



## **PARKS AND RECREATION COMMISSION MINUTES**

**Wednesday, January 19, 2011 at 6:30 p.m.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers**

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**CALL TO ORDER** at 6:30pm

**PRESENT** – (Chair) J. Tooley, (Vice Chair) K. Blythe, K. Breisch, C. Carlton, J. Cebrian,  
A. Kirkpatrick, N. Naclerio

**OTHERS PRESENT** – Cherise Brandell, Community Services Director; Katrina Whiteaker,  
Community Services Manager; Karen Mihalek, Recreation Coordinator

**A. PUBLIC COMMENT #1 (Limited to 30 minutes)**

Allan Bedwell of Menlo Park spoke against the City's intention to plant 1000 trees at Bedwell-Bayfront Park. Mr Bedwell expressed concerns that the project will have an environmental impact on the water quality, gas emissions and native species in the park. Mr Bedwell urged the commission to look into the issue before the City Council votes on it on January 25. Mr Bedwell believes that the City should not receive the grant to move on with the project.

**B. CONSENT CALENDAR**

1. Approval of the Minutes dated [December 15, 2010](#).

Commissioner Kristi Breisch suggested amending the minutes of December 15<sup>th</sup> to include the following:

- Discussion about possibly shortening the length of the Commission meetings in future. The commission discussed preparing draft agendas at the meetings for the following months meeting. For example, on February 16<sup>th</sup>, the Commission would create a draft agenda for the meeting in March.
- Item C3, paragraph #4, should include that Tod Zeo, Recreation Coordinator, met with twelve youth basketball coordinators to receive feedback on request to accommodate a girl to play on a boys' team. Prior to that meeting, the coordinators were asked to attain feedback from their team coaches on the issue. Out of one hundred and thirty coaches that were contacted, seven responses were received. None of the coaches identified themselves as either a boys or girls coach.
- Commissioner Kelly Blythe was present.

**Motion/Second (Tooley/Cebrian) to amend the minutes and review them on the next meeting. Motion passes 7:0.**

**C. REGULAR BUSINESS**

**D.**

1. Election of Chair and Vice Chair for 2011

**Motion/Second (Cebrian/Carlton) to nominate Commissioner Kelly Blythe as Chair.  
Motion carried and unanimously approved.**

**Motion /Second (Tooey/Cebrian) to nominate Commissioner Kristy Breisch as Vice  
Chair. Motion carried and unanimously approved.**

2. Commission input on 2011 – 2016 Capital Improvement Plan

The Parks and Recreation Commission reviewed the copies of the 2011-2016 Capital Improvement Plan and provided an input to staff which would be presented to the City Council on March 13. The commission members recalled the Jack Lyle Park restroom project and suggested to give priority to the project. The estimate cost is \$240,000.

**Motion/Second (Kirkpatrick/Breisch) to 1) begin the public engagement process for the Jack Lyle Park restrooms in the 2011-12 fiscal year so that construction (potentially) can begin in the 2012-13 fiscal year; 2) to add a Rec-in-lieu funded project to gather community input on restrooms for Willow Oaks Park for FY 12-13 so that construction (potentially) can begin in FY 13-14 (assuming costs would be similar to the Jack Lyle Restroom project at \$240,000). Motion carried and unanimously approved.**

3. Commission input on Aquatics Lease Agreement

Seven members of public spoke in favor of SOLO. They emphasized the quality of the program, in particular the youth competitive swim program. Coach Tom said that he witnessed a reduction in space and time offered to SOLO and is concerned that the time reduction would drive the non-profit out of business. Steve Zanolli spoke to remind the commission that the subcommittee did not present their decision for the Commission's review. Several SOLO users spoke about the \$3000 monthly rent stated in the draft agreement. They feel that the sum is a giveaway and that the city should protect the Menlo Park taxpayers by increasing the rate.

Further discussion between Commission members was mainly about the following subjects:

- **History of lane allocation at Burgess Pool**

Commissioner Blythe was concerned that the lane space and time is reduced on SOLO's account only. Commissioner Kirkpatrick said that the fundamental argument is that by reducing SOLO's youth program, children in Menlo Park will not have an access to a quality swim instruction. The conversation led to an agreement to obtain a detail analysis of the lane use at the pool. The analysis will include the history of Menlo Swim and SOLO programs, number of Menlo Park and non-resident users, the peak hours of the pool for both adult and youth programs.

