

Parks & Recreation Commission



REGULAR MEETING AGENDA

Date: 1/23/2019
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 City of Menlo Park's Inclusion Policy ([Staff Report # 19-001-PRC](#))

E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of November 28, 2018 ([attachment](#))

F. Reports and Announcements

- F1. Commissioner Reports
F2. Community Services Director's update and announcements ([Staff Report # 19-002-PRC](#))

G. Informational Items

- G1. Bedwell Bayfront Park Trail Head Improvements ([Staff Report # 19-003-PRC](#))

H. Adjournment

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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.

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STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/23/2019

Staff Report Number: 19-001-PRC

Presentation: City of Menlo Park's Inclusion Policy

Recommendation

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

Policy Issues

The Community Services Department's Inclusion Policy is consistent with the Parks and Recreation Commission's work plan goals that were approved by the City Council on August 6, 2018.

Background

An Inclusion Policy and Procedure was developed by the City of Menlo Park's Community Services Department in August 2015. The goal of the policy and procedure was to ensure that City programs adhered to the requirements of Title II of the Americans with Disabilities Act--to give people with disabilities an equal opportunity to benefit from all of their programs, services and activities, but also aimed at exceeding the minimum requirements.

This initiative is also consistent with the Park and Recreation Commission's 2018-2020 goals to evaluate, advise and make recommendations in order to provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities.

Since the policy was established, the Community Services Department has welcomed participants into its programs, providing reasonable accommodations, or offering specific classes such as Move, Groove and Games with our instructor Mr. Barry. In Menlo Park's Gymnastics program, many of the students supplement their existing occupational therapy and physical therapy treatments with City offerings. Children with special needs are also served at the City's various childcare centers throughout town.

While the policy is in place, there has been minimal communication of the policy and the department's efforts to promote an inclusive environment while proactively engaging participants of all abilities to participate.

Analysis

A disability is a condition of the body or mind that makes it more difficult for the person to do certain activities and interact with the world around them. There are many types of disabilities that can affect six general areas—physical, visual, hearing, mental health, intellectual, and learning. Developmental disabilities can affect cognitive ability, physical functioning or both. They include intellectual disabilities such as Down Syndrome, ADHD, Cerebral Palsy, Epilepsy, and Autism Spectrum Disorder. The Center for Disease Control and Prevention estimates that one in six children aged 3 through 17 have one or more

developmental disabilities.

While all municipalities are required to meet the minimum requirements under ADA, agencies differ in ways they implement policy and programs around accommodation. Currently, the surrounding agencies with Therapeutic Recreation programs are the City of San Francisco, City of Sunnyvale, City of San Jose, and City of Santa Clara. Therapeutic Recreation programs have a certified Recreation Therapist on staff who is responsible for handling the intake of new participants for inclusion, pairing participants with aides or volunteers, coordinating accommodations or modifications of curriculum and additionally curating additional adaptive programming.

Nearby, Redwood City has adaptive programming which is supported by a non-profit Advocated for Accessible Recreation (AFAR) and in Palo Alto, the non-profit Abilities United, which receives a grant through the City, offers early intervention, therapy, opportunities for socialization, enrichment, adult skills classes and job training. Additionally, Abilities United also administers a preschool and summer camp for kids of all abilities. Currently, there are waitlists for some classes, but Abilities United is able to accommodate most participants and their reach is far beyond Palo Alto.

Next Steps

The City is currently exploring new ways to promote inclusion in its facilities and programs. A project that is currently underway is the renovation of the Nealon Park Playground which will become the City's first fully-inclusive playground facility and a nation-wide playground demonstration site through GameTime. Other City playground are planned to be renovated future years which will provide more opportunities to create inclusive environments in our playgrounds. The Community Services Department is also looking at ways that inclusion can be promoted and implemented in its programs. Some of the ways the Community Services Department hopes to address the area of inclusion include:

1. Improved marketing of the inclusion policy to all participants.
2. Childcare and camp staff will undergo training and education to learn about strategies that support ALL children.
3. Staff will focus on the "abilities" of all children and learn about person first language.
4. Staff will determine what level of inclusion and adaptive programming is possible given existing resources.
5. Formal procedure to accommodate personal aides will be established.
6. Opportunities to partner with surrounding agencies or non-profits will also be explored.

