

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 10/26/2016  
**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 of Commissioner Service Award to James Cebrian

D2. Presentation of San Mateo County Park Shuttle Program and Flood Park update ([attachment](#))

D3. Presentation on Unity Day and Anti-Bully Campaign ([attachment](#))

### **E. Regular Business**

E1. Accept Commission minutes for meeting of September 28, 2016 ([attachment](#))

E2. Receive and provide feedback on the draft Bedwell-Bayfront Park Master Plan scope of work and approve overall approach for project ([attachment](#))

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

F1. Community Services Director's update and announcements ([attachment](#))

### **G. Informational Items**

G1. Update on Menlo Park Playgrounds Audit and proposed CIP projects ([attachment](#))

### **H. Adjournment**

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can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 10/20/16)

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.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

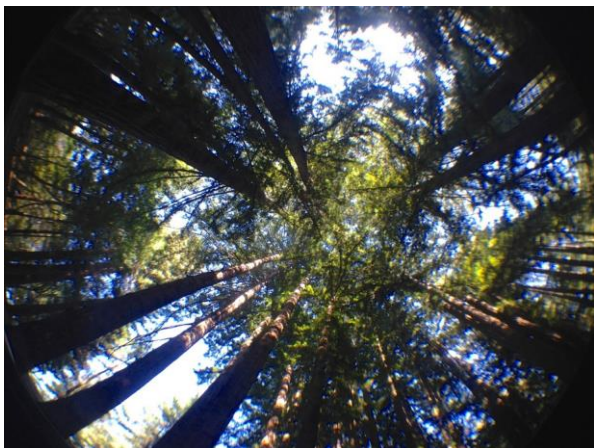
# FREE!

## Saturdays & Sundays

Continuous loops start @9am

Stops in East Palo Alto, Menlo Park  
(Belle Haven), & Redwood City

To Wunderlich County Park &



Edgewood Park & Natural Preserve



For more information, visit  
[SMCoParks.org/ParkShuttle](http://SMCoParks.org/ParkShuttle)  
or call 650.599.7200

The Park Shuttle is sponsored by:



### San Mateo County Parks

Reservations 650-363-4021

General information 650-363-4020

[www.SMCoParks.org](http://www.SMCoParks.org)

The San Mateo County Parks Department manages parks, trails, and historic sites to preserve public lands and provide opportunities for education and recreation. The system's properties include parks, preserves, trails, and historic sites located throughout the County and encompassing more than 17,000 acres.



