

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 9/28/2016  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

### **A. Call To Order**

### **B. Roll Call**

### **C. Public Comment**

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. 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.

### **D. Presentations and Proclamations**

- D1. Presentation to Facebook for Title Sponsorship of Community Services events and programs

### **E. Regular Business**

- E1. Accept Commission minutes for meeting of July 27, 2016 and September 7, 2016 ([Attachment](#))
- E2. Discuss and debrief commissioner parks tour from July
- E3. Review and discuss commissioner work plan calendar for 2016-17 ([Staff Report# 16-143-CC](#)) ([Calendar](#))

### **F. Reports and Announcements**

- F1. Parks and Recreation Commissioner reports (Laura Lane)
- F2. Community Services Director's update and announcements ([Staff Report# 16-018-PRC](#))

### **G. Informational Items**

- G1. Review and consider Community Services Department Food Allergy policy ([Staff Report# 16-019-PRC](#))
- G2. Update on City's acceptance of a grant for fiscal year 2016-17 of up to \$270,000 from Silicon Valley Community Foundation to implement The Big Lift at the Belle Haven Child Development Center ([Staff Report# 16-020-PRC](#))

## **H. 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



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 7/27/2016  
**Time:** 5:00 p.m.  
**Arrillaga Family Recreation Center**  
**700 Alma St., Menlo Park, CA 94025**

### **A. Call To Order**

Vice Chair Stanwood called the meeting to order at 5:05 p.m.

### **B. Roll Call**

Present: Commissioner Baskin, Commissioner Lane, Commissioner Palefsky and Vice Chair Stanwood

Absent: Chair Harris, Commissioner Cebrian and Commissioner Johnson

Staff: Derek Schweigart, Community Services Manager

### **C. Public Comment**

There was no Public Comment

### **D. Regular Business**

- D1. Accept Commission minutes for meeting of June 22, 2016 ([attachment](#))

**ACTION:** Motion and Second (Palefsky/Lane) to accept the Parks and Recreation Commission meeting minutes of June 22, 2016; passes 4-0.

- D2. Parks and Recreation Facilities Tour

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 recreation programs on the Burgess Park campus followed by tours of Nealon and Sharon Parks. The public is welcome to join the Commission 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 the meeting prior to the tour. Times are approximate.

1. Burgess Park campus recreation programs tour, 700 Alma St. – 5:15 p.m.
2. Nealon Park, 800 Middle Ave. – 6:00 p.m.
3. Sharon Park, 1100 Monte Rosa Dr. – 6:45 p.m.

## **E. Reports and Announcements**

- E1. City Council Proclamation recognizing July as Parks and Recreation Month ([attachment](#))

Derek Schweigart shared the proclamation with the Commission and mentioned that it was well received at the City Council meeting.

- E2. Community Services Director's update and announcements ([attachments](#))

Derek Schweigart gave the Commission the Community Services Director's update and announcements.

- E3. Commissioner Reports

Commission Palefsky provided a report on the Pace Art Exhibit; she mentioned the exhibit has been extended to December 2016. She also mentioned the ribbon cutting ceremony for the Belle Haven Youth Center playground and how impressed she is with the uniforms worn by Community Services Staff.

Commissioner Lane provided a report on the public art near the 7-Eleven and LL Barbeque restaurant; an iron bench has been displayed as part of the City's efforts to bring public art to the community.

## **F. Adjournment**

Vice Chair Stanwood adjourned the meeting at 5:20 p.m. prior to the scheduled tour.

Minutes prepared by Linda Munguia, Secretary.

# Parks & Recreation Commission



## SPECIAL MEETING MINUTES **DRAFT**

**Date:** 9/7/2016  
**Time:** 5:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

### **A. Call To Order**

Chair Harris called the meeting to order at 5:30 p.m.

### **B. Roll Call**

Present: Chair Harris, Commissioner Baskin, Commissioner Johnson, Commissioner Lane, Commissioner Palefsky and Vice Chair Stanwood

Absent: Commissioner Cebrian

Staff: Cherise Brandell, Community Services Director, Derek Schweigart, Community Services Manager

### **C. Public Comment**

There was no public comment.

### **D. Regular Business**

#### **D1. Review and discuss Commission 2-Year Work plan Goals and define next steps ([attachment](#))**

##### **Work Plan Goal #1**

Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.

