



**PARKS AND RECREATION COMMISSION
MINUTES
Wednesday, November 20, 2013
6:30 p.m. – 110 Terminal Ave, Menlo Park, CA 94025
Menlo Park Senior Center**

Meeting was called to order at 6:35 p.m.

PRESENT – J. Cebrian, T. Cecil (Chair), K. Cox (Vice-Chair), M. Palefsky, N. Zasslow

ABSENT – K. Blythe, 1 Vacancy

Staff Present – Derek Schweigart, Assistant Director Community Services, Todd Zeo, Recreation Supervisor, Natasha Watkins Lowery

Minutes:

A. PUBLIC COMMENT #1: None

B. CONSENT CALENDAR

1. Approval of minutes dated October 23, 2013

**ACTION: Motion and second (Cebrian/Tooley) to approve the minutes of October 23, 2013
Motion passed with all present members in favor.**

The Commission Chair presented a plaque to commission member James Tooley for his service on the commission.

C. REGULAR BUSINESS

C1. Review of Field User Group Approval Process and Approval of User Groups

Recreation Supervisor Todd Zeo provided a presentation of the field user group approval process and mentioned that last year the City had increased its total field usage to 51,000 hours, which is approximately 19,000 more hours than in the past year. Todd Zeo introduced San Mateo County Star representatives Ralph Richard and Barbara Bonilla who gave a presentation on behalf their organization.

ACTION: Motion and second (Cebrian/Cox) to approve San Mateo Country Star as City approved field user group. Motion passed with all present members in favor.

C2. Review and Approval of Parks and Recreation Commission Work Plan Goals for 2014-2016

No changes were made to the proposed goals before they go to City Council for approval.

ACTION: Motion and second (Cecil/Cox) to approve the proposed Parks and Recreation Goals as written. Motion passed with all present members in favor.

C3. Discuss Quarterly Update to the City Council on December 17

Commission discussed what would be covered including presenting the new commission goals and Tom Cecil will present on December 17.

D. PRESENTATION

D1. Presentation of the Belle Haven After School Program Cost Recovery Update

Recreation Coordinator Natasha Watkins Lowery gave the presentation on the Belle Haven After School Program Cost Recovery. The Commission indicated that there has been significant improvement over last year in terms of cost recovery. They acknowledged the challenge of achieving a 30% cost recovery target in the 30-70% cost recovery target range that the program has been placed. The commission recommended further work on having the Belle Haven After School Program Parent Advisory Committee (PAC) look to partner with the Silicon Valley Community Foundation to obtain their non-profit designation. The Commission suggested no changes be made to the current cost recovery target but to continue the work to improve.

ACTION: Motion and second (Cecil/Cox) to reserve jurisdiction over the issue in the event the City Council considers funding changes to the program. Commission requests that all funding changes to the program be provided to the commission for review and approval and requests an update next year. Motion passed with all present members in favor.

E. INFORMATION ITEMS

E1. Community Services Department Director's Update

Derek Schweigart, Community Services Assistant Director provided the update to the Commission. No discussion followed.

F. PUBLIC COMMENT #2 None

G. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Tom Cecil left at 7:40 p.m. with Kristen Cox taking over as Chairperson.

Minutes submitted by Jelena Gaines