle Haven Soccer Club upon approval by the Parks and Recreation Commission and discuss rules, policies and expectations for 2016.

### *Current User Groups*

In 2015 all 10 of the current user groups remain in good standing. The organizations all rented field space in both the spring and fall seasons.

One change of operations for our baseball user groups involved a new rule for Little League Baseball. A change was made that allowed 13 year olds to compete in little league this year which resulted in increased demand by our user groups for fields that have pitching mounds at 50 feet and 70 foot base paths. Burgess Park and Nealon Park are the only 2 sports fields that have the capacity to play at this distance. The increased demand impacted Nealon Park resulting in impacts to other sports field capacity.

Staff projects that increased demand by this age group will result in all requested time and space not being available to accommodate. Both parks are shared use facilities and Nealon Park also hosts the City operated Adult Softball leagues 3 evenings per week.

The current table of our user groups' resident percentages is included below. All groups continue to maintain or have increased their percentage of Menlo Park residents.

**Approved User Groups**

<b>Organization</b>	<b>Residents</b>	<b>Non-Resident</b>	<b>Total Users</b>	<b>% of Residents</b>
AYSO	1320	330	1650	80%
Alpine Strikers Football Club (CYSA)	520	291	811	64%
Menlo Atherton Adult Soccer League (MAASL)	20	70	90	22%
Alpine Little League (AWLL)	387	256	643	60%
Menlo-Atherton Little League (MALL)	345	163	508	68%
Menlo Atherton Lacrosse Grizzlies (MAL)	202	23	225	90%
Association de Futbol Latino Americana (ADF)	155	51	206	78%
Bulldog Sports	142	8	150	95%
Extreme Baseball	350	175	525	67%
Mid-Pen High School	65	0	65	100%
<b>Totals</b>	<b>3506</b>	<b>1370</b>	<b>4873</b>	<b>72%</b>
City	Adult Sports Leagues, Kids Love Soccer Classes, City Summer Camps. Hi Five Sports Camps			
Other	1-time rentals and other smaller non-approved rental groups			

The total usage of the sports fields for 2015 is provided below:

<b>Total Sports Field Hours in 2015</b>	<b>Hours Used</b>
Oak Knoll	1805
Burgess Park	10250
Kelly Park	7700
Hillview Field	5190
La Entrada	9300
Jack Lyle	6750
Nealon	5100
Willow	4400
Belle Haven	380
<b>TOTAL</b>	<b>50875</b>

While a majority of these fields are heavily used during peak seasons and peak times, space can be found during the following times and days:

- During non-peak season
- Later afternoon during Saturdays and Sundays
- Belle Haven School has additional availability during the weekends

In 2015 several new issues have impacted field operations. The change in Little League rules as well as the ongoing drought has impacted fields negatively. Staff has also received negative comments from Kelly Park field users relating to the traffic and the increasing time it takes to get to the park.

Current issues that are impacting operations include the Nealon Dog Park, staff capacity to maintain sports fields and the La Entrada school construction. Staff is prepared to provide more information on these issues as requested.

### Impact on City Resources

The approval of current Field User Groups for use of City operated sports fields is not expected to impact current revenue projections for the current fiscal year.

### **Environmental Review**

The annual approval of Field User Groups is not a project under CEQA.

### **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**

None

Report prepared by:

Todd Zeo, Recreation Supervisor



## MEMORANDUM

**Date:** 12/15/2015  
**To:** City Council  
**From:** Christopher Harris, Parks and Recreation Commission Vice-Chair  
**Re:** Quarterly Report to City Council on 2-Year Work Plan

### Update on current work plan for 2014-2016.

1. Research and evaluate the social services and recreation opportunities in the Belle Haven neighborhood in support of the Belle Haven Visioning and Neighborhood Action Plan resulting in diverse, high quality programs meeting the needs of neighborhood residents. Ongoing to January 1, 2016.
2. Research and evaluate opportunities to support and increase arts program offerings for the community resulting in residents having a greater exposure to the arts and improved partnerships with new and existing arts groups and venues. Ongoing to January 1, 2016.
  - Reviewed and provided feedback on programs at the Menlo-Atherton Performing Arts Center (PAC) and Menlo Park Grant for the Arts. The Commission weighed in on the continued challenges in scheduling the PAC for programs although staff has made the most of the current arrangement. Commission plans to review this and other joint use agreements as a follow-up to this presentation.
3. Study and evaluate City operated parks to ensure their short and long term vitality resulting in park structures and flora being properly maintained; parks being utilized by the community with greater frequency; and ensuring a proper balance of park usage and long term conservation. Ongoing to January 1, 2016.
  - Received presentation by San Mateo County Health System and supported the partnership with the Community Services Department to implement the Passport to Parks program which encourages community members to visit City parks while supporting health and wellness.
  - Bedwell-Bayfront Park Sub-Committee which includes Commission and Friends of Bedwell-Bayfront Park membership continue to advocate for increased enforcement of park rules and recommend that the City acquire the services of a Park Ranger. Other issues of concern include park maintenance and the increasing presence of drones in the park.
  - The Commission reviewed and approved staff recommendations for placement and installation of two benches at Bedwell-Bayfront Park.

