



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

AGENDA

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

**MONDAY, JANUARY 28, 2019
6:30 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

- A.** Corte Madera Age Friendly Intergenerational Center Update – Carla Condon
- B.** Introduction of Xanat Rodriguez – Summer Playground Director

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

- December
 - Commissioner – Town Council
 - Executive Advisory Committee
 - CMPR / IGC Programming Ad-Hoc Committee

- Individual Commissioner Updates

5.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATES

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Summer Playground
- Special Events
- Capital Projects
- Beautification Committee

6. BUSINESS ITEMS

6.1 Discussion and Possible Action on Animals in the Park Ordinance

6.2 Review and Discussion of Current Fee Resolution

6.3 Review and Discussion of Skate Park Rules

6.4 Approve Minutes of December 2018 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

Updates from Public Works Director – Peter Brown
Discussion and Possible Action on FY 19-20 Fee Resolution
Discussion and Possible Action on 2019 and 2020 Meeting Schedule
Review of Current FY Budget July- Dec 2018

7.2 ITEMS FOR YEARLY REVIEW

Month	Items
January	Review of Fee Resolution / Mid-Year Budget Review
February	Review of Summer Brochure
March	
April	Summer Playground Presentation for Upcoming Year
May	Volunteer of the Year
June	Capital Improvement Discussion; Measure "A" Money, Review of Fall Brochure
July	Reorganize Commission (Select Chair and Vice-Chair); Annual Programming Report
August	
September	Summer Playground Re-Cap
October	

November	Capital Improvement Update; Review of Winter Brochure
December	Commission Wish List Review

7.3 TOWN COUNCIL MEETINGS

January – Blomgren	February – Phipps	March – Engstrom	April - Weingart
May – Miles	June – Elsen	July – Janowsky	August – Blomgren
September - Phipps	October –Engstrom	November – Casissa	December – Miles

8. ADJOURNMENT

Next regular meeting will be on February 25th, 2019

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.

CORTE MADERA PARKS AND RECREATION COMMISSION
STAFF REPORT

Report Date April 19, 2018
Meeting Date: April 23, 2018

TO: CORTE MADERA PARKS AND RECREATION COMMISSION

FROM DIRECTOR OF RECREATION AND LEISURE SERVICES,
 MARIO FIORENTINI

SUBJECT: DISCUSSION AND POSSIBLE ACTION ON ORDINANCE 8.04.025

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PURPOSE:

This report is being presented to the Corte Madera Parks and Recreation Commission at the request for further information of local ordinances regarding animals in parks.

BACKGROUND:

Since 2016 the parks and recreation commission and staff have been engaged in an ongoing conversation about the potential of a dog park. In late 2016 and early 2017, the commission worked with the consulting group MIG to look at feasible locations for a dog park in Corte Madera. Upon a recommendation from MIG for a location along the PIXLEY parking lot in Town Park, the commission chose to take no action at that time.

There has been continued interest to expand the relationship between animals and the park community by reviewing leash laws. During our discussion of the Town of Corte Madera ordinance, it was decided it best to review the current ordinances of other cities and towns in Marin and specifically under the jurisdiction of the Central Marin Police Department.

Below are ordinances and rules and regulations for Corte Madera, City of Larkspur, The Town of San Anselmo, and the County of Marin. Corte Madera, Larkspur and Marin County all have specific ordinances pertaining to animals in parks. San Anselmo has a different model of their ordinance referring to Park Rules and Regulations that are adopted and amended by the Town Council through a resolution.

Town of Corte Madera Ordinance 8.04.025

Prohibiting animals in public parks

It is unlawful for the owner or person having ownership, custody or control of any animal (amphibian, bird, mammal or reptile—Civil Code Section 3504) to permit the same to be in any public park. (Ord. 706 § 1 (part), 1981)

City of Larkspur Ordinance 9.32.070

Animals Prohibited

No person shall bring in, or cause or permit to be brought into any City park facility any animal, nor shall any person bring upon any park or recreational area any living thing that constitutes a safety hazard or detriment to the enjoyment of the area by the public; provided, however, that dogs are permitted, but only when fastened to and restrained by a leash of sufficient length to enable such person to maintain constant control of such dog. Exception: Canine Commons. (Ord. 853 § 7, 1993; Ord. 494 § 2, 1974; Ord. 373 § 1 (part), 1969)

ANALYSIS:

Corte Madera's ordinance surrounding dogs in parks seems to be the most restrictive of the jurisdictions reviewed. Although it may be easier to have the same rules apply to all parks, consideration may be given to number of parks, the parks proximity to residential areas and schools, hours of use and the function of the parks around town. Some parks are more suited for passive recreational space and others are utilized for more active sports uses and programmatic activities, which are seasonal.

