

San Anselmo Parks and Recreation Commission Meeting Minutes – 01/18/2011

1. **Meeting called to order 7:08pm**
2. **Roll Call:** Commissioners present: Childs, Logwood, Kelly, Colardo, Young, Kallmeyer, Sullivan, Community Services Director David Donery.
3. **Approval of Agenda:** Agenda approved.
4. **Approval of Minutes of November 16, 2010:** Minutes approved.
5. **Open Time for Public Expression:** None
6. **Recreation Fund:** Donery explained that the revenues look differently than years past due to how summer funds are being accounted for. Kelly asked about Parkside Preschool, specifically about the current deficit, and requested that staff from the school attend a commission meeting to discuss what is being done about the situation. Donery stated that the schedule had been changed as of July 2010 to include Fridays in order to make the program more available. Concern was expressed regarding whether the Town should be subsidizing a preschool. Donery stated that the preschool had yet to lose money over a fiscal year, but that it's profit had been reducing over the past several years. He also stated that he is working with Parkside staff on improving their marketing. Donery stated that a representative from Parkside will attend the March meeting to discuss the program. Kelly also mentioned that his son had registered for the Rookie Basketball program and had been placed on a team with much younger children. Donery stated that he work with his Sports Coordinator to make sure that the program information is clear about age groups and what teams would consist of age-wise.
7. **Action Items – Selection of Commission Officers:** Doug Kelly was nominated and approved as Commission Chair for 2011. Maria Kallmeyer was nominated and approved as Commission Vice Chair and Denise Young was nominated and approved as Chair Pro Tem.
8. **Discussion Items – Commission Recommendations to Council:** Sullivan stated that she was interested in developing a protocol for making recommendations to the Town Council. She stated that in other board-type work she had been involved in, recommendations were made and sent and that board members stood behind the decision of the board. She stated that she was surprised when three Commissioners spoke at the Town Council meeting regarding the recommendation about hour at Robson Park decided on by the Parks & Recreation Commission. She stated that she felt that when Commissioners with dissenting opinions speak about their opposition to a recommendation that it undermines the Commission's credibility to the Council. Kallmeyer stated that she wondered if the Commission should send a single recommendation or several recommendations with the different perspectives behind each one. She stated that the Commission serves in an advisory capacity and that providing several "voices" on different sides of an issue might provide a broader understanding of the community's opinions of an issue. Young asked how the staff takes the recommendations to the Council. Donery stated that staff prepares a Staff Report outlining the background, discussion and analysis of an issue and provides the recommendation along with information on dissenting/minority opinions on the Commission. Kelly stated that he felt that the process worked well as all three opinions were represented at the Council. He suggested that the Commission consider this as a protocol in future recommendations, but only if there can be representation present from all sides of an issue. Colardo stated that he feels that when the Commission makes a decision, that the decision should be presented as the decision, not as one of the decisions. He stated that the

recommendation be by majority vote, and that staff can offer information on dissenting opinions to the Council. Logwood stated that it is important to provide information on the minority opinion in addition to the recommendation. Sullivan stated that she felt that having one person from each side of the issue speak before Council that it does a disservice to the process the Commission went through to reach the recommendation. Childs stated that allowing all voices to be heard is an important part of working with the community. He stated that he had hoped to get the user groups at Robson to meet and work on the issue without having the Council get involved. Since this did not happen, the importance of all opinions be heard by the decision-makers. Donery stated that based on his experience, it is unusual for Commissioners from the group sending the recommendation to speak on the issue unless the Council specifically asks for input from Commissioners present. Sullivan stated that she feels that staff is presenting the Commission's recommendation through a staff report and that is how these types of recommendations are handled. He went on to state that it would be important to develop a protocol to be used in the future. Sullivan stated that the Commission could choose to keep the recommendation process as is where the Commission votes on a recommendation which is sent to Council along with information about dissenting opinions, or that the Commission does not make specific recommendations but compiling a report about the issue with all opinions contained within the report. Kelly stated that the Commission is required to send a recommendation. Sullivan stated that Commissioners should be representing the community's viewpoint and that when a Commissioner has a strong personal opinion and chooses to speak in front of Council that it creates a difficult situation. Kallmeyer asked whether or not there have been situations where Commissioners have chosen to recuse themselves from a decision due to any reason. Kelly stated that he feels that the Commission Chair has a responsibility to attend a Council meeting during an important issue. He feels that the Chair has the responsibility of swaying the Council through a spoken presentation that supports the opinion of the Commission. Young feels that the Chair should be there as a resource. Kelly disagreed stating that a Chair should be an advocate for a position taken by the Commission. Colardo stated that he feels that we should not create a new process for how Commissions interacts with the Town Council. Sullivan stated that recommendations should not be a public speaking contest and that this is beyond the role of a Commissioner. Young stated that she feels that the system in place makes the most sense where staff provides the report to Council on an issue. She stated that the understanding could be that Commissioners should be encouraged to attend Council meetings where a recommendation is going to be heard but they should not speak unless the Council asks for input. Sullivan agrees that this is what should be done. She feels that the Commission responsibility ends once the vote is taken on an issue. Donery stated that what Denise described is the basic protocol used by most Commissions. Colardo agreed stating that Commissioners should attend the meetings but shouldn't speak unless asked for clarification or other information by the Council. Logwood agreed that the staff report should be the "vehicle" and that personal appeals from individual Commissioners should be curtailed.

