

Memo

To: Parks and Recreation Commission
From: Cherise Brandell, Community Services Director
Date: 3/11/2011
Re: Monthly Announcements and Reports

1. **Aquatics Contract Negotiations:** The City Attorney has finalized the language for the Aquatics contract and Team Sheeper is reviewing the City's "final" terms. The draft as presented to Team Sheeper is attached. A transition team with staff from both the City and Team Sheeper are scheduled to begin meeting next week to ensure smooth hand off of Belle Haven operations and to determine strategies for ensuring more seamless support for aquatics programming from Community Services staff on the Burgess campus. The team will also determine the best schedule for the audits, inspections and mandatory meetings included in the contract.
2. **Facilities Update:**
 - **The Kelly Park** project is moving forward according to schedule and should be available for use in the next couple of weeks. A "soft" opening is planned to allow the groups anxious to use the field to begin play as soon as possible. A "grand opening" will be held later in the spring when the tennis court installation is complete.
 - **Burgess Recreation Center Renovation:** The dry wall is all up and the painting and flooring installation is also complete at the Recreation Center. The goal is to have the majority of work done by March 15 so staff can move back in and begin regular programming on time for the April 4 start of the spring session. We hope to be able to schedule a "re-grand opening" Open House in May.
 - **Sports Field Maintenance:** Public Works staff has been renovating the baseball fields in preparation for the upcoming season. Staff has also been working with volunteers from the Menlo/Atherton Little League who will be performing some field renovation to Burgess Baseball little league field. They will be aerating, seeding and top dressing the infield.

- **Gymnastics relocation and building construction: Gymnastics Temporary Structure going up soon.** The walls will soon be going up for the gymnastics temporary structure on the Burgess Field basketball court in order to support full gymnastics programming beginning April 4 for the spring session. The goal is to begin work around March 20 and move equipment in late March. The winter session will end a week early in order to vacate the old gymnastics center so that demolition can begin in early April.
3. **Budget Update:** Staff presented preliminary budget parameters to the City Council on Tuesday, March 15. Based on Council direction at their January 27 workshop, staff will be developing options for contracting out several services and eliminating others. Community Services programs that will be evaluated for contract opportunities include: the Senior Center, Adult Sports and Child Care (preschool programs only). Community Services Programs that will be proposed for elimination include child care services at both the Menlo Children’s Center (preschool) and Belle Haven Child Development Center, the Senior Center, elimination of City funding for the Community School Director, elimination of community funding for area non-profits, and elimination of special events.
 4. **Work Plan next steps:** Over the course of the next several months, the City Clerk is scheduling presentations of Commission work plans at Council meetings with “light” agendas. The Housing and Bike Commissions are scheduled to present at the April 5 meeting and other commissions will be scheduled two at a time in the future. The City Clerk is asking the Commission chairs to work with their staff liaisons on the presentation and is providing a template and other technical support. All Commissioners will be invited to attend the Council meeting when the Parks and Rec Commission presentation is scheduled.