

San Anselmo Parks and Recreation Commission Meeting Minutes – 3/20/2012

1. **Meeting called to order 7:00pm**
2. **Roll Call:** Commissioners present: Kelly, Bergman, Kallmeyer, Machado, Lopin, Community Services Director David Donery. Commissioners absent: Childs, Logwood, Holtzer.
3. **Approval of Agenda:** Agenda approved.
4. **Approval of Minutes of 2/29/2012:** Kelly asked that the Open Time for Public Expression section read “Mr. Watkins asked a question, Commissioner Kelly attempted to respond. Mr. Watkins walked out of the meeting during the response. Minutes approved with changes.
5. **Open Time for Public Expression:** None
6. **Recreation Fund Revenues & Expenditure Report** – Donery reported that as of the end of February the Recreation Fund is \$36, 450 in the black. He stated that he has, as per Commission request, provided the detailed report that reflects all revenue and expenditure line items individually. He noted that the staff report displays some additional historic data. Lopin stated that she feels that the Commission is spending a lot of time on the financial data and stated that she would like to see the Commission spend time on active projects. She stated that she is interested in having the Commission work on new projects or take action on current ideas that have not moved forward. Kallmeyer asked staff what the Commission’s role is regarding the department’s financial statements. Donery stated that the review of the budget is informational. It is staff’s role to monitor the budget, but it is important for the Commission to be informed and to be able to ask questions. It is also a way for the Commission to potentially get involved, as happened with the Parkside Preschool program. Lopin commented that she would like to see a “Goals for the Future”-type agenda item be placed on the agenda to help keep Commission projects on-track. Bergman stated that she feels this is a great idea and that the Park Tour would be part of this. She also stated that she feels that It is important that the Commission review and understand the budget. She feels this is an important part of a Commissioners’ role. Kelly stated that he feels that it is important that the Commission stay true to its guidelines by advising the Council and the Director on all matters pertaining to the planning of recreation activities, which would include the budget. The Commission agreed to add a “Commission Projects” agenda item to future agendas.
7. **Discussion Items –**
 - A. Good Neighbor Project: Kelly reported that this idea came up during the recent tennis court discussions. The Commission discussed asking staff to create signage within the courts asking players to refrain from making unnecessary noise during play. Kelly had planned on bringing this concept to Memorial Park as a whole by speaking during SABA’s opening day ceremonies, but the event was rained out. He stated that one opportunity could be to move the snack shack bulletin board from the side of the shack to the front. Machado agreed that the current location is not effective and that moving it to the front. Kelly stated that someone should create a draft sign and bring it the next meeting. Lopin volunteered to do this.
 - B. Message from the Parks & Recreation Commission in the seasonal Recreation Activity Guide: Donery introduced the idea of placing information from the Parks & Recreation Commission in the Recreation Guide. He reported that this idea was brought up by Commissioner Kelly. He stated that this could be done in a variety of formats and could be organized seasonally. Kelly stated that he feels that whatever is decided on, that it should come from the Chairperson of the Commission. Bergman asked about the publication schedule. Donery stated that there are three issues, a Summer, Fall and Winter/Spring guide. He stated that the deadline for content for the Fall guide is mid-June with a publication date of August 1st, the deadline for the Winter/Spring guide in mid-October with a publication date of the Friday before Thanksgiving, and the deadline for the Summer guide is mid-January with a publication date of the first Monday in June. The Commission agreed that this is a good idea and that it should be pursued. Kallmeyer agreed to write the

content and bring it back to the Commission for review prior to submission. She will bring a draft to the May meeting for review.

C. Picnics on the Plaza: Donery asked the Commission if they are interesting in hosting one of the Picnic on the Plaza event this year. The Commission agreed that they would like to host the final night as they did in 2011, which is on August 24th. The Commission agreed that they would host another Hawaiian Night. Lopin inquired whether or not the Fire and Police Department would be participating again this year. Donery stated that they will come if asked, but probably only to one of the six events. Kelly stated that he would like to work with Fire and PD again. Lopin asked if it would be better to have them come to towards beginning of the Picnics event series to help give the season a jump-start. She also suggested possibly splitting the Fire and PD on different nights. Bergman asked about the bounce house management. Donery stated that there would be a new person managing the bounce house. Bergman stated that the Hawaiian music was a great fit in 2011 and hopes that the Commission can get the musicians again.

