



525 San Anselmo Avenue
San Anselmo, CA 94960

Parks and Recreation Commission

Agenda

Tuesday, January 18, 2022

7:00 PM

Town Council Chambers
Town of San Anselmo
525 San Anselmo Ave
San Anselmo, CA 94960

<https://us02web.zoom.us/j/85858879185>

Call To Order

Roll Call

Approval of Minutes

Minutes

Attachments: [PRC Minutes 11.16.2021](#)

Open Time for Public Expression

The public is welcome to address the Commission at this time on matters not on the agenda. Please be advised that pursuant to Government Code Section 54954.2, the Commission is not permitted to take action on any matter not on the agenda, unless it determines that an emergency exists, or that the need to take action arose following posting of the agenda. Each speaker is limited to 3 minutes and a spokesperson for an organization is limited to 5 minutes.

Discussion Items

Memorial Park Discussion

Action Items

June 30, 21 Financial Report

Attachments: [Budget Report June Adjusted](#)

Financial Report on Recreation Fund

Attachments: [Budget Report Dec 21 \(002\)](#)

Staff Updates

Commission comments & questions, requests for future agenda items

Adjournment

Any writings or documents provided to a majority of the Parks and Recreation Commission regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at townclerk@townofsananselmo.org. Notification at least 72 hours in advance will enable the Town to make reasonable accommodation to help ensure accessibility to this meeting.



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Parks and Recreation Commission

Meeting of 1/18/2022



Parks and Recreation Meeting Minutes | November 16th, 2021

1. **Meeting Called to Order at 7:04 PM**
2. **Roll Call:** *Kerr, Lafrenz, Overaa, Wu, Cerio*
3. **Approval of Minutes – October 19th, 2021: Approved.**
4. **Open Time for Public Expression: None**
5. **Discussion Items**
 - a. **San Anselmo Sports Update** – *Greg Mihan* gave an update on sports programs he supervises at the recreation department, including soccer, basketball, and baseball / softball. Our sports programs serve children in the community from ages 5 – 15. All sports programs are back to normal and playing games after a year of COVID restrictions. Enrollment is full for all sports.
 - b. **Memorial Park**
 1. **Skate Fest wrap up** – Last weekend was the Skate Fest, which was organized by Greg Mihan. Lisa Graham, as always, played a leading role in facilitating activities throughout the event. There was a skateboarding competition for different age groups that was coordinated by Stefan and his team of judges. There was a highly successful raffle, managed by Lisa Graham, with donated prizes from Proof Lab and Live Water Surf Shop. About \$700 was raised for the Skate Park Fund. There was a good turnout from the community, and the skaters had a great time. Mihan thanked Creekside Pizza, The Hub, Proof Lab, and Live Water Surf Shop for their contributions.
 2. **Playground** – Painting is almost complete. A few more elements need to be painted, which will take place when weather permits.
 3. **Clean-up Days** – *Wu* is planning to organize clean up days in Memorial Park at least once a quarter. Commission will also be planning a work / clean up event for Earth Day 2022.
 4. **Fields – Field** improvements will go back to the Town Council early next year.
6. **Action Items**
 - a. **Cancel December 2021 Meeting** – *Kerr* made a motion to cancel the December Parks & Recreation Commission Meeting, which was scheduled during school vacation. *Cerio* seconded the motion; all approved.



Parks and Recreation Meeting Minutes | November 16th, 2021

7. Financial Report

- a. *Mauk* gave the Recreation Department's financial report. 33% of the fiscal year has passed. The Recreation Department is at 62% of projected revenue and 38% of projected expenditures.

8. Staff Updates

- a. Fall programs are wrapping up; this season was a big success. Most programs are back to normal except for masking protocols which are still being followed. Staff will be running Thanksgiving Break camps; Preschool and Aftercare programs are both full. Staff is working on getting out the Winter / Spring guide in early December.

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

None.

Meeting Adjourned at 8:06 PM. CD



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Parks and Recreation Commission

Meeting of 1/18/2022

TOWN OF SAN ANSELMO

Staff Report

January 12, 2022

For the Meeting of January 18, 22

TO: Parks & Recreation Commission

FROM: Dannielle Mauk, Director of Community Services

SUBJECT: Financial Report on Recreation Fund

RECOMMENDATION

That the Commission review the Recreation Fund Revenue and Expenditure Report for the period ending June 30, 2018.

BACKGROUND

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth and adult classes, childcare and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION

As of June 30, 2021, 100% of the fiscal year elapsed and the Recreation Fund was listed at 77% of projected revenues and 82% of projected expenditures. The Department ended FY 2020-21 at a \$189,342 deficit. The fund balance was used to balance the budget. The current Recreation fund balance is \$343,672.

For historical comparison purposes, staff has developed the following table.