RECOMMENDATION:

Staff supports an amendment to the ordinance to mirror the City of Larkspur

OPTIONS:

The following options are available to the Commission:

1. Direct staff to produce more information as needed
2. Recommend to Town Council Amendment to Ordinance
3. Do not recommend to Town Council
4. Take no action at this time, with further consideration at a later date.

RESOLUTION NO. 16-2017

A RESOLUTION OF THE TOWN OF CORTE MADERA SETTING THE FY 2017/2018 FEES FOR RESERVED USES OF TOWN'S OUTDOOR FIELDS AND FACILITIES, COMMUNITY CENTER, NEIL CUMMINS GYMNASIUM, AND FEES FOR SPORTS, CLASSES, AND ACTIVITIES

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 16/2017 is hereby rescinded. The FY 2017-2018 2019 – 2020 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 and The City of Larkspur.

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.	<u>COMMUNITY CENTER</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
	Main Hall/ bar Area/Patio/Kitchen	\$235/ hour (4 hour min)	\$275 hour (4 hour min)
	Classrooms (Individual Room A, B, C or D)	\$25 / HR	\$35 / HR
	Combination of Classrooms (A – D)	\$75 / HR	\$85 / HR

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. OTHERFEES

Filming Fee

1-3 People on Crew - \$150/Day
4-6 People on Crew - \$200/Day
7-9 People on Crew - \$300/Day
10+ People on Crew - \$700/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	\$30 / Hour	\$40 / hour
	Area 1 - 2 The Cove (4 hour segments)	\$30 / Hour	\$40 / hour
	Cleaning and Damage Deposit (fully refundable)	\$200.00	\$200.00

B.	<u>MENKE PARK:</u>	<u>RESIDENTS</u>	<u>NON-RESIDE</u>
	Piccolo Pavilion	\$55.00/ hour	\$65.00/ hour
	Cleaning and Damage Deposit (fully refundable)	\$ 300.00	\$300.00

A Special Event Permit is also required

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/ hour

Section VII.

SUMMERPLAYGROUNDPROGRAM

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:

A.	<u>SUMMER PLAYGROUND</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
	Summer Playground Participant child (8 Weeks)	\$650 per child	\$850 \$750per
	1 st Sibling	\$550 per child	\$750 \$650per child
	2 nd Sibling	\$485 per child	\$685 \$585per child
	Drop in Daily Fee		\$50 \$55 per day
	Weekly Fee		\$175 \$185 per week
	Summer Playground CIT		
	Year 1	\$300/per child	\$400/per child
	Year2	\$200/per child	\$300/ per child
	Year3	\$100/per child	\$200/ per child
	Town of Corte Madera Employees	Registration fees exempted	

Section VIII.

RECREATION DEPARTMENT PROGRAM RATES:

Program rates will be in accordance to the Parks and Recreation Department Instructor Pay Schedule and Program Policy Pricing Policy.

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)
- i. Age Friendly Corte Madera
- j. **Town Sponsored NRG Trainings**

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, 2018.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Corte Madera on March 20, 2018 by the following vote:

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

ATTEST:

TOWN CLERK

MAYOR

Samples of Skate park Rules In Northern California

Corte Madera Skate Park Rules

All users of the facility are required to wear safety gear including helmets and knee and elbow pads. Any person failing to wear said safety gear is subject to citation pursuant to Corte Madera Municipal Code (CMMC) Section 9.28

Skate Boards and inline skates only

No Bicycles, tricycles, scooters or motorized vehicles allowed at any time.

No Glass or bottles allowed in the skate park area

All forms of graffiti, tagging, stickers, or other defacements of park property are prohibited.

Do not use the facility if hazardous conditions exist. Report any damage or vandalism or hazardous conditions to the Central Marin Police Authority. 415-927-5150

Violations may result in citations, temporary closure of the facility and or prosecution of the responsible persons.)

