



PARKS AND RECREATION COMMISSION

MINUTES

Study and Training Session

February 7, 2009

9:00 a.m.

Burgess Recreation Center

700 Alma Street

Menlo Park

Call to order 9:00 a.m.

ROLL CALL

PRESENT: Vice Chair Tooley, Commissioners Blythe, Breisch, Maurano, Naclerio, Watkins, Chair Kirkpatrick not present.

OTHERS PRESENT: Community Services Director, Barbara Santos George and Jelena Gaines.

A. PRESENTATIONS AND PROCLAMATIONS

None

B. COMMISSION VACANCIES, APPOINTMENTS AND REPORTS

SUB COMMITTEE REPORTS

None

C. PUBLIC COMMENT #1

None

D. CONSENT CALENDAR

None

E. PUBLIC HEARING

None

F. REGULAR BUSINESS

1. *Commissioner Handbook – Margaret Roberts, City Clerk*

Margaret Roberts handed out the Commissioners the updated handbooks and gave an overview with specific attention to Brown Act implementation. Of particular interest, since many of the Commissioners travel, was the Procedure to be able to call in and participate in the Meeting.

2. *Roberts Rules of Order - Margaret Roberts, City Clerk*

Margaret gave the Commission guidelines to understanding the Roberts Rules of Order and their practical use in communication. City Clerk also clarified the proper information exchange among the Commissioners, public, City Staff and City Council, in accordance with the book.

3. *Presentation and completion of Commission Satisfaction Survey - Margaret Roberts*

City Clerk presented the survey and its goals, and also handed out the Commission Satisfaction Survey sheet.

4. *Discussion of Future Projects – Barbara Santos George, Community Services Director*

Commissioner Blythe proposed to review field reservation procedures with Marc Nuckolls, Sports Coordinator, and Vice Chair Tooley agreed. Barbara George pointed out that the study will be beneficial in terms of scheduling and organizing new user groups, once the school fields are reconstructed and Kelly field is renovated.

Motion Vice Chair Tooley to set Field Usage Policy, which would embrace inventories, usage preference and fees; seconded by Naclerio and unanimously carried.

Motion Vice Chair Tooley to set an Overview of Community Services Programs, presented by City Staff; seconded by Maurano and unanimously carried.

Barbara George proposed that representative of a program be present at the meeting once a month starting in March.

G. WRITTEN COMMUNICATION

None

H. PUBLIC COMMENT #2

None

J. ADJOURNMENT at 12:00 pm