



## AGENDA

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

*MONDAY, March 27, 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

Restoration Hardware Project Presentation – Rob Edington  
Beautification Committee – Community Center Signage

### 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 COMISSIONERS' REPORTS

- MARCH
  - Commissioner ENGSTROM – 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
- Budget Status
- Dog Park

## 6. BUSINESS ITEMS

### 6.1 Skate Park Fundraising Campaign Presentation

### 6.2 Approval of Minutes from February 2017 Meeting

## 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

- Dog Park
- Skate Park

### 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

### 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

Next regular meeting will be on April 24 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.

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA COUNCIL CHAMBERS  
FEBRUARY 27, 2017  
DRAFT MINUTES**

Commissioners

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

Staff Present: Mario Fiorentini, Recreation Director

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. PRESENTATIONS

There were no presentations.

4. CONSENT CALENDAR

There were no Consent Calendar items.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- a. Commissioners' Reports
  - Town Council Meetings

Commissioner Phipps reported the Council meeting included a lot of discussion about the bicycle/pedestrian improvements on Tamalpais Drive including the loss of parking spaces along Tamalpais and the possible use of the parking spaces in the Community Center lot.

- Individual Commissioner Updates

Commissioner Engstrom asked if he could switch his upcoming Council meeting assignment.

Commissioner Blomgren noted it was not clear what age group was allowed at the Kid's Club Winter Break Camp.

Commissioner Janowsky stated there was a very good turnout at the recent Skate Park workshop.

- 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 the last several weeks were challenging for everyone in terms of the weather with several school closures. Staff made sure the Kids Club was open! The Community Center is in great shape with a lot of activity and events including the Father/Son BBQ and the Mother/Daughter Tea. Spring is the busiest time of the year at the Community Center! There were a couple of small leaks that were taken care of quickly. The new Summer Playground Director is gearing up for a fantastic summer. She will be making a presentation to the Commission in March or April. Registration starts the second week of March. The fields are getting a chance to dry out and the Public Works Department is getting the fields in shape for the multitude of events that will be happening soon. Little League Opening Day is scheduled for March 18<sup>th</sup>. The digital marquee application will be heard by the Planning Commission tomorrow night. Staff is working on the Shade Structure Project and are waiting for the construction documents. The Planning Department will also review these documents. Staff is shooting for the 4<sup>th</sup> of July for installation. There was a recent training for Corte Madera and Larkspur “disaster workers” (all employees) that was put on the Fire Department. The Skate Park workshop was very well attended and he thanked everyone who attended. The budget figures for the Skate Park renovations are coming in less than had been anticipated. Chair Casissa noted three skaters made a presentation to the Lion’s Club requesting a donation. The Community Foundation has agreed to set up a fund for the Skate Park.

Chair Casissa asked for an update on the Dog Park. Recreation Director Fiorentini stated the Golden Gate Bridge District would be making a presentation to the Town Council on March 21<sup>st</sup>. The discussion will include the environmental mitigation study.

## 6. BUSINESS ITEMS

### 6.1 Review of Roberts Rules of Order and Brown Act

Recreation Director Fiorentini presented a staff report.

Chair Casissa asked for the “top three” things that Commissioners should be aware of. Recreation Director Fiorentini stated the Commission should be careful not hit “reply all” when responding to emails (could be considered a “serial meeting”). Commissioners should also be careful not to discuss agenda items prior to the meeting. Full disclosure is very important and Commissioners should err on the side of caution with respect to recusing oneself from voting on agenda items that could be construed as a conflict of interest.

### 6.2 Roles and Responsibilities of Recreation Commissioners

Recreation Director Fiorentini presented a staff report. He stated the California Parks and Recreation Society puts out some guidelines for Commissioners. He stated it might be a good idea to have a dialogue with the City Council to clarify expectations and how the Commission interacts with the community.

Chair Casissa asked if the Town had its own set of guidelines for Parks and Recreation Commissioners. Recreation Director Fiorentini stated “yes”.

### 6.3 Preview of Summer Brochure

Recreation Director Fiorentini provided a staff report. He noted the summer brochure is not a joint effort with the Larkspur Recreation Department.

Commissioner Blomgren had some suggestions about the font size, color changes, etc.

Recreation Director Fiorentini stated the main focus for the summer was the Summer Playground Program but there were also other marquee events such as the Avon Walk, the Summer Concert Series, etc.

Commissioner Blomgren asked if the No Limits Sports Camp would be using Neil Cummins. Recreation Director Fiorentini stated they would be using the gymnasium. Commissioner Blomgren asked about the dates for the Summer Concerts. Recreation Director Fiorentini stated he is not sure if staff has received the dates from the Community Foundation.

Chair Casissa asked about summer programs at The Cove School. Commissioner Fong stated the Boys and Girls Club would be on campus this summer.

#### 6.4 Discussion and Possible Action of Amendment of Fee Resolution for FY 2015-16

Recreation Director Fiorentini provided a staff report. He discussed the change in the Filming Permit Fees and the Summer Playground Program Fees. Staff is recommending a weekly and drop-in fee for the Summer Playground Program.

Chair Casissa asked if the fees were pretty much in line with other recreation departments. Recreation Director Fiorentini stated they were comparable. Private childcare centers can do things that municipalities cannot do.

Commissioner Engstrom asked if any of the facilities were underutilized due to the cost. Recreation Director Fiorentini stated “no”- the Community Center gets a lot of use from renters and community groups. The picnic area rentals could be increased without losing bookings. Chair Casissa asked when the picnic rental fees were last raised. Recreation Director Fiorentini stated he thought they were raised in Fiscal Year 2014/15. The current rate is \$25 per hour for residents and \$30 per hour for non-residents.

