



## AGENDA

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

MONDAY, January 23, 2017  
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. PRESENTATIONS

4. 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.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

5.1 COMMISSIONERS' REPORTS

- JANUARY
  - Commissioner AHERN – Town Council
  - Individual Commissioner Updates
- Facilities Sub-Committee:

## 5.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATES

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

## 6. BUSINESS ITEMS

### 6.1 Skate Park Improvement Update

### 6.2 Discussion of Sports Fields and Use in Corte Madera

### 6.3 Fee Resolution Review Discussion

### 6.4 Mid-Year Budget Review

### 6.5 Approval of Minutes from October and December 2016 Meetings

## 7. 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.

### 7.1 FUTURE AGENDA ITEMS

### 7.2 ITEMS FOR YEARLY REVIEW

<b>Month</b>	<b>Items</b>
January	Review of Fee Resolution / Mid-Year Budget Review
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	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	Capital Improvement Update
December	Commission Wish List Review

### 7.3 TOWN COUNCIL MEETINGS

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

### 8. ADJOURNMENT

Skate Park Webinar – February 11<sup>th</sup> at Town Council Chambers  
 Next regular meeting will be on February 27<sup>th</sup> at Town Council Chambers

### 9. 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.

RESOLUTION NO. 05/2015

A RESOLUTION OF THE TOWN OF CORTE MADERA SETTING THE FY 2015-2016 FEES FOR RESERVED USES OF TOWN'S OUTDOOR FIELDS AND FACILITIES, COMMUNITY CENTER, NEIL CUMMINS GYMNASIUM, AND FEES FOR SPORTS, CLASSES, AND ACTIVITIES, AUTHORIZING AND DIRECTING THE TOWN MANAGER, HIS DULY AUTHORIZED OFFICERS AND AGENTS TO CARRY OUT THE PURPOSES OF THIS RESOLUTION;

WHEREAS, the Town of Corte Madera (hereinafter referred to as "TOWN") provides facilities which may, by permit, be reserved for use at Corte Madera Town Park, The Cove Park, Menke Park, Piccolo Pavilion, Granada Park, Corte Madera Community Center, Community Center Readerboard, and Neil Cummins School Gymnasium; and

WHEREAS, the TOWN also provides facilities for annual and seasonal use by permit at Corte Madera Town Park, The Cove Park and Neil Cummins Gymnasium for organized groups such as the Mill Valley Soccer Club, Twin Cities Little League, and St. Patrick's CYO Basketball; and

WHEREAS, the TOWN provides sports leagues, classes and activities at reasonable fees, and augments its recreation programs with fees charged toward covering the costs of providing said programs; and

WHEREAS, it is in the public's best interest for the Council to review fees from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section I. Resolution 04/2013 is hereby rescinded. The FY 2013-2014 Parks and Recreation Fee Resolution is hereby repealed and superseded by this Resolution.

Section II. For the purposes of this resolution, "Residents" shall mean, the following:

- A) for the use of facilities and programs located on property owned by the Larkspur School District (Neil Cummins Gymnasium, The Cove Park, Town Park Summer Playground Program, Softball and Soccer fields at Town Park (this soccer field is located in the north east portion of Town Park and the south east portion of Neil Cummins School), Tennis Courts at Granada School, and Sand Volleyball Court at The Cove School), "residents" shall mean individuals who reside in or groups and organizations which have their principal place of business located within the County of Marin;
- B) For the use of all other facilities and programs (Picnic Areas, Piccolo Pavilion, Town Park other than the areas mentioned in (a) above, Community Center, Community Center Reader Board and Tennis Courts at Town Park)

“residents” shall mean individuals who reside in or groups and organizations which have their principal place of business located within the Town of Corte Madera.

- C) For the purpose of this resolution, all fees will be assessed at those amounts which are in effect during the fiscal year of the scheduled activity, subject to the following exception: the summer playground program shall be assessed at the amount of the fee set by resolution, regardless of the fiscal year in which the program may begin.

Section III.

