



PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

**Wednesday, March 16, 2011 at 6:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
City Council Chambers**

**PLEASE NOTE LOCATION CHANGE FROM THE
REGULAR MEETING ROOM**

ROLL CALL – (Chair) Kelly Blythe arrived at 6:40pm, (Vice Chair) K. Breisch, C. Carlton, J. Cebrian, Andy Kirkpatrick arrived at 7:00pm

Not Present – Nick Naclerio

Staff Present – Cherise Brandell, Community Services Director; Natalya Jones, Menlo Children's Center Director; Ruben Nino, Assistant Public Works Director;

To add Commissioner reports.

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

Motion to change the agenda and start with E1, Menlo Children Center Presentation by Natalya Jones.

B. CONSENT CALENDAR

1. Approval of the Minutes dated [February 16, 2011](#)
Motion/Second (Carlton/Cebrian) to approve the minutes of March 16, 2011 with the following changes:
 - To list the Aquatics RFP Sub-Committee members Kristi Breisch, Catherine Carlton and James Cebrian
 - Spelling correction: Erin Glanville, Kristi Breisch

C. REGULAR BUSINESS

1. Final Approval of the Tinker Park Design (Ruben Nino, Public Works)

In the May 2010 meeting, Ruben Nino presented a rendition showing a pathway/fire apparatus access "road" connecting the central campus with Santa Cruz Avenue. This road divides the Tinker Park into a grassy area on one side and play area on the other. There was discussion about the size and location of the path. In conclusion to the item, the Commission mainly discussed:

- maximizing the grass area
- eliminating the planting area or replacing it with picnic tables or grass
- minimizing the fire apparatus access road and moving the play structure to the right

On today's meeting, Ruben Nino presented redesigned plan that addresses the size of the grassy area and allows an emergency vehicle access road to the central campus of Hillview Middle school. Please refer to the attached rendition.

The Commission members pointed out that the park is popular in the afternoons and is unique in the community for its play structure on the grassy area. They would like to see as much grass/play area as possible.

Motion/Second (Breisch/Tooley) to approve the Tinker Park March 2011 layout with the suggested changes: that the grassy area continues to the blue area on the map; to make a change in the layout so that area intended for planting shrubs is

substituted with wood chips for additional play space. Motion passes 6:1 (Naclerio abstaining due to being absent from the meeting).

2. Review of operational hours at Bedwell Bayfront Park

Ruben Nino, spoke about the history of the park. In 1971 a per-ton fee on refuse placed at the landfill was created to implement the construction of the park and on-going maintenance of the park. This fee established the Bayfront Park Development and Bayfront Park Maintenance Funds. In 2002-03 the Bayfront Park Development Fund was merged into the Bayfront Park Maintenance Fund. In 2003-04 the Bayfront Park Landfill Fund was created to pay for regulatory requirements.

The maintenance fund was created with the goal of providing a perpetual maintenance fund by using interest revenue for annual costs. The fund has an annual expenditure of approximately \$220,000 not including any capital costs and is projected to be depleted in 3-4 years. No alternative funding sources exist and annual costs would need to come from the City's General Fund if the park fund is depleted.

The largest expenditure to the maintenance fund is for Ranger Service with an annual cost of over \$134,000. This price is based on providing this service on the person hours, per the existing agreement for contract services. Currently contract rangers provide general maintenance of the park such as picking up litter, weed abatement, restroom cleaning, opening and closing the park and general public information. The large maintenance projects such as restroom repairs and tree removals are provided by City staff. Also police monitor the park as part of their normal schedule. Staff feels that the ranger service at the park can be significantly reduced or eliminated as long as the opening and closing of the park is provided, restrooms are cleaned and general monitoring of the park is provided to address litter control and safety issues.

The ranger service contract ends in June 2011. In preparation for sending out the request for proposals for services staff is seeking input from the Parks and Recreation Commission. Staff met with representatives of Friends of Bedwell Bayfront Park on March 9 who have added options four and five below.

- Option 1

Reduce the number of hours the park is open for use.

8:00 AM – 5:00 PM between March 1 until May 31, 9 person hours

8:00 AM – 6:00 PM between June 1 and October 31 10 person hours

9:00 AM – 4:00 PM between November 1 through February 28 7 person hours

This option would save the City approximately \$35,000 annually. Assumes there is a one to one savings from our existing contract by reducing the hours.

- Option 2

Reduce the number of hours, split the time and different months.

7:00 AM – 11-AM and 2:00 PM- 6:00 PM between March 1 - May 31, 8 person hours

7:00 AM – 11: AM and 4:00 PM- 8:00 PM between June 1 – September 30, 8 person hours

7:00 AM – 11: AM and 2:00 PM -6:00 PM between October 1 - February 28 8 person hours

This proposed option would save the City approximately \$40,000 annually. I have reduced the estimated savings by 10 % due to the split time in that we will not get a one to one savings from our current contract.

- Option 3

Reduce the number of hours and have staff open the Park and only have the rangers close the facility.

2:00 PM- 6:00 PM between March 1 - May 31, 4 person hours
4:00 PM- 8:00 PM between June 1 – September 30, 4 person hours
2:00 PM -6:00 PM between October 1 - February 28 4 person hours

In this option staff would open the park and ranger service would be there in the afternoon for closing. This proposed option would save the City approximately \$80,000 annually. There may be a challenge in finding a company to contract for only four hours a day.

- Option 4

No Ranger service and the City Contracts for opening and closing the Park and cleaning the restrooms and general litter control.

7:00 AM- 6:00 PM between March 1 - May 31,

7:00 AM- 8:00 PM between June 1 – September 30,

7:00 AM -6:00 PM between October 1 - February 28

Staff does not have an estimate on the cost of this service and the potential savings, but it would be significant.