Impact on City Resources

Impact to City resources will vary depending on what changes are recommended by staff. Staff time to solicit additional offerings, plan events and find ways to partner with area agencies will be absorbed into the duties of existing staff once our vacancies are filled. Marketing and outreach will be added to the duties of the marketing program assistant that will be hired in the next six months. Beyond that, more robust programming, the extent to which we are able to accommodate or the creation of a therapeutic recreation program would need to be recommended to City Council for funding.

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. Menlo Park Community Services Department's Inclusion Policy and Procedures

Report prepared by:
Adriane Lee Bird, Assistant Director of Community Services

Report reviewed by:
Derek Schweigart, Community Services Director

The City of Menlo Park Community Services Department has developed the following inclusion policy:

The City of Menlo Park Community Services Department welcomes and encourages the participation of children and adults with disabilities in all of our programs and services. To facilitate opportunities for participants with and without disabilities to engage in recreational pursuits together, the department provides opportunities for inclusion as well as programs specifically designed for persons with disabilities.

Inclusion means that people with disabilities or special health care needs are actively participating in recreational, social, educational, and developmental opportunities along with their peers without disabilities. Active participation is measured by interaction between people with and without disabilities in the same opportunity. Inclusive practices and opportunities focus on giving individuals with disabilities access to the full range of activities made available to residents of Menlo Park.

The Americans with Disabilities Act (ADA) is federal legislation, which gives civil rights protection to individuals with disabilities similar to those right provided to individuals based on race, sex, national origin and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

The Americans with Disabilities Act was enacted on July 26, 1990. According to Title II of the ADA, state and local governments must give people with disabilities an equal opportunity to benefit from all of their programs, services and activities (e.g., public education, employment, transportation, parks and recreation).

Title II - public entities can provide separate and different services when necessary, but they must offer integrated services. In fact a public entity must administer services, programs and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

The intent of the City is that this Inclusion Policy will meet or exceed the minimum requirements and principles of Title II.

It is the policy of the City of Menlo Park to fully comply with the provisions of the ADA, and to make reasonable accommodation to individuals with disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result. Accommodations must be readily achievable or easily accomplished and able to be carried out without much difficulty or expense. If this is not possible, alternative methods of providing the services must be offered.

The process and procedure for inclusion is as follows:

- Participants with a special need will check the “special accommodation box” on the registration form.
- Participants will need to indicate what special accommodations are needed so that proper arrangements can be made.
- A Recreation Coordinator will evaluate each request for accommodations and may contact registrant and/ or his/ her family for additional information.

- Recreation Coordinator and Recreation Supervisor determines what accommodations are to be implemented
- Some accommodations may include adjusting the age requirement, altering curriculum, equipment modifications, adapting rules of a game, increasing teacher/participant ratio and allowing an aide or an adult to assist the participant.
- All accommodations are evaluated on a case by case basis.

*If staff is not notified in advance that a participant with a special need is enrolled in a class the following steps will be followed:

- If a participant is deemed to be disruptive or unsafe, then the teacher or the instructor will inform Recreation Coordinator of its concern.
- The Recreation Coordinator and Recreation Supervisor will observe and assess the participant in the program, make recommendations for accommodations, if possible, and meet or speak with the participant or parent(s), if necessary.
- If reasonable accommodations cannot be implemented and participation is disruptive or unsafe, the participant with a special need will not be allowed to continue to participate in the program.

Parks & Recreation Commission



REGULAR MEETING MINUTES **DRAFT**

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

Chair Johnson called the meeting to order at 6:32 p.m.

B. Roll Call

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

Absent: None

Staff: Community Services Assistant Director Adriane Lee Bird and Recreation Supervisor Todd Zeo

C. Public Comment

There was no public comment.