##### **Work Plan Goal #2**

Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City park and community services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs

##### **Work Plan Goal #3**

Research and evaluate improved offerings, new venues, and strengthened City partners and

sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.

D2. Review and discuss Commission meeting calendar for FY 2016-17

Cherise Brandell, Derek Schweigart and the Commission reviewed the Commission meeting calendar for FY 2016-17. Following discussion, no action was taken.

D3. Review and discuss stakeholder engagement opportunities for FY 2016-17

Cherise Brandell, Derek Schweigart and the Commission discussed stakeholder engagement opportunities for FY 2016-17. Following discussion, no action was taken.

**E. Adjournment**

Chair Harris adjourned the meeting at 8:00p.m.

**City of Menlo Park  
Parks and Recreation Commission  
Annual Meeting Calendar September 2016 – August 2017**

Month/Date	Regular Business	Work Plan Item	Program Presentation	Commissioner Report	Meeting Location	Notes
9/28/16	Nut Policy Big Lift Grant Update	Parks Tour Debrief Commission Calendar	Facebook Title Sponsorship	Laura Lane	ARC	
10/26/16	Aquatics Contract Update Playground Audit Proposed CIP Projects	Jack Lyle and Willow Oaks Restroom Projects BBP RFP Draft	Anti-Bully Campaign		ARC	
11/16/16*	Approve Field User Groups	Special Events for Adults Grant for the Arts Expansion	Special Events / PAC Presentation	Christopher Harris	ARC	
12/21/16*	Belle Haven Pool Analysis Feedback	Parks and Rec Facilities Master Plan Draft	Sponsorship Package		ARC	
1/25/17	Community Funding Process		Senior Center Meal Program		ARC	
2/22/17	Aquatics Contractor Annual Report  MFS Proposal	Chamber partnership on Arts event			ARC	
3/22/17	CIP Input				ARC	
4/26/17		Hold for master plan meetings			ARC	
5/24/17		Hold for master plan meetings			ARC	
6/28/17	CSD Budget Overview – High Level  Prep for Parks Tour		Trends in Parks and Recreation NRPA report		Council Chambers	

**LAST UPDATED – 09-19-16**

7/26/17	Parks Tour	Parks Tour	Parks Tour	Parks Tour	Location TBA	Parks Tour TBA
August	NO MEETING	NO MEETING	NO MEETING	NO MEETING	NO MEETING	NO MEETING

\* Meeting on 3<sup>rd</sup> Wednesday of the month due to holiday schedule



## STAFF REPORT

### City Council

**Meeting Date:**

**8/23/2016**

**Staff Report Number:**

**16-143-CC**

**Consent Calendar:**

**Approve the Parks and Recreation Commission 2-Year Work Plan Goals**

### Recommendation

Staff recommends that the City Council approve the Parks and Recreation Commission 2-Year Work Plan goals for the period including May 2016 to May 2018.

### Policy Issues

The proposed work plan goals are consistent with Menlo Park Council Policy CC-01-0004 that defines the purpose for the commission which includes advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e., those programs and facilities established primarily for the participation of and/or use by residents of the City.

### Background

Commissions are responsible for establishing a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects. Once finalized by the advisory body, it is formally presented to Council for direction and approval and then reported out on by the advisory body during the year and at the completion of the work plan. Advisory body's biennial plans will serve as a useful tool for both the advisory body and the Council to ensure that the work plan reflects the vision, mission, or priorities of the Council.

The Parks and Recreation Commission is charged with advising the City Council on matters related to City programs and facilities dedicated to recreation, i.e. those programs and facilities established primarily for the participation of and/or use by residents of the City. This general charge includes advising on:

- Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities, and equipment.
- Adequacy, operation, and staffing of recreation programs.
- Modification of existing programs and facilities to meet developing community needs.
- Long range planning and regional coordination concerning park and recreational facilities.

The Parks and Recreation Commission's Mission Statement: The City of Menlo Park Parks and Recreation Commission will strive for excellence in teamwork to: preserve and protect open space and parklands; be responsive to community needs for leisure, cultural, and social programs; affirm the diversity in the community; maintain its availability, visibility, and accessibility to the community and the media; promote safety in all facilities and programs; be financially responsible; and maintain a liaison between the community and city government.