COMMUNITY CENTER FACILITIES

The hourly use fees/charges applicable to users of the TOWN’S Recreation Center shall be:

A. COMMUNITY CENTER      RESIDENTS      NON-RESIDENTS

Main Hall / Bar Area / Patio / Kitchen    \$175.00/ hour      \$235.00/ hour  
(4 hour minimum)

B. ADDITIONAL FEES

Cleaning and Damage Deposit: depending upon type of activity  
\$500.00 - \$2000.00

Overtime: Any time used over contracted time will be billed at double the rate per hour.

Security: The cost of necessary contracted security, plus 10% for overhead, will be borne by the renter.

C. READER BOARD

The use fees/charges applicable to users of the TOWN’S Reader board shall be:

	<u>GENERAL USE</u>	<u>COMMERCIAL USE</u>
Reader Board	\$25.00/ message	\$130.00/day

D. OTHER FEE'S

Filming Fee \$2000.00 / day

(Town of Corte Madera Business License also required.)

<u>Special Events Permit</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Special Events Application	\$100.00 / per application	\$200.00 / per application

Section IV.

OUTDOOR FACILITIES

The one-day use fees/charges applicable to users of the TOWN'S outdoor fields and facilities shall be:

A.	<u>PICNIC AREAS PER SITE</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Area A – G Town Park Area 1 – 2 The Cove (4 hour segments)	\$25.00/ hour	\$30.00/ hour
	Cleaning and Damage Deposit (fully refundable)	\$200.00	\$200.00
B.	<u>MENKE PARK:</u> A Special Events Permit is also required	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Piccolo Pavilion	\$55.00/ hour	\$65.00/ hour
	Cleaning and Damage Deposit (fully refundable)	\$ 300.00	\$300.00
C.	<u>ATHLETIC FIELDS</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Town Park West Field, East Field, Softball Field and The Cove Field	\$95.00 / hour	\$110.00 / hour
	Twin Cities Little League / Twin Cities Softball		\$15.00 / hour
	Tiburon / Mill Valley Fall Kick Off Tournament	\$55.00/ hour	
D.	<u>COURTS</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Town Park and Granada Tennis Courts		
	Annual Tennis Court Key (available July 1)	\$40.00	\$50.00

½ Year Tennis Court Key (available Jan 1)	\$25.00	\$35.00
Daily Tennis Court Key	\$5.00	\$10.00
The Cove Sand Volleyball Court	\$20.00 / hour	\$25.00 / hour

E.	<u>GRAVEL LOT:</u>	<u>RESIDENTS / NON-RESIDENTS</u>
	Overflow Parking Lot (by Nordstrom)	\$1000.00 - \$2500.00 / day
	Cleaning and Damage Deposit (may be fully refundable)	\$ 5000.00

Section V.

NEIL CUMMINS FACILITIES

The use fees/charges applicable to users of the Neil Cummins Gymnasium shall be:

A.	<u>NEIL CUMMINS GYM</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Gymnasium	\$65.00/ hour	\$80.00/ hour
	St. Patrick's CYO	\$55.00/ hour	
	St. Patrick's CYO Volleyball	\$25.00/ hour	

Section VI.

KIDS CLUB AFTERSCHOOL PROGRAM

The After school Program use fees shall be applicable to users of the Town's before and after school program at the rate of:

A.	<u>KIDS CLUB</u>	
	<u>School Days</u>	
	Kindergarten students	\$36.00/day
	Grades 1-6	\$25.00/day
	<u>Non-School Days</u>	
	Ages 5 – 12	\$47.00/day

Section VII.

SUMMER PLAYGROUND PROGRAM

The Summer Playground Program registration fees shall be applicable to users of the Town Park and The Cove School programs, and shall be the annual one-time registration fee for the publicized program, or for any part thereof:

<u>A.</u>	<u>SUMMER PLAYGROUND</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Summer Playground Participant (6/17 – 8/9)	\$650 per child	\$850 per child
	Summer Playground II Participant (8/12 – 8/30)	\$250/per child	
	Summer Playground CIT		
	Year 1	\$300/per child	\$400/per child
	Year 2	\$200/per child	\$300/ per child
	Year 3	\$100/per child	\$200/ per child
	Town of Corte Madera Employees	Registration fees exempted	

Section VIII.

