



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

AGENDA

TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION
Corte Madera Town Hall Council Chambers
300 Tamalpais Dr.

Monday April 25, 2016
7:00 P.M.

1. OPENING

Call to Order, Roll Call, and Salute to the Flag

2. OPEN TIME FOR PUBLIC DISCUSSION

The public is invited to address the Parks and Recreation Commission on any matter in the Commission's jurisdiction, except for items scheduled for Continued or New Hearings. Comments are limited to three minutes per speaker.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Parks and Recreation Commission may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Commission, no further comment from the public will be permitted unless authorized by the Chair or the commission and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Commission or as otherwise limited by order of the Chair or Commission.

3. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Commission, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Chair and Commission.

4. PARK AND RECREATION DIRECTOR AND COMMISSIONER REORTS

4.1 COMISSIONERS' REPORTS

- Town Council Meetings:
 - April – Commissioner Casissa
- Facilities Sub-Committee:

4.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATE

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Centennial Committee
- Budget Status

5. BUSINESS ITEMS

5.1 Review of Shade Structure Project – Brian Hernandez

5.2 Kids Club Mid-Year Review – Christina Martin

5.3 2016 Summer Playground Preview – Vincent Truong

5.4 Update on Dog Park Feasibility Study

5.5 Update on Capital Projects Budget and Measure A Funds

5.6 Process – Parks and Recreation Commission Recommendations to Town Council

5.7 Approve minutes from March 28, 2016 Meeting

6. ROUTINE AND OTHER MATTERS

The following items do not require a formal hearing, although the Chair and staff will indicate why each item is on the agenda. Commission may decide to reschedule the item as a public hearing.

6.1 FUTURE AGENDA ITEMS

6.2 ITEMS FOR YEARLY REVIEW

Month	Items
January	Review of Fee Resolution
February	Review of Roberts Rules of Order, Brown Act; Commissioner's Responsibilities, Review of Summer Brochure
March	
April	Kids Club Mid-Year Review, Summer Playground Presentation for Upcoming Year
May	Senior Volunteer of the Year
June	Capital Improvement Discussion; Measure "A" Money
July	Reorganize Commission (Select Chair and Vice-Chair); Annual Programming Report, Review of Fall Brochure
August	Kids Club Presentation for Upcoming Year

September	Summer Playground Re-Cap
October	Review of Winter Brochure
November	
December	Mid-Year Budget Review, Commission Wish List Review

6.3 TOWN COUNCIL MEETINGS

January – Ahern	February – Phipps	March – Engstrom	April - Casissa
May – Fong	June – McFarland	July – Janowsky	August – Blomgren
September - Ahern	October – Phipps	November – Engstrom	December - Casissa

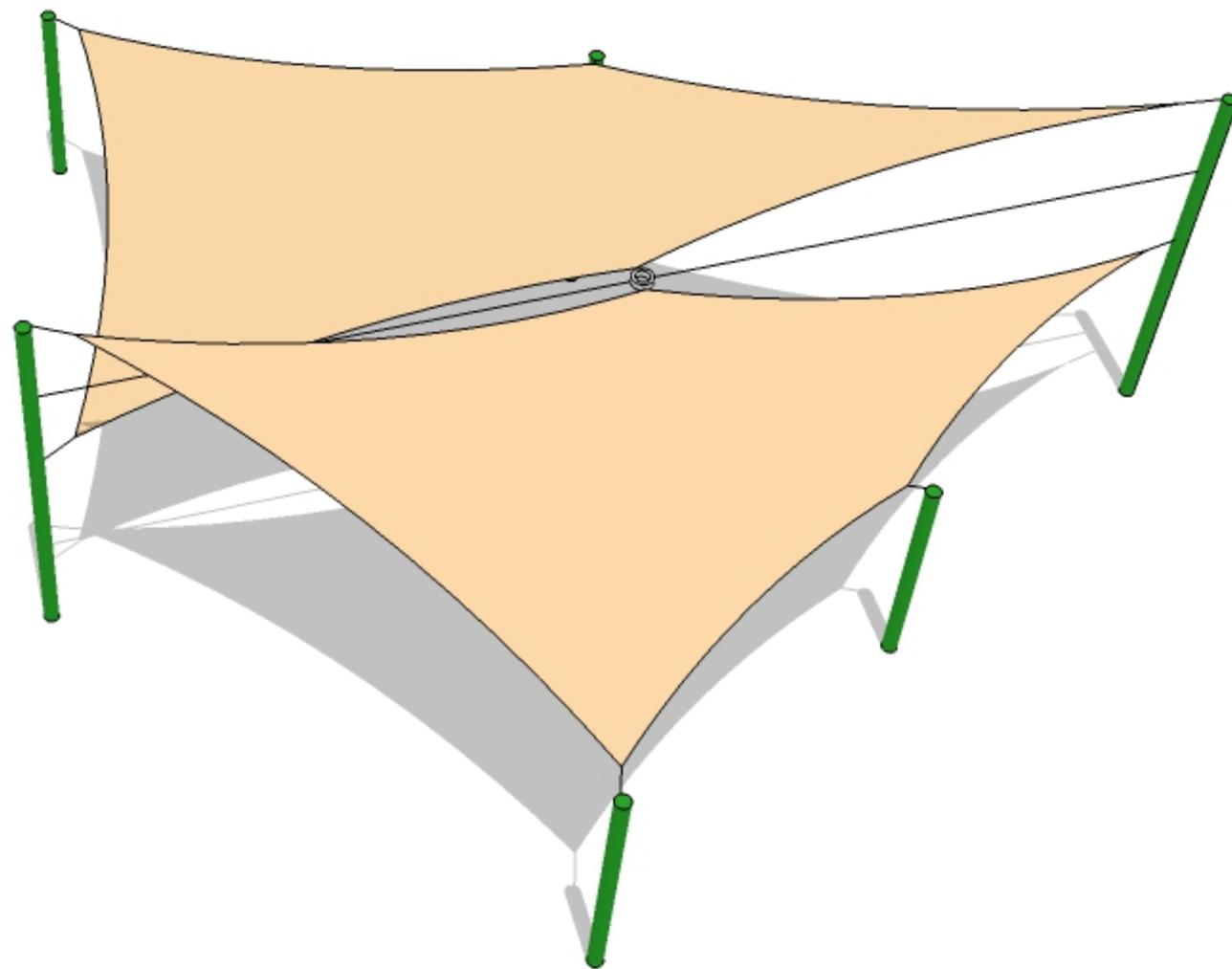
7 ADJOURNMENT

Next regular meeting will be on May 23, 2016, at the Corte Madera Council Chambers.

