

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 11/28/2018  
**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 2018 Summer Camp Survey Results

D2. Presentation of Middle Avenue bike lane improvements proposal by the Complete Streets Commission

### **E. Regular Business**

E1. Approve the Parks and Recreation Commission minutes for the meeting of September 26, 2018 ([attachment](#))

E2. Review and approve staff recommendations for the field user groups for FY 2018-19 ([Staff Report # 18-016-PRC](#))

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

F1. Commissioner Reports

F2. Community Services Director's update and announcements ([Staff Report # 18-017-PRC](#))

### **G. Informational Items**

G1. Little Free Libraries Incentive Program ([Staff Report # 18-018-PRC](#))

### **H. Adjournment**

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# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 9/26/2018  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**Cypress Room**  
**700 Alma St., Menlo Park, CA 94025**

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

Chair Johnson called the meeting to order at 6:34 p.m.

### **B. Roll Call**

Present: Chair Johnson, Vice Chair Harris, Commissioner Baskin, Commissioner Lane, Commissioner Palefsky and Commissioner Payne  
Absent: Commissioner Staley  
Staff: Community Services Director Derek Schweigart

### **C. Public Comment**

There was no public comment.

### **D. Study Session**

#### **D1. Parks and Recreation Facilities Master Plan Update ([Staff Report # 18-014-PRC](#))**

Recreation Supervisor Todd Zeo gave an update on the Parks and Recreation Facilities Master Plan.

### **E. Regular Business**

#### **E1. Approve the Parks and Recreation Commission minutes for the meeting of July 25, 2018 ([attachment](#))**

**ACTION:** Motion and second (Palefsky/Payne) to accept the Parks and Recreation Commission meeting minutes of July 25, 2018; passed 6-0-1 (Commissioner Staley absent)

#### **E2. Review and discuss the Commission 2-Year Work Plan Goals and discuss next steps ([attachment](#))**

Derek Schweigart and the Commission reviewed the Commission 2-Year Work Plan Goals and discussed the next steps.

E3. Review and discuss stakeholder engagement opportunities for FY 2018-19

Derek Schweigart and the Commission reviewed and discussed the stakeholder engagement opportunities for FY 2018-19.

**F. Reports and Announcements**

F1. Commissioner Reports

No Report was given

F2. Community Services Director's update and announcements ([Staff Report # 18-015-PRC](#))

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

**G. Adjournment**

Chair Johnson adjourned the meeting at 8:40 p.m.

Linda Munguia, Senior Office Assistant



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 11/28/2018

**Staff Report Number:** 18-016-PRC

**Regular Business:**

**Review and approve staff recommendations for the Field User Groups for 2019**

### Recommendation

Staff recommends the Parks and Recreation Commission consider and approve the staff recommendations for the Field User Groups for 2019. All nine current user groups are in good standing and maintain current approved user group status.

### Policy Issues

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

### Background

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 completed 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*

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**

In 2018, all nine of the current user groups remain in good standing. All organizations rented field space in both the spring and fall seasons.

An updated table of our user group resident percentages is included below. All groups continue to maintain or have increased their percentage of Menlo Park residents.

Approved user groups				
Organization	Residents	Non-Residents	Total Users	% of Residents
AYSO	1111	324	1435	77%
Alpine Strikers Football Club (CYSA)	540	313	811	63%
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)	184	41	225	81%
Association de Futbol Latino Americana (ADF)	150	50	200	75%
Extreme Baseball	95	25	120	79%
Mid-Pen High School	65	0	65	100%
<b>Total</b>	<b>2897</b>	<b>1242</b>	<b>4139</b>	<b>70%</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 2018 is provided below:

Total Sports Field Hours in 2018	Hours Used
Oak Knoll	1805
Burgess Park	10250
Kelly Park	7700
Hillview Field	5190
La Entrada	3650
Jack Lyle	6750
Nealon	5100
Willow	4400
Belle Haven	380
<b>Total</b>	<b>45225</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
- Late afternoons Saturday and Sunday
- Belle Haven School has additional availability during the weekends

In 2018, several issues have impacted field operations. Staff continue to receive negative feedback from Kelly Park users related to traffic congestion and time it takes to get to and from park.

La Entrada school field continues to be an issue for the City. The field has been rendered unplayable during the fall season because of issues related to construction and communication challenges with the Las Lomas School District. The City hopes that the field will be playable in the spring of 2019.

Most, if not all field reservations have been cancelled for during mid-November due to the unhealthy air quality resulting from the fires.