RECREATION DEPARTMENT PROGRAM FACILITY RATES

The cost recovery goal applicable to the TOWN'S recreation programs, excluding the subsidized senior programs, shall be to eventually achieve a balance between revenue and expenses that reflects a 100% cost recovery, providers of classes, activities or events at which fees are charged to participants shall pay the following fees for use of town facilities:

A. Main Hall	\$40.00 / hour
B. Classroom	\$30.00 / hour
C. Backroom	\$15.00 / hour
D. Kitchen	\$20.00 / hour
E. Athletic Fields	\$95.00/hour
F. Tennis Courts	\$45.00 / hour
G. Menke Park	\$45.00 / hour
H. Picnic Sites	\$20.00 / hour
I. Neil Cummins Gym	\$60.00 / hour
J. Offsite / Non Town Facilities	\$25.00/ per participant



Section IX.

The use fees/charges, excluding duty staff, applicable to users of the TOWN'S parks and recreational facilities shall not be applied to:

A. TOWN SPONSORED PROGRAMS

Town Council, Boards/Commissions, Town Departments,  
Central Marin Police Authority and Corte Madera Volunteer Firefighters  
Association

B. TOWN HOMEOWNERS' ASSOCIATIONS

Annual meetings of TOWN'S bonafide Homeowners' Associations held  
in the Community Center shall be charged \$35 per hour for proactive  
costs. Charges for the use of other Town facilities shall be at standard  
resident rates.

C. TOWN CIVIC ORGANIZATIONS

Fee waiver is contingent upon current Building Use Agreement between  
TOWN and Organization.

- a. Corte Madera Lions Club
- b. Corte Madera Women's Improvement Club
- c. Corte Madera-Larkspur Mothers Club
- d. Friends of the Corte Madera Library
- e. Corte Madera Beautification Committee
- f. Corte Madera Town Band
- g. Corte Madera Community Foundation
- h. Non-Political Informal Community Groups (at Staffs discretion)

D. LARKSPUR SCHOOL DISTRICT

Fee waiver is contingent upon current Joint Powers Agreement and Joint  
Use Agreement between TOWN and District.

Section X. In those instances where the Town has sole authority to grant permission  
to persons ("permittee") wishing to use a Town-owned facility or a facility the use of  
which is controlled by the Town, the permittee shall not charge those participating in the  
permittee's activities conducted at the facility a fee or other charge that differentiates  
between the participants based on the participants' residency or place of business.

Section XI. The Town Manager, his duly authorized officers and agents, be and the  
same hereby are, directed to carry out the purposes and intent of the Resolution. This  
resolution shall take effect on July 1, 2015.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Cortes Madera on February 17, 2015 by the following vote:

AYES:            COUNCIL MEMBERS:  
NOES:            COUNCIL MEMBERS:  
ABSENT:        COUNCIL MEMBERS:

\_\_\_\_\_  
, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Vaughan, Town Clerk