FY	Revenue				Expenditures				Rev Over/(Under) Exp	
	Budget	Actual	%		Budget	Actual	%		\$\$	%
2020-21	1,408,121	1,088,777	77%		1,550,127	1,278,822	82%		(189,342)	(13%)
2019-20	1,627,261	1,455,889	89%		1,676,149	1,490,888	88%		(34,916)	(2%)
2018-19	1,510,601	1,713,911	113%		1,591,152	1,529,966	96%		184,694	12%
2017-18	1,514,001	1,547,810	102%		1,644,148	1,488,900	90%		59,887	4%
2016-17	1,384,321	1,564,511	113%		1,500,143	1,439,966	96%		124,561	9%
2015-16	1,246,681	1,478,711	119%		1,356,144	1,449,107	107%		26,671	2%
2014-15	1,163,481	1,316,011	113%		1,223,130	1,303,106	106%		12,847	1%

2013-14		1,107,651	1,315,119	119%		1,207,120	100%		108,480	10%
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Respectfully submitted,



Dannielle Mauk
Community Services Director



Town of San Anselmo

Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 06/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION								
Revenue								
Department: 61 - SPORTS								
21.61.48100	ADULT SPORTS	12,500.00	12,500.00	-739.00	1,079.00	0.00	-11,421.00	8.63 %
21.61.48101	KIDS SPORTS	41,125.00	41,125.00	-1,408.00	52,429.00	0.00	11,304.00	127.49 %
21.61.48102	TENNIS	15,000.00	15,000.00	-11,780.00	45,327.48	0.00	30,327.48	302.18 %
21.61.48103	TUMBLING	150,150.00	150,150.00	-15,163.00	63,863.24	0.00	-86,286.76	42.53 %
21.61.48105	ROOKIE BASEBALL	12,000.00	12,000.00	0.00	35,233.48	0.00	23,233.48	293.61 %
21.61.48106	ROOKIE SOCCER	55,000.00	55,000.00	-38,322.00	63,434.00	0.00	8,434.00	115.33 %
21.61.48107	ROOKIE BASKETBALL	50,000.00	50,000.00	0.00	53,633.61	0.00	3,633.61	107.27 %
21.61.48108	SOFTBALL	25,000.00	25,000.00	0.00	27,594.60	0.00	2,594.60	110.38 %
21.61.48110	YOUTH SOCCER	125,000.00	125,000.00	-95,970.00	93,980.86	0.00	-31,019.14	75.18 %
Department: 61 - SPORTS Total:		485,775.00	485,775.00	-163,382.00	436,575.27	0.00	-49,199.73	89.87 %
Department: 62 - CULTURE								
21.62.48111	ADULT ART & CULTURE	23,250.00	23,250.00	0.00	4,545.78	0.00	-18,704.22	19.55 %
21.62.48114	KIDS ART & SAFETY	63,000.00	63,000.00	0.00	19,024.00	0.00	-43,976.00	30.20 %
21.62.48115	KIDS CULTURE	0.00	0.00	-36,517.00	45,507.19	0.00	45,507.19	0.00 %
Department: 62 - CULTURE Total:		86,250.00	86,250.00	-36,517.00	69,076.97	0.00	-17,173.03	80.09 %
Department: 63 - CHILD CARE								
21.63.48119	PARKSIDE	250,000.00	250,000.00	-41,650.00	216,526.47	0.00	-33,473.53	86.61 %
21.63.48120	ROSS VALLEY ART AND MUSIC CAMPS	12,000.00	12,000.00	0.00	5,816.40	0.00	-6,183.60	48.47 %
21.63.48121	AFTER SCHOOL ENRICHMENT	198,000.00	198,000.00	0.00	48,179.67	0.00	-149,820.33	24.33 %
21.63.48123	SPECIALTY CAMPS	60,000.00	60,000.00	-30,214.00	13,344.88	0.00	-46,655.12	22.24 %
21.63.48124	CAMP SPORTS	0.00	0.00	-88,610.00	163,211.00	0.00	163,211.00	0.00 %
21.63.48125	CAMP KIDMARIN MIGHTY	72,500.00	72,500.00	-57,150.00	49,424.50	0.00	-23,075.50	68.17 %
21.63.48131	ROBSON AFTER SCHOOL PROGRAM	160,000.00	160,000.00	-1,068.00	64,943.77	0.00	-95,056.23	40.59 %
Department: 63 - CHILD CARE Total:		752,500.00	752,500.00	-218,692.00	561,446.69	0.00	-191,053.31	74.61 %
Department: 64 - EVENTS AND OTHER								
21.64.48127	ICC FACILITY RENTALS	4,500.00	4,500.00	0.00	1,500.00	0.00	-3,000.00	33.33 %
21.64.48128	PARK AND FIELD RENTALS	5,600.00	5,600.00	-428.00	3,507.34	0.00	-2,092.66	62.63 %
Department: 64 - EVENTS AND OTHER Total:		10,100.00	10,100.00	-428.00	5,007.34	0.00	-5,092.66	49.58 %
Department: 65 - PROGRAM ADMINISTRATION								
21.65.48129	MISC FEES	50,000.00	50,000.00	0.00	-506.50	0.00	-50,506.50	1.01 %
21.65.48130	ADVERTISING	12,000.00	12,000.00	0.00	1,725.00	0.00	-10,275.00	14.38 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 06/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
21.65.48135	ROBSON RENTAL INCOME	5,000.00	5,000.00	0.00	8,059.01	0.00	3,059.01	161.18 %
21.65.48136	BANNER/HUB FEES	6,500.00	6,500.00	0.00	7,397.34	0.00	897.34	113.81 %
Department: 65 - PROGRAM ADMINISTRATION Total:		73,500.00	73,500.00	0.00	16,674.85	0.00	-56,825.15	22.69 %
Revenue Total:		1,408,125.00	1,408,125.00	-419,019.00	1,088,781.12	0.00	-319,343.88	77.32 %
Expense								
Department: 00 - UNDESIGNATED								
21.00.67999	TRANSFERS OUT	73,736.00	73,736.00	0.00	73,736.00	0.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		73,736.00	73,736.00	0.00	73,736.00	0.00	0.00	100.00 %
Department: 61 - SPORTS								
21.61.60005	TEMP - SPORTS OFFICIALS	36,000.00	36,000.00	0.00	13,875.71	0.00	22,124.29	38.54 %
21.61.60220	PAYROLL TAXES	2,754.00	2,754.00	0.00	994.20	0.00	1,759.80	36.10 %
21.61.61155	ADULT SPORTS CONTRACT SERV	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
21.61.61160	BASEBALL EXPENSES	1,500.00	1,500.00	0.00	2,250.00	0.00	-750.00	150.00 %
21.61.61161	BASKETBALL EXPENSES	6,500.00	6,500.00	0.00	4,722.60	0.00	1,777.40	72.66 %
21.61.61162	KIDS SPORTS SERVICES	10,000.00	10,000.00	0.00	14,587.15	0.00	-4,587.15	145.87 %
21.61.61164	SOCCER SERVICES	1,000.00	1,000.00	0.00	547.38	0.00	452.62	54.74 %
21.61.61165	SOFTBALL SERVICES	9,000.00	9,000.00	0.00	10,666.00	0.00	-1,666.00	118.51 %
21.61.61166	TENNIS SERVICES	6,500.00	6,500.00	0.00	32,975.20	0.00	-26,475.20	507.31 %
21.61.61167	TUMBLING SERVICES	94,500.00	94,500.00	0.00	38,700.34	0.00	55,799.66	40.95 %
21.61.61169	YOUTH SOCCER SERVICES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00 %
21.61.62960	BASEBALL SUPPLIES	3,500.00	3,500.00	0.00	4,814.07	0.00	-1,314.07	137.54 %
21.61.62961	BASKETBALL SUPPLIES	7,500.00	7,500.00	0.00	6,591.34	0.00	908.66	87.88 %
21.61.62962	KIDS SPORTS SUPPLIES	3,000.00	3,000.00	0.00	409.79	0.00	2,590.21	13.66 %
21.61.62964	SOCCER SUPPLIES	8,000.00	8,000.00	0.00	13,246.89	0.00	-5,246.89	165.59 %
21.61.62965	SOFTBALL SUPPLIES	6,500.00	6,500.00	0.00	446.86	0.00	6,053.14	6.87 %
21.61.62966	TENNIS SUPPLIES	500.00	500.00	0.00	374.01	0.00	125.99	74.80 %
21.61.62969	YOUTH SOCCER SUPPLIES	21,500.00	21,500.00	0.00	251.54	0.00	21,248.46	1.17 %
21.61.62989	ADULT SPORTS SUPPLIES	700.00	700.00	0.00	0.00	0.00	700.00	0.00 %