### **Impact on City Resources**

The approval of current Field User Groups for use of City operated sports fields is not expected to impact 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

Report reviewed by:  
Derek Schweigart, Community Services Director





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 11/28/2018

**Staff Report Number:** 18-017-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

#### 1. Gymnastics Program Update

Donald Mac has joined the gymnastics team as a Program Assistant. Donald previously worked for the City of Millbrae coaching basketball and more recently worked for Cathay Pacific Cargo. He joined the gymnastics program two weeks ago and is enjoying working in our facility.

The Gymnastics Team had 9 Level III girls qualify for state competitions. The girls competed in apparatus floor, beam, bars and vault. The competition was held in Redwood City at the Red Morton community Center. The Level IV team has two girls competing this Saturday at the state competition in Visalia.

#### 2. Update on City Master Plan

On October 16<sup>th</sup> Gates Consulting hosted our 3<sup>rd</sup> Oversight and Outreach Committee in the Master Plan process. For this meeting stakeholders and members of the public were invited to provide feedback on the topics that were on the agenda. Topics included a presentation on outreach overview as well as vision and goals. There were breakout sessions that the attendees discussed the distribution of amenities desired by the community, how to get more parkland, facility space including a fitness center and a table that discussed the OHCC campus.

The next gathering session will occur on Thursday, December 6<sup>th</sup> with a goal of gathering feedback from the Belle Haven residents and OHCC facility users to determine needs for the neighborhood and campus. Staff will be in the Senior Center during the early afternoon collecting information from participants and then move over to OHCC from 3:30p – 7pm. Please encourage Belle Haven residents that you know to drop by for 10-15 minutes to provide their thoughts.

On November 13 staff had the opportunity to meet with Hillview Middle School students to gather their input on our Master Plan. Valuable insight was gained that included their ideas on teen space and their ideas on our current and future parks and facilities. This information will be included in the final plan. Gates will begin to present several items for review including prioritization criteria, existing facility

improvements, new program and facilities and targeted funding and implementation strategies. The current timeline will bring the draft report before the commission in March 2019.

### **3. Upcoming Community Service Special Events**

The Community Services Department will host several events as we approach the holiday season. The Annual Tree Lightening will be held on Friday, November 30<sup>th</sup> at Fremont Park. The event will take place from 5:30-7pm and will include live entertainment and a visit from Santa and other winter characters. The evening will conclude with a countdown led by the mayor.

Join us for a pancake breakfast, children's crafts and a visit from Santa at our Annual Breakfast with Santa event. Registration is required for this event and is first come, first serve. Tickets can be purchased online or at the Arrillaga Recreation Center. Tickets are \$5 in advance and \$7 at the door. \$1.00 off ticket price with the donation of an unwrapped toy for the Fire Fighter Toy drive.

### **4. Belle Haven Child Development Center receives \$150K grant from the Big Lift Program**

The Belle Haven Child Development Center has entered their 3<sup>rd</sup> year of a 3 year contract with the Big Lift Program. The Big Lift program provides funding to programs in San Mateo County to help with a long term goal of increasing reading proficiency through High Quality Preschool programming. The grant for this year will continue to cover the salary of a full time teacher's aide, a part time office assistant, and facilitation of parent workshops and trainings. Under this year's contract, the City is expected to provide a cash match donation to the operation of the Child Development Center operation. This match will generate from the regular maintenance of the facility provided by the City's Public Works Department.

### **5. Menlo Park Senior Center**

Menlo Park Senior Center partnered with San Mateo Samaritan House to bring a free flu clinic to the seniors on Thursday, November 8. Though some seniors did have their flu shots, other seniors were a bit apprehensive. Many senior took the opportunity to get their shots at the Senior Center, a place where they feel comfortable and trust those around them.

### **6. Upcoming Events, Meetings and Volunteer Opportunities**

- Annual Tree Lighting Event at Fremont Park – Friday, November 30, 2018 at 5:30 p.m.
- Breakfast with Santa Event at Arrillaga Family Recreation Center – Saturday, December 1, 2018 at 7:30 a.m.
- City Council Meeting, Big Lift contract for BHCD – Tuesday, December 4, 2018 at 7:00 p.m.
- Parks and Recreation Facilities Master Plan outreach events at Menlo Park Senior Center and Onetta Harris Community Center – Thursday, December 6, 2018 from 3:30-7:00 p.m.
- Next Parks and Recreation Commission Meeting – Wednesday, December 19, 2018 at 6:30 p.m.

## **Analysis**

Analysis is not required.

## **Impact on City Resources**

There is no change in impact on City resources from these items.

## **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:

Natalya Jones, Recreation Supervisor

Reviewed by:

Derek Schweigart, Community Services Director



## STAFF REPORT

### Parks and Recreation Commission

Meeting Date: 11/28/2018

Staff Report Number: 18-018-PRC

Informational Item: Little Free Libraries Pilot Incentive Program

### Recommendation

This is an informational item and doesn't require action from the Commission.