Parks and Recreation Mid-Year Budget Update As of 1/17/17

**BUDGET AND EXPENDITURES**

**301 – Main Hall and All indoor Community Center Recreational Activities and Events**

Budget - \$682,300

Expended to Date - \$300,795

% Used 44.09%

**401 – Outdoor Facilities and Events**

Budget - \$223,400

Expenditures to Date - \$228,139.64

% Used 102.12%

**501- Neil Cummins Gym Programs and Events**

Budget - \$153,600

Expenditures to Date - \$66,553.58

% Used

**601 – Kids Club Afterschool Program**

Budget - \$125,600

Expenditures to Date - \$69,574.90

% Used 55.39%

**701 – Summer Playground Program**

Budget - \$257,900

Expenditures to Date – \$144,057.27

% Used 55.86%

## REVENUE

### 301 – Main Hall and All indoor Community Center Recreational Activities and Events

#### Rentals

Estimate - \$65,000

Received- \$35,917

% Received 55.26%

#### Programs

Estimate- \$200,000

Received \$65,114.75

% Received 32.13%

### 401 – Outdoor Facilities and Events

#### Rentals

Estimate - \$45,000

Received- \$58,730

% Received 130.51%

#### Programs

Estimate- \$215,000

Received \$132,958

% Received 61.84%

**501- Neil Cummins Gym Programs and Events**

Building Rentals

Estimate - \$30,000

Received- \$14,407

% Received 48.03%

Programs

Estimate- \$5000

Received \$1500

% Received 30%

**601 – Kids Club Afterschool Program**

Estimate \$100,000

Received \$33664.05

% Received 33.66%

**701 – Summer Playground Program**

Estimate \$210,000

Received \$81,414.99

% Received 37.75%

### 303 – Capital Projects

#### Trust Fund

Projects	BUDGET	EXPENDITURE
Tennis Courte Resurfacing	\$70,000	\$0.00
Shade Structure	\$50,000	\$1950.00
Dog Park Feasibility Study	\$12,300	\$4552.50
Centennial Events	\$110,000	\$33,661.88
Eastman Parking Lot Study	\$25,000	\$0.00
Digital Marquee	\$85,000	\$0.00

#### Measure A

Projects	BUDGET	EXPENDITURE
Town Park Irrigation Controllers	\$30,000	\$30,000
Green Room Stairs	\$9600	\$0.00
Tennis Court Resurfacing	\$70,000	\$0.00
Water Fountain Replacement	\$8,000	\$0.00
Skate Park Improvements	\$40,000	\$0.00

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA TOWN HALL COUNCIL CHAMBERS  
OCTOBER 24, 2016  
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair  
Nathan Blomgren  
Sarah Elsen  
Eric Engstrom  
Pam Fong  
Emily Janowsky  
Elein Phipps  
Eric Ahern, Youth Commissioner

Staff Mario Fiorentini, Recreation Director  
Present: Brian Hernandez, Recreation Supervisor

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. Commissioner's Reports
  - October Town Council Meetings

Commissioner Phipps stated she attended the October Council meeting and the Council approved the Shade Structure Project as recommended by the Commission (bottle green sail and blue poles). The Council had questions about the sturdiness of the structure and whether kids could climb up on it.

- Individual Commissioner Updates

Commissioner Phipps stated she went to the Oktoberfest and had a great time.

Commissioner Janowsky stated she went to the Art Show which was very well attended. Commissioner Engstrom stated he went Sunday afternoon and there was some great artwork.

Commissioner Blomgren stated he was at Town Park over the weekend and was pleased at how much use the park gets.

- Facilities Sub-Committee

Chair Casissa reported the sub-committee did not meet.

- b. Park and Recreation Director's Report- Update
  - Community Center
  - Outdoor
  - Neil Cummins Gym
  - Kids Club

- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Centennial Committee
- Budget Status

Recreation Director Fiorentini reported the Facilities Sub-committee should meet sometime in the next couple of weeks. He will email possible dates. The Art Show was well attended and it was very interesting to have a very different group of individuals interact with the building- how they used the space, interpreted the building, etc. He received some feedback about wanting to do something similar again. The Recreation Center is very busy both with events and rentals. Upcoming events include the Haunted House which will be pretty scary! There are a lot of holiday parties, memorial services, birthday parties, etc. planned for the building through the end of December. The Volunteers Dinner, hosted by the Lions Club, is scheduled for November 11<sup>th</sup>. The Recreation Soccer League will be wrapping up this weekend and the Competitive League will continue for several more weeks. The fields should be closed mid-November. The Kids Club received two very generous donations- one from the Corte Madera Community Foundation and one from the Lions Club. The donations will go towards scholarships. He attended a Centennial Committee meeting this morning. Things are winding down and they are wrapping up some details. There are discussions about continuing some of the events including the Chili Cook-Off, Fire Department vs. Police Department Softball Game, the Art Show, and possibly others. Staff continues the search for a Summer Playground Program Director for next year. The Neal Cummins Gymnasium will be 100% booked from November through March. Staff will be assisting in the Turkey Trot.