## **Analysis**

The City Council approved the current Commission work plan on February 25, 2014. Over the last two years the Commission worked steadily to address those goals and a summary of their achievements are included in the 2-Year Work Plan update as (Attachment A). The Commission began to develop new work plan goals in March 2016 and approved them at their meeting on May 25, 2016. The following are the proposed goals for Council approval:

1. Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.
2. Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City park and community services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.
3. Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.

## **Impact on City Resources**

There is no impact on City resources associated with this action.

## **Environmental Review**

The proposed action does not require an environmental review.

## **Public Notice**

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

## **Attachments**

A. 2-Year Work Plan update and proposed goals for May 2016 to May 2018

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director



**MEMORANDUM**

**Date:** 8/23/2016  
**To:** Menlo Park City Council  
**From:** Christopher Harris, Parks and Recreation Commission Chair  
**Re:** 2-Year Work Plan Update and Proposed Goals for May 2016 to May 2018

**Current work plan goals and achievements 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.
  - Received update on the Belle Haven Neighborhood Action Plan and provided feedback to staff on future next steps.
  - Provided feedback to the Belle Haven Community Development Fund on the Belle Haven Mini-Grant Program. Commissioners were impressed with the program and look forward to the completion of more projects and seeing further improvements. The Commission supports the Mini-Grant Program for its high community benefit in building community and increasing pride in the neighborhood. The Commission would like to see the program continue next year and in future years.
  - The Commission received presentation by Brenda Villa from Menlo Swim and Sport and provided feedback on the programming out at Belle Haven Pool. The Commission was supportive of the expanded hours and year round programming and would like to see outdoor lighting at the pool to help with the pool operation.
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.
  - The Commission formed an arts subcommittee to address the topic of promoting the arts in Menlo Park.
  - Preliminary work is proceeding for a downtown outdoor or indoor exhibition of works of local artists. The Burning Man organization has been contacted and the concept of an exhibition in Menlo Park has been explored with local Burning Man artists. As a result of a short discussion with a representative of the Atherton Arts Foundation, we will explore the possibility of cooperating with Atherton in a joint exhibit in Menlo Park.
  - The Commission's Arts Sub-Committee met and identified two sources for public art in Menlo Park, the first was the Great Spirit Path restoration project in Bedwell-Bayfront Park, and second was identifying two areas in downtown as potential locations where local artists could display their work.

- The Commission also reviewed and approved the proposed Fremont Park tree repurposing and art project that was the result of creative problem-solving by the Public Works Department employees.
  - 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.
  - Received a presentation from Jean at Kepler's Arts and Lectures who received a grant from the City's Grant for the Arts Program. They discussed the continued challenges with scheduling the PAC with the school which has made scheduling events difficult.
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.
- Reviewed and provided feedback on proposed next steps for community engagement activities supporting the 2015-16 Capital Improvement Projects for parks.
  - Addressed the topic of drones and other UAS at Bedwell-Bayfront Park at four separate meetings including a study session. Reviewed and considered options for regulating drone and RC aircraft use at Bedwell-Bayfront Park before making recommendation to the City Council. The Commission was split evening on the best course of action to take which included banning drones and RC aircraft from the park or allow the usage with significant regulation. The Commission was unanimous in the need to have a decision made on the issue given the increase drone usage and significant public feedback on the issue.
  - The Commission reviewed and considered a proposal from the Menlo Park Historical Association for the installation of storyboards at Fremont Park. The Commission accepted the proposal and recommended that City staff work with the Association on the installation of two storyboards which would cost approximately \$2,000 each. The Association would be required to work with the City's Public Works Department and coordinate the proposed project.
  - The Commission received a presentation from the Friends of Bedwell-Bayfront Park and heard public comment on a number of issues which include on-going park maintenance, security and code enforcement issues related to off-leash dogs, radio-controlled planes, parking enforcement etc. and long-term park usage.
  - Bedwell-Bayfront Park Sub-Committee was formed and composed of members of the Commission and Friends of Bedwell-Bayfront Park.
  - The Bedwell-Bayfront Park Sub-committee also met with City staff to discuss current park maintenance contracts which are set to expire, a proposal for a park master plan and the long-term sustainability of the park. The Commission supports moving forward with a park master plan and

plans to submit a proposal to the City Council to address these concerns at a later date.

