

## **San Anselmo Parks and Recreation Commission Meeting Minutes – 1/31/2012**

- 1. Meeting called to order 7:00pm**
- 2. Roll Call:** Commissioners present: Kelly, Bergman, Childs, Holtzer, Kallmeyer, Logwood, Community Services Director David Donery, Rec. Dept. Administrative staff Sandy Videgar.
- 3. Approval of Agenda:** Agenda approved.
- 4. Approval of Minutes of November 28, 2011:** Minutes approved.
- 5. Open Time for Public Expression:** None
- 6. Action Items:**
  - A. Memorial Park Tennis Courts – Hours of Operation:** Donery presented a summary of the issue regarding a complaint from Edward Watkins of 35 Sunny Hills Drive regarding the hours of operation at the Memorial Park Tennis Courts facility. He provided a summary of the discussions that had taken place at the October and November Commission meetings. Donery explained that the Town conducted extensive outreach regarding the issue being heard at the January Parks and Recreation Commission meeting. He stated that since the November meeting, he had spoken to his colleagues in Fairfax and discovered that the Fairfax Parks and Recreation Commission had had an item on their November 2010 agenda that was in response to a neighbor's complaint regarding the hours of operation of the Peri Park tennis courts. He stated that the Fairfax Commission had made a recommendation to the Town Council to change the ending time at the Courts from 10pm to 9pm. Donery stated that the Fairfax Council had not approved this change as the lighting at their tennis courts had been temporarily removed during a construction project but it was his understanding that the recommendation would be sent to Council in the near future. Donery stated that after consideration of the discussions at the previous two Commission meetings, staff was recommending a change to the hours of operation of the Memorial Park Tennis Courts to an ending time of 9pm year-round.

Public comment was taken and included statements from Edward Watkins of 35 Sunny Hills Drive who noted that his residence was 11 feet from the tennis courts. Mr. Watkins handed out a packet of information to the Commission in an attempt to demonstrate that his residence was closer than any of the residences listed on the Tennis Court Lighting Survey that was conducted by the Town in the fall of 2011. Comment was taken from several current users of the tennis courts advocating for the retention of nighttime hours at the courts.

The Commission recommended that the hours of operation at the Memorial Park Tennis Courts be changed to an ending time of 9pm with a provision that the hours of operation would be reevaluated if and when the Memorial Park Detention Basin Project took place. The Commission also recommended moving the lighting operation switch from outside of the courts to the inside and that a secondary timer with an audible or visual warning system be installed that would turn the lights off every 30-45 minutes to avoid the lights staying on if nobody is using the courts.

- 7. Recreation Fund Revenues & Expenditure Report – December 2011 –** Donery reported that the Recreation Fund is \$3,000 in the black as of December of 2011, which is approximately \$15K better

than the same point in 2010. Donery stated that the current format of the report reflects more detail by division than the previous reports. Kelly stated that he would like to see more detail. Donery stated that this would be possible but that the report would be six or so pages and asked whether others on the board also want this level of detail. Kallmeyer stated that it may take too much of the Commission's time to review this each month but potentially the Commission could review it quarterly. Kelly insisted that the detailed report is essential and necessary for the Commission to perform their job. Bergman stated that she is interested in seeing more detail, and asked if staff time is allocated on a program-by-program basis. Donery stated that the allocation of staff time is ideal when developing a budget, but that San Anselmo does currently do this. He stated that typically this is done when there is funding provided to the operational budget and priorities are set for cost-recovery by division. Donery stated that he would like to work towards allocating staff time to divisions and programs. Currently, because each staff member operates programs within each division, this would be difficult to achieve and would provide no tangible benefit to the department. Donery stated that the Administrative Division contains all of the direct costs of operating the department aside from the Director's compensation and that the cumulative predicted gains from each division are designed to cover administrative costs. Kelly that Donery bring both the division report and the detailed report to the February meeting for discussion. Holtzer asked if the Commission could see additional prior year data. Donery stated that he will bring a template for the Commission's review that will show prior year financial data.

## **8. Discussion Items –**

A. Parkside Preschool: Donery gave a brief report on the history of Parkside Preschool, stating that the program began in 1977 and has operated with for many years with a modest profit that was put back into the Recreation Fund. He stated that over the past several years the program has been receiving less enrollment and less revenue. He stated that in FY 2010/11, the program ended the year with its first operating loss which was -\$27K. He reported that in 2007, the program reduced its hours of operation by removing Fridays from the schedule in an effort to reduce operating costs because there were few families signing up for Fridays. He stated that although this did assist in balancing the program's budget, it created a schedule that was not serving as many families as it had in the past when it operated a full-time schedule. Donery stated that the department has taken several steps over the past two years to address this issue. The first was to change Parkside's summer program to a day camp format in order to attract new families to the program and to offer a new program format during the summer months. He also stated that department reinstated Fridays back into Parkside's schedule during the 2010/11 school year. Donery also stated that the department has developed a new logo and marketing literature for the program. Donery stated that although the summer program has been a success, the school year program did not show significant growth in enrollment. He stated that the current schedule offered by Parkside may be the main deterrent as most inquiries are from families needing full-time care. Donery handed out an outline of a proposal to change Parkside's schedule to 7:30am to 6:00pm beginning in the 2012/13 school year. Donery stated that the addition of Fridays to the school year program schedule added staff costs. Donery provided a packet of information showing a draft budget for a full-time program, current costs at other local preschools, a revised enrollment packet and an outline for how the program would be marketed. Donery stated that the draft budget shows figures relative to a high level of participation and therefore the costs that are shown are significantly higher than the current ones. Logwood recommended that a more conservative budget be developed showing minimum enrollment and staffing, and that the program should aim to break even in its first year and could be expanded to meet potential demand. Several Commissioners expressed concern that the program's facilities may be a big deterrent to enrollment. It was stated that the outside play area is inadequate

especially when compared to other local preschools. Holtzer asked what the mission or goal of Parkside is. Donery stated that it was to provide a quality, affordable and flexible option to working families. Holtzer stated that although she liked this, the mission could not be achieved without providing full-time service. Bergman stated that she feels that costs for needed capital improvements are not reflected in the draft budget and that the trajectory of the program has been downward and she is concerned that getting the program where it would need to be would be too costly. She asked what would happen to the space if Parkside would be closed. Donery stated that the space would be used for other recreation programming. Kelly stated that he likes the idea of an affordable program but does not want to see the program lose money as it has been. Childs stated that he would like allow Parkside to move to full-time and he would like to see a two-year trial be approved. Kelly stated that he is surprised and concerned that Parkside staff has not been attending the Commission meetings when Parkside has been being discussed. Kelly asked about how the marketing would work if this expansion would need to be approved. Donery stated that he has been discussing the situation with the Town Manager. Kelly asked Donery if he is fully comfortable with the proposal to go full-time. Donery stated that he was not fully comfortable due to the fact that there is a significant financial risk. Logwood made a motion that the Parks and Recreation Commission recommend that the Parkside Preschool program not move forward with plans to go full-time in the fall of 2012. Bergman seconded. Motion approved five votes to one with Childs dissenting.

**9. Staff Updates:**

- A. Strategic Planning Meeting + Follow-Up Community Meeting: Item continued to next meeting.
- B. Holiday Event Review: Item continued to next meeting.
- C. February Meeting Date Conflict: Commission agreed to reschedule February meeting due to date conflict with RVSD Winter Recess.

**10. Commission comments and questions, requests for future agenda items – Park tour**

**Meeting adjourned at 9:58PM**