Wild places & friendly spaces

## SAN MATEO COUNTY PARK SHUTTLE

# Edgewood Line Wunderlich Line

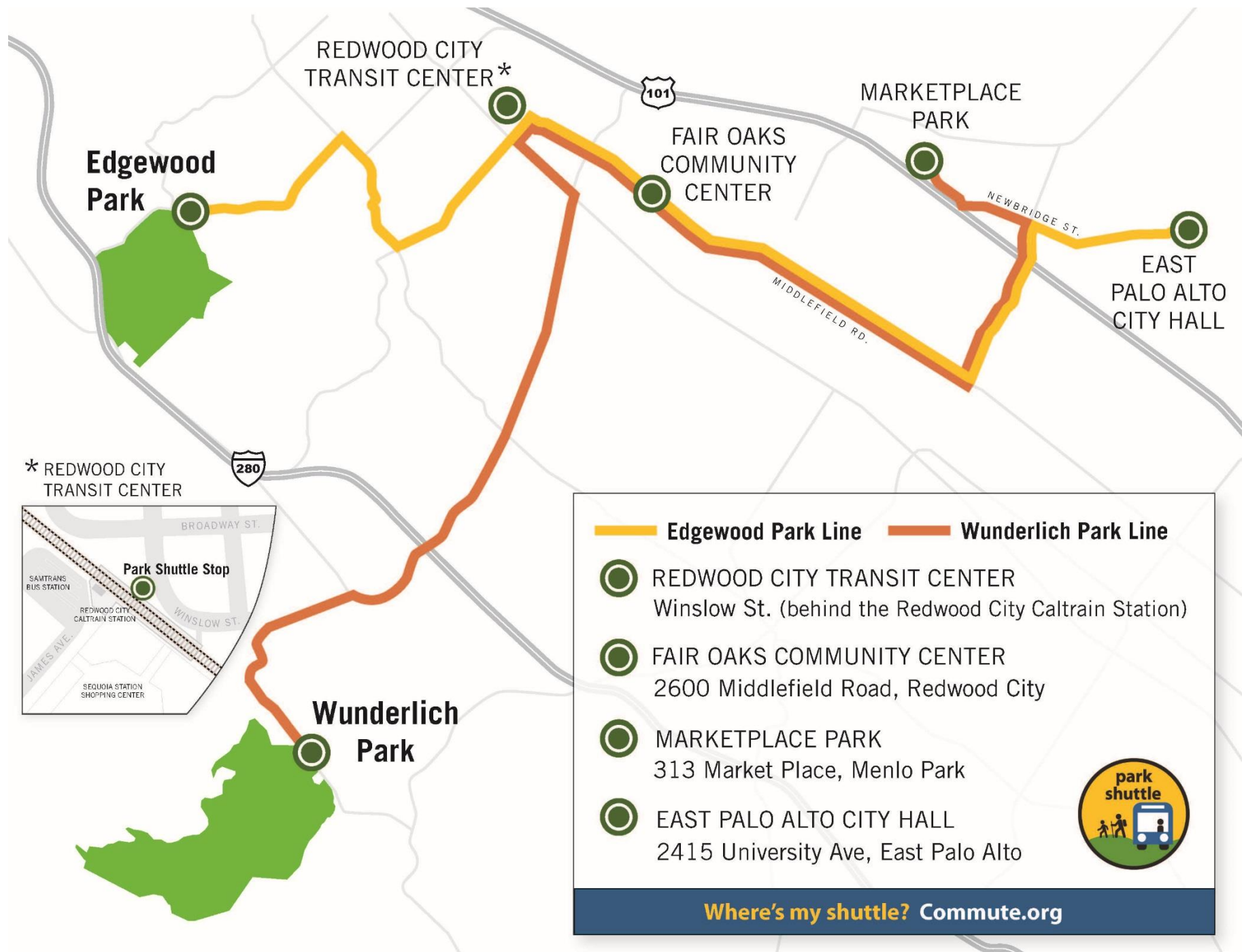


## Route Map

September 2016

Saturday and Sunday







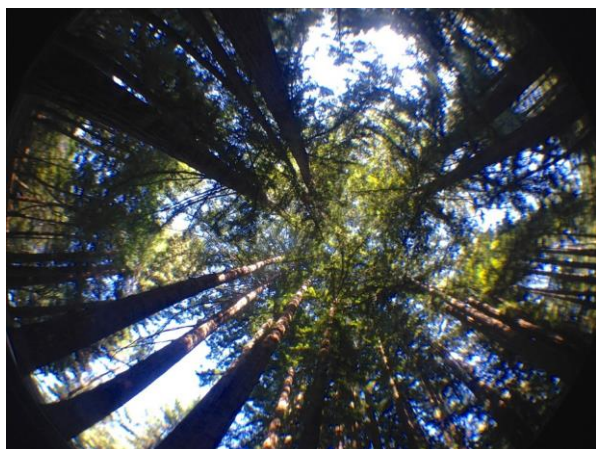
# ¡GRATIS!

## Sábados y Domingos

El bus corre en ciclos continuos  
empezando a las 9am

Desde East Palo Alto,  
Menlo Park, y Redwood City

a Wunderlich County Park



y Edgewood



Información sobre el bus:  
[SMCoParks.org/ParkShuttle](http://SMCoParks.org/ParkShuttle)  
650.599.7200

Patrocinado por:



### San Mateo County Parks

Reservaciones 650-363-4021

Información general 650-363-4020

[www.SMCoParks.org](http://www.SMCoParks.org)

El departamento maneja parques, senderos y lugares históricos para preservar tierras públicas y ofrecer oportunidades de educación y recreación. Propiedades del sistema se encuentran en todo el condado y abarca más de 17,000 hectáreas.



Wild places & friendly spaces

SAN MATEO COUNTY  
PARK SHUTTLE

## Edgewood Line Wunderlich Line



## Mapa de la ruta

Septiembre de 2016

### Sábados y Domingos







## San Mateo County Park Shuttle Schedule

Shuttle times are approximate. You can track the  
shuttle at:  
**[sanmateo.thebus.mobi](http://sanmateo.thebus.mobi)**

### Edgewood Park Line Outbound

### Edgewood Park Line Inbound

	East Palo Alto City Hall	Fair Oaks Community Center	Redwood City Transit Center	Edgewood County Park	Edgewood County Park	Redwood City Transit Center	Fair Oaks Community Center	East Palo Alto City Hall
1	9:00 AM	9:15 AM	9:25 AM	9:38 AM	9:40 AM	9:50 AM	10:00 AM	10:15 AM
2	10:15 AM	10:30 AM	10:40 AM	10:53 AM	10:55 AM	11:05 AM	11:15 AM	11:30 PM
3	11:30 PM	11:45 PM	11:55 AM	12:08 PM	12:10 PM	12:20 PM	12:30 PM	12:45 PM
4	1:45 PM	2:00 PM	2:10 PM	2:23 PM	2:25 PM	2:35 PM	2:45 PM	3:00 PM
5	3:00 PM	3:15 PM	3:25 PM	3:38 PM	3:40 PM	3:50 PM	4:00 PM	4:15 PM
6	4:15 PM	4:25 PM	4:35 PM	4:48 PM	4:50 PM Final Shuttle	5:00 PM	5:10 PM	5:25 PM

### Wunderlich Park Line Outbound

### Wunderlich Park Line Inbound

	Menlo Park Market Place Park	Fair Oaks Community Center	Redwood City Transit Center	Wunderlich County Park	Wunderlich County Park	Redwood City Transit Center	Fair Oaks Community Center	Menlo Park Market Place Park
1	9:00 AM	9:15 AM	9:25 AM	9:45 AM	9:45 AM	10:05 AM	10:15 AM	10:30 AM
2	10:30 AM	10:45 AM	10:55 AM	11:15 AM	11:15 AM	11:35 AM	11:45 AM	12:00 PM
3	1:00 PM	1:15 PM	1:25 PM	1:45 PM	1:45 PM	2:05 PM	2:15 PM	2:30 PM
4	2:30 PM	2:45 PM	2:55 PM	3:15 PM	3:15 PM	3:35 PM	3:45 PM	4:00 PM
5	4:00 PM	4:15 PM	4:25 PM	4:45 PM	4:45 PM Final Shuttle	5:05 PM	5:15 PM	5:30 PM



