

San Anselmo Parks and Recreation Commission Meeting Minutes – 10/20/09

1. **Meeting called to order** – 7:00pm.
2. **Roll Call:** Commissioners present: Tom McInerney, Doug Kelly, Denise Young, Gene Childs, Rebecca Sullivan, Casey Logwood, Laura Hunerberg, Maria Kallmeyer
3. **Agenda Approved**
4. **Minutes Approved**
5. **Open Time for Public Expression:**
 - No public expression

6. **Revenue & Expenditure Report**
 - First quarter Rev & Exp report was presented.
 - Donery explained the Town's budgeting process to new commission. Explained that the Recreation Fund is separate from the Town's General Fund.
 - Fiscal year is from July 1 to June 30.
 - Town pays for the Director's salary and benefits out of the General Fund. All other expenses, including all salaries and benefits, need to be paid for by program profit.
 - Donery noted that the YTD revenue is significantly lower than the past two years and that most programs have lower registration numbers. Parkside Preschool, Tumbling, and StayNPlay are bigger programs and that each of these programs has lower than expected revenues, and that the collective decrease in these revenues are a significant portion of the overall current revenue shortfall.
 - A commissioner suggested that the department consider making Parkside a M-F program. Donery said that he is looking into that, but has been told that the program had cut Fridays several years ago due to lack of participation on Fridays, which was causing a budget shortfall at that time.
 - Commissioner Kelly mentioned that he was interested in starting a Fall Baseball program. Chair McInerney mentioned that there are 7 and 8 year olds who are too young for SABA, but that are looking for another baseball option.
 - Commissioner Sullivan asked if once in a while the commission could get the detail report from the past year to be able to watch trends. Donery committed to getting the past year's detailed budget

7. **Master Plan**
 - Rec Reach Report –
 - Commissioners went to all local public elementary and middle school Back to School night events, two St Anselm events, as well as the Drake HS event.
 - 106 online responses have been received to date.
 - The Recreation Department is subscribing to survey monkey so participants can evaluate the program they just participated in.

- Plan is to do Rec Reach annually for customer feedback.
- Survey will be taken down on 10/31/09. The raw results will be sent out to the commission one week prior to the next meeting. Commissioners are asked to review the results and come prepared to discuss and make recommendations.
- Donery will take these suggestions and put together a draft final report. Commission will review final report at their January meeting.
- Donery will take report to Council in January or February.

8. Staff Update

- a) Tennis Courts – National Surfacing Company has committed coming to take a look at all the courts. Commissioner Kelly has asked that he be able to attend the meeting.
- b) Red Hill JPA – Meeting was on October 19, 2009.
 - Notice of Completion filed for Phase 1 work
 - College of Marin donated three trees
 - Bidding started for terrace seating, which is part of Phase 2
 - Phase 2 has \$120K which will cover items related to the sports field. Still need money to complete a path from the parking lot on Sunny Hills Dr, and to develop area toward Memorial Park behind bathroom.
 - Will meet again after the first of the year.
- c) Isabel Cook Center
 - Opening downstairs space in January. The CreaTech Studio will open an after school program in January.
 - Dept. will utilize other rooms for programs.
 - Kitchen was painted on Oct. 18th by volunteers of the Presbyterian Church.
- d) Online Registration
 - ActiveNet Program has been chosen and contract being reviewed.
 - Development will start by mid-November.
 - \$5,600 up front fee then a percentage is charged per transaction.
- e) Country Fair Day
 - Debrief meeting was held last night. Group felt all went well for the first year back. Staging can be improved upon and there was a definite lack of food. Owner of Taco Jane's has said he will run the food committee for next year. It was also agreed that there needs to be an Event Coordinator hired. Committee will reconvene in January.

Future Agenda Items:

1. Nomination for Park and Rec. Commitment to the Community Award
2. Set up of Joint Town Council and Parks and Rec. Commission meeting

Meeting adjourned at 8:55p.m.