



## THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

### **DRAFT Special Meeting Minutes**

**Tuesday, April 21, 2020 7:00 p.m.**

Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

### **Call to Order and Roll Call**

Chair Schaefer called the meeting to order at 7:04 p.m., with the following Board members:

Julianne Schaefer – Belvedere Representative, Chair	Present
Jason Rosell - Tiburon Representative, Vice Chair	Present
Jerry Riessen – Tiburon Representative	Present
Erin Burns – Tiburon Representative	Present
Peyton Stein - Belvedere Representative	Present
Melissa Feder – Belvedere Representative	Present
Bob McCaskill - Belvedere Council Member	Present
Sherry Wangenheim – RUSD Representative	Present
Jon Welner – Tiburon Council Member	Absent

Staff in attendance:

Jessica Hotchkiss, Recreation Director  
Michelle Barsky, Minutes

#### **I. Public Comment**

No public comments were made.

#### **II. The Ranch Director Reports**

Director Hotchkiss began by stating that the organization continues to adapt based on current local and statewide directives that are issued in response to COVID19. The organization has launched or planned new programming such as Marin Social Sports online video game competitions and bocce league, and virtual Friday Night Hangout. Hotchkiss expressed that adult programs have been very successful and virtual social hours have been added following the virtual fitness classes. Ranch Staff have been in communication with other local recreation departments. Staff continues to fulfill normal customer service via email and phone calls. Staff are working to reduce expenses and have started to request that rental fees and down payments toward previously planned programming be returned.

Hotchkiss presented the “Special Meeting Financial Report” (attached) and suggested moving forward with scenario #2, listed on the tab titled, “Hard Cost Scenarios.” She explained that this scenario brings monthly expenses down from \$66,941 to \$53,140. The Director advised the board to move forward with seeking financial support from the Town of Tiburon and City of Belvedere.

Councilmember McCaskill asked Hotchkiss to explain scenarios to all board members and to explain where the money comes from. Hotchkiss referred to the “Special Meeting Financial

Report” tab titled, “Bank Balance.” Column B is a scenario that suggests all seven full time staff at current hours and pay. Column C is a scenario that suggest all staff are cut to half time while Hotchkiss remains at full time. Column D suggests reducing all staff’s salaries and reducing the hours of a few staff. She proceeded by explaining that if the organization were to continue operating at the current pace without making any financial cuts, the organization would have to use up all of the savings in the LAIF account. She stated that additional funding from the town and city would be required to operate past June. As of April 3, 2020, the bank balance is \$513, 145. At that time, spring program revenue was \$140,000. The balance after issuing refunds for spring would be \$373, 145. If the organization proceeded operating normally, in 3 months’ time, the organization would lose \$200, 481 in expenses. Anticipating the cancellation of summer camps, Hotchkiss stated that \$528, 390 would have to be refunded to registrants. This brings the ending balance scenarios to -\$6,637, \$29, 385 and \$20, 737 for columns B, C and D, respectively. Hotchkiss referred to column D, and recommended this scenario.

Feder expressed that furloughing all staff would not be as advantageous as expected because of the high expenses associated with unemployment . McCaskill stated that the town and city have already been presented with the Bank Balance scenarios and they would agree to column D with the understanding of self-sufficiency after the summer. The city and town have expressed that they do not wish to see the organization crumble. McCaskill stated that the goal of the finance subcommittee is to find an option that allows staff to keep working so that once fall comes around, the department can get back to normal operations very quickly. Stein asked if McCaskill has a sense that both the town and cities will contribute. McCaskill responded by saying that based on their meetings, he is very hopeful.

Rosell asked if these scenarios have been discussed with staff and if there is a possibility that some staff would quit when presented with a salary cut. Hotchkiss responded by stating that staff has been made aware that hours and pay could be cut at anytime. Hotchkiss expressed that column D scenario still provides staff with health benefits, so she believes that staff will see the value in that and not quit. Riessen said that he is confident that the first phase of city and town funding is available.

Rosell stated that the difference between keeping staff at full pay and cutting pay is \$26,000. He wonders if there are any suspected re-start-up costs to factor in once a theoretical re-opening in August. Hotchkiss stated that the only items that would need to be purchased are program supplies, but these costs are built into the pricing of the respective programming. She stated that the organization is looking to restructure how programming is provided. She is certain that large summer camps will not be able to run normally and will have to be refunded.

McCaskill expects that most outside cities will be cutting their recreation departments to reduce expenses. McCaskill stated that the city and town would be expecting to see what kinds of steps Hotchkiss has taken to help reduce costs before being asked to contribute financially. Hotchkiss mentioned that both city and town managers have been very supportive, but agreed that councilmembers will want to see what steps are being taken to reduce costs. McCaskill stated that the town and city would be open to hiring on one to two Ranch staff as interns.

Stein asked if there was a hybrid solution where staff could be kept on normal salary for one month longer before having their salaries cut. Hotchkiss stated that with the likelihood of camps being cancelled, there would not be 40 hours’ worth of work for all of the staff. In

addition, all full time staff are legally required to be given 2 weeks' notice before their new salaries would take effect.

**III. Discussion Items**

**A. Current financials during shutdown related to COVID-19**

Schaeffer asked the board if there were any further questions or comments pertaining to Hotchkiss's report. There were no further comments.

**B. Consider programming and financial ideas for The Ranch during COVID-19.**

McCaskill express that this organization is so much further ahead than every other recreation department in the county. Hotchkiss added that out of six cities, Belvedere-Tiburon Recreation is the only department already offering programming during the shutdown. Riessen expressed that whichever scenario is decided, he feels that the board should be provided with monthly reports. Hotchkiss stated that the next meeting is scheduled for May 18<sup>th</sup>, but she would like to provide the board with weekly reports.

Stein asked how Hotchkiss would be meeting with each the town and city. Hotchkiss responded by saying that they would all meet together, be presented a single dollar amount and that the city and town would work together to decide how much each would contribute. Hotchkiss stated that their council meetings are on May 6<sup>th</sup> and 11<sup>th</sup> and her plan is to compose and send a letter to the city managers prior to those council meetings. She wants to be sure to ask for what the organization actually needs and nothing exorbitant. Stein suggested that we ask for \$124,000 to provide some cushion.

Wangenheim suggested that this meeting be discussed with Welner and to highlight how furloughing and unemployment is not financially advantageous. All members agreed.

**IV. Action Item**

**A. Consider The Ranch best financial plan for the future towards efforts to maintain a recreation JPA in Belvedere and Tiburon.**

Motion Schaeffer Moved Riessen Seconded Stein

Voted on as follows

AYES: Schaeffer, Riessen, Stein, Wangenheim, Burns, McCaskill, Rosell, Feder

NAYS: None

ABSTAINED: None

ABSENT: Welner

**B. The Ranch Board gives Authorization to the Recreation Director to proceed with asking for financial assistance from the City of Belvedere and Town of Tiburon due to organization disruption of the COVID-19 pandemic.**

Motion Schaeffer Moved Wangenheim Seconded McCaskill

Voted on as follows

AYES: Schaeffer, Riessen, Stein, Wangenheim, Burns, McCaskill, Rosell, Feder

NAYS: None

ABSTAINED: None  
ABSENT: Welner

**VI. Adjourn**

The next meeting is scheduled for May 18, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 8:18 p.m.

Respectfully submitted,  
Michelle Barsky