# Proclamation

## October is National Bullying Prevention Month

**WHEREAS**, bullying or peer abuse is physical, verbal, sexual, or emotional harm or intimidation intentionally directed at a person or group of people; and

**WHEREAS**, bullying is also shunning, alienation and social exclusion or the act of rejecting someone from sports or interpersonal interactions; and

**WHEREAS**, bullying occurs in neighborhoods, playgrounds, schools, places of business, and through technology, such as the Internet and cell phones; and

**WHEREAS**, various researchers have concluded that bullying is the most common form of violence, affecting millions of Americans annually; and

**WHEREAS**, hundreds of Menlo Park children, adolescents and adults are affected by bullying annually; and

**WHEREAS**, targets of bullying are more likely to acquire physical, emotional, and learning problems and people who are repeatedly bullied often fear such activities as riding the bus, going to school or work, and attending community activities; and

**WHEREAS**, people who bully are at greater risk of engaging in more serious violent behaviors; and

**WHEREAS**, people who witness bullying often feel less secure, more fearful, and intimidated.

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Catherine Carlton, Mayor of the City of Menlo Park, proclaim October as Menlo Park National Bullying Prevention Month when we urge all residents and City staff to wear orange to call attention to the impacts of bullying in our community and show our intention to eliminate bullying in all its forms in our community; and

**BE IT FURTHER PROCLAIMED**, that Menlo Park schools, students, parents, recreation programs, religious institutions, and community organizations are encouraged to engage in a variety of awareness and prevention activities designed to make our communities safer for all people.



A handwritten signature in dark ink, appearing to read "Rich Cline", is written over a horizontal line.

Rich Cline, Mayor  
October, 2016



# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

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

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

Chair Harris called the meeting to order at 6:43 p.m.

### **B. Roll Call**

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

Absent: Commissioner Palefsky, Commissioner Johnson and Commission Vacancy

Staff: Cherise Brandell, Community Services Director and Natalie Bonham, Recreation Supervisor

### **C. Public Comment**

There was no Public Comment

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

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

Chair Harris presented Lauren Swezey from Facebook with a plaque for their sponsorship of Community Services events and programs. He mentioned all of the events and programs Facebook has sponsored in 2016 and the success of each event.

### **E. Regular Business**

#### **E1. Accept Commission minutes for meeting of July 27, 2016 and September 7, 2016 ([Attachment](#))**

**ACTION:** Motion and Second (Stanwood/Baskin) to accept the Parks and Recreation Commission meeting minutes of July 27, 2016; passes 4-0.

**ACTION:** Motion and Second (Baskin/Lane) to accept the Parks and Recreation Commission meeting minutes of September 7, 2016; passes 4-0.

#### **E2. Discuss and debrief commissioner parks tour from July**

Cherise Brandell and the Commission discussed the parks tour from July. The Commission mentioned how they had the opportunity to speak with public users of the parks and hear their concerns. The Commission also discussed what they enjoyed from the parks tour.

- E3. Review and discuss commissioner work plan calendar for 2016-17 ([Staff Report# 16-143-CC](#)) ([Calendar](#))

Cherise Brandell and the Commission reviewed and discussed the commissioner work plan calendar for 2016-17. Following discussion, no action was taken.

## **F. Reports and Announcements**

- F1. Parks and Recreation Commissioner report (Laura Lane)

Commissioner Lane reported how a detailed description of each class offered through the Community Services Department would be helpful for those enrolling themselves or their child in a class.

- F2. Community Services Director's update and announcements ([Staff Report# 16-018-PRC](#))

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

## **G. Informational Items**

- G1. Review and consider Community Services Department Food Allergy policy ([Staff Report# 16-019-PRC](#))

Natalie Bonham gave the Commission an update on the Community Services Department Food Allergy policy. She mentioned the process of creating the policy and why the policy was created. Following discussion, no action was taken.

- 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](#))

Natalie Bonham, Recreation Supervisor, gave the Commission an update on the 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. Following discussion, no action was taken.

## **H. Adjournment**

Chair Harris adjourned the meeting at 7:55 p.m.

Minutes prepared by Linda Munguia, Senior Office Assistant.



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 10/26/2016

**Staff Report Number:** 16-021-PRC

**Regular Business:** Receive and provide feedback on the draft Bedwell-Bayfront Park Master Plan scope of work and approve overall approach for project

### Recommendation

Staff recommends that the Parks and Recreation Commission review and provide feedback on the draft goals and scope of work for the Bedwell-Bayfront Park Master Plan and approve overall approach for project.

### Policy Issues

The City Council approved the Bedwell-Bayfront Park Master Plan project as part of the FY 2016-17 CIP Budget which includes an extensive community engagement process and participation by the Parks and Recreation Commission. The maintenance and long term sustainability of the park has been a goal of the Commission and is the focus of a Commission subcommittee.

### Background

Bedwell-Bayfront Park is the City's largest park and the City's only open space on the San Francisco Bay (Bay). The park's 160 acres are surrounded on three sides by the Don Edwards San Francisco Bay National Wildlife Refuge. Easily accessible, the park's many trails and hills provide great views of the refuge and South Bay. People enjoy the park for various activities including hiking, running, bicycling, dog walking, bird watching, kite flying and photography. The park's hilly terrain, specifically designed for passive recreation, now serves as a landmark high point along the edge of the Bay.

