

San Anselmo Parks and Recreation Commission Meeting Minutes –2/29/2012

1. **Meeting called to order 7:00pm**
2. **Roll Call:** Commissioners present: Kelly, Bergman, Childs, Holtzer, Kallmeyer, Logwood, Lopin, Community Services Director David Donery
3. **Approval of Agenda:** Agenda approved.
4. **Approval of Minutes of 1/31/2012:** Minutes approved.
5. **Open Time for Public Expression:** Edward Watkins of 35 Sunny Hills Drive stated that last week he had asked Town staff information about the MOU San Anselmo had with the Town of Fairfax along with information about the San Anselmo Tennis Club. He stated that Mr. Donery had sent him some information about these two items. He stated that he asked for documentation about these items and about the tennis instructors that taught on the courts. He stated that he has not received this documentation. He stated that in the morning, he had received an email from the Town Manager that the documents he was requesting did not exist. Mr. Watkins asked where Mr. Donery, the Parks & Recreation Commission and the Town Council came up with the information that was given to him. Chair Kelly responded that San Anselmo and Fairfax had worked out an M.O.U. and that the agreement, until the final two years, gave Fairfax residents the “Resident Discount” for programs and services offered by the San Anselmo Recreation Department that San Anselmo residents receive. Donery stated that Town has received multiple emails from Mr. Watkins requesting information. Donery stated that staff has done their best to reply to these emails and requests. He stated that he had explained the M.O.U., provided information about the former San Anselmo Tennis Club, and he and the Town Manager have tried to reply in a timely manner. Mr. Watkins continued to speak, and Kelly attempted to respond.
6. **Recreation Fund Revenues & Expenditure Report – January 2012:** Donery presented the January 2012 Recreation Fund Report. Donery stated that there was a reporting error related to the issuance of several 1099 Reports. Donery stated that the department was tracking very much like 2011. Donery stated that as per Commission request, he has provided additional detail in the monthly budget report. He also stated that he has created a table on the staff report showing the past two years of revenues and expenditures. Donery asked that the Commission let him know what type of report they would like to see on a monthly basis. Holtzer stated that she would like to see this level of detail for the past two years for purposes of analysis. Donery explained that the current report was generated from the new software, but that he could provide some level of detail by providing the spreadsheet that was provided in the past and that this would allow for the analysis. He stated that there have been some minor changes to the chart of accounts, but that the changes are not significant enough to make comparisons difficult. Holtzer asked about the outside services-
7. **Action Items:**
 - A. **Proposal – Parkside Preschool:** Donery provided a review of the Parkside Preschool discussion that had taken place previously. He presented a staff report and a revised budget for the 2012/13 fiscal year. Donery stated that at the Commission request, he created the current budget report to reflect the minimum number of enrollment of staff and a conservative enrollment estimate. He also stated that the current report assumes the reduction of benefitted employees from two to one. Donery shared information about a brief survey that the department conducted which showed some information about what people were looking for is a preschool and what factors they consider when making a decision. He shared that 91% of respondents chose STAFF as a determining factor, 67% chose PRICE and 64% chose FACILITIES. Commissioners asked for clarification regarding the revised budget, which staff provided. Donery stated that the previous budget proposal assumed a much higher level of staffing and attendance and that the new version reflects what staff considers a more realistic framework. Donery admitted that the previous budget was flawed as it assumed an afternoon preschool component, which assumed a much higher staff cost. He stated that he should have

considered presenting a less ambitious plan. Bergman expresses concern that because she only received the revised report that day, and that she was struggling to make sense of the new proposed budget. She asked Jones whether the proposed seven full-time students assumes that any of the current students would convert to the full-time schedule or is this assuming that seven new students would enroll. Jones stated that she assumes it will be both. She stated that the program currently serves five families in their full-time schedule and she assumes that three of those families would sign-up full-time. Holtzer asked about the proposed number of students as compared to current enrollment. Parkside Coordinator Dawn Jones stated that the program currently has 24 families enrolled. Holtzer stated that the new plan shows a total enrollment of 27 kids. Jones stated that the new budget shows a higher number of full-time students which would create a higher daily attendance pattern than currently exists. Bergman stated that she was pleased to see the survey come out and she stated that she forwarded it to the Ross Valley Mother's Club. She asked about the staffing and whether it would be consistent. Jones stated that what this plan does is adds a teacher and an aide from 3 to 6pm and that the current staff schedule would stay in place. Childs stated that he is satisfied with the new proposal Kelly asked staff if any of the current or former users of Parkside could be classified as "low income". Jones stated that she wouldn't characterize users as low income. Kelly stated that he asked this because the program could potentially qualify for Federal or State grants that benefit low income families. Jones stated that they currently accept families through the CalWorks program. Several members in the audience, which consisted of primarily staff from Parkside and other staff from the Recreation Department, spoke in support of allowing the program to continue with a full-time schedule. Bergman asked about what would happen if the program went forward but that it became apparent in January that the revenue was not sufficient to sustain the new schedule. Donery stated that the program would run for the entire fiscal year, which runs from July 2012 to June 30, 2013. A motion was made to accept the staff's recommendation of changing the hours of Parkside Preschool's school year hours from 8am to 3pm to 7:30am to 6:00pm. Vote 4 to 3 to accept the recommendation. Bergman asked when the report would go to the Town Council. Donery stated that he expects that it would go to the Town Council on March 27th. Bergman inquired about the agreement the Commission had made regarding dissenting opinions. Kelly stated that that was discussed and that the Commission agreed that Commissioners could attend the Town Council meeting and speak to either the supporting or dissenting opinions of the issue.

B. Park Tour: Donery stated that the Commission needs to pick a date for the Commission's park tour. Donery stated that it would be important to include the Public Works Director on the tour. Donery asked about potential Saturdays that may work for people. Donery stated that he was thinking about 9 to 11am. Holtzer recommended 8:30 to 10:30am. The Commission asked that Donery conduct a Doodle.com online poll to help determine the date.

8. Discussion Items –

A. Good Neighbor Project: Item continued to next meeting.

B. Message from the Parks & Recreation Commission in the seasonal Recreation Activity Guide: Item continued to next meeting.

9. Staff Updates:

A. Strategic Planning Meeting + Follow-Up Community Meeting: Item continued to next meeting.

B. Holiday Event Review: Item continued to next meeting.

C. Summer Programming: Item continued to next meeting.

D. Egg Hunts: Item continued to next meeting.

10. Selection of Commission Officers for 2012: Maria Kallmeyer was selected as Chairperson. Kathleen Holtzer was selected as Vice Chair.

11. Commission comments and questions, requests for future agenda items – Donery encouraged Commissioners to attend the March 10th Strategic Planning Town Hall Meeting.

Meeting adjourned at 9:22pm