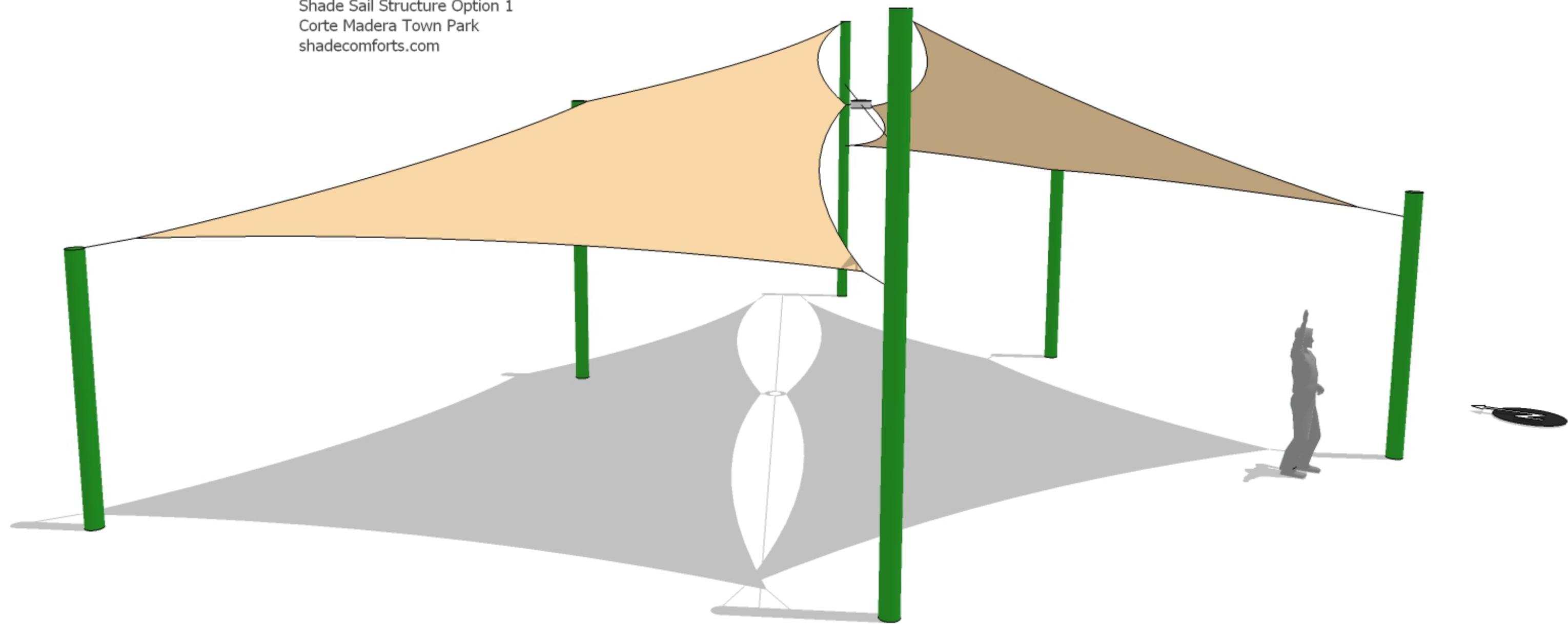
8 PROCEDURAL NOTES

- All documents relating to agenda items are available for the public review in the Parks and Recreation Departments of the Town of Corte Madera Offices at 498 Tamalpais Dr., between the hours of 8am – 5pm Monday – Thursday. Staff reports are normally available on Thursday afternoon preceding the Monday meeting. It is recommended that you contact the Parks and Recreation Department for availability.
- Each person desiring to speak on an item will be given an opportunity at the appropriate time. Please state your name and address as the meeting is being recorded.
- **APPEAL** – Following the actions by the Parks and Recreation Commission at a public hearing or meeting, any decision of the Commission may be appealed to the Town Council within TEN (10) calendar days.
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Recreation Department at (415) 927-5072. For auxiliary aids or services or other reasonable accommodations to be provide by Town at or before the meeting, please notify the Parks and Recreation Department at least 3 business days (the Wednesday before the meeting) in advance of the meeting date. If the Town does not receive timely notification of your reasonable request, the Town may not be able to make the necessary arrangements by the time of the meeting.

Shade Sail Structure Option 1
Corte Madera Town Park
shadecomforts.com



Shade Sail Structure Option 1
Corte Madera Town Park
shadecomforts.com





To: Mr. Brian Hernandez
Town of Corte Madera
48 Tamalpais Drive
Corte Madera, CA 94025

From: Bill Moore
bill@shadecomforts.com

April 21, 2016

Ref: Option 2 Shade Sail Structure

Page 1 of 2

M																																																																																																			

Shade Sail Structure per attached Option 2 Renderings and Design-Build Specifications including: \$1,380.00

- (5) shade sails of Alnet Extra Bloc HDPE UV shade fabric approved by California State Fire Marshal.
 - Corners have aluminum discs and extra fabric for added strength
 - Sails will have seams due to roll width
- (10) structural steel posts
 - Factory welded watertight (no field drilling)
 - Factory primed powder coated with standard color
- Galvanized turnbuckles, cables cable clamps

Freight to job site; unloading; transporting unpacking 3,740.00

3 sets each of plans structural calculations of structure footings stamped by CA Professional Engineer certifying compliance with Corte Madera, CA building code 1,500.00

Construct piers erect structure to engineered plan 44,450.00

																																																		81,520.00																																																	
Sales Tax (structure only)																																																		2,824.20																																																	
																																																		84,344.20																																																	

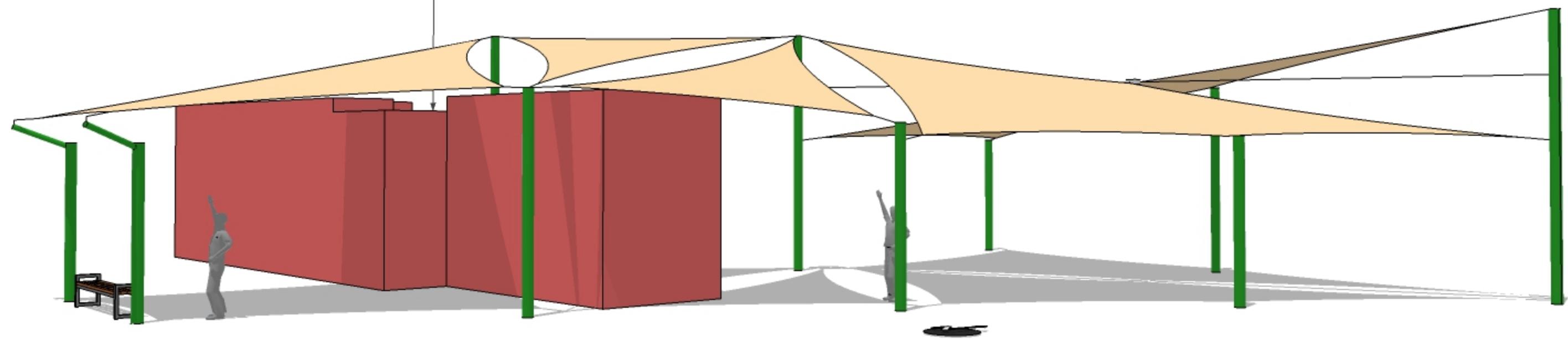
Terms:

- **Engineering begins upon receiving \$1,950 deposit.**
- **Fabrication & Construction begin upon receiving \$41,200 deposit and payable after building permit is issued.**
- **Balance due upon completion of construction within the scope of this proposal.**
- **Interest charged at 1.5% per month on account balances 30+ days overdue.**
- **Price to remain unchanged if proposal is signed within 60 days and owner enables construction to be completed within 180 days of proposal.**

(see next page)

