



# Parks & Recreation Commission

## Meeting Minutes February 12, 2014

1. Meeting called to order at 7:05pm
2. Roll Call: *Ashton, Bergman, Burdo, Holtzer, Kallmeyer*
3. Approval of Agenda: M/S/Ayes = 5; Noes = 0 - Approved
4. Approval of Minutes of 1/21/14: M/S/Ayes = 5; Noes = 0 - Approved
5. Open Time for Public Expression: None
6. Recreation Fund Report:
  - A. Fiscal Year 2013-14 Period ending 1/31/14: Donery reported that we are at 58% of the fiscal year. The Recreation Fund has collected 67% of the projected revenue and has spent 49% of projected expenditures. We are still far ahead despite the addition of one position's salary. The Afterschool Enrichment Program is at 128% of projected revenues. The school district is finally providing support with some advertising and this may be due, in part, to the \$8 per class registration that we are paying them for the use of their facilities. We are working on getting more kindergarten classes into the program. Brookside received a grant to create a computer lab. They have invited the dept. to meet with them to discuss the possibility of creating Afterschool Enrichment classes that could utilize that facility. Parkside and Robson After Care continue to thrive. Bergman acknowledged that the Town's needs are being met through our programs and commended the Recreation Department for their great work. Holtzer asked how Parkside is doing, financially. Donery reported that they are up \$32,000 from this time last year and hopes to reach the \$50,000 mark. After this year, if they continue to do so well, they may establish their own budget. Holtzer stated that a she feels that a contributing factor to Parkside's failures was that we didn't reinvest when they were doing well. Holtzer asked if there is a way in which we might improve on the Rookie Basketball program. Donery stated that the programs are slated to get back into the Hidden Valley gymnasium once a new building has been identified for the YMCA program, freeing up the space.
7. Commission Projects and Goals:
  - A. BINGO Event - Review: Holtzer reported on survey results. Most said it was appropriately priced but would like more winners. Donery said they did an amazing job getting the donations and figures it wouldn't be hard to make that happen. Holtzer stated that there was a definite desire to have food available there, either included in the entrance fee or sold separately by vendor(s). She would like to put some thought into how to increase the profit margin. Ashton reported that True North Pizza expressed interest in doing it again next year. Burdo said that Peet's Coffee will be there, also. Providing the option of online registration with a processing fee included in the price, was discussed. All agreed that the event was a great success.
  - B. 501c3 - Update: Burdo reported that there is no news. A meeting with Donery, Carter Coleman and himself is necessary to proceed. It was agreed that a date will be set. Burdo also explained that articles will need to be written and suggested that hiring a lawyer to write them would radically simplify the process. Kallmeyer requested clarification of what her involvement in the process entailed. Donery stated that Burdo is the current point person and that she need have no further involvement.
  - C. Future Projects: Holtzer suggested that this item be revisited after the Staff Update, with the hope that it will inform the commission regarding possible future projects. All agreed.

8. **Staff Update:**

- A. Dogs in Parks - Update: Donery reported that he has met with the Police Department to work on a new ordinance for enforcement of the existing rules by creating an infraction and establishment of penalties. They will present ideas to the Council at the March 25<sup>th</sup> meeting. He is hoping to have an update or draft to present to the commission at the next meeting. Once a municipal code # is adopted, PD can start enforcement. Donery extended an invitation to the commissioners to attend the council meetings. Bergman stated that there have been several incidents where she has been approached by her neighbors near Robson Harrington Park to complain about the escalating tension between themselves and the dog owners who do not adhere to the rules. Donery asked if they call the PD to report these concerns, stating that the PD can use those reports to corroborate their case when presenting to the council. He explained that Nick Dolari, one of the police chiefs has agreed to support us in this process and has asked him to give a presentation to the commission. Holtzer suggested that, in addition to the general Park Rules signage in Memorial Park, we should post separate signs that state, in large letters, "NO DOGS OFF LEASH IN UPPER PICNIC AREA". Burdo expressed a desire to meet with Holtzer and Bergman to learn the history of this issue. Donery closed by acknowledging that it is thought that the existing rules are good and that, hopefully, within the next couple of months there will be a system for enforcement in place.
- B. Hooked on Marin Speaker Series - Update: Donery reported that the second season has come to a close. It was very successful. The last show sold out, as well as the "Trains in Marin" night, giving the motivation to continue with another season.
- C. Skate Plaza Proposal - Update: There will be a presentation to the Planning Commission on March 3<sup>rd</sup> with one to follow at the March 25<sup>th</sup> council meeting. Notices will be sent to all neighbors within a 300 foot perimeter of Memorial Park. A quote has been received an estimate of \$20,000 for the resurfacing of the site bringing the total budget to \$45,000. There is currently a fundraising plan being formed as well as a chaperone or oversight program to provide a presence at the park for safety and rule enforcement. Bergman asked if the Town will be in a position to contribute, financially, to this project. Donery responded, saying that, at the moment, it is hard to say but that is our desire.
- D. Facilities Improvements - Update: Donery reported that tables and chairs have been ordered and should arrive in time for the spring session. Parkside and the Vista Room are scheduled for new entrances (doors and windows). Still considering where signage should go. Also, a large Recreation logo will be installed above the double doors at the end of the gym facing SFD Blvd.
- E. ICC Signage - Update: Donery reported that the designing of the directional signage has been assigned to Kelly Krill, the graphics designer for our activity guide. Holtzer asked when we might expect to see them installed. Donery responded, saying that it is a process and is not able to provide an exact date at this time.
- F. Facilities Master Plan - Update: Donery reported that, now that the Housing Authority is working with us, there will be a meeting with a Board of Supervisors subcommittee meeting on February 25<sup>th</sup>. Supervisor Katie Rice is in support of including the placement of the existing low-income housing in the Facilities Master Plan process. Holtzer asked if it would be relocated off-site. Donery answered, no, explaining that there would be an exchange of property to facilitate a more cohesive facilities plan.

Holtzer returned to Item 7.C (Commission Projects and Goals: Future Projects), to which Donery responded with the date of Wednesday, June 25<sup>th</sup> as the confirmed date for the next Creekside Q event.

9. Commission comments & questions, requests for future agenda items:
  - Invite PD spokesperson to the next meeting

Adjourned: 8:30 pm