- The Commission received a presentation from the San Mateo County Parks and Rec Department on the status of the County's Flood Park. The County expressed interest in a partnership with the City in helping manage the park and shaping its future. The County is doing a master plan for the park and would like the Commission and the City to help in informing residents to get their input into the process. The Commission supports potential joint-use of the park in order to increase the park's use and maximize the benefit to residents in Menlo Park.
- Supported the partnership between the San Mateo County Health System and the Community Services Department in the implementation of a Passport to Parks program that encourages residents to visit the 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 recommendations for placement and installation of two benches at Bedwell-Bayfront Park.
- Reviewed and provided feedback to the Environmental Programs Division on the draft Integrated Pest Management System (use of pesticides in City Parks).
- The Commission received a status update of the Menlo Park playgrounds as part of an independent audit that was conducted which provided recommendations on playground best practices and changing safety standards. The Commission also toured three playgrounds including those at Willow Oaks, Burgess and Nealon Parks.
- Commission toured three parks including Nealon, Jack Lyle and Willow Oaks and discussed usage, amenities and maintenance. Information gained from the tour was included in the annual CIP process.
- Prioritization of the restroom projects at Jack Lyle and Willow Oaks Park. On their parks tour in July 2014, the Commission indicated that both of these parks need public restroom facilities given the high usage by residents and field user groups that serve youth sports programs.
- The field condition and irrigation issues at Nealon Park Softball Field are a major concern for the Commission. Commission is supportive of relocating the existing dog park at Nealon Park to another location in the park if possible and timing the relocation along with the Sod Replacement project that is being proposed for Nealon in FY 2015-16. A new Dog Park with expanded hours and amenities is highly desirable while helping to preserve a highly used softball field by youth and adult field user groups.
- Received presentation and provided feedback to Public Works Department regarding the Fremont Park Pine Tree Removal and Replacement/Reuse project.
- Commission addressed the City's Facility Naming Policy and provided input with regard to monuments and memorials in parks.

Other areas and issues addressed by the Commission:

1. Commissioners attended the San Mateo County Parks and Recreation Commissioner Training that was held in June 2015.
2. Commissioners participated in a first-ever training retreat which focused on Community Services Department strategic planning, Commission work plan development and greater resident and stakeholder engagement strategies.
3. Reviewed and provided feedback on the Community Services Operational Review recommendations.
4. The Commission reviewed and recommended to the City Council the approval of a sponsorship policy for Community Services Department events and programs.
5. Supported the Community Services Department's Anti-Bullying Campaign and Unity Day during the month of October in collaboration with the Mayor's work on the Bully Project.
6. Commissioners began conducting park, program and recreation facility site visits in order to learn more about the programs and services the City provides and provide feedback to Community Services and Parks Division staff. The increased community engagement is one of the outcomes of the Commissioner retreat.
7. Reviewed and approved Sports Field User Groups FY's 2014-15 and 2015-16.
8. Reviewed and provided feedback on a pilot proposal to suspend non-subsidized rates for the Belle Haven After School Program and Camp Menlo Program in order to increase participation and improve cost-recovery.
9. The Commission received a presentation regarding recreational programming for disabled adults from Noria Zasslow, a former Parks and Recreation Commissioner who suggested recreational resources and opportunities for disabled adults or those with special needs is limited in Menlo Park. The Commission plans to work with City staff to determine the level of demand and significance of this issue, best practices in other Cities and determining the need for an Inclusion Policy for adults.
10. The Commission received the Aquatics Contractor Annual Report and a presentation by Menlo Swim and Sport at their February meeting. During the meeting the Commission reflected and discussed the performance of the pool contractor and the possibility of recommending a renewal of the lease agreement to City Council in lieu of an extensive RFP process. At their March meeting, the Commission received public comment and after further consideration approved a recommendation to develop a term sheet for a potential renewal of the pool lease agreement with Menlo Swim and Sport.
11. The Commission addressed the issue concerning non-resident fee policy and resident priority registration.