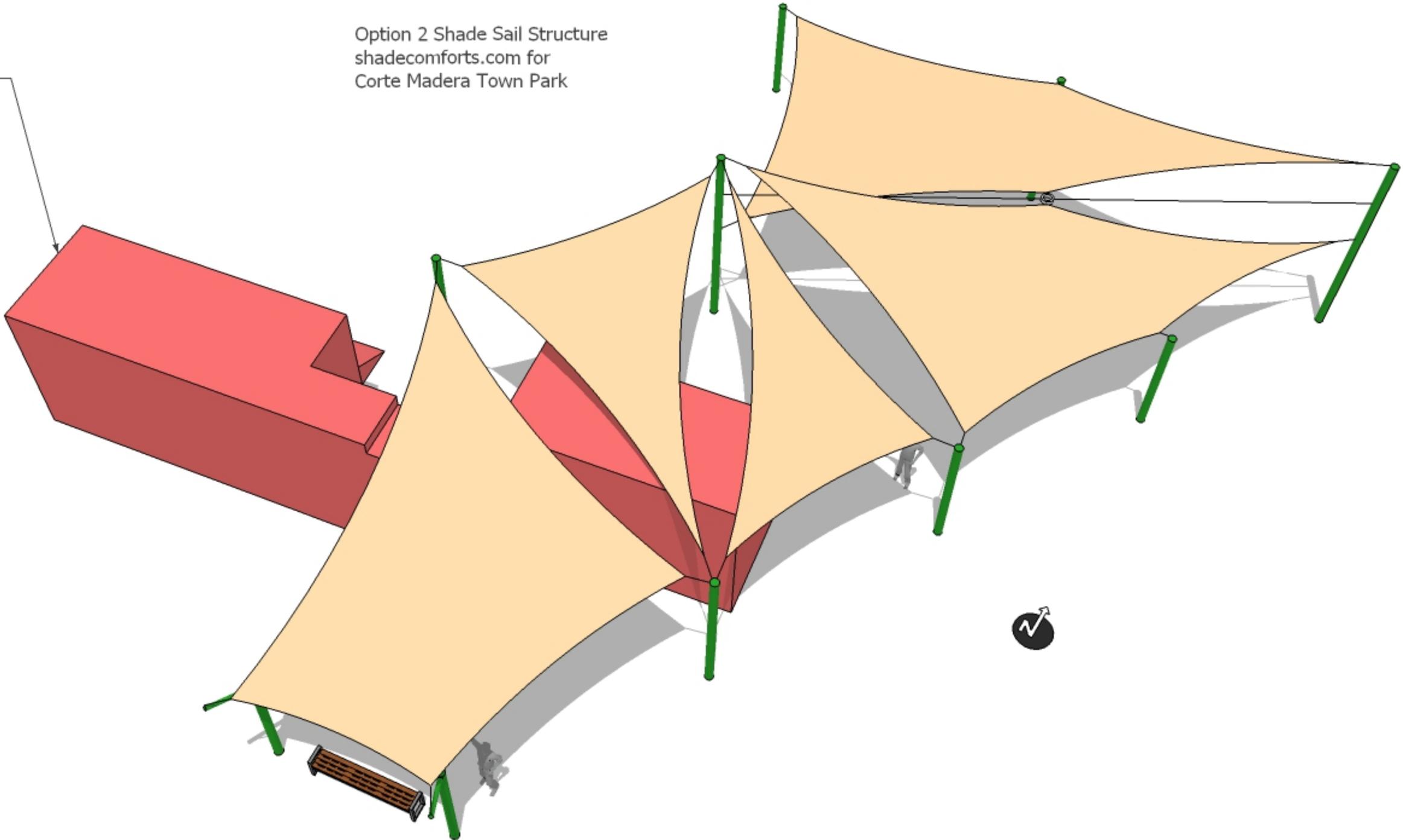
Area represents footprint
of play structure and
needed vertical clearance
above platforms

Option 2 Shade Sail Structure
shadecomforts.com for
Corte Madera Town Park

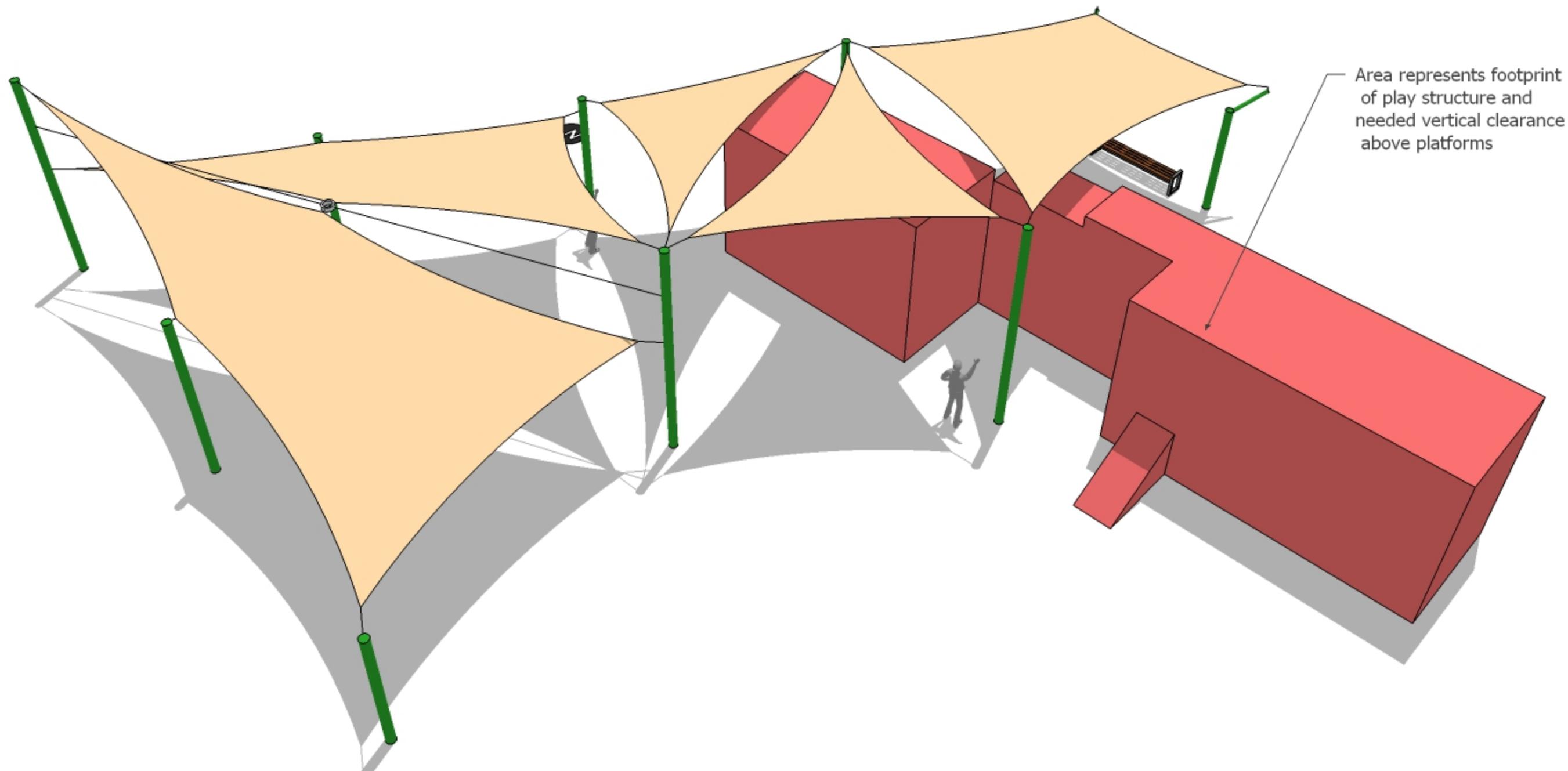


Option 2 Shade Sail Structure
shadecomforts.com for
Corte Madera Town Park

Area represents footprint
of play structure and
needed vertical clearance
above platforms



Option 2 Shade Sail Structure
shadecomforts.com for
Corte Madera Town Park





To: Mr. Brian Hernandez
Town of Corte Madera
48 Tamalpais Drive
Corte Madera, CA 94025

From: Bill Moore
bill@shadecomforts.com

April 21, 2016

Ref: Option 3 Shade Sail Structures

Page 1 of 2

Table with 1 row and 2 columns, containing a long row of empty cells and a small 'M' in the middle.

