

# Parks & Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 4/24/2019  
**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. Study Session

- D1. Park and Recreation Facilities Master Plan Draft Recommendations ([attachment](#))

### E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of March 27, 2019 ([attachment](#))

### F. Reports and Announcements

- F1. Commissioner Reports (Sarah Staley Shenk)  
F2. Community Services Director's update and announcements ([Staff Report # 19-008-PRC](#))

### G. Adjournment

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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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## MEMORANDUM

**Date:** 4/24/2019  
**To:** Parks and Recreation Commission  
**From:** Derek Schweigart, Community Services Director  
**Re:** Parks and Recreation Facilities Master Plan Study Session

To: Parks and Recreation Commissioners

The Parks and Recreation Master Plan serves as a guiding document for the City as it seeks to improve and maintain the parks and recreation facilities in Menlo Park. It is primarily a planning and policy document and not envisioned to approve specific facilities improvement projects or programs. Projects and programs that are advanced under this Plan would need to undergo their own design, environmental review and approval process prior to being implemented.

Over the past year, extensive community input has been gathered through a variety of methods to assess community needs and recreation demand in the City including community workshops, pop-up and intercept activities, focus groups, stakeholder interviews, online surveys and various social media efforts. A significant amount of the community engagement occurred throughout the City to ensure participation from the community.

Draft guidelines and recommendations for city parks and facilities have been developed and are available for public review at [menlopark.org/parkscomments](http://menlopark.org/parkscomments). The focus of the study session will be on these recommendations which cover all of the parks and recreation facilities throughout the City.

Additional resources on the Parks and Recreation Facilities Master Plan Update are available on the City's website at [menlopark.org/mymenloparks](http://menlopark.org/mymenloparks). The site provides information on the Master Plan process, history, important upcoming dates, a link to the Draft Recommendations and Guidelines Chapters and the on-line comment survey.

# Parks & Recreation Commission



## REGULAR MEETING MINUTES **DRAFT**

**Date:** 3/27/2019  
**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 6:33 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 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 from Team Sheeper on the City's pool operations ([attachment](#))**

CEO and Founder of Menlo Swim and Sport Tim Sheeper gave the Commission a presentation on the City pool operations.

Public Comment

Julie Shanson addressed the Commission regarding the winter and summer operation hours of the Belle Haven pool.

#### **D2. Presentation on Menlo Park Grant for the Arts Awards ([Staff Report # 19-005-PRC](#))**

Recreation Coordinator Mayra Lombero and Executive Director of Menlowe Ballet Lisa Shiveley gave the Commission a presentation on the Menlo Park Grant for the Arts Awards.

### **E. Regular Business**

- E1. Approve the Parks and Recreation Commission minutes for the meeting of February 27, 2019 ([attachment](#))

**ACTION:** Motion and second (Staley/Baskin) to accept the Parks and Recreation Commission meeting minutes of February 27, 2019, passes 5-2, Harris and Lane abstained

**F. Reports and Announcements**

- F1. Commissioner Reports

Commissioner Baskin mentioned that she has noticed a difference in park usage at Jack Lyle Park now that the restrooms are installed.

- F2. Community Services Director's update and announcements ([Staff Report # 19-006-PRC](#))

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

**G. Informational Items**

- G1 Update on Nealon Park Playground ([Staff Report # 19-007-PRC](#))

Derek Schweigart and Senior Civil Engineer Karen Pachmayer gave the Commission an update on the Nealon Park Playground.

**H. Adjournment**

Chair Johnson adjourned the meeting at 7:56 p.m.

Linda Munguia, Senior Office Assistant



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 4/24/2019

**Staff Report Number:** 19-008-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. Summer Camp Registration Now Open

City-run camps, serving ages 3-12, such as Menlo Madness, Menlo Palooza and Camp Menlo are now open for registration. Campers will spend their summer going on field trips, cooking, creating arts & crafts, playing sports, visiting the gymnastics center, swimming and forming new friendships. Along with summer camps, a number of fun new classes are being introduced this summer session. Registration opened on April 22 for residents, and will open on April 25 for unincorporated residents and April 29 for non-residents. All of these offerings and more can be found in the new Summer Activity Guide [here](#).

#### 2. Community Services Department All-Staff Training

On April 12, the Community Services Department held their all-staff training at the Historic Adobe Building in Mountain View. The day included an update on Menlo Park from the Human Resources Department, work on the department's strategic plan, a discussion on building high performing teams and optimizing communication using the DISC profile led by former City Manager and Parks and Recreation Director of Roseville, Mike Shellito, as well as an abundance of teambuilding activities. A lot of great work was accomplished and it was a wonderful opportunity to bond with our team.

#### 3. Week of the Young Child

The Week of the Young Child is an annual celebration hosted by the National Association of the Education of Young Children (NAEYC). It is a time when early learning is celebrated along with children and their families. The purpose of the Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs. We also understand that we must first build relationships with our families to secure the long-lasting relationships that we will have as children continue to participate in our childcare programs. This year, the celebration takes place during April 15-19. The childcare programs in the City plan a week of fun activities that celebrate the joy of being a child and hosts various activities that participants in our programs enjoy. From the simplest activities like Crazy Hair

Day or an ice cream social to more unique experiences like bringing in a petting zoo or hosting a Spring Carnival, the week provides the children with the opportunity for freedom of expression and creativity. Families look forward to the Week of the Young Child activities each year and fun is had by all.

#### **4. Belle Haven Spring Fair April 27**

The Belle Haven Spring Fair takes place Saturday, April 27 from 11am-2pm. The fair will take place at the Ivy Street Plaza located between Belle Haven Elementary School and the Belle Haven Child Development Center. The event will include representatives from local agencies that provide support to the Belle Haven and East Palo Alto communities. Various departments of the City of Menlo Park will also be present. This is a wonderful opportunity to connect with local resources, enjoy local entertainment and free food. There will also be a dessert fundraiser to support the Beechwood School which is also located in Menlo Park.

#### **5. Menlo Park Fire Department Visits the Senior Center**

The fire marshal visited the Senior Center on March 28 to speak with seniors about smoke alarm safety, and the replacement project sponsored by the Fire District. The crowd had a chance to ask questions and get valuable information about fire safety from the experts. Fire personnel later joined the seniors for lunch.

#### **6. Special Study Session and Council Meeting at the Senior Center**

The Community Services Department presented the draft guidelines and goals from the Park and Facilities Master Plan to the City Council on Tuesday, April 16, 2019. These guidelines and recommendations for city parks and facilities are available for public review at <http://menlopark.org/parkcomments>. The full draft report will be available on May 16 as part of May 21 City Council agenda packet. The master plan is scheduled to be reviewed by the Parks and Recreation Commission at their meeting on May 22 and received by the City Council at their meeting on June 18.

#### **7. Bedwell Bayfront Park Trail Head Improvements**

This spring, the Public Works Department will be installing various amenities at four trail heads in Bedwell Bayfront Park. The first and last trail heads 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, the other trail heads 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 (no bike rack).

In coordination with the Friends of Bedwell Bayfront Park, their informational sign will be relocated to the opposite side of the trail head entrance. The City will also relocate the educational storyboards near trail heads to provide easier access for visitors, and the three storyboards on the lookout will be replaced with porcelain enamel graphic panels for improved weather resistance.

These improvements were recommended in the Bedwell Bayfront Park Master Plan.

#### **Upcoming Events**

- Kite Day at Bedwell Bayfront Park, May 4 from 12:00 p.m. – 3 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:

Adriane Lee Bird, Assistant Community Services Director

Reviewed by:

Derek Schweigart, Community Services Director