

# Parks and Recreation Commission



## REGULAR MEETING AGENDA

**Date:** 10/23/2019  
**Time:** 6:30 p.m.  
**Arrillaga Family Recreation Center**  
**701 Laurel St., Menlo Park, CA 94025**

**A. Call To Order**

**B. Roll Call**

**C. Pledge of Allegiance**

**D. 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. 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.

**E. Presentations and Proclamations**

E1. Presentation from South Bay salt pond restoration project

E2. National Bullying Prevention Month – Unity Day Presentation ([Attachment](#))

E3. Arrillaga Family Recreation Center presentation

E4. Sports and recreation program presentation

**F. Regular Business**

F1. Approve the Parks and Recreation Commission minutes for the meeting of August 28, 2019 ([Attachment](#))

**G. Reports and Announcements**

G1. Commissioner Reports (Marc Bryman)

**H. Informational Items**

H1. Community Services Director's update and announcements ([Staff Report #19-017-PRC](#))

**I. Adjournment**

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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.

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# Proclamation

## National Bullying Prevention Month

October 2019

**WHEREAS**, People of all races, religions, nationalities, genders, sexual orientations, ages, abilities and cultures should feel safe and welcome in Menlo Park; and

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

**NOW THEREFORE, BE IT PROCLAIMED** that I, Ray Mueller, Mayor of the City of Menlo Park, do hereby proclaim October as the month Menlo Park National Bullying Prevention month and 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 RESOLVED**, 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.



  
Ray Mueller, Mayor  
October 2019

# Parks & Recreation Commission



## REGULAR MEETING MINUTES – DRAFT

**Date:** 8/28/2019  
**Time:** 6:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### A. Call To Order

Vice Chair Baskin called the meeting to order at 6:33 p.m.

### B. Roll Call

Present: Baskin, Johnson, Payne and Bryman

Absent: Harris, Staley

Staff: Community Services Director Derek Schweigart and Community Services Assistant Director Adriane Lee Bird

### C. Pledge of Allegiance

### D. Public Comment

No public comment.

### E. Regular Business

- E1. Approve the Parks and Recreation Commission minutes for the meeting of July 24, 2019 ([attachment](#))

**ACTION:** Motion and second (Payne/ Johnson) to accept the Parks and Recreation Commission meeting minutes of July 24, 2019, passes 4-0-2, (Harris and Staley absent.)

- E2. Approve a recommendation to the City Council in support of the Parks and Recreation Facilities Master Plan ([Staff Report # 19-015-PRC](#))

Mindy Craig from BluePoint Planning and Gail Donaldson from Gates and Associates made the presentation.

The Commissioners discussed the recommendation to the City Council.

- Pamela Jones spoke in support of the master plan and on the collaboration between departments.
- Ray Mueller spoke in support of the master plan.
- Helen Wolter spoke in support of the master plan.

**ACTION:** Motion and second (Johnson/ Payne) to approve a recommendation to the City Council in support of the Parks and Recreation facilities master plan, passes 4-0-2, (Harris and Staley absent.)

**ACTION:** Motion and second (Johnson/ Payne) to include supporting language for the City Council to prioritize the Burgess snack shack with the condition of receiving outside funding, passes 4-0-2, (Harris and Staley absent.)

E3. Approve the Parks and Recreation Commission Quarterly Report to City Council ([attachment](#))

**ACTION:** Motion and second (Johnson/ Payne) to approve the Parks and Recreation Commission quarterly report to City Council, passes 4-0-2, (Harris and Staley absent.)

## **F. Reports and Announcements**

F1. Commissioner Reports

Commissioner Johnson provided an update on Nealon Park.

F2. Community Services Director's update and announcements ([Staff Report # 19-016-PRC](#))

Adriane Lee Bird gave the Community Services Director's update and announcements.

## **G. Adjournment**

Vice Chair Baskin adjourned the meeting at 7:43 p.m.

Elizabeth Snider, Senior Office Assistant



## STAFF REPORT

### Parks and Recreation Commission

**Meeting Date:** 10/23/2019

**Staff Report Number:** 19-017-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. New Hire

Mayra Monje has been hired as a new Senior Program Assistant. Mayra will support both the Belle Haven After School and the Onetta Harris Community Center. Mayra was a Site Coordinator and Kindergarten teacher at St Elizabeth Seton School in Palo Alto. She has also been a part-time hourly employee for the City of Menlo Park for two years. Mayra and her family are longtime residents of the Belle Haven community. When not working, Mayra enjoys reading motivational books. She also teaches the Quinceañera Waltz to young girls getting ready to turn 15.

#### 2. Nealon Park Playground Update

The playground at Nealon Park is estimated to open in November. A conflict with underground utilities was discovered during construction, and it delayed the project because custom equipment had to be designed and ordered. As soon as this equipment arrives, the final aspects of construction will be completed, and the new playground will open with a ribbon cutting event. The City thanks residents and playground users of Nealon Park for their patience, as quality and safety are City priorities.

