

**San Anselmo Parks and Recreation Commission
Meeting Minutes – 11/28/2011**

- 1. Meeting called to order 7:00pm**
- 2. Roll Call:** Commissioners present: Kelly, Bergman, Holtzer, Kallmeyer, Community Services Director David Donery.
- 3. Approval of Agenda:** Agenda approved.
- 4. Approval of Minutes of October 18, 2011:** Minutes approved.
- 5. Open Time for Public Expression:** None
- 6. Recreation Fund Revenues & Expenditure Report – Fiscal year 2010-11:** Donery presented the new financial report on the Rec Fund. He explained that the report shows a summary of the revenue and expenditures for each division within the department. He stated that as of October 31, the Rec Fund was \$68,071 in the positive. Donery stated that the fund is virtually where it was last year at this time, when the fund was \$67,463 in the positive. He clarified that the fund collects revenue in the fall and that instructor payments go out in November and December for fall programs, and that the fund corrects in December and should be balanced at that time. Kelly stated that he would like to see additionally detail and that this summary report does not give the Commission enough information to see how individual programs are performing. Donery stated that he will continue to see how reports can be customized to display the desired information.
- 7. Discussion Items –**
 - A. Memorial Park Tennis Courts – Hours of Operation:** Donery presented a summary of the issue at the Memorial Park tennis courts and of the discussion from the October meeting when the issue was first addressed. Commissioners stated that they had visited the courts during the evening hours and did not see much activity. Commissioner Bergman stated that she was unaware of other local facilities that were so close to residences. Edward Watkins stated that he had collected signatures and had turned them in to the Town Manager. He went on to quote a section of the Town’s Municipal Code stating that excessive noise was not allowed. Watkins went on to state that the problem is exacerbated by people coming from other towns to play at night. He stated that during the summer months the courts are frequently used at night. Holtzer recommended that this issue be tabled until the January meeting, and that staff conduct outreach to the tennis players and to the residents living next to the courts. The Commission agreed to reconvene to discuss this issue at their January meeting and asked that staff conduct thorough outreach as defined.
 - B. Goblins’ Parade – Review:** Donery reported that the Goblins’ Parade was a success. Kelly stated that this is his favorite event, and he enjoys participating. He stated that he felt that this year’s event was tremendously successful. Bergman stated that she enjoys the event because it’s so family oriented and is demonstrates why she loves living in San Anselmo. She thanked all of the volunteers that help put the event together.
 - C. Detention Basin at Memorial Park:** Kelly reported that there is a plan to develop several detention basins within the Ross Valley watershed. One of these would be at Memorial Park. He referred to a preliminary map showing the park design if it were to become a detention basin. He stated that the primary funding for this project would come from a combination of flood fee dollars and state and federal grants. Donery added that the project would mean changing Sorich Creek, which currently runs in an underground culvert on the eastern edge of the park, and making it an above-ground waterway. Bergman expressed concern that a creek running through the Town’s biggest park could be a hazard to young children, especially during heavy rainfall. Donery stated that this is one of the concerns that can be addressed during the public process if and when this project becomes more of a reality. The Commission discussed different items that could be improved as part of this process. Donery stated that he will report back to the Commission when any progress is made on this issue. Donery expects to meet with the County flood representative in the early part of 2012 and will report back on this discussion.

D. Work Party Projects: Donery reported that the Commission had expressed an interest in creating an annual work party program where the Commission could host several community work parties that could have a directed focus much like the small Millennium Park wood chip project. Bergman stated that she thought that this would be a great thing for the Commission to host. She stated that it could start as two or three per year and could focus on one park at a time and would have clear goals for the day. She referred to the Dog Park Steering Committee as an example of a group that hosts regular community work parties. Donery encouraged the Commission to consider forming a subcommittee to explore how to best format this idea. He suggested a good starting point was to develop a list of needs in the parks and prioritize them as a basis for planning. He stated that the Dog Park group has a different member organize and host the monthly work party and this has worked well. Holtzer suggested starting small and potentially inviting a community group to partner with us. She stated that this could be tried on a limited basis and could give us an idea of what works well and what doesn't. Donery stated that some cities conduct an annual park tour when the Parks & Recreation Commission visits the parks. Holtzer suggested talking to the Public Works Director to see what areas need help and how the community work party might fit in with them. Kelly reminded that many students need community service hours. Bergman suggested that a logical first step would be to organize a park tour to get a better idea of what the needs are. Donery agreed to set something up for February or March.