- Option 5

Ranger service only during the weekends. City Contracts for opening and closing the Park and cleaning the restrooms and general litter control during the week.

7:00 AM- 6:00 PM between March 1 - May 31,

7:00 AM- 8:00 PM between June 1 – September 30,

7:00 AM -6:00 PM between October 1 - February 28

Staff does not have an estimate on the cost of this service and the potential savings, but it would be significant.

Kristi Breisch acknowledged the staff for bringing the issue on table in advance. Kristi underlined the safety issue and would like to see the reports on Police calls regarding the parks.

The Friends of Bedwell-Bayfront Park showed their concern, in terms of safety, and suggested that the Commission considers options four and five. Besides discussing the funding sources, the Commission members brought up the issue of leveraging the custodial and ranger responsibilities. The Commission asked that ranger's responsibilities be cleared at a future meeting. The staff will report on the level of service provided at the park by the Menlo Park Police and rangers.

Motion (Blythe/Cebrian) to revisit the item on the April meeting. Motion carried and unanimously approved.

3. Approval of the Regular Meeting start time (if changed, will need to be approved by City Council)

Motion (Blythe/Kirkpatrick) to keep the Regular Meeting time at 6:30pm. Motion carried and unanimously approved.

4. Approval of a meeting calendar for the coming year

Motion (Tooley/Kirkpatrick) to approve the plan with modification to obtain a quarterly calendar update. Motion carried and unanimously approved.

5. Review of the proposed Gender Grouping Policy change and community process
City staff including Cherise Brandell, Katrina Whiteaker and Todd Zeo met with Subcommittee members Kristi Breisch, Cat Carlton and James Cebrian on Thursday, March 3 and as a result of the meeting propose the following:

1. Outcome the community process is meant to achieve: Community input on and support of an appropriate gender grouping policy for the City's youth basketball league.
2. Process Stakeholders include:
 - Parents (current and future)
 - Coaches
 - School Coordinators / PTO leaders
 - School Principals and PE teachers
 - Youth participants
 - Residents interested in gender equality
 - SANCRA
 - City staff and Commission members
3. Process non-negotiables:
 - A final decision will be made by the Community Services Director based on a recommendation from the Parks and Rec Commission no later than October 19, 2011.
 - The policy will not focus on single individuals
4. Commission members will be responsible for:
 - Outreach to the community to promote participation
 - Hosting and convening meetings
 - Considering the community input and making a final recommendation to staff on the proposed policy changes
5. Methods for engaging stakeholders and communicating these opportunities:
 - Survey monkey and paper survey with links on City's web page and gym Facebook page
 - Focus groups of coaches and coordinators announced via the email list
 - A public meeting in early September for parents and community members announced via the web page, a news release and Parks and Rec Commission personal outreach.
6. Timeline for the process will be September, 2011 with final policy approved by CSD Director in time for January, 2012 implementation (teams are set in early November)
7. Staff will develop a draft policy based on samples obtained at the CPRS meeting the week of March 7 and any information provided by Commissioner Breisch from her research (due by March 14 if draft policy is to be presented at the March 16 Commission meeting)
8. Next steps: receive input from Commission on process and draft proposal at March meeting for final approval of process and policy at April meeting.

Catherine Carlton explained that the process defines the rules and that they should apply to everyone. Catherine pointed out that it would be ideal to come up with an answer in October.

6. Approval of a recommendation renaming the Burgess Recreation Center the Arrillaga Family Recreation Center and naming the new gymnastics center the Arrillaga Family Gymnastics Center

Motion/Second (Kirkpatrick/Kelly) to waive the policy and approve the renaming of the Recreation Center and Gymnastics Center. Motion carried and unanimously approved.

D. REPORTS AND ANNOUNCEMENTS

1. Aquatics Contract Status

The final contract was signed by the City Manager and Tim Sheeper. The staff would convene a focus group and work with the commission to set the shape of the feedback the commission wishes to receive.

Erin Glanville of Menlo Park, spoke about the aquatics contract. Ms Glanville expressed her disappointment with the outcome, however, acknowledged the efforts made by the Parks and Recreation Commission during the process.

2. Facilities update

Programming on Kelly field starts on March 25. The field is fully programmed from 4pm to 10pm. Grand opening is scheduled for the spring 2011.

The Recreation Center is coming up with new roof and landscaping. The occupancy permit will not be issued until the roof is complete.

Gymnastics temporary building well be delivered and put up on the week of March 21.

3. Budget update

Menlo Park City Council asked staff to focus on contracting out services and eliminating services as a solution. Cherise Brandell explained that the possible services cuts, within Community Services Department, that were proposed were senior center, adult sports and child care. The staff also proposed eliminating the senior center, community school, child care on both sides.

4. Work Plan next steps

The Housing and Bike Commissions are scheduled to present on April 5th at the City Council meeting. The Parks and Recreation Commission is tentatively scheduled in September.

E. INFORMATION ITEMS

1. Menlo Children's Center – Natalya Jones, Program Supervisor

Natalya started the presentation about the Menlo Childrens' Center Preschool and Afterschool programs. The programs include indoor and outdoor playground area and activities. The highlights of the program are the sensory activities, nature exploration programs, art expressions and science projects.

The full cost recovery at the mid-year review was 126%, and budgeted cost recovery is at 106%. Natalya explained that the parent groups are involved in programs. Each classroom has a dedicated parent that meets with the program director twice per month to discuss the needs. The center's recent accomplishment was opening up a part-day day care in the morning with currently 17 enrollees.

F. PUBLIC COMMENT #2

G. ADJOURNMENTat 8:50pm.

Submitted by Jelena Gaines.