D. Presentations and Proclamations

D1. Presentation of 2018 Summer Camp Survey Results

Interim Recreation Coordinator Allan Bruce gave a presentation on the survey results for the Madness Summer Camps. Recreation Coordinator Rondell Howard gave a presentation on the survey results for the Menlo Palooza and Camp Menlo Summer Camps.

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

Bill Kirsch and Jonathan Weiner from the Complete Streets Commission gave a presentation on the Middle Avenue bike lane improvements proposal.

E. Regular Business

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

ACTION: Motion and second (Palefsky/Payne) to accept the Parks and Recreation Commission meeting minutes of September 26, 2018; passed unanimously.

- E2. Review and approve staff recommendations for the field user groups for 2019
([Staff Report # 18-016-PRC](#))

Todd Zeo and the Commission reviewed the staff recommendations for the field user groups for 2019. Todd mentioned that all current user groups are in good standing and maintain current approved user group status and that there are no new user groups for 2019.

ACTION: Motion and second (Staley/Lane) to approve the field user groups for 2019; passed unanimously.

F. Reports and Announcements

- F1. Commissioner Reports

Commissioner Palefsky gave a report on the Menlo Park Historical Association 100th Anniversary Celebration of Armistice Day at Fremont Park on Sunday, November 11, where the new City branded storyboards were unveiled as part of the commemoration.

Commissioner Lane gave a report on the Halloween Hoopla event. She mentioned that the event was fun and that her children enjoyed themselves very much.

Chair Johnson gave an update on the Facilities Master Plan.

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

Todd Zeo gave the Community Services Director's update and announcements.

G. Informational Items

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

Adriane Lee Bird presented the Little Free Libraries Incentive Program.

H. Adjournment

Chair Johnson adjourned the meeting at 8:11 p.m.

Linda Munguia, Senior Office Assistant



STAFF REPORT

Parks and Recreation Commission

Meeting Date: 1/23/2019

Staff Report Number: 19-002-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. Annual Holiday Luncheon at the Senior Center

Menlo Park Senior Center hosted its Annual Holiday Luncheon sponsored by Facebook on Thursday, December 20th. Santa made an appearance to distribute gifts to the seniors that were donated by Facebook. The event featured a sit-down lunch, followed by DJ dancing. The DJ was provided by one of the seniors. This event marked the end of a festive year of celebrations at the Senior Center, building bridges, and bringing cultures together under one roof.

2. Belle Haven Child Development Giving Tree

Each year, the children at the Belle Haven Child Development Center create ornaments and wish for a toy from Santa. The ornaments are placed on a tree and the employees in various City of Menlo Park departments choose a child to sponsor and purchase toys for. BHCDC parents volunteer wrap these gifts throughout the week. On Wednesday, December 19th, Santa made a surprise visit to the Children's Center. Each child received a gift and had their photos taken with Santa. All 96 children that attend the BHCDC program received a gift.

3. New Hires and promotions for the Community Services Department

Shintiara Moore is the new Child Care Teacher II for the Menlo Children's Center Preschool Program. She began her new assignment on November 26th. Shintiara is from the Belle Haven community and has over 10 years of experience working in Early Child Development with a wide range of ages. Shintiara has a passion for working with children who have special needs and looks forward to sharing some of the skills she has acquired with the MCC staff. When not working, Shintiara enjoys traveling, writing poetry, and bowling.

Elaine Chen has been hired as a Child Care Teacher II at the Belle Haven Child Development Center. Elaine has over 15 years of experience working with children of all ages. She loves watching children learn and grow and is eager to learn about the Belle Haven community. Elaine is a huge Golden State Warriors fan. She says she has visited half of the U.S. countries by attending the Warriors away games. In her free time, she enjoys outdoor sports such as golfing, hiking, and snowboarding.

Sarah Boone is the new Program Assistant for the Arrillaga Family Gymnasium. She is a Bay Area native who got her start at the South San Francisco Park and Recreation's Childcare Department. Sarah has worked in program planning as well as administrative work to event management and especially enjoys projects and assignments that give her a chance to be creative. She is a proud graduate of San Francisco State, an avid reader and writer, and one of those people whom without coffee would not survive. When she's not at the front desk at the Arrillaga Family Gymnasium, she can probably be found at the library across the way.