Commissioner Blomgren stated the fee for tennis courts is very different from other communities. Recreation Director Fiorentini stated when the department went to the tennis court key system they took the hourly rate out of the fee resolution. Staff does not encourage rental of the courts on an hourly basis- it is difficult to administer. In addition, they do not have any data on who uses the courts, etc. Chair Casissa asked how many keys have been issued. Recreation Director Fiorentini stated they sold 122 keys last year. Chair Casissa asked if the key for the Town Park courts worked for the Granada Park tennis courts. Recreation Director Fiorentini stated “yes”.

Chair Casissa asked the Commission if they wanted to increase the fee for the picnic area. The Commission stated “yes”.

Recreation Director Fiorentini stated staff was recommending a couple of changes to the Summer Playground Program fees. He noted the resident vs. non-resident fees pertained to Marin County vs. non Marin County residents because the program was located on school property. Staff is recommending a sibling discount- \$550 for the first sibling, \$485 for the second, third, etc. sibling. Staff is recommending a drop-in fee of \$50 per day and weekly fee of \$175.

Commissioner Janowsky stated the drop in fee and weekly fee was a great idea. Commissioner Fong agreed.

Commissioner Elsen stated the typical sibling discount was 10%. Recreation Director Fiorentini stated this was more. Commissioner Elsen asked if there were any scholarships. Recreation Director Fiorentini stated “yes”- the Lions Club, Community Foundation, and Women’s Club make contributions. Commissioner Janowsky stated the Larkspur/Corte Madera School District also provides some remedial/enrichment programs during the summer.

Chair Casissa suggested putting an asterisk by the words “resident” and “non-resident” with a definition.

M/s, Janowsky/Engstrom and approved unanimously to recommend adoption of the Fee Schedule with the suggested changes to the Summer Playground Program (weekly and drop-in fee) and an increase in the fee for the picnic areas from \$25 per hour to \$30 per hour for residents and \$30 per hour to \$40 per hour for non-residents.

Commissioner Phipps asked about teen involvement in the Summer Playground Program. Recreation Director Fiorentini stated teens (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders) could work as Counselors in Training (CIT's).

#### 6.5 Consideration of Application for Memorial Bench in Town Park

Recreation Director Fiorentini provided a staff report. He stated he received a request from Mr. Joseph Craviotto for the installation of a bench, in memory of his wife, along Tamalpais Drive.

Chair Casissa asked Recreation Director Fiorentini to point out the location on the map. Commissioner Janowsky stated that was a very good location.

Commissioner Janowsky asked if Mr. Craviotto would pay the full cost for the bench and the installation. Recreation Director Fiorentini stated "yes".

Commissioner Blomgren asked if the WWII Memorial Rock had been relocated. Recreation Director Fiorentini stated "not yet".

M/s, Phipps/Fong and approved unanimously to approve the request from Mr. Joseph Craviotto for a memorial bench along Tamalpais Drive at the requested location.

#### 6.6 Discussion and Possible Action on Digital Marquee

Recreation Director Fiorentini provided a staff report. He gave a brief history of the project and noted the Planning Commission would be reviewing the project tomorrow night for compliance with the Sign Ordinance.

Chair Casissa referred to the list of policies, #1, and asked who would approve the messages. Recreation Director Fiorentini stated this would be handled at the staff level. Chair Casissa stated this should be clarified.

Chair Casissa noted the fee would be \$25 per day. Commissioner Fong stated this digital marquee would allow for more messages to be posted. Recreation Director Fiorentini stated there is a policy that allows for a maximum of six messages per day.

Commissioner Phipps asked if these would be "rolling" messages. Recreation Director Fiorentini stated this would be determined by the Planning Commission- the Sign Ordinance has specific language as to "how things move".

Chair Casissa asked if people would need to submit an application. Recreation Director Fiorentini stated "yes". Chair Casissa stated the list of policies should include language that acceptance or denial of the messages were at the Town's discretion.

Commissioner Blomgren noted the sign would certainly be used differently due to the digital nature vs. the old "reader board".

Commissioner Phipps asked if both sides of the sign would have the same message. Recreation Director Fiorentini stated "they could be different".

Commissioner Elsen asked if the only other digital signs were at the various schools. Recreation Director Fiorentini stated "probably".

Commissioner Blomgren stated the Planning Commission and Town Council will probably have questions about the brightness, the rolling nature of the messages, a warranty, servicing, the number of messages, on-going costs, etc.

M/s, Casissa/Ahern and approved unanimously to recommend approval of the concept of the digital marquee with the provision that the policies and rules still need to be reviewed and enhanced if necessary.

Corte Madera Councilmember James Andrews recommended flexibility to allow for a rotation of messages. Recreation Director Fiorentini stated the manufacturer's representative told him that they would

probably not use all of the “bells and whistles” that come with the marquee. There will be a lot of flexibility.

6.7 Approval of Minutes from January meeting

M/s, Janowsky/Blomgren, and approved unanimously (Elsen and Fong abstained) to approve the minutes of January 23, 2017 as submitted.

6. ROUTINE AND OTHER MATTERS

A. Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Update on possible Dog Park; 2) Update on Skate Park Renovation.

Recreation Director Fiorentini stated the Commission would need to hold a Special Meeting regarding the Skate Park and he would email some possible dates to the Commission.

7. ADJOURNMENT

The meeting was adjourned at 8:15 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, March 27, 2017 at 7:00 p.m. in the Council Chambers.

Respectfully submitted,  
Toni DeFrancis,  
Recording Secretary