Option 1 Shade Sail Structure per attached Option 1 Renderings and Design-Build Specifications including: 8,460.00

- (2) triangular shade sails of Alnet Extra Bloc HDPE UV shade fabric approved by California State Fire Marshal.
(6) structural steel posts
Galvanized turnbuckles, cables cable clamps

Bench Shade Sail Structure per attached Option 3 Renderings and Design-Build Specifications including: 5,625.00

- (1) rectangular shade sail of Alnet Extra Bloc HDPE UV shade fabric approved by California State Fire Marshal.
(2) structural steel posts w/ cantilevered beams
Galvanized turnbuckles, cables cable clamps

Engineering Option 1 Bench structures: 3 sets each of plans structural calculations of structures footings stamped by CA Professional Engineer certifying compliance with Corte Madera, CA building code 3,000.00

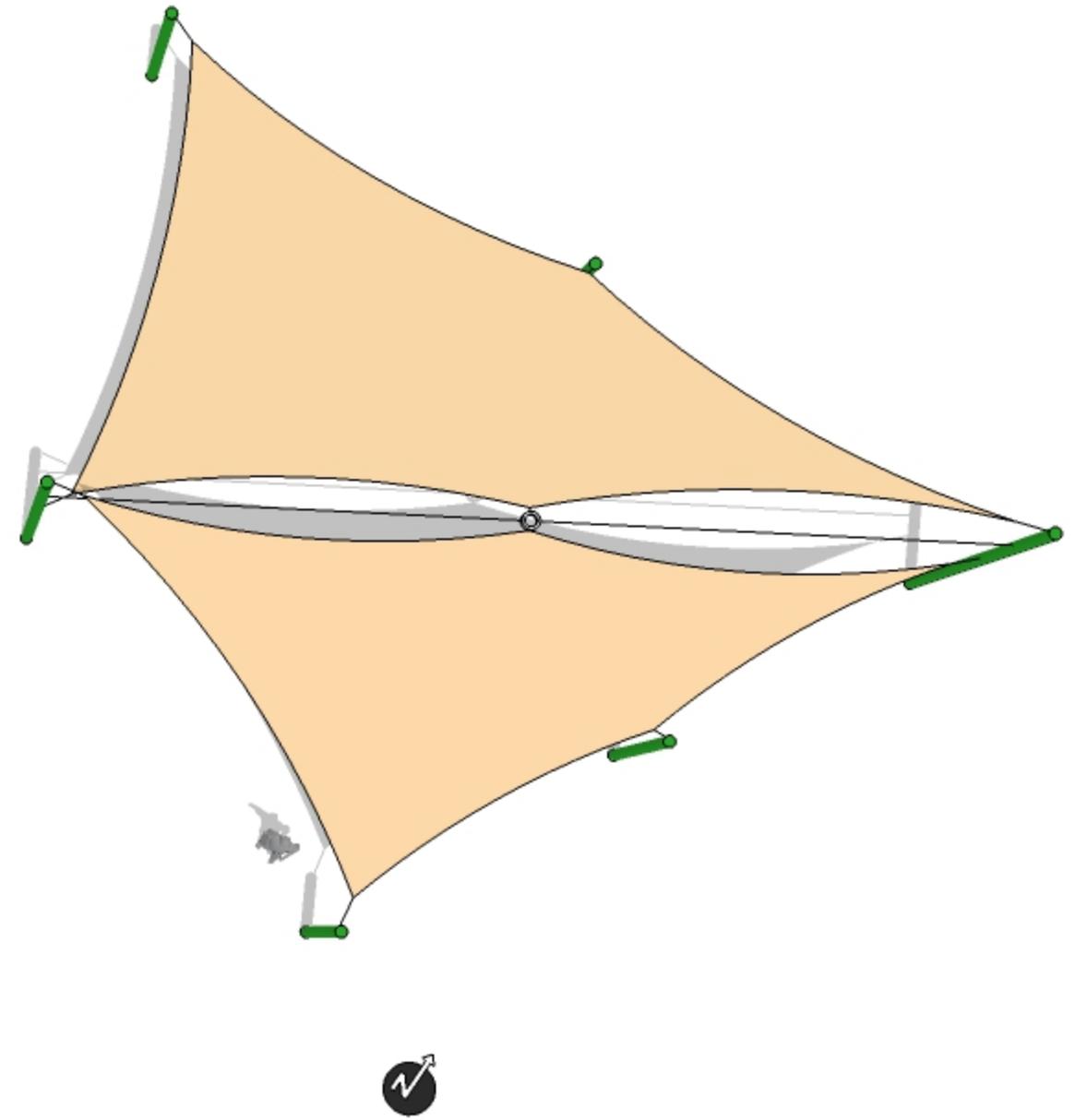
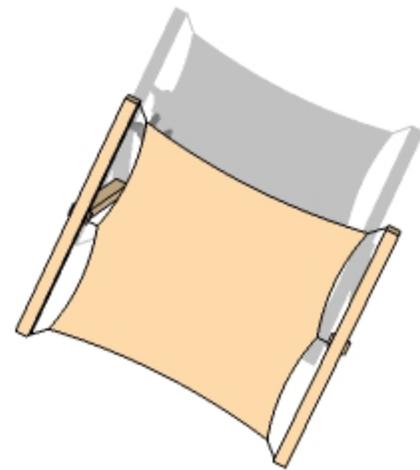
Freight for both structures to job site; unloading; transporting unpadding 3,315.00

Construct piers erect both structures simultaneously to engineered plan 34,220.00