8. Staff Updates:

A. Parkside Preschool: Donery reported that year-to-date, the Parkside program is \$21K in the negative, which is identical to where the program was at the same time last year. He stated that the program is currently running a \$2,100 monthly deficit. He reported that the school has launched a fundraising campaign that includes sales programs and scrip to help bring non-tuition funds in, much like what other schools do. Donery stated that staff has explored adding several "diaper", which current licensing allows. He also stated that the minimum allowable age for the program is 2.5 years but that they don't see enrollment in that age range due primarily to potty training.

Donery reported that staff is looking into what it would take to make the program full-time, which would be 7:30am to 6:00pm, Monday through Friday. Staff reports that they receive many inquiries from families who cannot utilize Parkside due to the current limited operational hours. He stated that staff is working on developing a draft budget for the full-time option. Bergman asked what staff is basing the need to go full-time on. Kelly asked if staff would be prepared to bring a presentation outlining the steps towards taking Parkside full-time to the Commission in January. Donery stated that he would put that together. Kelly stated that he feels that the Commission could review the plan and make a recommendation to the Town Council about the future of Parkside. Bergman asked about potentially getting information prior to the meeting. Donery said he would try and get everything done in time to distribute it early. Holtzer stated that she feels that removing the teacher from full-time status should not be considered as if this was what needed to happen, perhaps the program should not continue. Kallmeyer asked Kelly why he felt that a recommendation was so urgent. She stated that this is a program with a long history with only one year of an operating loss. She suggested looking at this in the big picture in regards to the ebb and flow of different programs. She stated she feels that it is a bit harsh to consider closing a long-running program based on a recent downward trend. Kelly stated that the Commission has been discussing this issue for several years and that he feels that the Commission should make a recommendation about the program to the Council and let them decide its fate. Bergman stated that program does not pay for rent or other things like marketing because it is a Town run program. She stated that without the summer program that the preschool would be in even worse shape financially. Donery stated that the reformatted summer program only started two years ago. Kallmeyer stated that she feels that a program with this much history should be given the chance to change to better meet the needs of the community. Donery stated that its staff's role is to evaluate and maintain programs, and that staff has made some significant changes over the past two years by adding Fridays to the school year program and remarketing the summer program as a camp.

B. Holiday Event Schedule: Donery reported that the Town sponsors two holiday events each year in downtown San Anselmo. The first is the Holiday Lighting Event on Saturday, Dec. 3rd. He stated that this event is produced in collaboration with the Chamber of Commerce and takes place at Town Hall from 5:00pm to 6:30pm. The second is the annual Breakfast with Santa event on Saturday, December 10th at the downtown Fire Station. He stated that there will be two seatings, one at 8am and the second and 10am.

C. Volunteer Opportunities at Holiday Events: Donery asked if there are any Commissioners who would be interested in volunteering for Breakfast with Santa. Bergman and Kelly stated that she would like to volunteer. Donery stated that he would not be at the event but would ask Recreation Supervisor Greg Mihan to get in touch with the Commissioners.

D. Snack Shack Report: Donery distributed the 2011 Snack Shack Financial Report. Donery stated that all of the annual profits get transferred into a Memorial Park Improvement Fund, which is held as a special fund with the Town.

9. Commission comments and questions, requests for future agenda items – Park tour, Parkside Preschool

Meeting adjourned at 9:19PM