The Commission began to develop new work plan goals in March 2016 and approved them at their meeting on May 25, 2016. In developing their new 2-Year Work Plan, the Commission considered changes in the community over the past two years and those that may occur in the coming years as reflected in the General Plan Update process. In addition, the City will be embarking on two significant planning projects that include both the Bedwell-Bayfront Park Master Plan and the overall Parks and Recreation Facilities Master Plan which has not been updated since 1999.

Parks and Recreation Commission Work Plan Goals - Proposed for May 2016 to May 2018

1. Research and evaluate the social services and recreation opportunities in the City of Menlo Park, particularly in the Belle Haven Neighborhood resulting in high quality programs and services meeting the diverse and changing needs of residents throughout the City.
2. Study and evaluate, through such means as the Master Plan process, operational planning goals, utilization options, and guidelines for City park and community services facilities resulting in facilities and equipment being properly maintained, upgraded and/or expanded to meet community needs.
3. Research and evaluate improved offerings, new venues, and strengthened City partners and sponsorships that results in high quality educational, recreational, artistic, and cultural programs in the City of Menlo Park.

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## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 9/28/2016

**Staff Report Number:** 16-018-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. Senior Center Walk-A-Thon

Over 80 seniors and their family members took over Kelly Park on Tuesday, Aug. 23, for the sixth annual Menlo Park Senior Center Walkathon. This annual fundraiser, in collaboration with Stanford Hospital's Strong for Life and Foothill College's Adaptive Learning Program, promotes wellness and healthy habits for seniors. The last minute donation of event t-shirts with the printed quote of "Stronger than Yesterday" reinforced this goal. The event ended with a simple lunch and fun raffles before the program participants signed off. The \$820 in funds raised marks the most successful year for the event and will help offset the cost of the Senior Center's nutrition program.

#### II. Paseo to remain open longer

The Paseo at Curtis Street and Santa Cruz Avenue has become a popular fixture in Menlo Park's downtown with pedestrians, cyclists and patrons of downtown merchants stopping to hang out with friends, enjoy a cup of coffee or simply tickle the ivories of the public piano. The pop-up park has also hosted the annual Menlo Movie Series events which wrapped up Sept. 9 with a capacity crowd attending the free showing of "Inside Out." The Police Department also kicked off their annual Friday Night Lights series at the Paseo and will hold other events throughout the fall. The Paseo will now remain in place through the end of September as the City plans construction of the Santa Cruz Avenue Street Cafés, which is set to begin at the end of the month.

#### III. Onetta Harris Community Center

On Thursday, Sept. 22, 2016, from 6–8 p.m., the Onetta Harris Community Center was the venue for a community open house. This annual event showcases the many programs and services available to residents and also introduces a variety of agencies providing additional services in the Belle Haven community. Twenty agencies participated this year, including Project Read, Jobtrain, EHP (Ecumenical

Hunger Program), CSR Reality, Menlo Spark, Menlo Swim and more. In addition to all of the great information, there were games, food, entertainment and lots of fun for neighbors to enjoy.

#### **IV. Activity Guide**

Twenty four thousand (24,000) 2016 Fall Activity Guides were mailed to residents in Menlo Park and surrounding communities and was made available online starting on Aug. 8. Registration opened for Menlo Park residents the following Monday, Aug. 15. Unincorporated Menlo Park residents could sign up starting Thursday, Aug. 18 and nonresident registration began Monday, Aug. 22. The fall guide features some of the spookiest fall events and classes. This edition of the guide features several new exciting classes including boxing fitness (that filled early and has a waiting list!) and a gingerbread house workshop. Registrations generated almost \$75,000 total during the first two weeks.

#### **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



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 9/28/2016

**Staff Report Number:** 16-019-PRC

**Informational Item:** Community Service Department Allergy Policy and Allergy Action Plan

### Recommendation

Staff is providing the Park and Recreation Committee with the new Community Service Department Allergy Policy and Allergy Action Plan. This does not require any action from the Park and Recreation Commission.

### Policy Issues

The recommendation does not represent any change to existing City policy.

### Background

About a year ago the Park and Recreation Commission inquired about our policy on nuts and other food items that participants may be allergic to. All childcare facilities practices in place designed to best handle allergies but not an official Community Services Department allergy policy. Staff agreed to do research to create a policy for the department.