Commissioner Blomgren asked when the fields would be fenced off for the winter. Recreation Director Fiorentini stated in early November-he would try to move teams that need to practice to other areas in Town Park.

Chair Casissa stated the Kids Club Director, Christina Martin, did a wonderful presentation to the Lions Club.

## 5. BUSINESS ITEMS

Chair Casissa stated he would like to rearrange the order of the agenda.

### 5.1 Discussion and Consideration of Teen Programming Workshop

Chair Casissa stated he asked Recreation Director Fiorentini to put this item on the agenda. He stated there are a lot of opportunities and classes for the younger kids but there is a gap when kids reach middle school. He asked the Commission if they would like to hold a workshop session and invite kids to participate.

Recreation Director Fiorentini stated the department did a lot of teen programming in the past but stopped in 2007 or so. They used to have a program called TGIF and used the Community Center as a place for the kids to hang out, play video games, have a snack, etc. It turned into some dance-oriented events which continued for a period of time. They would get up to 800 kids at the Neal Cummins Gymnasium and it became a challenge to manage these events. The Larkspur Recreation Department has taken the lead on youth programming since they are located on the Hall Middle School campus. Staff has had some productive outreach meetings with the teen population. He encouraged the Commission to be proactive and stated staff would be looking for some direction on how to move forward.

Mr. Will Comisky, Senior at Redwood High School, stated “Redwood Night Live” is a club that provides alternatives for teens including an upcoming Friday night Dodge Ball Tournament. It is a hands-on organization that hosts various events and spreads the word on other events for teens besides parties. The Dodgeball Tournaments will have over 200 kids in attendance over the course of the night, eating food and having a good time. The other big event is the “Capture the Flag” game in the spring. He was glad the Commission was taking an interest youth programming.

Commissioner Blomgren asked if they get a good response from the different types of Redwood High School students. Mr. Comisky stated most of the events attract the older kids.



Commissioner Phipps asked how frequently they hold events. Mr. Comisky stated not that often but they work together with other programs such as Peer Resource, the Homecoming Committee, the Prom Committee, etc. Commissioner Phipps asked if the Redwood High School events were for Redwood students only. Mr. Comisky stated “yes, but others would not be excluded”. Commissioner Phipps asked Mr. Comisky if he thought there should be more activities. Mr. Comisky stated “absolutely”- the difficult part is finding what kids are attracted to and then organizing the event.

Commissioner Janowsky stated the middle school students do not have a lot of options and tend to hang around in groups.

Chair Casissa asked Mr. Comisky if kids would attend a workshop and give the Commission some feedback. Mr. Comisky stated “yes” and he would try to pull together some people.

A resident asked if the Commission plans to target high school students. Chair Casissa stated that would be something they could talk about.

Chair Casissa asked if they should hold off until after the holidays.

Recreation Director Fiorentini stated the Commission could hold a joint meeting with the Larkspur Recreation Commission and discuss some ideas. The Commission liked this suggestion. Recreation Director Fiorentini stated he would talk to Larkspur Recreation Director Dick Whitley. He noted the Twin Cities Coalition for Healthy Youth is very active and work closely with Redwood High School. Chair Casissa asked Recreation Director Fiorentini to ask a representative to attend an upcoming Commission meeting.

## 5.2 Skate Park Workshop Review and Discussion

Recreation Director Fiorentini presented a staff report and noted last Saturday’s workshop was very productive. There were about 20 skaters in attendance. Mr. Josh Willis, representing American Skate Ramps, gave an informative presentation and the skaters provided some great feedback.