Colardo made a motion that the Commission agree that Commission recommendations to Council are made through majority vote, staff preparation of a staff report reflecting the decision-making process and concise information on the dissenting opinions along with the final recommendation which is presented to Council for discussion and action.

Kallmeyer asked about whether a recusal from a decision would allow a Commissioner to speak at Council as a resident.

Kelly asked that the

9. Monthly Commissioner Reports – None

10. Staff Update:

- A. **Memorial Park Rules - Update:** Donery stated that several public inquires were received by Council and staff regarding the potential expansion of hours for off-leash dog use at Memorial Park. Staff made the decision to take this issue directly to Council due to this not being a divisive issue and that a decision could be reached by Council quickly. Donery stated that the current rules were improperly posted stating dogs were allowed off-leash before 8:00am and after 8:00pm. The actual rule, which was adopted in 2003, is that dogs are allowed off-leash before 8:00am and one-hour before sunset. He stated that the Council decided on two changes, that dogs be allowed to be off-leash until 9:00am on weekends and that off-leash use is banned in the picnic and upper lawn areas. Kallmeyer stated that she was disappointed that this issue did not come through the Parks & Recreation Commission. Kelly asked for a motion that the Commission ask the Town Council to send all issues related to park rules through the Parks & Recreation Commission. Donery reiterated that the decision to send this to Council was made by staff. Sullivan recommended that we bring this type of issue would be great for discussion during a joint meeting with Town Council. Kelly agreed and asked that a meeting be scheduled.
- B. **Stay 'N Play Marketing Plan:** Donery stated that the Ross Valley School District has begun to allow the Recreation Department to begin to market the StayNPlay programs through the schools. An announcement was sent about the Winter session in the Principal's newsletters in December, and a color brochure was mailed out to existing customers and placed in all of the school offices. Donery credited Superintendent Eileen Rohan for making this possible.
- C. **Summer School Program:** Donery reported that the summer school program that the department was hoping to bring to Wade Thomas is not going to happen. He stated that this is due to the school district not being able to allocate space within the timeframe the summer school organizers needed. The summer school will be returning to Neil Cummins School in 2011.
- D. **Holiday Events - Review:** Donery reported that the department was involved in two holiday events in December. The annual Holiday Lighting Event was held on December 4th at Town Hall and is produced in cooperation with the Chamber of Commerce. The weather wasn't great but the event attracted a large crowd. The Marin Girls Choir performed and Seawood Photos took photos with Santa. The second event was the Breakfast with Santa event, which was held at the downtown Fire Station on Saturday, December 11th. The event held two seatings, at 8:00am and at 10:00am and both seatings sold out. The Ross Valley Fire Department provided all of the cooking for the event and Rec. Dept. staff and volunteers from Drake HS managed the "front of the house".
- E. **Dog Park Steering Committee – Update:** Donery reported that the Committee continues to fundraise and recently made \$450 selling dog wash tokens at Pet Food Express. They continue to run their monthly work parties to provide much needed maintenance. The Committee is planning a two-year anniversary party at the park in May. They are also beginning work on a public outreach campaign to look into addressing how to finish up development of the park.
- F. **Commission Social:** Kelly mentioned that although he wanted to keep a social event for the Commission he thought it would be nice to have a social with all of the Boards and Commissions. He suggested bringing this idea up at the joint meeting with Town Council. Maria Kallmeyer agreed to host a Commission Social and will organize it.

11. Commission comments and questions, requests for future agenda items –

- Dog Management Plan (Colardo)
- Lifeguard Training Classes run by Recreation Department (Young)
- Joint Meeting Topics & Commission Recommendations to Town Council (All)
- Monthly Commissioner Report idea – Continue it (Young)

Meeting adjourned at 9:13PM