

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 2/27/2019  
**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. Kuk Sool Won Program Presentation ([attachment](#))

### E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of January 23, 2019 ([attachment](#))
- E2. Approve Parks and Recreation Quarterly Report to City Council ([attachment](#))

### F. Reports and Announcements

- F1. Commissioner Reports
- F2. Community Services Director's update and announcements ([Staff Report # 19-004-PRC](#))

### G. Adjournment

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At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 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**

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 and Community Services Assistant Director Adriane Lee Bird

### **C. Public Comment**

There was no public comment.

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

#### **D1. Presentation of City of Menlo Park's Inclusion Policy ([Staff Report # 19-001-PRC](#))**

Community Services Assistant Director Adriane Lee Bird gave a presentation on the City of Menlo Park Inclusion Policy.

### **E. Regular Business**

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

**ACTION:** Motion and second (Harris/Palefsky) to accept the Parks and Recreation Commission meeting minutes of November 28, 2018; passed unanimously.

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

#### **F1. Commissioner Reports**

Commissioner Baskin mentioned that she attended the December 4, 2018 City Council meeting for the Complete Streets Committee report on the Middle Avenue conceptual bike improvements. She mentioned that overall everyone was very supportive of the project.

Commissioner Lane gave a report on the Tree Lighting and Breakfast with Santa events. She mentioned that her family attends both events every year and that this year was great.

Chair Johnson gave a report on the Holiday Luncheon at the Menlo Park Senior Center. She mentioned that everyone was dancing and enjoying themselves and that children from the community made holiday cards for the seniors.

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

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

**G. Informational Items**

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

Derek Schweigart and Senior Civil Engineer Karen Pachmayer presented the Bedwell Bayfront Park Trail Head Improvements.

Public Comment

Susan Dunlap-spoke to the Commission regarding the vandalism that happens to the Great Spirit Path structure at Bedwell Bayfront Park.

**H. Adjournment**

Chair Johnson adjourned the meeting at 7:34 p.m.

Linda Munguia, Senior Office Assistant



## MEMORANDUM

**Date:** 3/26/2019  
**To:** Menlo Park City Council  
**From:** Jennifer Johnson, Parks and Recreation Commission Chair  
**Re:** Quarterly Report to Council on Two Year Work Plan Goals

### Current work plan goals and achievements for 2018-2020:

1. Provide high quality and inclusive programs and services that meet the diverse and changing needs of all Menlo Park residents and neighboring communities.
  - Finalized the City of Menlo Park's Inclusion Policy and reviewed the internal procedures for accommodation.
  - Committed to promoting the inclusion policy and welcoming participants of all abilities.
  - Exploring ways to expand adaptive programming options and partner with community organizations to provide additional opportunities.
2. Ensure City Parks and Community Facilities are well-maintained, upgraded and/or expanded to improve accessibility and usage by a diverse population, while promoting sustainable environmental design and practices.
  - Embarked on a master planning process for parks and facilities.
  - Created an inventory of facilities and their scheduled replacement.
  - Introduced herbicide-free parks at all City locations.
  - Engaged community in outreach and oversight meetings to find out the needs and desires from community members.
  - Completed redesign of Nealon Park, refreshing the playground structures and upgrading it to the City's first all-inclusive nature playground and demonstration site through GameTime.
3. Improve class and program offerings, venues, partnerships and sponsorships to increase the quality and accessibility of educational, recreational, sporting, artistic, and cultural programs in the City of Menlo Park.
  - Reviewed and approved staff recommendations for Sports Field User Groups for FY 2018-19
  - Moved to coordinate summer camp offerings by making initial program improvements to better align with vision.

4. Support initiatives, partnerships and projects that intersect with the City's Park and Community Services resulting in well-coordinated efforts to meet the needs of residents
  - Continuing partnership with Facebook to enhance existing community-wide events, making kids' zones more robust, providing giveaways, etc.
  - Worked with the Menlo Park Historical Society to unveil two new storyboards in Fremont Park.
  - Belle Haven CDC was awarded \$150,000 in grant funding to operate childcare services.
  - Aquatics contract with Menlo Swim and Sport was amended and approved.
  - Recommended the Little Free Libraries program that will provide a grant to homeowners who will maintain a little free library on their private property.