- The Commission reviewed and considered staff recommendations for a ban of drones at Bedwell-Bayfront Park. The Commission took no action and held a study session at one of their future meetings. After they receive the additional information they have requested, the Commission is prepared to make a recommendation to the City Council which may involve restricted and regulated use of drones and RC Aircraft which will require enforcement.
- The Commission received background information on County's Flood Park and it continues to be the Commission's stance that the City should allow the County to complete its park master planning process while looking at ways to partner with the County on joint-use of the sports fields that will be renovated as part of the master plan.
- Reviewed and provided feedback to Environmental Programs Division on draft Integrated Pest Management System (use of pesticides in City Parks). Commissioners were particularly interested in the use of pesticides on public lawns but encouraged with the reduction and making the City parks more kid friendly.
- The Commission received a status report of Menlo Park playgrounds as part of an independent audit that was conducted which provided recommendations on playground best practice and ever changing safety standards. The Commission also received a tour of three playgrounds at Willow Oaks, Burgess and Nealon.
- The Commission reviewed and approved a plan and timeline for community engagement supporting 2015-16 Capital Improvement Projects for parks.

Other areas and issues addressed by the Commission:

- Reviewed and provided feedback on Community Services Operational Review Recommendations.
- Reviewed and provided feedback to Menlo Park Police Department on draft Homeless Outreach proposal.
- The Commission reviewed all joint-use agreements with the various school districts that serve Menlo Park with particular interest in Sequoia High School District with Menlo-Atherton High School, Performing Arts Center and current staffing structure of the theatre.
- Commissioners attended the San Mateo County Parks and Recreation Commissioner Training that was held in June 2015.
- Commissioners participated in a first-ever retreat and training which focused on Community Services Department strategic planning, Commission work plan development and developing a plan for greater resident and stakeholder engagement.
- The Commission reviewed and recommended to City Council the approval of a sponsorship policy for Community Services Department events and programs.





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 11/18/2015

**Staff Report Number:** 15-009-PRC

**Informational Item:** Community Services Director's update and announcements

### Recommendation

Staff recommends that the Commission receive the Community Services Director's update and announcements.

### Policy Issues

City policies are not affected.

### Background

#### I. Menlo Park Senior Center

The Menlo Park Senior Center hosted a series of festive and informative events in October to celebrate Halloween, and Day of the Dead. Whether through painted skulls or setting up an altar, the seniors participated in many events and had a chance to express themselves. This year's Day of the Dead altar was dedicated to the youth who have lost their lives through gun violence and mass shooting, both inside the United States and abroad. Central to the festivities was the Masquerade Ball, which was held on October 16, which drew in over 70 seniors to the Center for a day of fun, dancing, good food, and friendship.

#### II. Special Events

##### *Halloween Events*

The Halloween Spooky Carnival was held on October 29 and saw a record attendance of 300 people many of whom were there for the entire event. Activities included carnival games, candy corn guess, mummy wrap relay, face painting, craft corner, hair coloring and a costume contest. This is one of the more popular events for families in Belle Haven. Also, on Saturday, October 31, the department hosted its annual Halloween Hoopla in downtown on Santa Cruz Avenue. Approximately 2,500 participants were led by the bands from La Entrada and Hillview middle schools in the parade down Santa Cruz Avenue to Fremont Park. At the park, children and their families were entertained by a variety of crafts, local magician, Marshall Magoon and carnival games with a variety of prizes. In addition, all children were invited to trick-or-treat at downtown Menlo Park merchants.

##### *Upcoming Events*

##### *Holiday Tree Lighting*

The City of Menlo Park and the Menlo Park Chamber of Commerce will host the annual Menlo Park Holiday Tree Lighting. The festivities include holiday treats, a family movie, and spectacular tree lighting. Plus, if you have been good boys and girls this year, Santa just might make a special appearance! Don't miss this festive night to help us kick-off the holiday season on December 4 from 5:30-7:00 p.m. at Fremont Park. This event is open to everyone and free to attend, our gift to you!

#### *Breakfast with Santa*

The City of Menlo Park Community Services Department will be hosting the annual Breakfast with Santa on December 5 from 7:30-11:30 a.m. at the Arrillaga Family Recreation Center. Activities will include pancake breakfast, letter writing to Santa, holiday crafts, balloon artist, and visiting and picture taking with Santa. Enjoy a fun time with friends & family!

### **III. Rachel Bentley Watercolor Paintings Return to City Hall**

The historic Menlo Park watercolors of artist Rachel Bentley have returned to City Hall. Arranged in the staircase between first and second floors are 10 watercolors with historic scenes from the earliest days of Menlo Park. Some of the notable scenes are the Latham-Hopkins Mansion, M.J. Doyle & Company Store and the Menlo Park Gates which were named after Menlough Castle in County Galway, Ireland. The watercolors were a gift to the City of Menlo Park by Susan Gale, the city's first historian. Each of the watercolors has been cleaned and restored and reframed. Another collection of the restored watercolors is available for viewing at the Menlo Park Library.

### **IV. Belle Haven Pool Lighting**

The City has acquired the pool lighting design services of O'Mahony & Myer for the design of pool deck lighting. Proposed designs are expected in November with a request for proposals for construction to occur soon after the New Year. The pool lighting design is one of the City's CIP projects for the current fiscal year. Once the budget is approved by City Council, a RFP will be issued for the construction phase of the project. New outdoor deck lighting has become an important project since the Belle Haven Pool began operating year round.

### **V. Community Meetings for Jack Lyle, Nealon and Willow Oak Park CIP projects**

The Community Services, Public Works and Parks and Recreation Commission hosted community input meetings for approved CIP projects at Jack Lyle, Nealon and Willow Oak Parks. The first of the meetings was held on November 10 which focused on the proposed restroom installation at Jack Lyle Park and the proposed relocation and design of the Nealon Park Dog Park. The meetings provided residents the opportunity to provide feedback on location, amenities, surfaces and timeline. On November 17 a meeting will be held concerning the Willow Oaks Dog Park redesign.

### **Analysis**

Analysis is not required.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

Environmental review is not required.

### **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**

None

Report prepared by:

Derek Schweigart, Community Services Manager