#### 3. City Council Accepts Parks and Recreation Facilities Master Plan Update

On the October 15<sup>th</sup> City Council meeting, staff presented council members with the final update to the Parks and Recreation Facilities Master Plan. The presentation was delivered by Department Director Derek Schweigart, Gail Donaldson from Gates and Associates, and Mindy Craig from BluePoint Planning. Council voted 5-0 to accept the Parks and Recreation Facilities Master Plan, directing staff to identify a programmatic and straightforward project list to be included in future budgets, retain a cost estimator and provide an implementation proposal for the projects, and to provide a proposal for the issuance of a third phase of the Measure T bond as a possible funding strategy. Council also authorized the City Manager and City Attorney to work with Facebook to prepare an agreement for City

Council that outlines parameters for the construction and process for community engagement for a new multigenerational community center and library on the Onetta Harris Campus in Belle Haven.

#### **4. Senior Center Events**

Over 130 seniors and their families attended the annual Mexican Independence Luncheon at the Senior Center on Friday, September 20<sup>th</sup>. The seniors enjoyed a fantastic lunch meal while dancing and listening to a Mariachi band. The seniors came dressed in festive, traditional clothing, and enjoyed celebrating this very special occasion.

The Senior Center also hosted its Autumn Dance on October 4<sup>th</sup>. With a Disco fever theme, the Senior Center was decorated with a 1970s style. Music, food, and fun kept these active seniors dancing the afternoon away.

The planning for the Menlo Park Senior Center's 2nd Annual Viva Frida & Dia de los Muertos is well underway. Altars have been assigned to seniors and local community members, as well as Beechwood first grade students. The senior folkloric dancers are practicing for their performance. Day of the Dead celebrates those gone, and remembers them through festivities, lights, altars, and gathering of loved ones. This year's event is held on Friday, November 1<sup>st</sup> from 6-8 pm.

#### **5. Halloween Events**

On Saturday, October 26<sup>th</sup>, the Community Services Department will have two Halloween events. Halloween Hoopla will be held at Fremont Park. The Costume Parade will start at 11am and the Celebration will begin at 11:30am. The Halloween Spooky Carnival will be held at Kelly Park and will operate from 12noon until 3pm. Entertainment and crafts will be available at both locations. Both events are free to the public.

The City of Menlo Park will have its Annual City Hall-oween activity. This allows children from the Menlo Children's Center to trick or treat through the City Departments located on the Burgess Campus. Each department has chosen a unique theme to dress up in costume and decorate their areas. There will be a winner for best costume and best decorated theme.

#### **6. Open House for Childcare Programs**

The Childcare Programs in the Community Service Department held Open House Events in the months of September and October. Belle Haven Child Development Center's Open House was on September 24<sup>th</sup>, Menlo Children's Center Open House was held on September 26<sup>th</sup>, and the Belle Haven After School program held their Open House on October 10<sup>th</sup>. These open houses were an opportunity for current as well as potential families to visit the Centers and find out additional information regarding programming and operation. Parents attended a short presentation by administrative staff before visiting the classrooms and participating in activities led by the classroom teachers.

#### **7. Thanksgiving Food Drive**

The Belle Haven and Menlo Children's Center After School Programs will begin a Thanksgiving Canned Food Drive on November 4<sup>th</sup>. The two programs will have a friendly competition as they encourage the children and their families to donate canned goods. The collected canned goods will be turned into the Ecumenical Hunger Program in East Palo Alto which provides food bags during the

holidays for families in need. During the month of November, the after school programs will focus on the theme of Caring and what it means to be compassionate and show that you care.

## **8. Youth Volleyball Playoffs**

Children from Encinal, Laurel, Oak Knoll, Phillips Brooks, and Woodside Elementary schools have been participating in the Youth Volleyball League held at the Arrillaga Family Gym. Playoffs are beginning soon for these teams. The 7<sup>th</sup> and 8<sup>th</sup> grade leagues will have their playoff and championship games on Monday, November 4 and the 6<sup>th</sup> Grade league on Tuesday, November 5. Standings and schedule available at [www.teamsideline.com/menlopark](http://www.teamsideline.com/menlopark).

## **9. Unity Day**

The Community Services Department is celebrating Unity Day on Wednesday, October 23<sup>rd</sup> to raise awareness of Anti-Bullying Month. At the Arrillaga Family Recreation Center, we will have a Kindness Wall, light snacks and refreshments, crafts and board games. Kristin Quintana from Kuk Sool Won will be doing a short brief presentation on bullying prevention. This will take place between 4 PM to 6 PM in the Oak Room at the center.

## **Upcoming Events:**

December 6<sup>th</sup> – Holiday Tree Lightning, 5:30pm at Fremont Park

December 7<sup>th</sup> – Breakfast with Santa, 7:30am-11:30am at Arrillaga Recreation Center

## **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

Staff Report #: 19-017-PRC

Report prepared by:  
Natalya Jones, Recreation Supervisor