The park was originally designed and planned as a passive open space area with minimal improvements, including bike/pedestrian trails and restrooms. Since the early construction in 1982 and its completion in 1995, only in 2004-2006 did the City explore changes or enhancements to the park in terms of its uses. The term "passive-recreation" has also been questioned recently with the issue of drones and other unmanned aircraft systems (UAS) in the park. The park has seen a significant increase in usage over the years and the recreational interests and needs of users have changed. Through various public forums, the City has learned that there is a desire for docent-led educational programs and tours, as well as spaces where information and opportunity for education could be received in the park.

Current park usage guidelines include:

1. Preserve the natural amenities of the open space land;
2. Conserve soil, vegetation, water and wildlife;
3. Exclude intensive uses or uses that could degrade the site or adjacent sites;
4. Encourage the following:
  - a. Viewing and interpretation of the natural environment;
  - b. Passive recreation activities such as hiking, running, cycling, dog-walking, photography, bird



- watching and similar day recreation use; and
- c. Landscape or wildlife restoration and enhancement programs.

The City is responsible for the supervision and enforcement of park rules and regulations, as well as for ensuring that the on-going maintenance needs are met. In addition to the routine tasks, the park is in need of increased maintenance. In particular, users have identified the following maintenance projects:

1. Increased and improved bilingual signage throughout the park especially near the entrance and parking lot;
2. Maintenance of the park's Great Spirit Path art installation;
3. Repair and maintenance of curb cuts near restrooms and parking lot;
4. Maintenance and addition to the number of benches throughout the park;
5. Improved maintenance of park restrooms;
6. Trail maintenance and preservation;
7. Improved accessibility for the park; and
8. Landscaping where appropriate for safety and accessibility.

While the park requires on-going maintenance, there is significant capital investment needed. The park was developed over a thirteen year period, with the last phase occurring in 1995. As far back as November 2005, staff began to identify a number of capital improvement projects at the park, the cost for which exceed the funds currently available in the park maintenance budget. For example, the pathways and perimeter road have a useful life of ten years and fifteen years, respectively, and are in need of replacement. The main entrance road has a twenty year life. Some of the projects identified by City staff are noted below:

<b>Capital Improvement Projects Identified</b>	<b>Estimated Cost</b>
Pathway Renovation (290,000 sq ft. – bike/pedestrian)	\$1,823,000
Perimeter Road Resurfacing (149,000 sq. ft.)	\$ 464,000
Main Road Resurfacing (691,000 sq. ft.)	\$2,229,000
Electrical Panel Upgrade	\$100,000

Due to the limitations of the Bedwell-Bayfront Park Maintenance Fund, the City has not completed any of the projects listed above. Funding for these projects needs to be determined as well as for the ongoing maintenance and park supervision needs. It is important to note that some of the capital improvements may be funded through existing development agreements. However, per the terms of the various agreements, the capital improvements made with these funds shall be determined by the City Council through a City public outreach process.

## Analysis

The goal of the Bedwell-Bayfront Park master plan is to provide a long-term vision and general development guide for the park and its facilities, including how to protect its resources, improve amenities to enhance the park user experience, manage visitor use and plan for future park development. The master plan should recommend improvements for the next 25 years. Phasing and prioritization of future improvements will be a key consideration of this update. The master plan will provide a long-term vision and general development guide for the park and its facilities, including how to protect park resources, provide quality visitor experiences, manage visitor use and plan for future park development. The plan will also incorporate and coincide with the infrastructure needs related to the methane gas and leachate collection systems and other issues associated with managing the closed landfill as identified by the City's landfill consultant.

The master plan goals and scope of work are included as Attachment A. As cited in the document, the

City's Community Engagement Model is also referenced as Attachment B.

Staff is recommending that the Commission review and provide feedback on the proposed goals and scope of work and approve the overall approach for the project. The following are suggested questions to assist the Commission on its review and discussion on the topic:

1. Do the proposed goals and scope of work address the previous concerns and objectives that were discussed as part of the Commission's work on the Bedwell-Bayfront Park sub-committee? If not, are there any recommended changes?
2. Does the list of project stakeholders include everyone that should be involved in the process? If not, what other stakeholders need to be included?
3. Are there any questions regarding the City's Community Engagement Model? What recommendations does the Commission have for the community engagement process?
4. How would the Commission like to be involved in the master plan project and/or community engagement process?

### **Impact on City Resources**

The Bedwell-Bayfront Park Master Plan was approved by the City Council in the FY 2016-17 CIP Budget for \$200,000.

### **Environmental Review**

The Bedwell-Bayfront Park master plan process is not a project under CEQA unless major changes in use are proposed.

### **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. Bedwell-Bayfront Park Master Plan Proposed Scope of Work
- B. City of Menlo Park Community Engagement Model

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director

## **Bedwell-Bayfront Park Master Plan Proposed Scope of Work**

### **I. PROJECT GOALS AND OBJECTIVES**

The primary goals and objectives of the Master Plan are as follows:

- Development of a long-term vision and general development guide for the park and its facilities, including how to protect park resources, provide quality visitor experiences, and manage visitor use;
- Incorporation of public input;
- Establishment of park design guidelines and criteria;
- Development of a maintenance and capital improvement program that recommends and outlines the infrastructure upkeep needs and improvements necessary for existing amenities and future park development; and
- Continued operation of the landfill facilities in a manner that ensures proper safety, meets industry standards and complies with regulatory requirements.