Commissioner Janowsky asked about the timeline including the Webinar, etc. Recreation Director Fiorentini stated he would present the Council with some different options at next Tuesday’s Council meeting. Based on the feedback from the workshop the cost of the renovations would be around \$110,000. The original budget was \$25,000. He would ask the Council to re-appropriate \$15,000 from the Pixley Lagoon Project (which was cancelled) towards the Skate Park Project. A supplemental appropriation would be necessary to cover the balance. Options include phasing the project and doing some fundraising which will be a crucial part.

Commissioner Janowsky stated Mr. Willis had originally presented a project that was in the \$50,000 price range. She asked if the increase in cost was due to enhancements. Recreation Director Fiorentini stated there were some proposed adjustments and they discussed changing the configuration and possibly expanding the footprint.

Commissioner Janowsky asked if it would be helpful for the skaters to attend the Council meeting. Recreation Director Fiorentini stated “yes”.

Commissioner Fong stated this was an important investment in the youth of the community. They are very excited and would be proud to help with fundraising. Recreation Director Fiorentini noted this was the only facility they have that is dedicated to tweens/teens.

Mr. Kim Baez, Prince Royal Drive, stated he would like to see the Skate Park expanded. The current park is too small. He asked if any plans were presented. Recreation Director Fiorentini stated “yes”. The design is based on the budget and the size of the space. The company also provided options based on enhanced budget items. The Webinar was intended to fine-tune the proposed design. Mr. Baez had questions about American Skate Ramp and the construction techniques. Recreation Director Fiorentini stated none of the ramp sections would be poured in place concrete. The ramps would be coated metal. Mr. Baez asked about the longevity of the coating. Recreation Director Fiorentini stated it would last 15 to 20 years. Mr. Baez stated there were a lot of different sources of funding including fundraising.

Commissioner Blomgren stated if phasing occurs then the mini-ramp space could be left vacant. The various ramps could be moved to provide a different flow, etc. There will be options for enhancements in the future.

Recreation Director Fiorentini stated the park was originally intended to be a place where kids would learn how to skate- it has certainly morphed into a different facility. He asked American Skate Ramps to include some phasing options.

Chair Casissa asked if the cost would go up if the project is phased in. Recreation Director Fiorentini stated "yes- probably by 10% to 15%".

Chair Casissa asked about scheduling for the Webinar. Recreation Director Fiorentini stated staff was working on that along with the budget.

Chair Casissa stated the Commission was in unanimous support of enhancements to the existing Skate Park as recommended by American Skate Park.

Recreation Director Fiorentini asked the Commission to add the following item to the agenda: Consideration of rescheduling the November and December Commission meeting as an emergency action item.

M/s, Engstrom/Ahern and approved unanimously to add the following agenda item: Consideration of rescheduling the November and December Commission meetings.

#### 5.3 Consideration of Rescheduling the November and December Commission meetings.

Recreation Director Fiorentini asked the Commission to reschedule the regular December meeting to December 12<sup>th</sup>. The November meeting would be cancelled.

M/s, Phipps/Fong and approved unanimously to reschedule the regular December meeting to December 12<sup>th</sup>. The November 28<sup>th</sup> meeting shall be cancelled.

#### 5.4 Approval of Minutes from September 2016 Meeting

M/s, Janowsky/Fong, and approved unanimously to approve the September 26, 2016 minutes as submitted.

### 6. ROUTINE AND OTHER MATTERS

#### A. Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Dog Park Analysis and Conceptual Design Review; 2) Review of Winter Brochure; 3) Discussion of Teen Programming; 4) Discussion of Skate Park Renovations.

### 7. ADJOURNMENT

The meeting was adjourned at 8:05 p.m. The next meeting will be a Special meeting on Monday, December 12, 2016 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA COMMUNITY CENTER  
DECEMBER 12, 2016  
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair  
Nathan Blomgren  
Eric Engstrom  
Sarah Elsen  
Emily Janowsky

Commissioners Pam Fong  
Absent: Elein Phipps  
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

A resident from Pixley Avenue discussed her concerns about the possibility of a Dog Park at the proposed Pixley Avenue site.