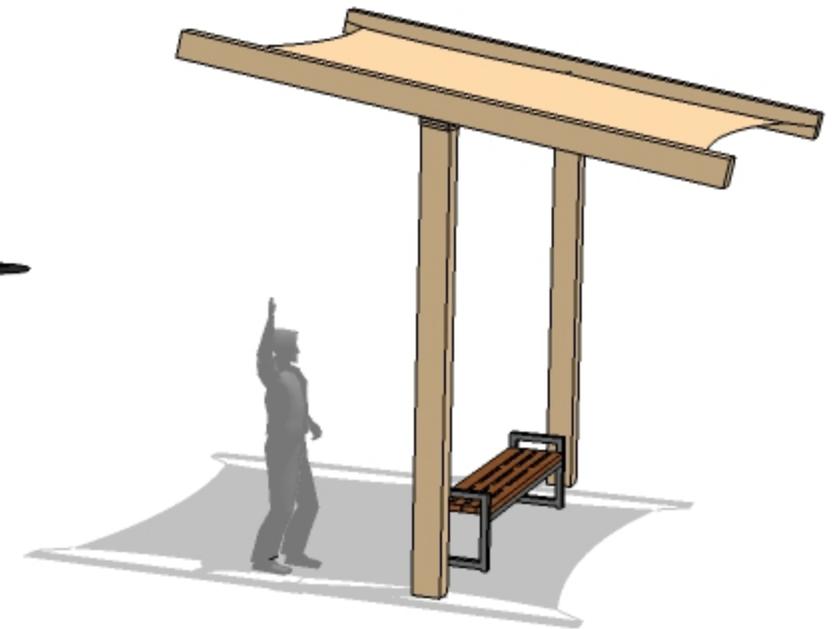
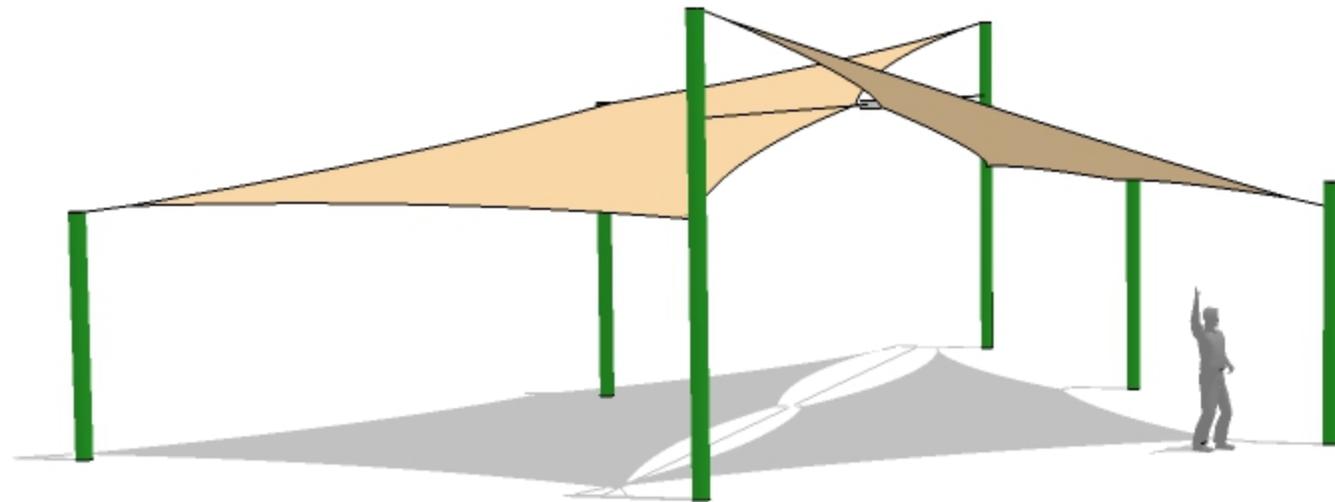
Table with 2 columns: Description and Amount. Includes rows for total amount (65,520.00), sales tax (2,167.65), and grand total (67,687.65).

(see next page)

Option 3 Shade Sail Structures
Corte Madera Town Park
shadecomforts.com



Option 3 Shade Sail Structures
Corte Madera Town Park
shadecomforts.com



PARKS AND RECREATION COMMISSION
STAFF REPORT

Report Date: April 20, 2016
Meeting Date: April 25, 2016

TO: PARKS AND RECREATION COMMISSION
FROM: CHRISTINA MARTIN – KIDS CLUB DIRECTOR
SUBJECT: UPDATE ON CORTE MADERA PARKS AND RECREATION KID'S CLUB

* * * * *

PURPOSE:

The purpose of this item on the agenda is to update the Parks and Recreation Commission on fiscal year 2015-2016 Kid's Club after school program.

BACKGROUND:

Kid's Club is an after school enrichment program that operates Monday-Friday from 11:30a.m.-6:30pm. Kid's Club after School Program provides care for children between the ages of 5-13. Kid's Club offers a variety of activities that include; sports, arts and crafts, cooking, sensory play, outdoor activities, homework club, group games, board games, reading, science, special mini events, theme days, jump houses and more.

Kid's Club's mission is to care for children after school in a safe and caring environment, filled with enrichment opportunities and fun for the community at large. Our experienced staff aims to foster a sense of diversity, culture and well roundedness.

Kid's Club has implemented all planning points that were outlined in our August 31st planning meeting. These things include but are not limited to: new sessions of activities, new training materials and education for staff, continuance of Kid's Club newsletters and activities calendars and 1/7 ratio, marketing, utilization of the park, expansion of themed days and structured planning with free time build in.

Discussion:

Kid's Club information for fiscal year 2015-2016:

- 1- Kid's Club has added more specialty activities this year which included piano, kata, circuitry, and engineering all of which were a hit with kids and are in high demand for next year.
- 2- Kid's Club themes days, celebrations, wacky holidays, and special guests have become a monthly occurrence and are quickly getting the attention of children

and parents alike. For example Insect Discovery Lab was not only a huge hit, but a hands-on fun and educational experience for children and staff alike.

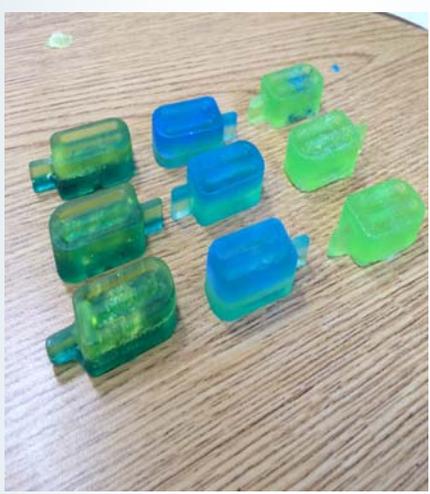
- 3- Improved marketing efforts for our holiday camps has greatly increased our numbers this year- our Spring break camp was reaching full capacity almost every day
- 4- Kid's Club is participating in a more public arena in attempts to get our name out there-Example we fully participated in the Marin Fair Housing coloring contest this year along with helping Marin Child Care Council in the making and donation of a hand sewn giraffe that was a part of the MCCC's provider appreciation dinner this year. Each child in our program made a contribution to the construction of the giraffe, along with working on posters for the MFH coloring contest, both which were fun for children and strengthen affiliation with our childcare community.
- 5- Kid's Club is happy to announce that the Neil Cummins PTO has asked the Kid's Club after school program to help aid them in facilitating games in their annual Family Recess Night. It is an honor that the school and PTO have chosen to ask us for help, along with promoting our program to families within the school and our community.
- 6- Kid's Club has been working on a new logo which is expected to be ready for its debut in August.
- 7- Kid's Club is already brain storming and in the process for preparing and planning for the next school year.