### Policy Issues

There are no known major or substantive policy issues to consider at this time in relation to this program. Some minor policy considerations include the identification of a suitable process for selecting participants, as described later in this report.

### Background

Little Free Libraries (LFL's) are "take a book, return a book" free book exchanges popularized by the nonprofit organization Little Free Library. LFL's typically take the form of a small wooden box of books mounted on a post in front of a home or business where passerby can easily access the books. The vast majority of LFL's are installed on private property and maintained by sponsoring community members whom Little Free Library refers to as "stewards."

According to the [Littlefreelibrary.org website](http://Littlefreelibrary.org), there currently are more than 75,000 registered LFL book-sharing boxes in 88 countries worldwide.

In Menlo Park, there currently are 15 registered LFL's. (See map in Attachment B.) By comparison, Palo Alto has 38 registered LFL's; Redwood City has 11; and East Palo Alto has 2.

Studies have consistently shown that young children who have access to books in the home achieve markedly higher literacy levels later in life. According to the Children's Literacy Foundation, 61% of low income families do not have age-appropriate books in their homes. Increasing access to books and encouraging a lifelong love of reading, especially among children, are core values of Menlo Park Library.

Various community stakeholders, including residents and members of the Library and Parks & Recreation Commissions have expressed interest in increasing access to books throughout Menlo Park and especially where there is need for additional literacy supports for children, including by providing incentives for the installation of Little Free Libraries throughout the community.

At its [November 19, 2018 regular meeting](#), the Library Commission voted to recommend implementation of the Little Free Libraries Pilot Incentive Program described in this report.

### Analysis

The incentive program is designed encourage Menlo Park residents to install and maintain LFL's on their properties by providing financial incentives (mini-grants) that will cover 100% of the up-front installation costs at no charge to the resident. In exchange, participating residents will be required sign a written pledge to keep the LFL on their property, curate the LFL's collection of books, and keep the LFL in good condition.

At the Library Commission's recommendation, staff developed a pilot program to provide installation of up to 20 LFL's. Participants will be selected through an application process managed by library staff. Applications would be open to Menlo Park residents only. Aside from residency and other basic requirements, other selection criteria could include location, for example by prioritizing applications from sites that are distant from other existing LFL's, or by prioritizing applications from sites that are adjacent to parks or schools.

The incentive program is designed to cover all material costs and installation. Pre-assembled LFLs range from \$299 to \$500 each, and include registration on the official Little Free Library world map and a custom engraved sign. Funds for these material costs (up to \$10,000 total for 20 LFL's) could potentially be provided by Friends of Menlo Park Library and/or Menlo Park Library Foundation. Friends of Menlo Park Library also potentially could donate books to initially stock the LFL's.

Installation of LFL's could be provided by the City's Public Works department at no charge to the resident. Coordination of the program will be provided by the Library department.

Staff anticipates making applications available to Menlo Park residents as soon as January 2019. Applications would be reviewed in February and selections announced in March. Installations could potentially occur in April or May 2019.

### **Next Steps**

At its November 19, 2018 regular meeting, the Library Commission voted to recommend implementation of the proposed Little Free Library Pilot Incentive Program. Staff is in the process of formally requesting the necessary funds from Friends of Menlo Park Library and Menlo Park Library Foundation. The presidents of both groups have verbally expressed support for the proposal and intent to recommend the program to their respective boards. Staff is now developing the application and selection process and will bring these components of the program back to the Library Commission for review at their December 17, 2018 regular meeting.

### **Impact on City Resources**

Impact to City resources are anticipated to be minimal. Staff time and effort to manage the application process and acquire the materials can be absorbed as part of Library staff's regular duties. Staff time and effort to install the LFL's can be absorbed as part of Public Works staff's regular duties. Material costs for purchasing the LFL's and installation supplies (posts, concrete) will be covered by donated funds.

### **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. Link to Little Free Library website - <https://littlefreelibrary.org>
- B. Map of extant Little Free Libraries in Menlo Park, 10/30/2018

Report prepared by:  
Nick Szegda, Assistant Director of Library Services

Report recommended by:  
Sean Reinhart, Interim Director of Library Services

Report reviewed by:  
Derek Schweigart, Community Services Director

## ATTACHMENT B – Map of LFL locations in Menlo Park

Source: [www.littlefreelibraries.org](http://www.littlefreelibraries.org) interactive map. To re-create these results, select the radio button marked "City/State/Province/Region," type in Menlo Park CA and click "search".