Mike Steinberg has been hired as a Gymnastics Instructor for the Arrillaga Gymnastics Center. Mike has worked in the field of gymnastics for 30 years. He previously worked for the City of Menlo Park many years ago but has also worked as a teacher at the Peninsula School in Menlo Park. Mike has also taught physical movement classes to children. In his spare time, Mike enjoys spending time with his 2 children and works with a group of home schooled children playing Dungeons and Dragons.

Mayra Lombera was recently promoted to Recreation Coordinator for Special Events. Mayra was the Program Assistant at Onetta Harris Community Center for 6 years. She comes with a vast amount of local community knowledge having grown up in Menlo Park, herself. She is looking forward to making the events in Menlo Park bigger and better and adding her own twist to the already vibrant array of festivities.

Allan Bruce joined the City of Menlo Park in January 2016 as a Recreation Intern from San Francisco State University. During his time as an intern he served in the Events division and helped plan the annual staff retreat, Kite Day and Halloween Hoopla. In May 2017 he became the Program Assistant for Youth & Adult Sports and later transferred to the Arrillaga Recreation Center as the Program Assistant overseeing facility rentals and the Menlo Madness Camp program. He was appointed the Interim Recreation Coordinator position in October 2018 and was offered the permanent position as of January.

4. End of the Year Showcase for Onetta Harris Dance Classes

The children enrolled in the ballet, cheer, and jazz classes at the Onetta Harris Community Center participated in an end-of-the-year performance for families and friends. This was held during the last week of class and showcased the dance routines that the children were learning throughout the fall session. Onetta Harris Community Center has youth dance classes for ages 4-10 years old that started again in January 2019 for the winter session.

5. Winter Registration

Registration for winter and spring activities began on Monday, December 3, 2018. First day registrations brought in a total of \$135,000. This was slightly higher than the amount of registration revenue from last year. Winter classes run from January-March 2019 and spring classes run from April-June 2019. Classes are listed in the current Activity Guide and highlights classes and activities throughout the City.

6. PAC Grant

The City is now accepting applications for the 2019-20 Menlo Park Grant for the Arts. The grant is for organizations looking to perform in a professional-grade theater in effort to support the Menlo Park artistic community. 10 community organizations will be awarded \$500-\$3,000 towards subsidizing the rental cost of the Menlo-Atherton Performing Arts Center for performances from July 2019 to June 2020. Grants are awarded to a variety of organizations, specifically those that help strengthen the local community and provide material appropriate for all ages, races and religions. Online grant applications will be accepted through March 1, 2019.

7. M-A High School Football Champions Parade and Rally

The City of Menlo Park honored the 2018 CIF Division 3-AA State Champion Menlo-Atherton Bears football team with a parade and celebration Saturday, January 12, 2019. The parade began at the CalTrain Station parking lot at the intersection of Santa Cruz Avenue and Merrill Street in downtown Menlo Park. The parade proceeded westbound along Santa Cruz Avenue to the Chestnut Street intersection, where the M-A cheer and dance teams performed. The parade ended at Burgess Park near the baseball fields where a rally was held that included elected officials and speakers from the high school football team. More performances will be given by the cheer and dance teams, as well as the school choir, and players will be recognized individually. It was a well-attended rally to celebrate the local team.

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: 1/23/2019

Staff Report Number: 19-003-PRC

Informational Item: **Bedwell Bayfront Park Trail Head Improvements**

Recommendation

This is an informational item and does not require action from the Parks and Recreation Commission.

Policy Issues

There are no known policy issues to consider in relation to these improvements being made at four (4) trail heads at Bedwell Bayfront Park. The improvements are consistent with the Bedwell Bayfront Park Master Plan.

Background

Various amenities are to be added at four (4) trail heads at Bedwell Bayfront Park. The locations of these trail heads, namely location A, B, D, and F, are depicted on the attached location map. Trail heads A and F will include an 18 foot by 6 foot concrete pad with a trash can, recycle can, dog bag dispenser, bench, bike rack, and park rules and hours signs. Due to space restrictions, trail heads B and D will include a 14 foot by 6 foot concrete pad with a trash can, recycle can, dog bag dispenser, bench, and park rules and hours signs.

