



# Parks and Recreation Commission

Meeting Minutes | May 21, 2019

1. **Meeting Called to Order at 7:02 PM**
2. **Roll Call:** *Kerr, Lafrenz, Frost, Burdo, Corr, Warner*
3. **Approval of Minutes – March 19, 2019: Approved**
4. **Open Time for Public Expression:** None.
5. **Parks Report**
  - a. Shaw reported that his department is focused on routine maintenance and have completed one pass at weed trimming. Due to heavy rain the weeds have returned. Keeping the Skate Park clean takes a lot of time. The baseball fields are in good shape. SABA is doing an amazing job keeping up the fields and partnering with the Town.
  - b. The SABA pitching machine was stolen from Memorial Park. The fence was cut and will need to be repaired.
6. **Financial Report**
  - a. *Mauk* gave a report on the Recreation Department's financial status. As of April 30, 2019, 83% of the fiscal year has elapsed and the Recreation Fund is listed at 113% of projected revenues and 75% of projected expenditures. At the end of the year the Recreation Department will transfer out about \$300,000 for programs paid for in April and May but take place after July 1, 2019. Good examples are Soccer and Camps.
  - b. As noted during previous Commission meetings, a \$50,000 reserve fund was set aside in the current year's budget for facility renovations. Substantial progress has been made in both the Vista Room and downstairs, in the art studio and adjacent room, with the goal to make it a dual propose room for programs and a conference room.
7. **Discussion Items**
  - a. **Introduction of Kevin MacLeod**

*Mauk* introduced the new Recreation Coordinator II, Kevin MacLeod, to the Commission. Kevin has a degree from San Francisco State University in Recreation Management. He worked as an Athletics Manager for the Catholic Youth Organization for the past 4 years. Kevin has an extensive background in athletics and youth activities.
  - b. **Budget**

*Mauk* started with sharing the department's work plan priorities. Town Council added one about serving all ages through the age friendly initiative. *Mauk* noted that there would be several impacts on the next year's budget: 1) Share revenue on park rentals and banners with Public Works; 2) The CalPERS payment has increased as a result of balloon payments that all city and towns are facing; 3) Loss



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of \$9600 from Robson onsite resident; 4) The Department is now responsible for IT expenses of \$18,500. The revised budget will be taken to the Town Council in June. *Mauk* will present final budget when we receive the finalized budget in July or August.

### **c. Memorial Park Restoration Project Update**

Kerr reported that on June 25 the Town Council will consider placing the Memorial Park tax measure on the November 5 ballot.

### **8. Staff Updates**

#### **a. San Anselmo Age Friendly**

The group is working hard to create a mission statement and present information in the fall activity guide. Kerr will speak at the July age friendly meeting about the Memorial Park Restoration Project.

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

- a. Kerr attended the Skate Fest event. There was a big crowd, about 50 – 60 kids of all ages (6 – 17) and many adults. The Commission expressed its appreciation to Greg Mihan and to Lisa Graham and her team for putting on such a successful event.
- b. Kerr announced that Natalie Naranjo has resigned from the Commission. She will be missed, and the Commission would like to recognize her contributions during her time on the Commission.
- c. There are now two openings on the Parks and Recreation Commission.
- d. Today's meeting will be the last for Youth Commissioner Jack Warner. The Commission thanked him for his service and wished him well as he heads off to college.
- e. Next meeting will be June 18, 2019

**Meeting Adjourned at 7:48 PM PST. CJ**