### Analysis

The allergy policy was assigned to the Department's Risk Management Committee. Staff researched practices in current use at local schools, other area recreation programs and national best practices from the California Parks and Recreation Society (CPRS) and National Recreation and Parks Association (NRPA) to create the attached policy. Most policies divided responsibility for allergic reaction prevention into several categories, including: family, facility and participant responsibility. Other policies also included an action plan for staff to follow if any participant had an allergic reaction while participating in programming. CSD staff felt it was best to create both an allergy policy and an allergy action plan for the department. The City Attorney reviewed both draft versions of these forms and staff made corrections based on his suggestions. Both final versions of the Community Service Allergy Policy and Allergy Action Plan are attached. All Community Service programs are now using this policy and the plan although, to date, no incidents of allergic reactions have occurred.

### Impact on City Resources

Development and implementation of this policy and plan are not anticipated to require additional 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**

- A. Allergy Policy
- B. Allergy Action Plan

Report prepared by:  
Natalie Bonham  
Recreation Supervisor

**The City of Menlo Park Community Services Department has developed the following Food Allergy policy:**

The City of Menlo Park Community Services Department understands the seriousness of managing food allergies and will work with families to minimize risks in our programs. The following responsibilities are listed below and must be followed to minimize any risks to participants with food allergies.

**Family's Responsibility:**

- Will notify the Community Services Department of any participant allergies.
- Will work with the Community Service Department to develop a plan that accommodates the participant's needs.
- Will provide written medical documentation, instructions, and medications as directed by a physician, if needed.
- Will provide emergency contact information

**Community Services Responsibility:**

- Will review all health records submitted by parents and physicians.
- Will identify any children with food allergies and be aware of their specific needs based on emergency information provided by parent and/or doctor.
- Will complete a Food Allergy Plan of Action with parents and review plan of action to be aware of specific steps to follow.
- Will provide training to staff in the recognition of moderate to severe allergic reactions as well as training in the use of epi pens.
- Will endeavor to provide a separate designated area for participants with moderate to severe food allergies to eat on an as needed basis.
- Will endeavor to prevent participants in sharing food with other participants.
- Childcare programs that provide meals will not serve or provide any foods that contain nuts and will endeavor to make reasonable accommodations or substitutions to meals to address moderate to severe food allergies on an as needed basis.

**Participant Responsibility:**

- Will not trade or share food with any other participant.
- Will notify a staff member immediately if they eat something they believe may contain the food to which they are allergic.

# COMMUNITY SERVICES DEPARTMENT

## Food Allergy Action Plan Form



Participant's Name \_\_\_\_\_ DOB \_\_\_\_\_

Program registered for: \_\_\_\_\_

### Parent and Alternate Emergency Contact Information:

Name	Work phone	Home phone	Cell phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### The following to be completed by treating physician:

#### Confirmed Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Allergic Reaction:    Mild    Moderate    Severe

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Action to be taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Medication prescribed to treat allergic reaction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dosage/Directions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Plan prepared by:

Doctor \_\_\_\_\_ Doctor's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Administration Use Only

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Medication Authorization Form   | <input type="checkbox"/> Prescribed medication supplied    | <input type="checkbox"/> Medication expires _____                 |
| <input type="checkbox"/> Medication stored at front desk | <input type="checkbox"/> Medication stored in refrigerator | <input type="checkbox"/> Medication stored in coordinators office |



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 9/28/2016

**Staff Report Number:** 16-020-PRC

**Informational Item:** Update on City's acceptance of a grant for fiscal year 2016-17 of up to \$270,000 from Silicon Valley Community Foundation to implement The Big Lift at the Belle Haven Child Development Center

### Recommendation

On June 21, 2016 the City Council authorized the City Manager to execute a contract with Silicon Valley Community Foundation for reimbursement to the City of up to \$270,000 for enhancing full day child care services at the Belle Haven Child Development Center (BHCDC) and to allocate matching funds of \$13,500 from the General Fund for fiscal year 2016-17.

### Policy Issues

The recommendation did not represent any change to existing City policy as the BHCDC already receives substantial grant funding.