Department: 61 - SPORTS Total:		225,954.00	225,954.00	0.00	145,453.08	0.00	80,500.92	64.37 %
Department: 62 - CULTURE								
21.62.61170	ADULT ART & CULTURE SERVICES	15,750.00	15,750.00	0.00	1,894.40	0.00	13,855.60	12.03 %
21.62.61171	ADULT CULTURE SERVICES	0.00	0.00	0.00	252.00	0.00	-252.00	0.00 %
21.62.61174	KIDS ART & SAFETY SERVICES	39,075.00	39,075.00	0.00	21,279.10	0.00	17,795.90	54.46 %
21.62.61175	KIDS CULTURE SERVICES	0.00	0.00	0.00	33,979.30	0.00	-33,979.30	0.00 %
21.62.62971	ADULT ART & CULTURE SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
21.62.62975	KIDS CULTURE SUPPLIES	500.00	500.00	0.00	96.45	0.00	403.55	19.29 %
Department: 62 - CULTURE Total:		55,825.00	55,825.00	0.00	57,501.25	0.00	-1,676.25	103.00 %
Department: 63 - CHILD CARE								
21.63.60000	REGULAR SALARIES	126,514.00	126,514.00	0.00	118,968.62	0.00	7,545.38	94.04 %
21.63.60001	TEMP - PARKSIDE PRESCHOOL	135,000.00	135,000.00	0.00	123,516.39	0.00	11,483.61	91.49 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 06/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
21.63.60002	TEMP - ROBSON AFTER CARE	53,492.00	53,492.00	0.00	40,228.60	0.00	13,263.40	75.20 %
21.63.60003	TEMP - CAMP KIDMARIN MIGHTY	21,875.00	21,875.00	0.00	4,902.25	0.00	16,972.75	22.41 %
21.63.60020	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
21.63.60100	RETIREMENT	22,101.00	22,101.00	0.00	23,759.10	0.00	-1,658.10	107.50 %
21.63.60200	BENEFITS	53,806.00	53,806.00	-4,624.26	54,082.44	0.00	-276.44	100.51 %
21.63.60203	CASH BACK	0.00	0.00	0.00	4,050.00	0.00	-4,050.00	0.00 %
21.63.60220	PAYROLL TAXES	25,810.00	25,810.00	0.00	22,312.34	0.00	3,497.66	86.45 %
21.63.61179	PARKSIDE SERVICES	7,125.00	7,125.00	0.00	2,062.13	0.00	5,062.87	28.94 %
21.63.61180	AFTER SCHOOL ENRICHMENTSERVICES	132,660.00	132,660.00	0.00	31,114.80	0.00	101,545.20	23.45 %
21.63.61182	ART AND MUSIC CAMP CONTRACT SERVICES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00 %
21.63.61183	CAMP SPORTS SERVICES	0.00	0.00	0.00	129,241.41	0.00	-129,241.41	0.00 %
21.63.61184	CAMP KIDMARIN MIGHTY SERVICES	4,250.00	4,250.00	0.00	789.80	0.00	3,460.20	18.58 %
21.63.61186	SPECIALTY CAMPS SERVICES	30,750.00	30,750.00	0.00	31,094.42	0.00	-344.42	101.12 %
21.63.61187	ROBSON AFTER SCHOOL SERVICES	3,300.00	3,300.00	0.00	1,714.08	0.00	1,585.92	51.94 %
21.63.62979	PARKSIDE SUPPLIES	11,250.00	11,250.00	0.00	3,141.72	0.00	8,108.28	27.93 %
21.63.62980	AFTER SCHOOL ENRICHMENT SUPPLIES	5,000.00	5,000.00	0.00	21.78	0.00	4,978.22	0.44 %
21.63.62984	CAMP KIDMARIN MIGHTY SUPPLIES	3,000.00	3,000.00	0.00	1,597.20	0.00	1,402.80	53.24 %
21.63.62987	ROBSON AFTER SCHOOL SUPPLIES	8,350.00	8,350.00	0.00	542.34	0.00	7,807.66	6.50 %
21.63.62990	SPECIALTY CAMP SUPPLIES	1,500.00	1,500.00	0.00	176.51	0.00	1,323.49	11.77 %
Department: 63 - CHILD CARE Total:		652,283.00	652,283.00	-4,624.26	593,315.93	0.00	58,967.07	90.96 %
Department: 64 - EVENTS AND OTHER								
21.64.61136	OTHER ADVERTISING	1,980.00	1,980.00	0.00	457.71	0.00	1,522.29	23.12 %
21.64.61185	SPECIAL EVENT EXPENSE	1,500.00	1,500.00	0.00	179.61	0.00	1,320.39	11.97 %
21.64.62999	MISCELLANEOUS EXPENSE	50,000.00	50,000.00	0.00	94.50	0.00	49,905.50	0.19 %
Department: 64 - EVENTS AND OTHER Total:		53,480.00	53,480.00	0.00	731.82	0.00	52,748.18	1.37 %
Department: 65 - PROGRAM ADMINISTRATION								
21.65.60000	REGULAR SALARIES	229,880.00	229,880.00	0.00	200,756.73	0.00	29,123.27	87.33 %
21.65.60002	TEMP SALARIES	10,000.00	10,000.00	0.00	9,730.50	0.00	269.50	97.31 %
21.65.60020	OVERTIME	0.00	0.00	0.00	192.22	0.00	-192.22	0.00 %
21.65.60100	RETIREMENT	22,958.00	22,958.00	0.00	19,471.59	0.00	3,486.41	84.81 %
21.65.60200	BENEFITS	51,157.00	51,157.00	-1,955.62	22,439.82	0.00	28,717.18	43.86 %
21.65.60203	CASH BACK	9,636.00	9,636.00	0.00	7,298.54	0.00	2,337.46	75.74 %
21.65.60220	PAYROLL TAXES	19,088.00	19,088.00	0.00	16,532.86	0.00	2,555.14	86.61 %
21.65.61000	TRAINING	300.00	300.00	0.00	324.00	0.00	-24.00	108.00 %
21.65.61106	OUTSIDE SVCS-MGT INFO SYS	0.00	0.00	0.00	16,388.56	0.00	-16,388.56	0.00 %
21.65.61137	FINGERPRINTING	3,500.00	3,500.00	0.00	3,182.00	0.00	318.00	90.91 %
21.65.61150	OUTSIDE SERVICES -OTHER	750.00	750.00	0.00	543.97	0.00	206.03	72.53 %
21.65.61177	CHG CARDS	90,000.00	90,000.00	0.00	84,037.83	0.00	5,962.17	93.38 %
21.65.61302	DUES	1,000.00	1,000.00	0.00	356.01	0.00	643.99	35.60 %
21.65.61403	MAINTENANCE-COMPUTERS	500.00	500.00	0.00	62.40	0.00	437.60	12.48 %
21.65.61414	IFF EQUIP MAINT	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 06/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
21.65.61506	BLDG. MAINT-OTHER	2,400.00	2,400.00	0.00	1,496.24	0.00	903.76	62.34 %
21.65.61701	UTILITIES-ELECTRICITY	10,000.00	10,000.00	0.00	10,981.93	0.00	-981.93	109.82 %
21.65.61705	UTILITIES-TELEPHONE	5,000.00	5,000.00	0.00	5,472.27	0.00	-472.27	109.45 %
21.65.61905	PROMOTION/MARKETING	1,500.00	1,500.00	0.00	1,348.22	0.00	151.78	89.88 %
21.65.62000	OFFICE SUPPLIES	5,000.00	5,000.00	0.00	1,505.12	0.00	3,494.88	30.10 %
21.65.62004	PROGRAM BROCHURE & MAILING	20,000.00	20,000.00	0.00	735.00	0.00	19,265.00	3.68 %
21.65.62200	DEPARTMENTAL SUPPLIES	4,000.00	4,000.00	0.00	4,529.54	0.00	-529.54	113.24 %
21.65.62203	VOLUNTEER REC SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
21.65.62988	VEHICLE-OIL/TIRES	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
21.65.63018	FURNITURE	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
Department: 65 - PROGRAM ADMINISTRATION Total:		489,669.00	489,669.00	-1,955.62	407,385.35	0.00	82,283.65	83.20 %
Expense Total:		1,550,947.00	1,550,947.00	-6,579.88	1,278,123.43	0.00	272,823.57	82.41 %
Fund: 21 - RECREATION Surplus (Deficit):		-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31	132.57 %
Report Surplus (Deficit):		-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31	132.57 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 06/30/2021