Attachments:

1. Kid's Club photos



Kid's Club Fun







SUMMER PLAYGROUND

CORTE MADERA PARKS & RECREATION

Pre Summer Update
April 2016

At this point in time:

Registrations

Financial Assistance Inquiries

Advertising

Employment

Donations

What's to Come:

Special Guests

Adolescent Development Program

CIT Job Training

Power Hour

More Specialized

New Director



REVENUE SOURCES

<u>Fund No.</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Designated Use</u>	<u>Opening Balance</u>	<u>Revenue FY 15/16</u>	<u>Revenue FY 16/17</u>	<u>Revenue FY 17/18</u>
101	General Fund	General Town Revenues					
140	Storm Drainage Special Tax Fund	Storm Drainage Tax	APPROVED DRAINAGE CAPITAL PROJECTS	1,000,000	640,000	640,000	640,000
120	Corte Madera Sale Tax Override	Corte Madera Sales Tax Override	capital projects and studies, deferred equipment replacement, and etc.	3,000,000	2,500,000	2,500,000	2,500,000
109		<u>Gas Tax Funds</u>					
109	Gas Tax 2103 Fund	2103	STREET CAPITAL PROJECTS	100,000	100,000	100,000	100,000
109	Gas Tax 2105 Fund	2105	STREET CAPITAL PROJECTS	0	60,000	60,000	60,000
109	Gas Tax 2106 Fund	2106	STREET CAPITAL PROJECTS	0	50,000	50,000	50,000
109	Gas Tax 2107 Fund	2107	O & M Staff Salaries	0	70,000	70,000	70,000
109	Gas Tax 2107.5	2107.5	O & M Staff Salaries	0	2,000	2,000	2,000
		<u>Other Revenue Sources</u>					
		Donations from Private Parties	Pixley Lagoon and Town of Corte Madera Entry Sign		165,000		
	Traffic Improvement Funds	Tam Ridge or other developments	Transportation improvements associated to Tam Ridge	-50,000	310,000		
		P.G.E. Rule 20A Undergrounding Funds	Balance as of 4/30/15= 104,098, plus 5 year borrow (\$201,380)= \$305,478	100,000	50,000	50,000	50,000
188	AB 1600 Development Impact Fees	Development Impact/ Street Impact Fees	STREET CAPITAL PROJECTS (RESURFACING ONLY) roadway, street pavement, bikeway, pedestrian pathway, curb, and similar improvements.	400,000	150,000	150,000	150,000
114	TAM Sales Tax Override Fund	Transportation Authority of Marin 1/2 cent Sales Tax Override (Measure A)		0	110,000	110,000	110,000
303	Parks & Rec Facility Trust Fund	Park and Recreation Capital Fees	Projects, refurbishments, and replacements for park and recreation facilities	800,000	150,000	150,000	150,000
304	Marin Parks Measure A	Marin Parks Measure A	Parks improvements	75,000	70,000	70,000	70,000
		<u>Grants</u>					
160	Capital Maintenance Fund	Safe Pathways to School (TAM) 2010-Competitive	Paradise Drive Bikeway Extension from Westward to Upland Circle	0	244,000		
170	Capital Maintenance Fund	TLC/ HIP (formerly S.F. Bay Trail Grant) (TAM) 2005	Paradise Drive- San Clemente to Seawolf	0	128,000		
		Bicycle Transportation Account (BTA) (State)	High Canal Pathway	0	170,000		
		Beverage Container Recycling (Cal Recycle) 2013	park furniture and education/ outreach	5000			
		Beverage Container Recycling (Cal Recycle) 2015 (applied)	park furniture, playground equipment, and education/ outreach	5000			
		Zero Waste- Cycles 1-4 (Co. of Marin)	Zero Waste Implementation Plan	56,000			
		Zero Waste Cycle 5- 2015 (approved)	Zero Waste Implementation Projects	14,000			
		Safe Pathways to School (TAM) 2015-Competitive	Tamalpais Pedestrian Safety Improvements	0	90,000		
		Active Transportation Program (ATP) 2015 (applied)	Central Marin Bikeway Gap Closure Project	0	2,500,000		
		County Swap Funds	Tranportation improvements project	0			60,000

ALLOCATION BY CATEGORY

Fiscal Year 15/16																								
	General Fund	Storm Drain Tax	CM Sales Tax Override	Gas Tax 2103	Gas Tax 2105	Gas Tax 2106	Donations	Traffic Improvement Fund	Street Impact Fees	TAM Sales Tax Override Fund (Local Streets and Roads)	Parks and Rec. Capital Fees	Marin Parks Measure A	Safe Pathways to School (TAM) 2010	TLC/ HIP (S.F. Bay Trail Grant) (2005)	State BTA Grant (2013)	Bev. Contain. Recycling (2013)	Bev. Contain. Recycling (2014)	Zero Waste Cycles 1-4	Zero Waste Cycle 5	Safe Pathways to School (TAM) (2015)	ATP Grant (Federal) (2015)	PG&E Rebate and On-Bill Financing	County Swap Funds	
Opening Balance (July 1, 2015)	0	1,000,000	3,000,000	100,000				-50,000	400,000		800,000	75,000				5,000		56,000						
2015 Revenue		640,000	2,500,000	100,000	60,000	50,000	30,000	310,000	150,000	110,000	150,000	70,000	244,000	128,000	170,000		5,000		14,000	90,000	2,500,000	272,644		
Total 2015	0	1,640,000	5,500,000	200,000	60,000	50,000	30,000	260,000	550,000	110,000	950,000	145,000	244,000	128,000	170,000	5,000	5,000	56,000	14,000	90,000	2,500,000	272,644	0	
2016 Revenue																								
<u>Catagories:</u>																								
Accessibility						55,000																		
Environmental																5,000	5,000	56,000	14,000					
Flood Control and Storm Drainage (Storm Drain Tax)		227,500																						
Flood Control and Storm Drainage (Other)			32,000																					
Lighting			20,000																					
Parks											180,000	93,000											272,644	
Streets			398,250	200,000		50,000			435,000	110,000			244,000	128,000	170,000						90,000			
Planning and Building	120,000																							
Corp Yard Projects																								
Fleet and Equipment Replacement			1,330,000																					
Other	25,000		20,000				30,000																	
Reserves			2,500,000								400,000													
Balance Remaining:	-145,000	1,412,500	1,199,750	0	5,000	0	0	260,000	115,000	0	370,000	52,000	0	0	0	0	0	0	0	0	0	2,500,000	0	0

ALLOCATION BY CATEGORY

Fiscal Year 16/17																								
	General Fund	Storm Drain Tax	CM Sales Tax Override	Gas Tax 2103	Gas Tax 2105	Gas Tax 2106	Donations	Traffic Improvement Fund	Street Impact Fees	TAM Sales Tax Override Fund (Local Streets and Roads)	Parks and Rec. Capital Fees	Marin Parks Measure A	Safe Pathways to School (TAM) 2010	TLC/ HIP (S.F. Bay Trail Grant) (2005)	State BTA Grant (2013)	Bev. Contain. Recycling (2013)	Bev. Contain. Recycling (2014)	Zero Waste Cycles 1-4	Zero Waste Cycle 5	Safe Pathways to School (TAM) 2015	ATP Grant (Federal) 2015	PG&E Rebate and On-Bill Financing	County Swap Funds	
Carryover funds from FY 15/16 (July 1, 2016)		1,412,500	1,199,750	0	5,000			260,000	115,000		370,000	52,000										2,500,000		
2016 Revenue		640,000	2,500,000	100,000	60,000	50,000	135,000		150,000	110,000	150,000	70,000												
Total 2016 Revenue	0	2,052,500	3,699,750	100,000	65,000	50,000	135,000	260,000	265,000	110,000	520,000	122,000	0	0	0	0	0	0	0	0	0	2,500,000	0	0
Catagories:																								
Accessibility			610,000																					
Environmental																								
Flood Control and Storm Drainage (Storm Drain Tax)		2,150,000																						
Flood Control and Storm Drainage (Other)			57,000																					
Lighting																								
Parks							135,000				135,000	108,000												
Streets			1,424,500	100,000	60,000	50,000			265,000	110,000												2,500,000		
Planning and Building	200,000																							
Corp Yard Projects																								
Fleet and Equipment Replacement			900,000																					
Other	25,000		20,000																					
Balance Remaining	-225,000	-97,500	688,250	0	5,000	0	0	260,000	0	0	385,000	14,000	0	0	0	0	0	0	0	0	0	0	0	0