The Friends of Bedwell Bayfront Park group has agreed to move their information sign to the opposite side of the trail head B entrance in order for the new concrete pad to be installed in the current sign's location.

Analysis

The concrete pad options, including the locations of the amenities on each pad, are shown on the attached sketches. The contractor will place the trash cans, recycle cans, dog bag dispensers, benches, bike racks, and signs that will be supplied by the City. Based on a meeting with the Friends of Bedwell Bayfront Park, their information sign will be upgraded and relocated at trail head B. The contractor will relocate the three (3) existing story board signs at trail head D. The City will replace the map with a porcelain story board just north of trail head D. The City will also supply the three (3) porcelain signs to be replaced at the lookout.

Impact on City Resources

The City is securing the materials and a contractor will be placing the concrete and amenities. Informal bids are being received from three separate landscaping contractors. Public Works staff will work with the lowest responsible bidding contractor to complete the work.

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. Trail Head Locations Map
- B. Plan and Profile Sketches of Concrete Pad Options

Report prepared by:

Karen Pachmayer, P.E., Senior Civil Engineer

Report reviewed by:

Brian Henry, Assistant Public Works Director

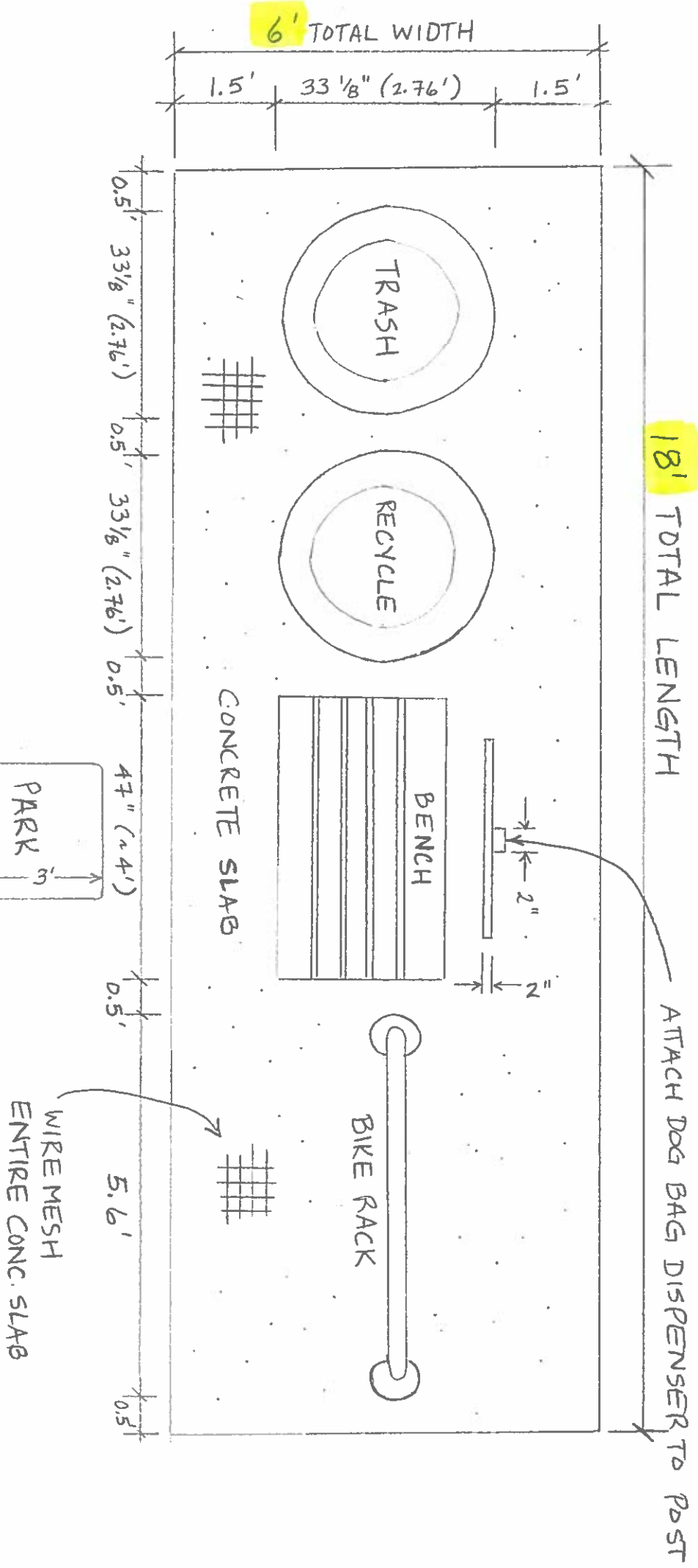
Trail Head Locations

Legend

- A Trail Head A
- B Trail Head B
- D Trail Head D
- F Trail Head F



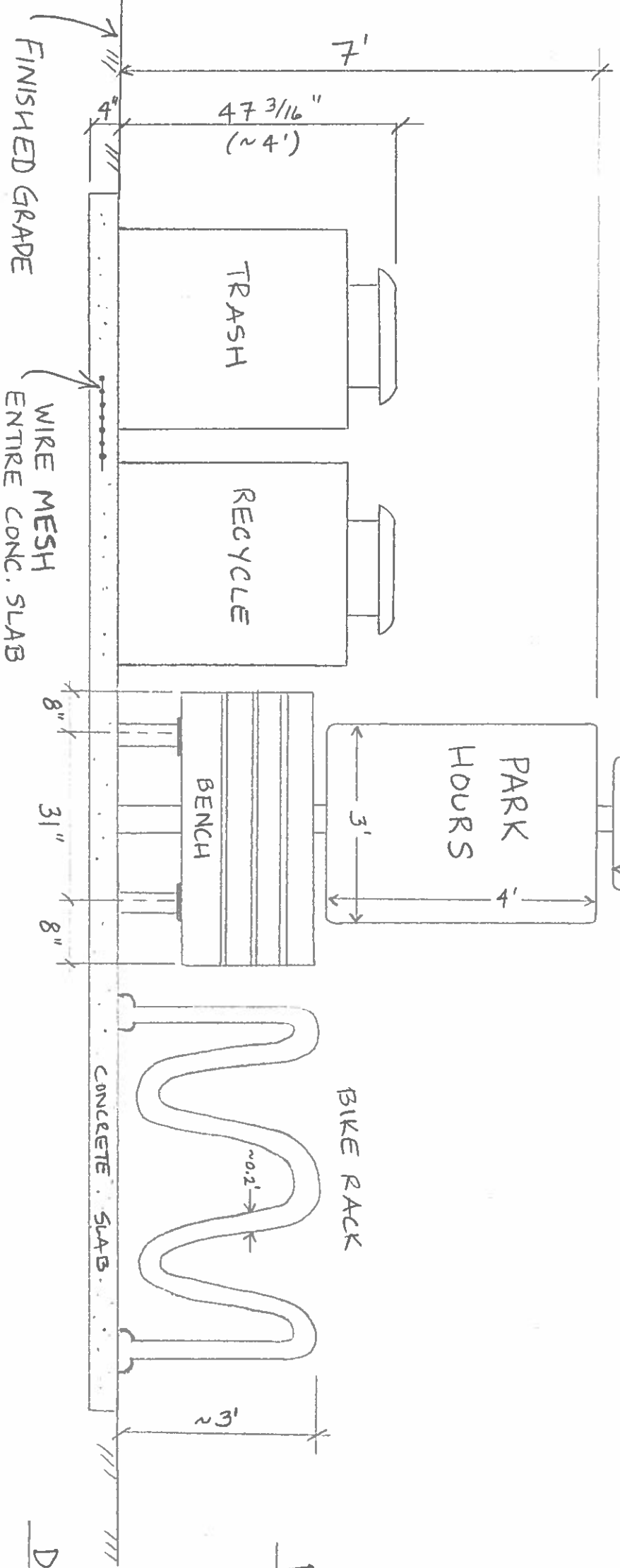
PLAN



NOTES: SEE DETAILS FOR EXACT DIMENSIONS OF TRASH/RECYCLE RECEPTACLES, BENCH, SIGN SUPPORT POST (AND EMBEDMENT), ETC.