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION							
Revenue							
61 - SPORTS	485,775.00	485,775.00	-163,382.00	436,575.27	0.00	-49,199.73	89.87 %
62 - CULTURE	86,250.00	86,250.00	-36,517.00	69,076.97	0.00	-17,173.03	80.09 %
63 - CHILD CARE	752,500.00	752,500.00	-218,692.00	561,446.69	0.00	-191,053.31	74.61 %
64 - EVENTS AND OTHER	10,100.00	10,100.00	-428.00	5,007.34	0.00	-5,092.66	49.58 %
65 - PROGRAM ADMINISTRATION	73,500.00	73,500.00	0.00	16,674.85	0.00	-56,825.15	22.69 %
Revenue Surplus (Deficit):	1,408,125.00	1,408,125.00	-419,019.00	1,088,781.12	0.00	-319,343.88	77.32 %
Expense							
00 - UNDESIGNATED	73,736.00	73,736.00	0.00	73,736.00	0.00	0.00	100.00 %
61 - SPORTS	225,954.00	225,954.00	0.00	145,453.08	0.00	80,500.92	64.37 %
62 - CULTURE	55,825.00	55,825.00	0.00	57,501.25	0.00	-1,676.25	103.00 %
63 - CHILD CARE	652,283.00	652,283.00	-4,624.26	593,315.93	0.00	58,967.07	90.96 %
64 - EVENTS AND OTHER	53,480.00	53,480.00	0.00	731.82	0.00	52,748.18	1.37 %
65 - PROGRAM ADMINISTRATION	489,669.00	489,669.00	-1,955.62	407,385.35	0.00	82,283.65	83.20 %
Expense Total:	1,550,947.00	1,550,947.00	-6,579.88	1,278,123.43	0.00	272,823.57	82.41 %
Fund: 21 - RECREATION Surplus (Deficit):	-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31	132.57 %
Report Surplus (Deficit):	-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31	132.57 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
21 - RECREATION	-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31
Report Surplus (Deficit):	-142,822.00	-142,822.00	-412,439.12	-189,342.31	0.00	-46,520.31