PROJECTS & STUDIES - DESCRIPTION
PARKS

Project #	Project Name	Project Status	Project Description	Staff Request 2015-16	Staff Request 2016-17	Projected Allocation 2017-18	Future Year Unfunded	
	PARKS							
n/a	Town Park Restrooms	Proposed (new project)	Upgraded bathrooms closer to the Town Park playgrounds have been requested by the public for several years. New bathrooms would be installed via a pre-fabricated building and placed in an appropriate location near the playground.				250,000	
n/a	San Clemente Park	Proposed (new project)	Improvements to roof, asphalt pathways, drainage, interior paint, foliage and maintenance.				125,000	
n/a	Town Park Pathway Repairs	Proposed (new project)	Selectively replace 3,500 feet of pathway in and around Town Park.				90,000	
n/a	Town Park Debris Box Approach	Proposed (new project)	This project will provide a new approach to the debris box at Town Park.				34,000	
n/a	Town Park Playground	Proposed (new project)	Remove the non-compliant concrete perimeter at the Town Park Playground.				35,000	
15-805	Town Park Limits	Proposed (new project)	Install new irrigation controllers.	30,000	30,000			Marin Parks Measure A
15-012	Pixley Lagoon Restoration	Proposed (new project)	This project was proposed by the beautification committee. It will install a low fence around Pixley Lagoon, plant bushy native shrubs to provide cover for songbirds and waterfowl, and install a ADA accessible footpath.	15,000	135,000			FY 15/16: Marin Parks Measure A; FY 16/17: Donations
15-806	Green Room Stairs	Proposed (new project)	The outdoor stairs that lead up to the Greenroom of the Community Center from the parking lot are in need of replacement. The wooden stairs would be replaced, railings would be made compliant with current building codes and the landing area would be expanded.	15,000				Marin Parks Measure A
n/a	Tennis Court Lights Replacement	Proposed (new project)	The lights on the Town Park tennis courts would be replaced with more modern lighting that is available. Current lighting would be more energy efficient and more directional as to not cause as much disruption to the surround neighbors.				80,000	
15-406	Tennis Court Resurfacing (Town Park and Granada)	Proposed (new project)	Both tennis courts are in need of resurfacing. Cracks in the surface are making it difficult and potentially hazardous to play. Each court costs \$35,000 to install. Two courts will be resurfaced in FY 15/16, and two courts will be installed in FY 16/17.	70,000	70,000			FY 15/16: Parks and Rec. Facility Trust Fund; FY 16/17: Marin Parks Measure A (\$70,000)
15-023	Shade Structure at Town Park Playground	Proposed (new project)	A semi-permanent shade structure would be built over the existing playground in Town Park. The structure would cover the south part of the playground, which is designed for older children. The toddler area is well shaded and would not need one.	50,000				Parks and Rec. Facility Trust Fund
15-501	Dog Park Feasibility Study/ Dog Park	Proposed (new project)	Many residents have expressed interest in having a dog park in Corte Madera. Staff would like to have consultants come in and do an analysis and outreach as to what area would be best suited for such a park and if it would be feasible to have one built there.	15,000				Parks and Rec. Facility Trust Fund
15-403	Water Fountains (Town Park / Granada Park / The Cove Park)	Proposed (new project)	The water fountains around town are in need of replacement. They have reached the end of their useful life. The initial fountains that staff has looked at for replacements are located at the Town Park Softball Field, The Cove Park Field, and at The Granada Park Tennis Courts. Modern water fountains that have water bottle dispensers would be recommended. Each fountain has a cost of \$4000. Town Park Softball Field	8,000	8,000			Marin Parks Measure A
n/a	Lighting for Town Park Pathway	Proposed (new project)	The pathways in Town Park are in need of lighting for the late fall and winter days when residents are using pathways to access the park, schools and day cares facilities surrounding the park. Staff would like to install unobtrusive lights in the pathways through the park from the Eastman parking lot to the Neil Cummins School and from the Pixley parking lot to the Neil Cummins School.				50,000	
n/a	Synthetic Turf Sports Field	Proposed (new project)	The East soccer field in Town Park would be the prime candidate for replacing with synthetic turf. It would allow more year round access to our park and cut down on our water usage.				1,000,000	

Project #	Project Name	Project Status	Project Description	Staff Request 2015-16	Staff Request 2016-17	Projected Allocation 2017-18	Future Year Unfunded	
15-404	Centennial Celebration Events	Proposed (new project)	The Parks and Recreation Department would like to expand its regular annual community events to make the larger and special for the 100th Birthday of Corte Madera. We would also like to add some additional activities that we would only be doing for 2016. A list of events that we would like to consider adding that would need a budget are: 1.) Ice Skating Rink in the Park (2-4 weeks) for \$100,000, Holiday Tree Lighting Ceremony for \$10,000, and the 4th of July Parade Float for \$5,000. There are others that would not be costing us anything; a food truck night in Town Park is one example.	5,000	110,000			Parks and Rec. Facility Trust Fund
15-405	Greenroom Remodel	Proposed (new project)	The Greenroom, which is the room in the back of the Community Center, is used to house our Kids Club afterschool program. It is in need of upgrades, insulation, new cabinets, lighting and wall paneling.	40,000				Parks and Rec. Facility Trust Fund
n/a	Skunk Hollow Park	Proposed (new project)	Reconstruct Skunk Hollow Park.				650,000	
16-502	Eastman Parking Lot Reconfiguration Feasibility Study	Proposed (new project)	The Eastman parking lot is in need of expansion. Staff would like to hire consultants to explore the possibilities of expanding the parking lot to suit the needs of the park and community center.		25,000			Parks and Rec. Facility Trust Fund
15-407	Skate Park Improvements	Proposed (new project)	Purchasing new ramps for the skate park to replace old ones in need of repair.	25,000				Marin Parks Measure A
SUB-TOTAL				273,000	378,000	0	2,314,000	

Funding Sources			
Parks and Rec. Facility Trust Fund:	180,000	135,000	
Marin Parks Measure A Revenue:	93,000	108,000	
Beautification Committee Funds and other donations for Pixley Lagoon:		135,000	
TBD:			0 2,314,000

Funding for Fiscal Years 17-18 and future years is to be determined, unless it is for continuation of a project which started in Fiscal Year 15/16 or 16/17

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
MARCH 28, 2016
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Eric Engstrom
Pam Fong
Emily McFarland
Elein Phipps

Commissioners Emily Janowsky
Absent: Eric Ahern, Youth Commissioner

Staff Mario Fiorentini, Recreation Director
Present:

1. CALL TO ORDER AND ROLL CALL AND SALUTE TO THE FLAG

Chair Casissa opened the meeting at 7:00 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

There were no comments.

