



**PARKS AND RECREATION COMMISSION
MINUTES**

**Wednesday, June 16, 2010 at 6:30 p.m.
700 Alma Street, Menlo Park, CA 94025
Burgess Recreation Center**

CALL TO ORDER at 6:30pm

ROLL CALL – (Chair) J. Tooley, K. Breisch, K. Blythe, J. Cebrian, A. Kirkpatrick

ABSENT – P. Maurano, N. Naclerio

Others Present – Cherise Brandell, Community Services Director
Katrina Whiteaker, Recreation Services Manager
Margaret Roberts, City Clerk
Pamela Aguilar, Deputy City Clerk

A. PUBLIC COMMENT #1

There were no public comments.

B. CONSENT CALENDAR

1. Approval of the Minutes dated [May 19, 2010](#).

**Motion/Second (K. Breisch / J. Tooley) to approve the Minutes of May 19, 2010.
Motion voted and passed 5:0.**

C. REGULAR BUSINESS

1. **Commission Work Plans** – Starla Jerome Robinson, Assistant City Manager;
Margaret Roberts, City Clerk ([Attachment1](#); [Attachment2](#))

Pamela Aguilar, Deputy City Clerk, thanked the commission for allowing her to speak on this item. Pam explained that the City acknowledges the work of the commissions and according to the feedback some of the commissions, came up with a two year work plan. Pam admitted that the Parks and Recreation Commission is ahead of the game as far as developing a plan for the future. The work plan will be in a common template and taken to the City Council for view and approval.

Pam walked the commission member through the guidelines.

Step 1 Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.

Step 2 Develop a mission statement that reflects that purpose.

Step 3 Discuss and outline any priorities established by Council.

Step 4 Brainstorm goals, projects, or priorities of the Commission and determine the following:

- A. Identify priorities, goals, projects, ideas, etc.
- B. Determine benefit, if project or item is completed
- C. Is it mandated by State or local law, or by Council direction?
- D. Would the task or item require a policy change at Council level?
- E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
- F. Completion time? (1-year, 2-year, or longer term?)

- G. Measurement criteria? (How will you know you are on track? Is it effective?, etc.)

Step 5 Prioritize projects from urgent to low priority.

Step 6 Prepare final Work Plan for submission to Council for review and approval in the following order:

- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8

Step 7 Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand

Step 8 Report out on work plan priorities to the City Council, which should include:

- A. List of “approved” priorities or goals
- B. Status of each item, including any additional resources required in order to complete
- C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete

Pam explained that the general goal is to support the Council’s goals. The purpose of this commission is to be a liaison between people and staff and it is important to talk to the residents and get the sense of what they want to see in terms of parks and recreation. There are some worksheets that will help the commission organize the priorities. The time line is to bring the Work Plan to the City Council before the end of the calendar year. This Commission will need to appoint a new member by October this year, as Paula Maurano’s term is due September 30th. Nick Naclerio and Kelly Blythe’s term will run out on Sept 30 and they can reappoint.

2. Burgess Pool RFP Overview – Katrina Whiteaker, Recreation Services Manager ([Attachment](#))

Katrina Whiteaker presented the timeline for the Burgess Pool RFP. The goals for this meeting are:

- To overview the RFP items and receive a feedback from the Commission.
- To discuss how to involve the public into the process
- To form 2 sub-committees to review and select the proposals

The contract with the current pool operator is expiring in May 2011. Katrina explained that the department along with the commission is going through a formal process to contract an operator for the Burgess Pool. It is important to gather a public feedback on the current programming and the staff is working on creating a survey for the pool users. The Commission members agreed that it is crucial for the process to be followed by the public from the beginning to the end. Katrina clarified that the main item in the proposal will be the renter’s rate. The staff presented 3 possible options on this matter:

1. The contractor would pay the set rental rate based on the cost and interest rates
2. To get the reduced rate and to operate the BH Pool
3. To waive the rate but run the BH Pool

The further discussion was about consolidating the options into a more specific one. Kelly Blythe pointed out that the contractors want to know what exactly they are bidding on and it would be easier if everyone is bidding on the same option. The commission members’ feedback on this topic was to include the second and third option mentioned above.

Katrina Whiteaker spoke about other items in the proposal. The method for determining a rental rate has not been generated yet and the staff will work on it based on the feedback from today’s meeting. The safety program that the city maintains would have to continue onto the operator and they would have to carry certain insurance. The cost of doing the reviews and audits would

be charged to the operator. Maintenance costs will be paid by the contractor and the amounts of over \$25,000 might need the city's approval.

The program fees at Burgess Pool and Belle Haven would have to be specified and in the reasonable range. As far as programming, the operator would propose the pool usage because they will know what optimizes the revenues and what is working, but there are minimums set already to:

- Recreational/Open Swimming
- Swim Lessons
- Lap Swimming
- Masters Swimming
- Swim Team
- Community Rentals

The minimum requirement will include the ADA access. Inclusive, therapeutic and adaptive program would be on the operator to choose, but not required. The Commission members suggested including a dome as a requirement.

Further discussion was about the building layout and the lobby area between the Gymnastics and the pool. It is not certain whether the new gymnastics building would share the lobby with the pool or exist separately. Under the current contract, the area between the two facilities was planned to be shared and there were two offices intended for the city staff. The set up did not work in coherence because of the separate registration systems. The space is being used by the pool staff.

Cherise Brandell mentioned that this item will be back for discussion. One of the sub-committees will review the draft in July so that the final RFP could be issued late August. The contract would be awarded in December. Cherise informed that there is only one commission meeting to complete the tasks and would appreciate the volunteers for the subcommittee. It would meet over the next month. The review board will be appointed after the RFP's are returned. Two commission members should be on the sub-committee for review and other members to help make selection. Andy Kirkpatrick volunteered to be on the Selection Committee and Kelly Blythe on the Review Board. James Cebrian will coordinate his selection with Paula Maurano.

D. REPORTS AND ANNOUNCEMENTS

E. INFORMATION ITEMS

1. Kelly Park bid result and rough schedule.

Cherise Brandell let the Commission know that the Kelly Park project was open for the bids 2 weeks ago. The bids came in lower than expected which allows the city to allocate the remaining amount to the gymnastics project.

The gym project will start as soon as the gymnasium is completed and will exhaust the Measure T funds.

Gymnasium floor at Onetta Harris Recreation Center has been resurfaced.

Council Member Hayward Robinson will attend next meeting to address the field reservation and maintenance schedules.

F. PUBLIC COMMENT #2

Chris Arrington of Menlo Park, spoke about the current rental fees imposed by the pool operator being high. Chris said that Burgess Pool is the only community pool that operates year long and the operator is taking advantage by setting high fees. Mr. Arrington mentioned that the contract should set the rental fee for the operator and that the current contract does not require Tim Sheepen to pay the rent. Mr. Arrington represented the non-profit group called SOLO Aquatics.

G. ADJOURNMENT at 8:10pm.

Submitted by Jelena Gaines.