Town of San Anselmo

525 San Anselmo Avenue
San Anselmo, CA 94960

Staff Report

TO: Parks and Recreation Commission

Meeting of 1/18/2022

FROM:

Dannielle Mauk, Director of Community Services

SUBJECT:

Financial Report on Recreation Fund

RECOMMENDATION

That the Commission review the Recreation Fund Revenue and Expenditure Report for the period ending December 31, 2021.

BACKGROUND

The Recreation Department offers a wide variety of fee-based programs throughout the fiscal year including sports programs and leagues, youth and adult classes, childcare, and camps. Additional revenue is generated through facility rentals and administrative fees.

DISCUSSION

As of December 31, 2021, 50% of the fiscal year has elapsed and the Recreation Fund is listed at 85% of projected revenues and 55% of projected expenditures.

Enrollment for recreation programs has increased. We had close to full enrollment for our summer and fall sports programs. Families are excited to see our programs returning, and we are continuing to work on rebuilding programs. The increase in program enrollment will be reflected in both the increased revenues and expenditures each month.

The State and County Public Health Orders for COVID-19 are designed to ensure and protect the health of our residents. The orders change the Recreation Department's ability to offer services, programs, and rentals. The Department continues to follow all guidance.

ANALYSIS

For historical comparison purposes, staff has developed the following table:

FY	Revenue			Expenditures			Rev Over/(Under) Exp	
	Budget	Actual	%	Budget	Actual	%	\$\$	%
2021-22	1,348,621	1,149,578	85%	1,460,807	685,555	55%	341,895	25%
2020-21	1,408,124	453,172	32%	1,550,598	113,399	39%	(144,943)	(10%)

2019-20		1,627,261	1,019,126	63%		1,669,936	7356%		82,386	5%
2018-19		1,510,609	965,057	64%		1,591,766	4948%		198,567	13%
2017-18		1,514,008	865,164	57%		1,644,724	7444%		140,418	9.3%
2016-17		1,384,328	807,239	58%		1,500,724	9648%		82,273	5.9%
2015-16		1,246,687	748,109	60%		1,356,774	4957%		(26,382)	(1.9%)