3. PRESENTATION

3.1 Linda Henn- Twin Cities Coalition for Healthy Youth

Ms. Henn stated the Coalition was formed five years ago and currently works with the Central Marin Police Authority (CMPA) and others on drug and alcohol prevention by "changing the conditions that youth operate under. They do a lot of policy work, information dissemination, and education. The belief is that this is a community problem and not just a school problem and should involve the government, health care, parents, school, law enforcement, faith-based organizations, etc. They have been studying the problem for the past five years and have found a disconnect in the data and perceptions. Parents are not aware of the significant rates of use. Most reported they were very concerned about his or her student using drugs or alcohol- but 80% did not think his or her child used drugs or alcohol. She discussed the startling rates of drug and alcohol use for middle and high school students in Marin. The Coalition is trying to change the norms by encouraging the enforcement of Social Host Ordinances and working with the Youth Court. She discussed parent modeling and how it has a significant impact. There is a need to provide safe activities for teens and tweens and she discussed some of the activities and events that the coalition has sponsored.

Commissioner Janowsky asked about the event sponsored by the Coalition last year. Ms. Henn stated it was an event put on by Marin Catholic High School students- a movie, food, activities, etc.

Commissioner Blomgren asked if it was easier for students these days to buy alcohol than in the past. Ms. Henn stated not since there has been an increase in "sting operations".

Chair Casissa asked if a lot of students go to San Francisco to party. Ms. Henn stated she was not sure but there were a lot of parties in Marin, particularly when parents go out of town.

Chair Casissa stated he would like to partner with the Larkspur Parks and Recreation Commission and the Coalition and hold some workshops for students. Ms. Henn stated she would love to put on some events with the help of both Commissions.

The Commission thanked Ms. Henn for her presentation and stated they look forward to working with her and the Coalition.

#### 4. CONSENT CALENDAR

There were no Consent Calendar items.

#### 5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- a. Commissioners' Reports
  - November and December Town Council Meetings

Commissioner Engstrom reported Recreation Director Fiorentini made a presentation to the Town Council about the renovations to the Skate Park- it was well received. The Council discussed rules, compliance, fundraising, etc. Chair Casissa reported the Council approved the Avon Walk for Breast Cancer at its last meeting.

- Individual Commissioner Updates

Commissioner Janowsky stated she attended the Turkey Trot and it was a lot of fun! She would love the Commission to help out next year. She also attended Snow Day and it was very well attended.

Commissioner Elsen reported she attended both events and agreed they were wonderful.

Chair Casissa reported he attended Breakfast with Santa and it was also well attended.

- Facilities Sub-Committee

Chair Casissa reported the subcommittee did not meet.

- b. Park and Recreation Director's Report- Update
  - Community 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 following events: The Turkey Trot, Breakfast with Santa, and Snow Day- the event that brought closure to the Centennial Events. Town Hall, along with the Community Center, will be closed during the week between Christmas and New Years. Some housekeeping work will be done to the Community Center- a bit of painting, some installation of carpets, etc. Ninety-five percent of the grass fields are closed with small spaces being used. He noted the fields really took a beating this year and they plan to start opening them around March, April, or May- depending on the weather. The Neal Cummins Gymnasium is in full swing with lots of activities including CYO Basketball, indoor soccer, etc. This is the busy time of year for the gym. The Kid's Klub Holiday Camp is scheduled for the two weeks that school is out and there are a lot of sign ups. Staff is still looking to hire a new Summer Playground Program Director. He will keep the Commission updated. Recreation Supervisor Hernandez is working with the Public Works Department on the construction schedule for the playground shade structure. The goal is to have it completed in the spring. The Centennial Committee's final meeting was the Monday after Thanksgiving. All Centennial merchandise is 50% off! He will give the Commission an update on the Fiscal Year 2017/18 Budget at the next meeting. Staff is putting the Dog Park issue on the "side (not back) burner". Staff received information from the Golden Gate Bridge District about the possibility of the placement of a dog park east of the Village Shopping Center as a part of required environmental mitigations for its marshland renovation project. Staff is excited about this

opportunity- he would keep the Commission updated. He has asked a representative of the Bridge District to make a presentation to the Commission soon.