3. CONSENT CALENDAR

There were no Consent Calendar items.

4. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- a. Commissioners' Reports
 - March Town Council Meetings

Commissioner Engstrom stated he attended both Council meetings and they approved the application to use Town Park for the Avon Walk for Breast Cancer Event.

- Facilities Sub-Committee

Chair Casissa stated this item would be discussed under agenda item 5.2

- b. Park and Recreation Director's Report- Update
 - Recreation Center
 - Outdoor
 - Neil Cummins Gym
 - Kids Club
 - Summer Playground
 - Special Events
 - Capital Projects
 - Disaster Council
 - Centennial Committee

- Budget Status

Recreation Director Fiorentini reported on the project to make the greenroom stairs in the Community Center ADA accessible and noted the City has asked for engineering review. The project should begin sometime in June. The digital marquee project will be reviewed by the Planning Commission next month. There are some technical details related to brightness, how it is controlled, etc. that need to be worked out. He noted the Commission had approved guidelines for its use several years ago. Chair Casissa asked him to email those guidelines to the Commission. Commissioner Engstrom asked who would control the content. Recreation Director Fiorentini stated staff would post the messages. Staff plans to open the sports fields the first week of May- the fences will come down. The park looks great! The Neil Cummins Gymnasium is somewhat dormant this time of year with the conclusion of winter activities. The school is using the gym for special events. Planning is going very well for the Summer Playground Program. Summer Playground Program Director Truong recently attended a recreation conference in Long Beach and came back with a lot of good information and ideas. Registration has started and the field trips are already scheduled. The Pint of Luck Beer Garden Event was a success despite the rain- there were approximately 125 people in attendance. Chair Casissa asked if staff plans to hold the event next year. Recreation Director Fiorentini stated "probably". Staff is working on several Capital Improvement Projects related to the tennis courts- resurfacing (this fiscal year) and the lights (next fiscal year). Chair Casissa asked him to send information on the lights to the Commission. Funds were spent to spruce up the softball field since today is Opening Day for the Men's Softball League. The Centennial Committee met today and continues to plan the festivities. The kick-off event will be Family Game Night- trivia with a spaghetti dinner catered by Marin Joe's. The main event is planned for the weekend of June 10, 11, and 12th. There will be kid's game in the park on Saturday and fireworks in the Nordstrom's gravel lot (starting at 9:17 p.m.) and a concert (starting at 7:00 p.m.). April is a very busy month for the department- staff is working on the Mother/Son and Daddy/Daughter Dinner Dances, the Mother/Daughter Tea, the Senior Fair, and the Senior BBQ. Chair Casissa asked if staff was able to accommodate the people on the wait list for the Father/Daughter Dance. Recreation Director Fiorentini stated "yes"- they plan to tent the patio. Commissioner Blomgren asked if there was a lower age limit for this event. Recreation Director Fiorentini stated "yes"- it was five years of age but it was not really enforced.

Commissioner Blomgren asked about when the Off The Grid food truck night would begin. Recreation Director Fiorentini stated the Town Council would be reviewing this next Tuesday. They would probably begin in June. Chair Casissa asked if Off The Grid had data on the number of people they expect to attend. Recreation Director Fiorentini stated "yes" and he would send that information to the Commission.

5. BUSINESS ITEMS

5.1 Discussion of field use by unscheduled organized groups

Recreation Director Fiorentini presented a staff report. He noted Commissioner Janowsky had asked that this item be placed on the agenda. He noted use of the fields by unscheduled groups seems to happen during the off peak season and kids certainly have less impact than adults. These individuals could be members of the community or not.

Commissioner Fong stated the Commission discussed this topic a while ago and decided to update the park rules stating that groups of ten or more individuals must obtain a permit to use the fields. She noted enforcement was problematic and possible confrontation was not worthwhile. Enforcement by the Central Marin Police Authority would not be the best use of tax dollars. Recreation Director Fiorentini agreed and stated enforcement would not create "goodwill". The best solution is to program activities at those times.

Commissioner McFarland asked about the cost to use the fields. Recreation Director Fiorentini stated it was \$95 per hour.

Chair Casissa asked if there have been instances where a programmed event was not able to use the field because of unscheduled users. Recreation Director Fiorentini stated "no".

Chair Casissa stated he would like to continue this item until Commissioner Janowsky is in attendance.

5.2 Discussion of Dog Park Feasibility Study

Recreation Director Fiorentini stated the subcommittee will meet with a representative of MIG Consultants tomorrow morning to finetune their proposal for the feasibility study. Staff will also ask for a timeline so they can plug in the numbers for the upcoming budget.

Chair Casissa noted they are going to try to get as much “bang for the buck” as possible. They might ask for conceptual drawings (not for any specific area) to get a rough idea of what this type of facility might look like.

Commissioner Blomgren asked the subcommittee to ask the consultant two things: 1) If it could be located on existing grass and whether or not the grass would continue to exist after several years of use; 2) Do other Dog Parks close during the rainy seasons?

Chair Casissa asked the Commission to forward any other questions to Recreation Director Fiorentini

Recreation Director Fiorentini stated he was planning on having the consultants make a presentation to the Commission sometime in the near future.

5.3 Discussion and Possible Action on Reallocation of Funds for Skate Park Fence Project

Recreation Director Fiorentini presented a staff report. The Beautification Committee had proposed a rehabilitation of the Pixley Lagoon area. They got pretty far in the planning process and had money set aside. They recently informed the Town that they decided to abandon the project. The Town had allocated \$15,000 towards the project from Measure “A” Funds. He has been working with Public Works Superintendent Kramer on finishing off the fencing, installing new gates, and signage at the Skate Park. The estimate for this work is around \$17,000. The funds would come out of the current fiscal year.

Commissioner Fong asked if the gates would be self-closing. Recreation Director Fiorentini stated “yes” and he described the latches.

M/s, McFarland/Engstrom and approved unanimously (Janowsky, Ahern absent) to recommend that the Town Council relocate the \$15,000 earmarked for the Pixley Lagoon Rehabilitation Project to finishing off the fencing, installing new gates, and signage at the Skate Park.

Chair Casissa asked how much the Town received in Measure “A” Funds this fiscal year. Recreation Director Fiorentini stated the amount received was \$69,000.

Chair Casissa asked staff to prepare a worksheet on the Measure “A” Funds including amounts received, amounts spent on particular projects, and what can be done with the money. He acknowledged that the amount varies from year to year.

5.4 Approve minutes from February 29, 2016 Meeting

M/s, Engstrom/Phipps and approved unanimously (Janowsky, Ahern absent, Fong abstained) to approve the February 29, 2016 minutes as submitted.

6. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Discussion of field use by unscheduled organized groups; 2) Discussion of Measure “A” Funds; 3) Summer Playground Program Update; 4) Kids Club Update; 5) Dog Park Feasibility Study.

7. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, April 25, 2016 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,

Toni DeFrancis
Recording Secretary