Town of San Anselmo

Budget Report Account Summary

For Fiscal: 2021-2022 Period Ending: 12/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION							
Revenue							
Department: 61 - SPORTS							
21.61.48100	ADULT SPORTS	0.00	0.00	0.00	1,117.00	1,117.00	0.00 %
21.61.48101	KIDS SPORTS	41,125.00	41,125.00	11,089.00	27,693.00	-13,432.00	67.34 %
21.61.48102	TENNIS	25,000.00	25,000.00	4,060.00	26,306.00	1,306.00	105.22 %
21.61.48103	TUMBLING	75,000.00	75,000.00	30,089.50	92,604.63	17,604.63	123.47 %
21.61.48105	ROOKIE BASEBALL	36,000.00	36,000.00	10,425.00	10,995.00	-25,005.00	30.54 %
21.61.48106	ROOKIE SOCCER	55,000.00	55,000.00	0.00	39,322.00	-15,678.00	71.49 %
21.61.48107	ROOKIE BASKETBALL	50,000.00	50,000.00	-315.00	71,810.00	21,810.00	143.62 %
21.61.48108	SOFTBALL	27,000.00	27,000.00	13,940.00	19,585.00	-7,415.00	72.54 %
21.61.48110	YOUTH SOCCER	125,000.00	125,000.00	375.00	105,300.30	-19,699.70	84.24 %
Department: 61 - SPORTS Total:		434,125.00	434,125.00	69,663.50	394,732.93	-39,392.07	90.93 %
Department: 62 - CULTURE							
21.62.48111	ADULT ART & CULTURE	0.00	0.00	44.00	3,752.82	3,752.82	0.00 %
21.62.48112	ADULT CULTURE	10,000.00	10,000.00	0.00	0.00	-10,000.00	0.00 %
21.62.48114	KIDS ART & SAFETY	10,000.00	10,000.00	4,089.00	17,242.00	7,242.00	172.42 %
21.62.48115	KIDS CULTURE	73,000.00	73,000.00	23,880.00	93,880.40	20,880.40	128.60 %
Department: 62 - CULTURE Total:		93,000.00	93,000.00	28,013.00	114,875.22	21,875.22	123.52 %
Department: 63 - CHILD CARE							
21.63.48119	PARKSIDE	300,000.00	300,000.00	28,014.75	178,258.50	-121,741.50	59.42 %
21.63.48120	ROSS VALLEY ART AND MUSIC CAMPS	12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00 %
21.63.48121	AFTER SCHOOL ENRICHMENT	70,000.00	70,000.00	83,515.00	122,290.00	52,290.00	174.70 %
21.63.48122	KINDERKOOL	25,500.00	25,500.00	0.00	0.00	-25,500.00	0.00 %
21.63.48123	SPECIALTY CAMPS	60,000.00	60,000.00	1,222.00	44,695.50	-15,304.50	74.49 %
21.63.48124	CAMP SPORTS	87,000.00	87,000.00	0.00	116,524.00	29,524.00	133.94 %
21.63.48125	CAMP KIDMARIN MIGHTY	72,500.00	72,500.00	0.00	58,625.00	-13,875.00	80.86 %
21.63.48131	ROBSON AFTER SCHOOL PROGRAM	160,000.00	160,000.00	14,628.00	106,854.00	-53,146.00	66.78 %
Department: 63 - CHILD CARE Total:		787,000.00	787,000.00	127,379.75	627,247.00	-159,753.00	79.70 %
Department: 64 - EVENTS AND OTHER							
21.64.48127	ICC FACILITY RENTALS	5,500.00	5,500.00	0.00	0.00	-5,500.00	0.00 %
21.64.48128	PARK AND FIELD RENTALS	5,500.00	5,500.00	625.00	7,965.00	2,465.00	144.82 %
Department: 64 - EVENTS AND OTHER Total:		11,000.00	11,000.00	625.00	7,965.00	-3,035.00	72.41 %
Department: 65 - PROGRAM ADMINISTRATION							
21.65.48129	MISC FEES	0.00	0.00	5.00	15.00	15.00	0.00 %
21.65.48130	ADVERTISING	10,000.00	10,000.00	0.00	1,000.00	-9,000.00	10.00 %
21.65.48135	ROBSON RENTAL INCOME	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00 %
21.65.48136	BANNER/HUB FEES	8,500.00	8,500.00	325.00	3,740.00	-4,760.00	44.00 %
Department: 65 - PROGRAM ADMINISTRATION Total:		23,500.00	23,500.00	330.00	4,755.00	-18,745.00	20.23 %
Revenue Total:		1,348,625.00	1,348,625.00	226,011.25	1,149,575.15	-199,049.85	85.24 %
Expense							
Department: 00 - UNDESIGNATED							
21.00.67999	TRANSFERS OUT	80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
Department: 00 - UNDESIGNATED Total:		80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
Department: 61 - SPORTS							
21.61.60005	TEMP - SPORTS OFFICIALS	36,000.00	36,000.00	13,525.00	29,637.50	6,362.50	82.33 %
21.61.60220	PAYROLL TAXES	2,754.00	2,754.00	1,034.69	2,267.34	486.66	82.33 %
21.61.61155	ADULT SPORTS CONTRACT SERV	500.00	500.00	0.00	0.00	500.00	0.00 %
21.61.61160	BASEBALL EXPENSES	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
21.61.61161	BASKETBALL EXPENSES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 12/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
21.61.61162	KIDS SPORTS SERVICES	10,000.00	10,000.00	0.00	6,186.60	3,813.40	61.87 %
21.61.61164	SOCCER SERVICES	500.00	500.00	0.00	99.00	401.00	19.80 %
21.61.61165	SOFTBALL SERVICES	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
21.61.61166	TENNIS SERVICES	6,000.00	6,000.00	0.00	14,330.40	-8,330.40	238.84 %
21.61.61167	TUMBLING SERVICES	47,250.00	47,250.00	3,179.51	33,928.99	13,321.01	71.81 %
21.61.61169	YOUTH SOCCER SERVICES	5,000.00	5,000.00	0.00	1,275.00	3,725.00	25.50 %
21.61.62960	BASEBALL SUPPLIES	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
21.61.62961	BASKETBALL SUPPLIES	6,500.00	6,500.00	0.00	1,025.02	5,474.98	15.77 %
21.61.62962	KIDS SPORTS SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
21.61.62964	SOCCER SUPPLIES	7,500.00	7,500.00	0.00	5,185.79	2,314.21	69.14 %
21.61.62965	SOFTBALL SUPPLIES	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00 %
21.61.62966	TENNIS SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
21.61.62967	TUMBLING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
21.61.62969	YOUTH SOCCER SUPPLIES	15,000.00	15,000.00	0.00	19,981.24	-4,981.24	133.21 %
21.61.62983	CAMP SPORTS SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00 %
Department: 61 - SPORTS Total:		176,504.00	176,504.00	17,739.20	113,916.88	62,587.12	64.54 %
Department: 62 - CULTURE							
21.62.61170	ADULT ART & CULTURE SERVICES	11,600.00	11,600.00	0.00	1,508.00	10,092.00	13.00 %