### **II. SCOPE OF WORK**

The scope of work presented below is the minimum necessary to meet the City's goals and objectives. The Consultant is expected to propose additions and modifications to the scope of work as is deemed necessary or advisable and to incorporate their expertise into the proposal.

The scope of work for the Master Plan includes the following:

1. Develop an inventory and assessment of existing open space, trails, signage (way-finding, trail signage, interpretive), roads, traffic control and circulation, parking and other park amenities, and consider existing conditions, opportunities, constraints, and adequacy to meet current and future needs;
2. Develop a plan for public outreach following the City's Community Engagement Model;
3. Analyze Americans with Disabilities Act design compliance and the user's comfort and convenience when accessing the park;
4. Identify options for:
  - Enhancing the park user experience through improved amenities, such as access, bicycle and walking trails, additional parking and restrooms, and park information kiosks;
  - Locations for interpretive signage and content that focuses on nature / wildlife, history of the park and the South Bay Salt Ponds / Ravenswood Complex. Options for incorporating new technology (smart phone / social media) shall also be evaluated;
  - Locations for wildlife viewing areas throughout park;
  - Improving access, pedestrian and bicycle circulation and way-finding throughout the park that considers the sensitivity of wildlife habitats, of the methane gas and leachate collection systems operations, and the West Bay Sanitary District Facilities;
5. Working with the City's landfill Consultant, identify regulatory and industry standard practices for similar park operations in former landfills;



6. Develop recommendations for park improvements based on the assessment of the existing conditions, opportunities for improving the park conditions to meet future needs and the goals and objectives of the study. The recommendations shall also include the following:
  - a. Incorporation of the landfill's findings and capital improvement recommendations based on input and review from the City's landfill Consultant;
  - b. Coordination with the South Bay Salt Pond Restoration Project / Ravenswood Complex;
  - c. Project costs;
  - d. Phasing (based on 5, 15, and 25 year time frames) and prioritization of all park and landfill projects based on feasibility, needs, cost, and coordination with other agency projects;
7. Identify funding sources for the capital and maintenance needs of the Park;
8. Develop a park user map and information booklet;
9. Develop design guidelines that include, but are not limited to materials, signage, informational documentation, and landscaping; and
10. Develop an operations and maintenance plan for the park that includes guidelines for vegetation and tree canopy.

An important aspect of the Master Plan process will involve public outreach. The consultant services shall follow the Community Engagement Model and Communications Strategy and include attendance at meetings, including public meetings, City Council and Parks and Recreation Commission meetings, as well as meetings with stakeholders, as required; the facilitation of any public/staff workshops or meetings, if needed; and providing agendas and minutes for all project meetings.

**The final deliverables for the project shall include:**

1. The Master Plan report for Council approval, including a new Master Plan map;
2. Updated BBP Design and Graphics Guideline documents for Council approval; and
3. A new park user map/information booklet.
4. All documents must be consistent with the City's branding standards.

**Project Stakeholders:** The following stakeholders should be considered in future Master Plan discussions at some point in the process:

- City of Menlo Park (MP) Community Services Department staff
- City of MP Public Works Department staff
- City of MP Community Development Department staff
- City of MP City Council
- City of MP Parks and Recreation Commission (PRC)
- Cargill, Inc.
- Friends of Bedwell-Bayfront Park
- California State Coastal Conservancy (CSCC)
- California Department of Fish and Game (CDFG)
- U.S. Fish and Wildlife Service (USFWS)
- South Bay Salt Pond Restoration Project
- Don Edwards San Francisco Bay National Wildlife Refuge
- Audubon Society
- California Exploratorium
- Facebook, Inc.

- Bohannon Corporation
- UAS Hobbyist Group
- West Bay Sanitary District staff and board
- Concerned Citizens to Complete the Refuge (CCCR)

# **Menlo Park Community Engagement Model**

## **What we're striving for in our community engagement processes:**

### **1. Processing reflect the three basic stages of Public Participation**

#### *Stage One: Decision Analysis*

1. Clarify the decision being made (develop the problem or opportunity statement)
2. Decide whether public participation is needed and for what purpose (determine the level of engagement needed)
3. Identify any aspects of the decision that are non-negotiable, including expectations for who makes the final decision
4. Identify the stakeholders and their interests (determine the scope of the project)

#### *Stage Two: Process Planning*

1. Specify what needs to be accomplished at each public step
2. Identify what information people and process facilitators need to build public judgment
3. Identify appropriate methods for each step

#### *Stage Three: Implementation Planning*

1. Develop a supporting communications plan
2. Plan the implementation of individual activities
3. Plan the input analysis process
4. Determine the evaluation activities and a feedback loop

### **2. Processes that begin with a well-defined problem or opportunity...**

*Here are two examples of problem statements:*

#### **Capital Ave SW Reconstruction**

Capital Avenue is one of the top five most-used streets in Battle Creek, especially for north-south traffic and as an emergency vehicle and school bus route. But the project area, a two-and-one-half mile stretch is also one of the worst roads in the City. It's crowded, left turns are difficult, and the road surface



is really rough. Poor drainage in the area makes the situation worse and often results in flooding and standing water. All these conditions are causing concern for personal safety of people who drive on or walk near the road and something must be done to solve these problems.