Other areas and issues addressed by the Commission:

1. After hearing a presentation by the Complete Streets Committee, the commission presented their support for the project at the January 2019 council meeting.
2. Community Funding allocations were approved by the Park and Recreation Commission.





## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 2/27/2019

**Staff Report Number:** 19-004-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. Nealon Park Playground Replacement

The replacement of the playground at Nealon Park is estimated to begin this Spring. The plans and submittals were reviewed by City staff and the City's outside engineering consultant. GameTime is currently addressing the comments. Once the final design is received and approved by the City, demolition of the current playground and installation of the new playground will begin. A ground breaking and ribbon cutting ceremony will be planned as soon as construction dates are finalized.

#### 2. Black History Month Celebrations

The Menlo Park Senior Center will celebrate Black History Month on Friday, February 22<sup>nd</sup> at their 19<sup>th</sup> Annual Lunch and Gospel Fest. The Senior Center will host a lunch program consisting of soul line dancing, poetry readings, and heartwarming gospel music. The luncheon will take place from 11:30am-1:00 pm at the Senior Center.

Belle Haven Action will host a celebration of African American history, food, family fun, live music, activities, and an exhibit of Black inventions from the Domini Hoskins Black History Museum. The event will be held at the Onetta Harris Community Center on Thursday, February 28<sup>th</sup> from 5:30-7:30pm.

#### 3. Summer Camp Fair

The summer camp fair is scheduled for Friday, March 1<sup>st</sup>. The camp fair will be held at the Arrillaga Recreation Center at 5:30pm. The camp fair provides parents to see what the City of Menlo Park has to offer for summer camp programming. Registration discounts will be given to families that register during the Camp Fair. Pizza and entertainment will be provided.

#### 4. Jack Lyle Restroom Ribbon Cutting

On Saturday, March 2 at 9 am there will be a ribbon cutting for the unveiling of the new restroom at Jack Lyle Park. The Jack Lyle Park restroom project is funded as part of the City Council-approved

capital improvement budget for fiscal year 2016-17. Work began on the underground utility construction in September of 2018, and the complete installation of the restroom began in December of 2018.

Originally known as Los Amigos Park and part of the old Fremont Elementary School, Jack W. Lyle Park is named in memory of the only active police officer killed on duty in Menlo Park. Located directly adjacent to Rosener House in a residential neighborhood, the park includes an open field, playground, basketball court, and walking path, providing a comfortable recreation spot for local residents.

#### **5. Menlo Park's CSD Partners with Safe Routes to School and Wheel Kids**

Menlo Park's Community Services Department has partnered with Wheel Kids and Safe Routes to School to present three bike safety workshops on June 8, June 22, and July 28. These workshops will run from 8:30 am to 1 pm at the Arrillaga Recreation Center and are \$110 per family. Registration is required. The class will teach riders bike safety, serve as a refresher for rules of the road and end with a neighborhood bike ride to practice the skills learned.

#### **6. New Improvements to Camp this Summer**

After receiving insightful feedback from Commission members and customers regarding our City camp programs, we have made some exciting modifications to our program. We aim to further streamline our operations for Summer 2020, however this summer, steps were taken to further align programs on the operational end or in some cases differentiate offerings for marketing purposes. Pricing changes are being made to bring the camp rates in line with one another. Menlo Madness, Menlo Palooza and Camp Menlo will have a consistent start time of 8 a.m. Menlo Madness is hoping to incorporate new field trips this year and we have changed some of the theme weeks. During the hiring process, all City camp programs are collaborating on a single hiring process to fulfill all needs for each camp program. We always enjoy working together on our sports camp week and merging all camps on one day for the annual Sports Day. The Summer Camp Fair is on Friday, March 1<sup>st</sup> from 6 p.m. to 8 p.m. at the Arrillaga Family Recreation Center where participants will have the opportunity to save 10% off all City camp programs. Don't miss out on this great opportunity!

### **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**

Staff Report #: 19-004-PRC

None

Report prepared by:  
Natalya Jones, Recreation Supervisor

Reviewed by:  
Derek Schweigart, Community Services Director