21.62.61174	KIDS ART & SAFETY SERVICES	7,800.00	7,800.00	5,082.00	8,274.00	-474.00	106.08 %
21.62.61175	KIDS CULTURE SERVICES	31,790.00	31,790.00	1,394.25	43,885.20	-12,095.20	138.05 %
21.62.62975	KIDS CULTURE SUPPLIES	300.00	300.00	0.00	0.00	300.00	0.00 %
Department: 62 - CULTURE Total:		51,490.00	51,490.00	6,476.25	53,667.20	-2,177.20	104.23 %
Department: 63 - CHILD CARE							
21.63.60000	REGULAR SALARIES	136,174.00	136,174.00	5,797.00	43,621.27	92,552.73	32.03 %
21.63.60001	TEMP - PARKSIDE PRESCHOOL	135,000.00	135,000.00	12,267.39	88,819.55	46,180.45	65.79 %
21.63.60002	TEMP - ROBSON AFTER CARE	44,650.00	44,650.00	1,853.50	18,847.88	25,802.12	42.21 %
21.63.60003	TEMP - CAMP KIDMARIN MIGHTY	28,350.00	28,350.00	288.00	4,903.00	23,447.00	17.29 %
21.63.60020	OVERTIME	0.00	0.00	227.42	901.65	-901.65	0.00 %
21.63.60100	RETIREMENT	27,011.00	27,011.00	1,435.43	9,948.39	17,062.61	36.83 %
21.63.60200	BENEFITS	56,680.00	56,680.00	2,418.67	24,149.24	32,530.76	42.61 %
21.63.60203	CASH BACK	5,400.00	5,400.00	450.00	2,700.00	2,700.00	50.00 %
21.63.60220	PAYROLL TAXES	26,332.00	26,332.00	1,597.59	12,121.05	14,210.95	46.03 %
21.63.61178	KINDERKOOL: CONTRACT SERV	16,080.00	16,080.00	0.00	0.00	16,080.00	0.00 %
21.63.61179	PARKSIDE SERVICES	3,500.00	3,500.00	51.35	1,641.91	1,858.09	46.91 %
21.63.61180	AFTER SCHOOL ENRICHMENTSERVICES	48,244.00	48,244.00	22,746.20	24,106.20	24,137.80	49.97 %
21.63.61182	ART AND MUSIC CAMP CONTRACT SE...	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
21.63.61183	CAMP SPORTS SERVICES	51,600.00	51,600.00	0.00	67,528.30	-15,928.30	130.87 %
21.63.61184	CAMP KIDMARIN MIGHTY SERVICES	4,000.00	4,000.00	0.00	1,557.30	2,442.70	38.93 %
21.63.61186	SPECIALTY CAMPS SERVICES	45,164.00	45,164.00	0.00	27,134.54	18,029.46	60.08 %
21.63.61187	ROBSON AFTER SCHOOL SERVICES	2,095.00	2,095.00	51.35	815.07	1,279.93	38.91 %
21.63.62978	KINDERKOOL: SUPPLIES	300.00	300.00	0.00	0.00	300.00	0.00 %
21.63.62979	PARKSIDE SUPPLIES	5,000.00	5,000.00	98.20	2,336.16	2,663.84	46.72 %
21.63.62980	AFTER SCHOOL ENRICHMENT SUPPLI...	3,000.00	3,000.00	1,107.00	1,107.00	1,893.00	36.90 %
21.63.62984	CAMP KIDMARIN MIGHTY SUPPLIES	3,000.00	3,000.00	0.00	786.45	2,213.55	26.22 %
21.63.62987	ROBSON AFTER SCHOOL SUPPLIES	2,880.00	2,880.00	0.00	739.91	2,140.09	25.69 %
21.63.62990	SPECIALTY CAMP SUPPLIES	750.00	750.00	0.00	219.10	530.90	29.21 %
Department: 63 - CHILD CARE Total:		651,210.00	651,210.00	50,389.10	333,983.97	317,226.03	51.29 %
Department: 64 - EVENTS AND OTHER							
21.64.61136	OTHER ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00 %
21.64.61185	SPECIAL EVENT EXPENSE	1,500.00	1,500.00	0.00	71.18	1,428.82	4.75 %
Department: 64 - EVENTS AND OTHER Total:		2,000.00	2,000.00	0.00	71.18	1,928.82	3.56 %
Department: 65 - PROGRAM ADMINISTRATION							
21.65.60000	REGULAR SALARIES	235,310.00	235,310.00	19,796.53	120,079.27	115,230.73	51.03 %
21.65.60002	TEMP SALARIES	10,000.00	10,000.00	0.00	270.00	9,730.00	2.70 %
21.65.60020	OVERTIME	0.00	0.00	385.53	2,955.76	-2,955.76	0.00 %
21.65.60100	RETIREMENT	23,390.00	23,390.00	1,863.11	11,182.56	12,207.44	47.81 %
21.65.60200	BENEFITS	23,455.00	23,455.00	2,042.44	13,776.13	9,678.87	58.73 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 12/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
21.65.60203	CASH BACK	8,760.00	8,760.00	657.00	3,942.00	4,818.00	45.00 %
21.65.60220	PAYROLL TAXES	19,440.00	19,440.00	1,572.01	9,580.59	9,859.41	49.28 %
21.65.61000	TRAINING	3,000.00	3,000.00	0.00	561.21	2,438.79	18.71 %
21.65.61101	OUTSIDE SERVICES-PROF FEES	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
21.65.61106	OUTSIDE SVCS-MGT INFO SYS	15,000.00	15,000.00	1,504.80	7,123.65	7,876.35	47.49 %
21.65.61137	FINGERPRINTING	3,750.00	3,750.00	592.00	2,339.50	1,410.50	62.39 %
21.65.61150	OUTSIDE SERVICES -OTHER	750.00	750.00	0.00	728.89	21.11	97.19 %
21.65.61177	CHG CARDS	70,000.00	70,000.00	12,075.79	41,168.97	28,831.03	58.81 %
21.65.61302	DUES	1,000.00	1,000.00	0.00	738.60	261.40	73.86 %
21.65.61403	MAINTENANCE-COMPUTERS	500.00	500.00	0.00	0.00	500.00	0.00 %
21.65.61414	IFF EQUIP MAINT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
21.65.61506	BLDG. MAINT-OTHER	1,500.00	1,500.00	141.94	200.93	1,299.07	13.40 %
21.65.61701	UTILITIES-ELECTRICITY	10,000.00	10,000.00	1,061.07	3,706.00	6,294.00	37.06 %
21.65.61705	UTILITIES-TELEPHONE	5,000.00	5,000.00	209.79	2,200.97	2,799.03	44.02 %
21.65.61806	MISC HIRING EXPENSES	0.00	0.00	0.00	2,150.95	-2,150.95	0.00 %
21.65.61905	PROMOTION/MARKETING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
21.65.62000	OFFICE SUPPLIES	5,000.00	5,000.00	0.00	898.39	4,101.61	17.97 %
21.65.62004	PROGRAM BROCHURE & MAILING	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
21.65.62200	DEPARTMENTAL SUPPLIES	4,000.00	4,000.00	230.20	1,742.15	2,257.85	43.55 %
21.65.62203	VOLUNTEER REC SUPPLIES	250.00	250.00	0.00	0.00	250.00	0.00 %
21.65.62988	VEHICLE-OIL/TIRES	500.00	500.00	0.00	0.00	500.00	0.00 %
Department: 65 - PROGRAM ADMINISTRATION Total:		498,105.00	498,105.00	42,132.21	225,346.52	272,758.48	45.24 %
Expense Total:		1,460,003.00	1,460,003.00	116,736.76	807,679.75	652,323.25	55.32 %
Fund: 21 - RECREATION Surplus (Deficit):		-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40	-306.97 %
Report Surplus (Deficit):		-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40	-306.97 %

