

PARK & RECREATION COMMISSION MEETING MINUTES

Wed., May 4, 2011

6:30 PM

Holbrook – Palmer Park
150 Watkins Avenue, Atherton

This meeting was called to order at 6:30 pm.

1. **Roll Call**
- | | |
|-------------------|--|
| PRESENT -- | Shirley Carlson
Dick Moore
Diane Crittenden
Marylue Timpson |
| ABSENT - | David Wright
Elizabeth Hammack
Robert Oyster |

Steve Tyler and Jennifer Frew were also present.

2. **Public Comments:** None

3. **Welcome new Park & Recreation Members/Appoint a Chair**

New members: David Wright, Elizabeth Hammack, Robert Oyster.

All 7 members will need updated binders, pre-school contracts, budget, wills, etc.

All members will be provided new binders prior to the June meeting by Jennifer Frew.

Moore, Crittenden, Timpson all voted to nominate Shirley Carlson as Chair of the Commission.

AYES: 3 NOES: 0

4. **Little League Proposal** – removed from the agenda – moved to Council Agenda

5. **Schedule for Lawn Completion – South Meadow** - end of June – will be ready for soccer and lacrosse. The irrigation is done; seeded last Monday.

6. **Discussion of Policy for Future Events in the Park & Use of Buildings -**

Appointment books now are closed for 2012 – will programs be continued?

Would like to meet with Parks Program Manager Jean Cardona to discuss if library comes on the property; will it lower the use of the park? Meet with Cardona and find out what her job duties are and have an outline of what she does in case council looks to out-source.

Staff should identify what Cardona's job duties are and what it takes to make it work.

Dick Moore will ask to meet with Cardona to see if she is willing to discuss what she does as the Parks Program Manager.

7. **Discussion of Policy for New Parks Manager** – removed from the agenda.

8. Draft Accomplishments for FY 2010/11 and Goals for FY 2011/12 –

Handouts were given that identified accomplishments and goals.

9. Review and Discuss Park Maintenance and Programs Budget –

Handouts were given that identified budget for both 57 and 58 programs by Steve Tyler
Capital improvement plans – none listed on draft budget – is that the policy? Question as to
whether the parcel tax applies to the Park – at this time none is used for it.

Draft budget will go to Finance Committee.

Other questions committee had re: budget -

11/12 – OT – why so much? Health care/retirement – fees up? Credit card fees - why?

Steve Tyler will ask the City Manager these questions and respond at next month's meeting.

Approval of Previous Minutes:

The minutes of April 6, 2011 will be on the June 1, 2011 Agenda.

10. Adjournment:

The meeting was adjourned at 7:57 P.M.

S. Carlson

AYES: 4

NOES: 0

Respectfully submitted,

Jennifer J. Frew