### **Your City Your Decision**

The City of Menlo Park faces a \$2.9 million budget shortfall in 2006-2007. This gap represents 10% of the City's annual operating budget and will widen over time if nothing is done. Short-term savings and lower impact cuts made over the last four years have not been enough. A permanent solution to Menlo Park's budget crisis is needed and will involve many tough choices and trade-offs.

### **3. Processes that clearly identify the level and purpose of community engagement....**

What level of community engagement is right? Levels of community engagement have been described by the International Association of Public Participation (IAP2) as including a spectrum of activities demonstrating varying levels of public participation in decision-making depending upon the goals, time frames, resources and level of public interest in the decision. We're looking for process designs that clearly define expectations within appropriate level of this spectrum.

### **4. Processes that clearly identify what stakeholders are deciding and what is not negotiable about a decision...**

#### **Examples of givens:**

#### ***Capital Ave Reconstruction Project***

There are some givens on this project, or points that are not open for negotiation. These points were developed by the City Council working with staff to make sure the City fulfills its moral, legal and safety responsibilities.

- ☒ To invest taxpayer dollars wisely and to solve safety problems, Capital Ave will be reconstructed, including roadway, storm drainage and curb and gutter.
- ☒ To make sure drivers and pedestrians are safe, the City will make all final decisions on traffic signal locations and will build the road and drainage improvements according to professional engineering standards; and
- ☒ The city will decide what the final project budget will be. It's expected to be in the \$3 million to \$4 million range.

### ***Community Directions***

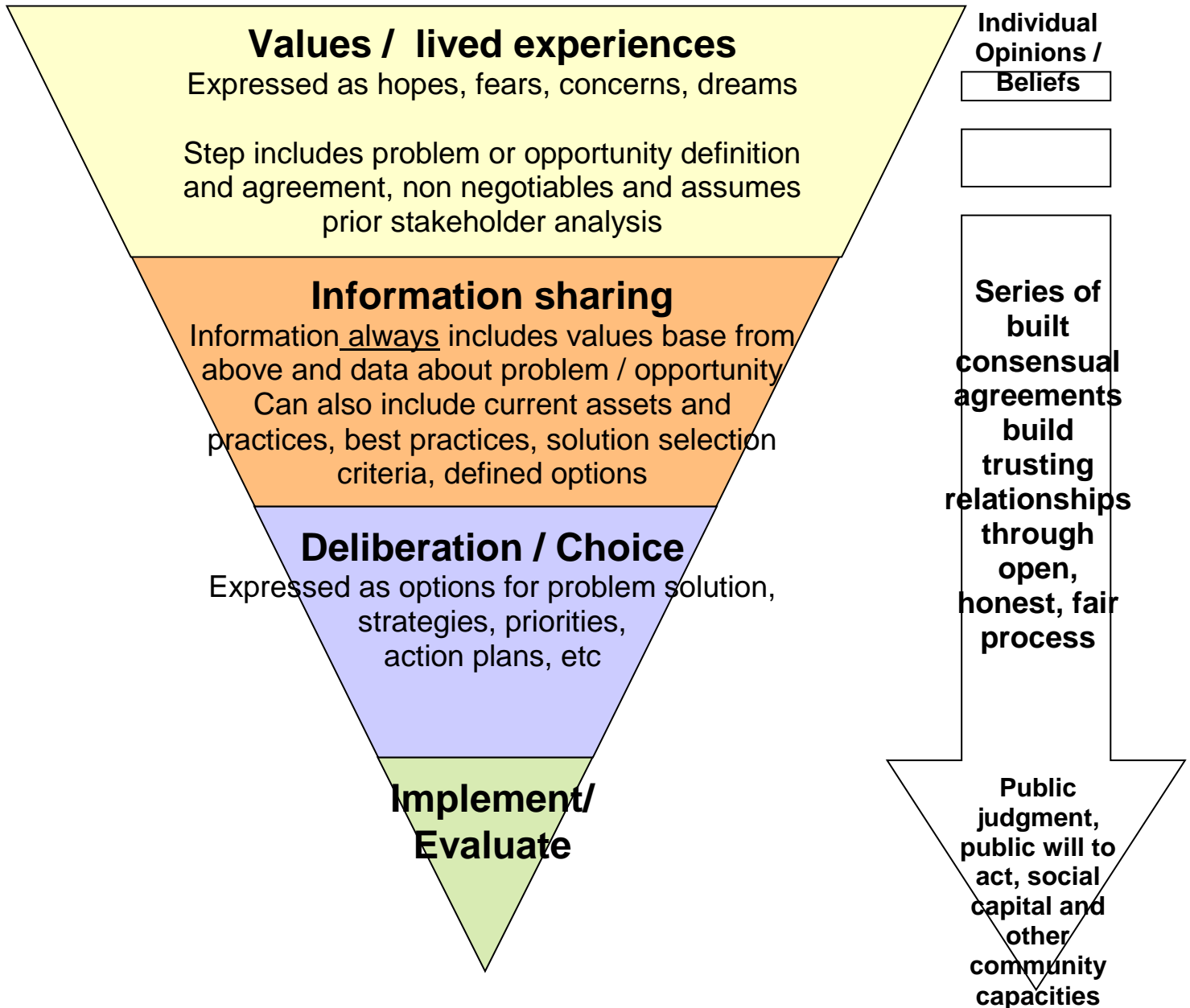
Serving as a framework for the residents of Battle Creek to help set budget priorities are a list of conditions which must be met:

- ☒ The City budget must be balanced.
- ☒ The safety of community residents will not be compromised in any way.
- ☒ State and federal mandates must still be met.
- ☒ Financial indebtedness must be honored.
- ☒ Prior votes of the people must be honored.
- ☒ Services will be provided to professional management standards.
- ☒ City staff and Council want to hear people's ideas about what services are the priority; the City will decide HOW those services will be delivered; and
- ☒ In accordance with the City Charter, the City Council will make the decision on the final budget.