### Background

The City of Menlo Park has operated the BHCDC for over 30 years. The Belle Haven Child Development Center is licensed by the State Department of Social Services to provide quality child development services to families in Menlo Park and surrounding cities. The program receives funding from the State Department of Education, USDA Child and Adult Care Food Program, user fees, and a major contribution by the City of Menlo Park. The program seeks to build children's self-esteem by offering developmentally appropriate materials and activities supporting social, emotional, physical and cognitive abilities. Children are provided breakfast, lunch and snacks daily. The teacher to child ratio is 1:8 and a highly trained and committed staff teaches approximately 96 children, 3-5 years of age.

Currently, program enrollees are subsidized under the California Department of Education Child Development Division (CDD) State Preschool Program. State funding restrictions require all parents of children enrolled in the CDC's subsidized slots to be working, in school, in training, seeking permanent housing, actively seeking employment, or incapacitated. All families of children enrolled at BHCDC must meet strict income eligibility requirements. Similar State family eligibility requirements apply to The Big Lift grant. Over 60 families still remain on the BHCDC's waiting list.

The Big Lift RFP invited proposals from the seven San Mateo County communities where 2013-14 third grade reading proficiency scores were close to or below the county average that had not previously received funding from The Big Lift. Eligible communities, as defined by school district boundaries, included Bayshore, Brisbane, Pacifica, Ravenswood, Redwood City, San Bruno Park, and San Mateo-Foster City. Last year, during the first year of Big Lift funding availability, BHCDC partnered with Ravenswood School

District to apply for The Big Lift grant, but as Ravenswood was not awarded funding, BHCDC also did not receive funding.

## **Analysis**

The Big Lift utilizes a collective impact approach where Ravenswood School District will partner with nonprofit preschool programs such as the CDC and Head Start and community based agencies to work toward the long-term goal of improving third grade reading success. This collaborative is led by Silicon Valley Community Foundation, the San Mateo Department of Education and the County of San Mateo. There are five conditions that, together, lead to meaningful results from collective impact and that are integral to The Big Lift's approach: a shared vision for changes or common agenda, shared measurement, mutually reinforcing activities, continuous communications and backbone support. To achieve this ambitious goal, The Big Lift has committed to advancing the national Campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or the four strategic "pillars" which include:

- High-Quality Preschool
- Family Engagement
- Inspiring Summers
- Attendance Matters

The City's proposal for The Big Lift grant includes a required scope of work plan for enhanced services to the 96 existing children (the BHCDC has no capacity to serve more) where several goals are identified to support the four pillars. For example, the grant provides funding for additional resources for BHCDC, such as classroom supplies, small equipment, staff laptops, a contracted office assistant consultant to help meet data reporting requirements, trainings for parents and staff as well contracting with a family engagement consultant to support these families.

The proposal also includes hiring a full-time Teacher Aide to enhance quality in the classroom through providing a consistent permanent staff person to replace temporary aides. This position will be treated similarly to the position in the Police Department that is currently funded by Facebook. When the term of The Big Lift grants is complete in August 2019, the Community Services Department, through attrition, will manage the loss. The cost of this position is included in the proposal without any direct cost to the City.

Under the terms of the contract, the City agrees to expend contract funds on reimbursable costs necessary to provide enhanced full day child care services for eligible children. The City is also required to meet all reporting requirements and other standard contract provisions. The contract specifies a Minimum Days of Operation (MDO) requirement of 246 days during the fiscal year.

## **Impact on City Resources**

The City will receive up to \$270,000 in fiscal year 2016-17 to support the Belle Haven Child Development Center through the contract proposed for execution. Under this contract the City is required to match 5% of the reimbursable funding or roughly \$13,500 this fiscal year. The City anticipates receiving additional revenues of \$798,890 from the State contract as well as from parent fees, small grants, food reimbursements and other small revenue sources for operation of the CDC. The City's budgeted direct cost to operate the Belle Haven Child Development Center is \$1,265,051 for the 2016-17 fiscal year. With the State contract of \$798,890 and the contract from the Silicon Valley Community Foundation for \$256,500 the BHCDC program will receive over a million dollars in reimbursable grant funding which will reduce the net

cost contributed by the City. The budgeted net cost to the City for the BHCDC program for the coming fiscal year is estimated to be \$209,661.

### **Environmental Review**

Approval of the contract is not deemed a project under the California Environmental Quality Act.

### **Public Notice**

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

### **Attachments**

A. None

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