- **Financial component of the Draft Lease Agreement and 10 year lease term**

Commissioner Breisch pointed out that the RFP (Request for Proposal) timeline was not followed and that the process moved along after the sub-committees meeting on contenders' financial assessment. Kristy Breisch expected the Commission to discuss the assessment with the sub-committee before any decisions were made. Kristy asked for clarification of the role of the advisory board and the City's enforcement of an oversight. Commissioner Naclerio referred to the \$3000 monthly lease and suggested that the City conduct an annual audit and consider a rent increase or profit sharing. Cherise explained that after doing the analysis of Menlo Swim business finances, the \$ 20,000 monthly rate, mentioned earlier in the RFP process, was not reasonable and would not be deliverable. The staff and the sub-committee felt that \$3000 per month, and given the risk of operating Belle Haven Pool, would be a fair amount to be asked for and still allow the operator to run a high quality program. The rent increase wording and formula is being considered by the City Attorney. Catherine Carlton left the meeting at 7:30pm.

Cherise explained that the ten year lease term was requested by the provider. She added that the City asked that the provider meets the needs of other users and the City would request the annual revision process, to gain an insight on the programming and

lane allocation. The City would reserve the right to cancel the contract if the provider does not meet the criteria at any point.

**Motion/ Second (Tooley/Kirkpatrick) to form a Sub-committee of two members, Kristy Breisch and Nick Naclerio, to evaluate the new information and review the contract from the perspective of the community. Motion carried and unanimously approved.**

**Motion/ Second (Tooley/Breisch) to hold a special meeting on February 3<sup>rd</sup> to receive and discuss Commission input on draft Aquatics Lease and provide input on Solo Programming addendum. Motion carried and unanimously approved.**

## **E. REPORTS AND ANNOUNCEMENTS**

### **1. Update on Kelly Park Improvements**

Cherise Brandell reported that the lights are installed and the grass is to be rolled out by the end of the week. The next step is tennis court resurfacing and it will take place in the last week of January. The park will stay open for the user groups until 9pm and presents a great location for city events. The staff mentioned no decrease in number of participants on other city locations. The soccer field is requested by some of the major soccer groups in the area.

### **2. Update on Burgess Recreation Center renovation**

Cherise Brandell gave an update on the Burgess Recreation Center renovation. The process started previous week after all of the programming was relocated to Burgess Gymnasium, Arrillaga Family Gymnasium and Menlo Park Library. Some of the classes were canceled. The estimated time frame for the renovation is two months. Cherise mentioned that accommodating an afterschool program in either the new Gymnastics Center of Burgess Recreation Center is feasible, but not part of the vision. The ongoing recreational programs for youth, offered in the afterschool hours through the City, are expected to grow and bring the facilities to the capacity.

### **3. Update on Gymnastics program Relocation**

Gymnastics project is being reviewed by the Planning Department.

### **4. Update on Field Allocation**

Cherise Brandell said that the online field reservation service will begin soon. The public will be able to access the rental schedule and reserve the Menlo Park city fields online. The detailed update on the field allocation and feedback on the process will be presented in the March Commission meeting.

## **F. INFORMATION ITEMS**

### **1. Community Services Program Presentation – Special Events and the Performing Arts Center**

Karen Mihalek, Recreation Coordinator, gave a presentation on the Community Services Special Events and partnership with Menlo-Atherton Performing Art Center.

- Egg Hunt, at Burgess Park, is coming up on April 23 from 10am to Noon. It is made possible through partnership with Menlo Park Fire District. The event is on average visited by 2000 people.
- Kite day, at Bedwell-Bayfront Park, on May 1<sup>st</sup>, from Noon to 3pm. Last year the number of visitors was around 5000.
- Summer Concert Series, downtown Menlo Park, from June through mid-August, in partnership with the Menlo Park Chamber of Commerce. The series start and end with block parties visited by 400-600 people.
- Fourth of July, a parade that starts at Fremont Park and goes to Burgess Park. Visited by 3000-4000 people.

- Halloween Hoopla, a parade goes from the Recreation Center to downtown Menlo Park. It is made possible through partnership with Menlo Park Police and Menlo Park Fire District. Average number of visitors is around 5000.
- Breakfast with Santa, at Burges Recreation Center, organized in partnership with Menlo Park Rotary and averages around 500 visitors.
- Holiday Showcase, at Menlo-Atherton Performing Art Center. The December event featured music performances as well as martial arts and gymnastics exhibitions. Menlo-Atherton Performing Art Center - started in 2009, 492 seats. The City organized events are posted on the City website.

2. Youth Sports League Grouping Policy

The Sports League Grouping Policy and field allocation feedback will be on the March agenda.

**G. PUBLIC COMMENT #2**

None.

**H. ADJOURNED** at 8:50pm

Prepared by Jelena Gaines.