Group Summary

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 21 - RECREATION						
Revenue						
61 - SPORTS	434,125.00	434,125.00	69,663.50	394,732.93	-39,392.07	90.93 %
62 - CULTURE	93,000.00	93,000.00	28,013.00	114,875.22	21,875.22	123.52 %
63 - CHILD CARE	787,000.00	787,000.00	127,379.75	627,247.00	-159,753.00	79.70 %
64 - EVENTS AND OTHER	11,000.00	11,000.00	625.00	7,965.00	-3,035.00	72.41 %
65 - PROGRAM ADMINISTRATION	23,500.00	23,500.00	330.00	4,755.00	-18,745.00	20.23 %
Revenue Total:	1,348,625.00	1,348,625.00	226,011.25	1,149,575.15	-199,049.85	85.24 %
Expense						
00 - UNDESIGNATED	80,694.00	80,694.00	0.00	80,694.00	0.00	100.00 %
61 - SPORTS	176,504.00	176,504.00	17,739.20	113,916.88	62,587.12	64.54 %
62 - CULTURE	51,490.00	51,490.00	6,476.25	53,667.20	-2,177.20	104.23 %
63 - CHILD CARE	651,210.00	651,210.00	50,389.10	333,983.97	317,226.03	51.29 %
64 - EVENTS AND OTHER	2,000.00	2,000.00	0.00	71.18	1,928.82	3.56 %
65 - PROGRAM ADMINISTRATION	498,105.00	498,105.00	42,132.21	225,346.52	272,758.48	45.24 %
Expense Total:	1,460,003.00	1,460,003.00	116,736.76	807,679.75	652,323.25	55.32 %
Fund: 21 - RECREATION Surplus (Deficit):	-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40	-306.97 %
Report Surplus (Deficit):	-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40	-306.97 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
21 - RECREATION	-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40
Report Surplus (Deficit):	-111,378.00	-111,378.00	109,274.49	341,895.40	453,273.40