8. Staff Updates:

- A. Park Tour: Donery reported that five people had responded to the doodle.com meeting scheduler, and that April 21 seemed to be the only date that was going to work for the majority of Commissioners. Donery stated that this purpose of the tour is two-fold; to become more familiar with the Town's parks, and to determine potential work party projects. Donery stated that he envisioned the tour starting at Sorich Ranch Park, and continuing to Millennium Playground and Memorial Park, Lansdale, Robson and Creek Parks. Donery stated that Sorich Park has an organized group that conducts work projects such as non-native plant removals and general weeding. Lopin recommended skipping the visit to Sorich because attention is already being paid to the park. Kallmeyer stated that she feels that we should visit all five parks in order to get more familiar with them. Bergman stated that the Commission could potentially join the Sorich work group on one of their work days. The Commission discussed carpooling options. Kelly offered to drive. Bergman suggested waiting until the next commission meeting, which is the Tuesday prior to the scheduled tdate of the tour, to make these arrangements. The Commission agreed.
- B. Strategic Planning Meeting + Follow-Up Community Meeting: Donery provided a written copy of the Town's strategic planning survey. He explained that the Town Council and senior staff had held a workshop in January to develop a set of short, medium and long range goals and priorities. A survey was developed to allow for public input. The Council hosted a Town Hall meeting on March 10th to launch the effort. The survey was made available online and in written for. Donery stated that the survey will conclude on March 26th. Donery stated that there are several priorities related to the Recreation Department. Bergman stated that she saw that there were several separate choices related to community facilities, such as the retrofitting of Robson House, the renovation of the lower floors of ICC, and a master plan for community facilities. She stated that this seems confusing and stated that conducting master plan would be the logical place to start. Donery stated that he agreed that these are all community facility based priorities, but that the ICC downstairs renovation would be an interim step to utilize a vacant space while a master plan was developed. He stated that it was difficult, due to space, to convey enough detailed information about each priority to make questions like this more clear. Donery encouraged the Commissioners to take the survey.
- C. Holiday Event Review: Donery reported that the department held two holiday events. The Holiday Lighting event was on Dec 3rd. Donery stated that the event was well-attended. He reported that the annual Breakfast with Santa event was on Dec. 10th. Donery thanked Bergman and Kallmeyer for volunteering at the event. Kallmeyer stated that the event was very well attended and well received by the community.
- D. Summer Programming: Donery reported that the Summer Recreation Guide was mailed on March 3rd. He asked the commission to open their guide to page 8, which is the beginning of the summer camp section. He stated that the department is offering 34 camps this summer. Donery stated that early registration for summer camps is about where it was last year. He stated that the one difference is the significantly lower registration totals for Camp Kinder-Kool. He stated that this is due to a significantly lower overall

kindergarten registration in the RVSD. Bergman noted that one other potential impact could be the changing of the date for eligibility to enroll in kindergarten.

- E. Egg Hunts: Donery reported that the department will be holding its Flashlight Egg Hunt (for youth ages 8 and Up) on Friday, April 6th at 8:15pm. He reported that the Spring Egg Hunt (for kids ages 7 and under) would take place at 11:00am on Saturday, April 7th. He reported that the department's Summer Camp Fair will take place from 10:30am to 1:00pm. He invited the Commissioners to come and volunteer for the event. Kelly stated that he will provide the "bunny", which will be his son.
- F. Parkside Preschool – Update: Donery reported that Parkside's revenue was at \$67K and expenditures were at \$103K. He stated that as of today, the revenues were at \$78K and this was due to tuition coming in at the beginning of March, and to summer revenues to date. He stated that Parkside has launched its fall registration drive. He stated that the presentation was slated to go to the Town Council on 3/27 but that the Town Manager had stated that there are several large items coming to the Council and Parkside may have to be pushed to a later meeting. Donery stated that he would keep Commissioners informed. Donery stated that at the previous meeting, there was discussion regarding Commissioners speaking at the Council meeting regarding the dissenting votes from the Commission's recommendation. Bergman asked if a dissenting comment is necessary at this point, as the Commission did vote. She stated that she feels the decision has been made and that she supports it. Kallmeyer stated that she would discuss this with Holtzer. Kelly stated that he would represent the Commission's recommendation at the meeting. Bergman suggested that Parkside be open to the public during the egg hunt. Donery stated that he liked that idea.

9. **Commission comments and questions, requests for future agenda items** –Kelly stated that he is concerned about the increase in use of Memorial by dogs. He stated that he has asked the Public Works Director to create a sign that could be placed on the field reiterating the rule that dogs are not allowed on the field during organized activities. He stated that he has talked to numerous dog owners during practice and games about this rule, but the problem still exists. Kelly stated that he would like the Commission to work with the Dog Park Steering Committee to help improve the ground cover at the Red Hill Dog Park. Donery stated that he would put this on the agenda for the April meeting. Bergman stated that if the Town is developing an inclement weather policy, and this would preclude use by sports activities, that it should also preclude use by dogs and their owners. She stated that the lower field at Robson Park looks great. Donery stated that any rules that were created would state that the park(s) get closed to all use during the stated times. Machado asked if there is any policies in place that keeps the dogs off of the infields. Donery stated that there was not. Kallmeyer stated that the bad weather may be passed by the time this policy is finalized. Donery stated that it needs to happen anyway and will be in place for future years. Donery stated that he would bring a draft copy of the inclement weather policy to the next meeting.

Donery reported that the Town has received a quote for making the changes to the tennis court lighting controls. The Public Works Director will be getting two more quotes for this work. Kallmeyer suggested that we keep Mr. Watkins apprised of the progress related to the changes at the courts. Donery stated that the Town has regular email correspondence with Mr. Watkins and that when a change is forthcoming, that he will be notified.

Meeting adjourned at 9:19pm