



Parks & Recreation Commission

Meeting Minutes, November 18, 2014

1. Meeting called to order at 7:00pm
2. Roll Call: *Burdo, Holtzer, Leary, Levenson, Machado, Reber*
3. Approval of Minutes of 10/21/14: M-Burdo/S-Machado /Ayes = 5; Noes = 0 - Approved
4. Open Time for Public Expression: None
5. **Recreation Fund Report:**

Fiscal Year 2014/15 - Period ending 10/31/14: Donery reported that, as of October 31st, 33% of the fiscal year has elapsed and the Recreation Fund is at 34% of projected revenues and 32% of projected expenditures. The revenue report does not reflect \$97,940 in credit card revenue as the department has two outstanding checks from ActiveNet. With this outstanding revenue, the actual total revenue for this period is \$496,768 (43%) which leaves the Recreation Fund with a gain of \$123,171 or 10.5%. Holtzer stated that we need to have more transparency to the public regarding our profits with official communication vehicle for reporting how the money is being spent. Donery stated that we have done so in previous Recreation Guides. Burdo suggested including it in the town manager's newsletter or a "success" email to the community. Reber requested cost numbers for the various improvements already in place. Donery stated that the Vista Room improvements came to about \$35 to \$40K, Master Plan allocation equaled \$55K and the new doors and window for the Vista Room and Parkside Preschool came to \$20K. Levenson asked where there might be room for expansion to which Donery explained that we are limited by space. Levenson recommended using the excess revenue to explore expansion options and also to build "rainy day" reserves. Donery stated that the Community Facilities Master Plan is addressing the issue of expansion and we do have a 10% reserve. He reported that the new signage is scheduled for installation in the Spring with the remodel of the Mount Tam Room in line, as well. Machado suggested a "Did You Know ..." section in the guide, with Burdo offering that Commission projects be included (i.e. gym painting, playground and Robson railing painting/staining) along with future planned projects, illustrating the level of responsibility and sensibility with which the revenue is being allocated. Dialogue was had regarding ways in which we would like to invest our profits, with Donery acknowledging the value of ongoing discussion as well as sharing that there are staff who want to see a facilities rental marketing package developed. Levenson asked if there were any areas to invest internally to improve efficiency.
6. **Community Facilities Master Plan Update:**

Donery reported that the next Robson neighborhood meeting will take place on Thursday, November 20th, for the unveiling of site options. The last meeting was spirited rather than contentious. It is hoped that the Robson site will have resolution and acceptance. There is a meeting with Marin Housing Authority tomorrow.
7. **Commission Projects & Goals:**
 - A. 2015 Calendar of Events:

Donery recommended that the commission have discussion regarding an annual event, be it BINGO or something else. Holtzer said she was of the impression that Picnics on the Plaza was being handed off to the Economic Development Commission. Machado stated that he thought that they need a sub-committee to which Donery agreed. Reber asked why the Goblins' Parade was changed to which Donery replied that it was an issue of public safety.

- B. Creek Park Event Space: Subcommittee development - Levenson:
Levenson reported that he would like to create a commission subcommittee to participate in a brainstorming session with regard to offering wedding opportunities at our facilities. There was some question as to whether it should be an advisory committee. Burdo explained that an advisory committee may be comprised of non-members whereas a subcommittee has members only. Holtzer suggested reaching out to the EDC to discuss the possibility of partnering. Burdo recommended talking with the Town Attorney about creating a plan that would directly benefit some business but not others to which Donery agreed, stating that he would reach out to the Town attorney when needed. Holtzer asked who heads the EDC and recommended that Levenson attend one of their meetings which Levenson thought was a great idea - Donery suggested perhaps a meeting in early 2015.
- C. Future Projects: Holtzer revisited the idea of moving the volunteer work party to the Spring with the possibility of signing up volunteers at the Spring Egg Hunt. Donery also resurrected the idea of reconnecting with existing groups to partner with. Holtzer suggested partnering with SABA to do an improvement project on the fields at Memorial Park.

8. **Staff Update:**

- A. Holiday Events: Donery reported that, with the Rec Department's assistance, the Chamber's Holiday Lighting Ceremony will take place in Imagination Park on Saturday, December 6th. Breakfast with Santa, a collaboration between the Rec and Fire Departments, with a large volunteer component from Drake Leadership, will take place on Sat, Dec. 13th. This event sells out every year.
- B. Skate Plaza Project: Donery reported that fundraising is slow. The five figure potential donor has yet to meet with the committee. \$12K has been raised. \$55K is needed to proceed with purchase and installation. Levenson asked if we would be charging for use of the facility. Donery explained that, although there would be no fee for use, there is great potential for revenue through the offering of classes and there is an instructor who is very interested in developing a program.
- C. Facility Improvements: Donery reported that early Spring wi-fi connection is scheduled for ICC and that he hoped to do the same at the Robson House. The Mt. Tam Room will be renovated in stages, with the first phase being completed in December. The scheduling of each phase will be done in a fashion that will minimize disruption to the programs conducted in that space. The ADA ramp to the Vista Room and Preschool will be done sometime this fiscal year. Levenson asked about the possibility of new facilities. Donery explained that any ground breaking for a new community center is dependent on successful fundraising. He stated that the next fiscal year will be concentrated on improvements to the gym.
- D. Memorial Park Detention Basin: No news.
- E. December Social: Discussion led to the confirmation of a Holiday Social on Wed., Dec. 17th at the Dug Out in Memorial Park at 6:30pm.

9. **Commission comments and questions, requests for future agenda items:**

- Burdo reported on the 501c3, suggesting that it be put on the agenda for the next meeting.
- Creek Park Event Space: Sub-committee development with EDC involvement