## 6. BUSINESS ITEMS

### 6.1 Skate Park Improvements

Recreation Director Fiorentini presented a staff report. He stated a member of the public has expressed interest in taking the lead in fundraising efforts. The Town Council is very supportive of this project and did allocate some additional funds. The budgeted amount is now \$40,000- staff is looking at getting around \$100,000. American Ramp Company (ARC) Design prepared some additional drawings after being asked how concrete could be more utilized. Staff also asked them for a drawing of an all-concrete facility, something that ARC Design is not recommending. ARC Design believes the long-term maintenance and structural integrity of concrete is deceptive. He will provide more information on this at the next meeting. Chair Casissa asked if the use of concrete would double the cost. Recreation Director Fiorentini stated “yes”. He noted the designers have tried to stick to the original design as much as possible. The next step is scheduling a second design workshop which would include a Webinar element (designers would be on-line). They have a very good starting point to begin a fundraising effort.

Commissioner Elsen asked if the proposed design fits within the existing footprint. Recreation Director Fiorentini stated “yes”. Commissioner Elsen stated they seem to have enough money to start the project and perhaps phase it. Recreation Director Fiorentini agreed but stated he thought they could probably get it done in one shot.

Chair Casissa noted the Lion’s Club might be willing to provide some type of sponsorship. Commissioner Janowsky stated they should talk to the Coalition for Healthy Youth.

### 6.2 Commissioners Wish List Review

Recreation Director Fiorentini presented a staff report. He briefly discussed the following priorities: 1) Teen programming; 2) Gymnastics equipment; 3) Shade structure; 4) Tennis courts resurfacing and lighting; 5) Dog Park study. He noted there is a lot of work going on and he appreciates the Commission’s support.

Commissioner Engstrom asked about the status of the tennis court renovations. Recreation Director Fiorentini stated resurfacing the courts is in the budget and staff has two bids. He would like to present this to the Council in March. The tennis court lights are on the Capital Projects list but not funded. He would like to fund this project in Fiscal Year 2017/18.

Commissioner Engstrom asked if the gymnastics equipment would be used in the Community Center. Recreation Director Fiorentini stated “yes”- they have a very active gymnastics program.

Commissioner Blomgren asked if the bathrooms near the skate park were on the priority list. Recreation Director Fiorentini stated “yes”.

Chair Casissa asked Recreation Director Fiorentini to add “Basketball Court” to the joint use agreement at Cove Park. Recreation Director Fiorentini stated he was not sure that this was still in the Town’s jurisdiction. He would report back.

Chair Casissa asked Recreation Director Fiorentini to add “Fencing at Skunk Hollow Park” to the list. The Public Works Department recently added a gate but there is a bit of an opening leading to the street.

Commissioner Janowsky stated she would love to explore installing a Turf Field at Town Park. A year round field at Town Park would be wonderful.

Commissioner Elsen asked about covering the play equipment at the Town Park playground or at least planting more trees inside the play area to provide more shade. Chair Casissa asked Recreation Director Fiorentini to reach out to the Beautification Committee.

### 6.3 Winter 2016 Brochure Preview

Recreation Director Fiorentini provided a staff report. He noted this is a joint effort with the Larkspur Recreation Department. He noted the brochures would be delivered to all Corte Madera and Larkspur households over the weekend.

Commissioner Blomgren asked about implementing a new on-line calendar that would be integrated with the Town Website.

The Commission thanked Recreation Supervisor Hernandez for his great work.

6.4 Approval of Minutes from October 2016 meeting.

M/s, Janowsky/Engstrom and approved unanimously (Ahern, Phipps, Fong absent) to continue the approval of the October 2016 minutes.

6. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Dog Park Analysis and Conceptual Design Review; 2) Update on Skate Park Renovation.

7. ADJOURNMENT

The meeting was adjourned at 8:15 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, January 23, 2017 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary