



**PARKS AND RECREATION COMMISSION
MINUTES
Wednesday, December 18, 2013
6:30 p.m. – 700 Alma Street, Menlo Park, CA 94025
Arrillaga Family Recreation Center
Cypress Room**

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

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

ABSENT – N. Zasslow, 1 Vacancy

Staff Present – Derek Schweigart, Community Services Assistant Director, Matt Milde, Recreation Coordinator

Minutes:

A. PUBLIC COMMENT #1: None

B. CONSENT CALENDAR

1. Approval of minutes dated November 20, 2013

ACTION: Motion and second (Cebrian/Palefsky) to approve the minutes of November 20, 2013 with the following amendment: In Regular Business item C1 under the Action change the San Mateo Country Star to San Mateo County Star.

Motion passed with all present members in favor.

C. REGULAR BUSINESS

C1. Review and Provide Input on Draft Five-Year Capital Improvement Plan (CIP)

Derek Schweigart, Community Services Assistant Director, provided a presentation of the Draft Five-Year CIP. Commissioners to evaluate the CIP using the following questions: Are there projects missing that meet the CIP project evaluation criteria? Is the prioritization of the projects (within the Commission's area of interest) appropriate? If not, what would the Commission suggest as prioritization? Are the projects, as shown, consistent with community needs based on Commission outreach to community members? If not, why not?

The Commission did not see the Library Landscaping as a priority and felt that restrooms at Bedwell-Bayfront Park, Kelly Park, Willow Oaks Park and Jack Lyle Park are more of a priority. The Commission asked staff's assistance to create a memo, using the notes taken from the meeting, on their behalf with their priorities to present to City Council.

C2. Review and Discuss Community Funding Process and Allocations for FY 2013-14

Derek Schweigart, Community Services Assistant Director, provided a presentation of the Community Funding Process and Allocations for FY 2013-14. This year the City Council sub-committee is recommending an allocation of \$143,000 toward community funding. The Commission was asked to consider the following questions: What is the commission's overall assessment of the City's Community Funding Process as it is currently implemented? Are commissioners aware of other community service providers and programs that might benefit from the Community Funding Program? In terms of eligibility requirements, one issue that has

occurred has been the challenge of some organizations to supply audited financial statements and the completion of an independent audit performed at least once every two years. How might the City handle this policy questions in future Community Funding processes?

The Commission felt the Community Funding Process is a great idea and if it is working and helpful to the programs being funded there is no need to change the process. The Commission mentioned that the San Mateo County Star and the Ravenswood Education Foundation could benefit from the program and they mentioned that a lot of accounting firms do pro bono work which may include pro bono audits for programs.

C3. Review and Discuss Parks and Recreation Commission Work Plan Goals and Outcomes

The Commission reviewed and discussed their Work Plan Goals. Some of the suggested tasks under the work plan goals include support and increase art displays, investigate the previous work of the former Arts Commission, improve the partnership with the Menlo-Atherton High School to make the MA-Performing Arts Center scheduling process more user-group friendly, and Bedwell-Bayfront Park being studied and evaluated for maintenance of structures and flora.

D. PRESENTATION

D1. Presentation and Review of Special Event Permit Process

Recreation Coordinator Matt Milde gave a summary review of the new permit process that launched in March 2013. The Commission expressed their concern of denied block party permits. The Commission also discussed the possibility of staff posting the Permit Process on the City website, in the Menlo Focus and in the Almanac.

E. INFORMATION ITEMS

E1. Community Services Department Director's Update

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

F. PUBLIC COMMENT #2 None

G. ADJOURNMENT

The meeting was adjourned at 9:00 p.m.
Tom Cecil left at 8:15 p.m. with Kristen Cox taking over as Chairperson.

Minutes submitted by Linda Munguia