### **5. Processes that are open and inclusive for all stakeholders and interests**

### **6. Processes that transform individual opinion to public judgment, using a defined sequence of decisions that looks like this:**

# Sequence of Decisions



Example of a Project Outline: Capital Ave Reconstruction Project  
City of Battle Creek

*This project was a reconstruction of a two-mile stretch for a major north-south thoroughfare anchored by commercial at each end and bisecting an upscale, historic neighborhood.*

## **1. Identify Hopes and Concerns (May – July)**

- ☒ Focus questions: What would you like to see as Capital Ave. is redone?  
What would you be worried about?
- ☒ Engagement Methods
  - ☒ Door-to-door personal conversations / interviews along the length of the project area as well as a post card survey on case residents were not available for interviews
  - ☒ Noon-time briefing meetings at gathering places around the community
  - ☒ Table at local mall for “stop by” interviews and conversations
  - ☒ Hotline phone number answered by a real person to take comments and answer questions
  - ☒ Initial series of three identical workshops to present problem, givens and conduct an “around the room” identification of issues and concerns related to the project
  - ☒ Survey on the City web site
- ☒ Communication Methods
  - ☒ Project newsletter to all residents and businesses within ½ mile of project area plus adjacent neighborhoods
  - ☒ Project newsletter and survey on web site
  - ☒ Project engineer appearance on local radio call-in show

## **2. Site Analysis / Development of Construction Options**

- ☒ Focus questions: Are there physical constraints on roadway reconstruction?  
What reconstruction elements best achieve the hopes and best avoid the concerns expressed in Step One?
- ☒ Engagement Methods
  - ☒ Internal work by City Engineers
- ☒ Communication Methods
  - ☒ None (internal step)

### **3. Discussion / Selection of Preferred Options**

- ☒ Focus questions: Based on what people said they wanted and are concerned about, and based on your own beliefs and experiences, which of these options for each element do you prefer?
- ☒ Engagement Methods
  - ☒ Three repetitive workshops (identical format and agenda) held in two weekday evenings and a Saturday morning at a school near the project area. Information on choices presented included: upgrade street lights or leave as is; maintain two lanes widen to three or widen to four; reduce or increase speed (specific options provided); install sidewalks on one side, the other or both, or none.
- ☒ Communication Methods
  - ☒ Second issue project newsletter with options / response card
  - ☒ Second issue newsletter on web page w/ response option
  - ☒ Newspaper article

### **4. Develop Preferred Options**

- ☒ Focus question: Based on the choices people made in Step Three, how should the roadway be reconstructed to best include those preferred elements while meeting professional design standards?
- ☒ Engagement Methods
  - ☒ Internal work by City Engineers
- ☒ No Communication Methods (internal step)

### **5. Review Preferred Options**

- ☒ Focus questions: Have we got it right? Are there major changes that must be made to achieve what people said they wanted?
- ☒ Engagement Methods
  - ☒ Final workshop that presented preferred option. Discussion produced agreement to change one element.
- ☒ Communication Methods
  - ☒ Third issue project newsletter with options / response card
  - ☒ Third issue newsletter on web page w/ response option

### **6. Adopt reconstruction plan**

Formal public hearing and Council vote with supporting announcements.





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 10/26/2016

**Staff Report Number:** 16-022-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 takes a trip to the '70s

Despite the wind and drizzle, over 80 seniors, dressed in 1970's outfits, complete with big wigs and platform shoes, crowded into the Menlo Park Senior Center on Friday, October 14 for the Disco Fever Dance. Disco lights flashed in the darkened dining room, while a colleague disguised as a DJ, spun music from the 70's era. The photo booth manned with a volunteer captured images of those who were willing to ride the Peace Bus! Staff also was encouraged to dress up and participate in the festivities. The event was a part of the dance series the Senior Center hosts to raise funds for the programs offered.

Menlo Park Senior Center started its fall classes with several new programs, two of which are results of collaborations with Foothill College. New classes include Sewing & Crafts, Yoga, Chair Dancing, and Art for Relaxation. The Day of the Dead Celebration is scheduled to be held on Friday, October 28. The event will include a community altar, informational talk, and cultural food for all to enjoy.

#### II. Halloween events around town

On Wednesday, October 26, 2016 from 4:00pm to 6:00pm Onetta Harris Community Center will be hosting their annual Halloween Spooky Carnival Event. The following activities will be taking place: Carnival Games, Candy Eye Ball Guess, Mummy Wrap Relay, Face Painting, Balloon Animals, Temporary Hair Color Station and a Costume Contest. This is a kid friendly event for the entire family to enjoy. Enjoy all of the Halloween activities and wear a costume.