FOR POTENTIAL USE AT: TRAIL HEAD "A" AND "F"

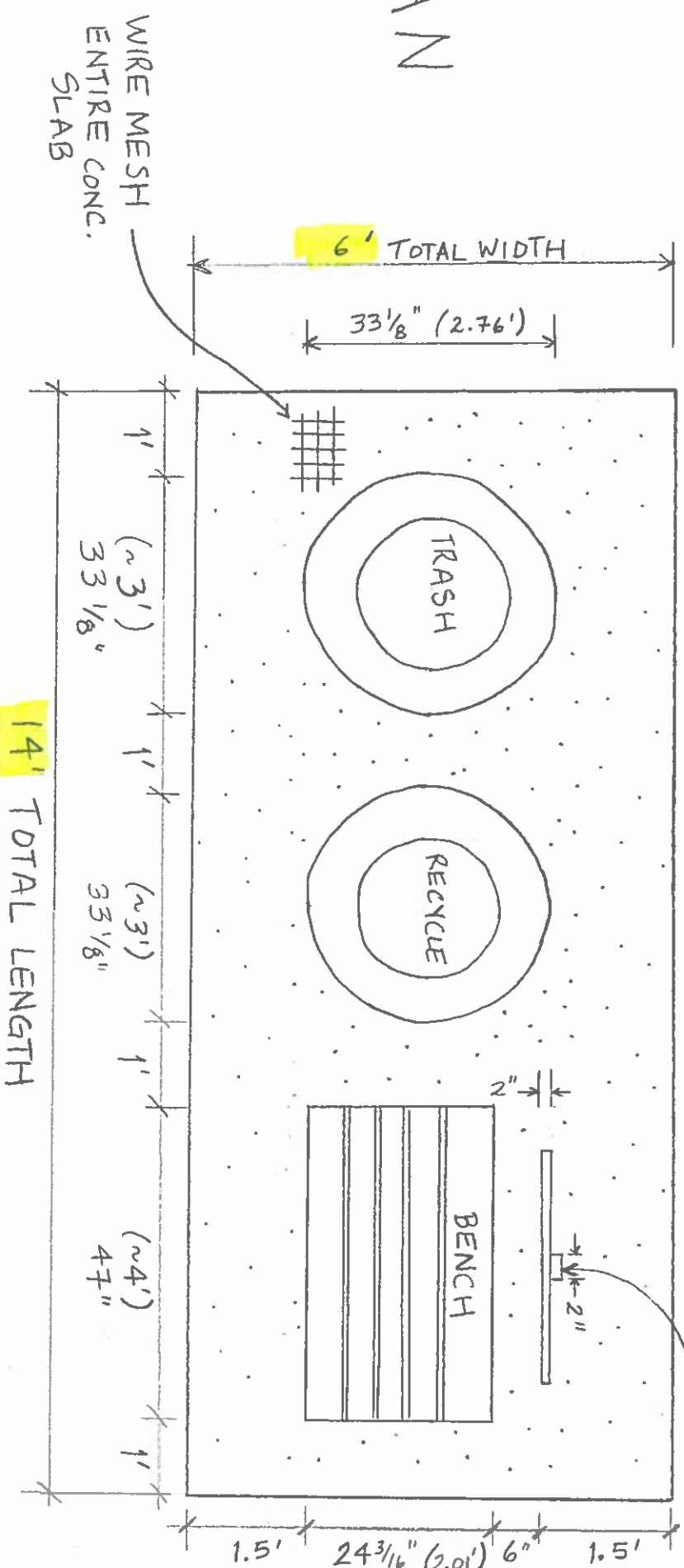
PROFILE



BEDWELL BAYFRONT PARK
CONCRETE PAD AND AMENITIES
AT TRAIL HEADS
WITH BIKE RACK OPTION

DATE: 12/17/2018 SCALE: NTS

PLAN

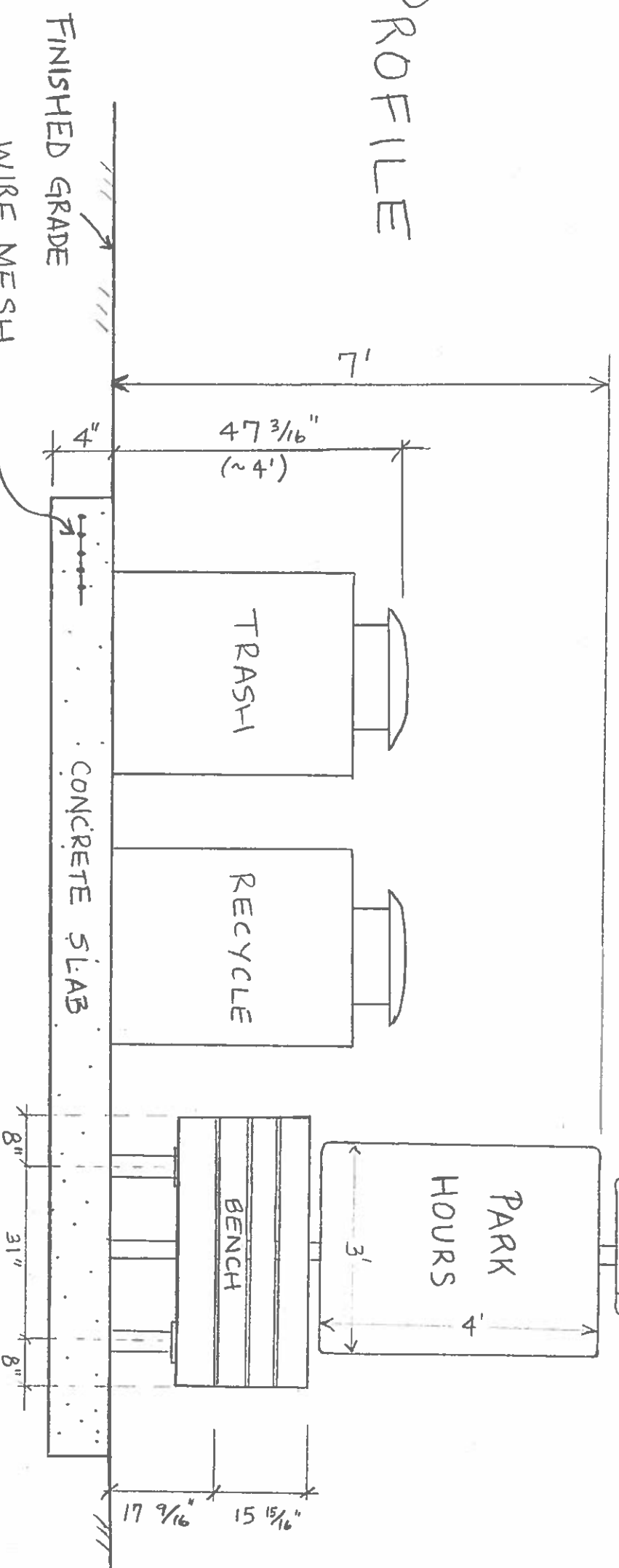


ATTACH DOG BAG DISPENSER TO POST

NOTES: SEE DETAILS FOR EXACT DIMENSIONS OF TRASH/ RECYCLE RECEPTACLES, BENCH, SIGN SUPPORT POST (AND EMBEDMENT), ETC.

FOR POTENTIAL USE AT: TRAIL HEAD "D" AND "B" (IF "FRIENDS" SIGN IS RELOCATED).

PROFILE



BEDWELL BAYFRONT PARK
CONCRETE PAD AND AMENITIES
AT TRAIL HEADS

DATE: 12/04/2018 SCALE: NTS