This year's Halloween Hoopla will add a new Pumpkin Carving Contest which is expected to be a nice addition to the already popular event. The annual Halloween Hoopla event will be on Saturday, October 29 from 11:00 AM to 2:00 PM. Participants are encouraged to dress in their best Halloween

costume and join the annual parade through downtown Menlo Park to Fremont Park. After the parade, kids are welcome to trick-or-treat to our downtown merchants who have displayed a trick-or-treat sign in their window. Participants will also enjoy crafts by Cheeky Monkey, live entertainment by magician Phil Ackerly, ventriloquist Jungle Joe, and carnival games. Free trick-or-treat bags will be handed out at Fremont Park for all children. New this year, participants of all ages are encouraged to participate in a Pumpkin Carving Contest. There is an opportunity to win some fabulous prizes. Individuals wishing to participate in the Pumpkin Carving Contest must complete an online entry form in advance by Friday, October 28<sup>th</sup> at 5:00 PM.

### **III. Community funding grants now available**

The City of Menlo Park invites organizations to submit proposals for the 2017 Community Funding Program. The purpose is to provide financial support to local nonprofit agencies whose programs respond to the human service needs of Menlo Park residents. Using the community funding program guidelines, the City Council will allocate the limited resources to invest in community needs. All necessary information, instructions and forms for submitting a grant application are available online. A City Council subcommittee will review all applications. Applications are due no later than 5 p.m. Nov. 11, 2016.

### **IV. The Belle Haven Child Development Center gets Wi-Fi**

There is new Wi-Fi at the Belle Haven Child Development Center. The program received a grant from The Big Lift which allowed the program to purchase laptops for the teachers and to set up Wi-Fi connection. The Big Lift grant combines high-quality and connected learning experiences for children from preschool to third grade. The staff will now be able to electronically conduct assessments, track children's progress, as well as look up resources to improve teachers' capacity to plan for and meet each individual child's needs. The Wi-Fi connection is also a great asset to help with communicating with the families at the Belle Haven Child Development Center.

The Belle Haven preschool's annual open house is Saturday, October 22, from 9–11 a.m. at the Belle Haven Child Development Center. This is a perfect time for families to get to know their child's teachers and learn what to expect for the school year. There will also be a presentation of the "[Raising a Reader](#)" program. This program allows children to bring home a book bag weekly and promotes the benefits of becoming better readers. By choosing to read for fun, children gain the motivation to read more and perform better in school.

### **V. October is Anti-Bully Month**

October is [National Bullying Prevention Month](#) and the Community Services Department will host various awareness activities throughout the month. In partnership with Kuk Sool Won, the city will host workshops on bullying awareness and prevention at its afterschool programs. In addition, staff will wear orange attire Wednesday, October 19, and walk a mile to support bullying awareness and the affect bullying has on society. Learn more about National Bullying Prevention Month at the [PACER National Bullying Prevention Center's](#) website.

### **VI. City Council Update**

At the Council meeting on October 25, 2016, there will be a consent item on the agenda to extend the current pool lease agreement with Team Sheeper, Inc. an additional two months to March 1, 2017 to provide staff time to conclude negotiations and bring a new contract to the Council for approval. There

has been a lot of progress on the contract negotiations but given the Council's busy work plan for the remainder of the year it is necessary to extend. Also on this date, there will be a presentation by the San Mateo County Parks Department on their new shuttle program as well as the environmental impact report for the Flood Park renovation project.

On November 17, 2016, the Mayor will present the State of the City address on the Facebook west campus and Commissioners are welcome and encouraged to attend. Commissioners will be receiving invitations to the event.

### **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  
Assistant Community Services Director



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 10/26/2016

**Staff Report Number:** 16-023-PRC

**Informational Item:** Playground Safety Status Update

### Recommendation

Staff is providing the Parks and Recreation Committee with a playground safety status update. This does not require any action from the Parks and Recreation Commission.

### Policy Issues

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

### Background

In July of 2015, the Parks and Recreation Commission was provided a memo outlining the status of the City's playgrounds. The memo contained information from a playground safety audit delivered to the City in March, 2015. The audit ranked playground hazards based on compliance with State and Federal playground safety guidelines. The memo referred to playground modification and replacement to eliminate the highest priority safety concerns. This report serves as an update for the Commission.

### Analysis

Many of the priority 1 concerns were related to potential injury from someone falling onto surfaces that no longer provide adequate protection. Since the audit, staff has increased routine surface inspections and increased funding for the installation of engineered woodchips to reduce this risk. These priority 1 surfacing concerns have been resolved and the surfacing material levels are monitored monthly.

Trained park staff perform monthly playground inspections and submit their reports for review to the Parks Supervisor. The Parks Supervisor is a Certified Playground Safety Inspector and takes the appropriate action to correct any concerns. Many of the priority 1-3 hazards have been corrected by park staff. Manufacturer-specific repairs are coordinated by the Parks Supervisor with the appropriate playground manufacturers. Staff is currently working with multiple playground manufacturers to eliminate the final safety concerns.

Since the audit was issued, The Belle Haven Youth Center playground was replaced with a new playground which meets the State and Federal safety guidelines. The Community Services Department coordinated with Ross Recreation to design, purchase and install this new playground.

Staff is in the process of determining which additional playgrounds require replacement. The ranking of playground replacements is based on playground age, maintenance cost, and safety compliance.

**Impact on City Resources**

Funding for playground replacement is identified in the Five-Year Capital Improvement Plan. The first playground replacement is scheduled for the 2017/18 fiscal year, with two playground replacements scheduled for subsequent years.

**Environmental Review**

An 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. None

Report prepared by:  
Dave Mooney, Parks Supervisor