McGinnis Skatepark Rules:

Wear commercially manufactured safety gear in good condition - helmet, elbow pads, and knee pads.

You use the skatepark at your own risk. The County of Marin is not liable for injuries. (Skateboarding is a "hazardous recreational activity" per California Government Code 831.7.)

All visitors must abide by Park staff instructions at all times.

Skate within your abilities. Progress slowly. Beginners should use the marked beginner area.

Skate safely. Take turns, look both ways before dropping in, avoid collisions.

No contests, except contests officially authorized by Marin County Parks.

Be respectful and courteous - no fighting, profanity, abusive language, or disruptive behavior. More advanced skaters should be helpful to beginners.

Skate through features. Don't stop at an edge or bowl bottom. Clear landing areas quickly.

Rest on benches, not the skate park.

No skating in the parking lot, on sidewalks, curbs, or near entrance areas.

Spectators stay outside the skatepark.

Children under age 6 must be accompanied by an adult.

Watch your equipment and other belongings. The County of Marin is not responsible for personal property.

Food, drink, smoking, and alcohol are not allowed inside the skatepark.

Dogs are not allowed inside the skatepark. Dogs are welcome on leash in other areas of McInnis.

Graffiti, tagging, or other defacing of the skatepark will result in closure of the facility.

Do not build on or modify skatepark features.

No motorized vehicles.

When the skatepark is closed, do not enter. That's trespassing.

Tell Parks staff if you see any unsafe conditions inside or outside the park.

Any visitor who does not follow rules and regulations will lose park access privileges and/or be issued a citation.

The skatepark is open during park hours. (Marin County Parks reserves the right to change the park schedule as necessary.)

Novato Skate Park

General Skate Park Information

The Skate Park is a Zero Tolerance Facility. Any vandalism, graffiti, modifications to the facility or any intentional act resulting in the defacing of facilities or park grounds will result in the park being closed a minimum of two days or until repairs can be made. The facility is designed for skate boarding and in-line skating only. No bicycles, tri-cycles, scooters or motorized vehicles are allowed. Skateboarding is a hazardous recreational activity - Use this facility at your own risk. The Skate Park is not supervised.

Be considerate of residents in the surrounding neighborhoods and nearby businesses.

Skate Park Rules and Regulations

- **All** users of the facility are required to wear safety gear including helmet, kneepads and elbow pads. Any person failing to wear safety gear is subject to citation. (NMC Section 10-20, 10-37)
- **No person** shall operate, drive or ride upon any skateboard, in-line skates or skates, bicycle, unicycle, horse or any other animal in any park or park areas except in areas posted and designated for such use. (NMC Section 10-20, 10-37)
- **Place all litter**, trash, cans, bottles, papers and other refuse only in litter receptacles provided. (NMC Section 10-21)

- **Food and beverage** is allowed outside the skating area only. (NMC Section 10-23)
- **All dogs** and other domestic animals shall be kept on leash while within the park. Dogs are not allowed in the skate area. (NMC Section 10-33)
- **Alcoholic Beverages** are not allowed in this Park. (NMC Section 10-33)
- **Amplified Sound** for speech or music or otherwise is allowed by Use Permit Only. (NMC Section 10-16)
- **Any person** violating any provisions of Chapter X of the Municipal Code -Rules Governing Parks and Recreation Facilities - shall be deemed guilty of an infraction and upon conviction shall be punished as specified in NMC Section 1-5.1. (NMC Section 10-37)

Moraga – Lamorinda Skate Park Rules:

Hours: 9am to Dusk

Code of Conduct: Respect Others. Respect your park. Respect your community.

Consequences: Violating the code of conduct or the rules will result in possible loss of skating privileges. Use is a privilege.

Safety Gear: Wearing a helmet, elbow and knee pads are required.

Rules – Strictly Enforced

- All users ages 8 and under are required to be accompanied by an adult
- This facility is for skateboarding, inline skate and roller skates only.
- No bicycles, scooters or motorized vehicles allowed
- Vandalism and graffiti will not be tolerated (violations punishable up to \$1000)
- Keep your skate park clean and hazard free at all times! Remove any trash or debris.
- Additional obstacles (ramps, jumps, rails, etc.) are not allowed in the skate park area.
- Amplified music or public address systems are not allowed in the skate park area.
- Audio headsets shall not be worn in concrete skating areas.
- All organized competitions, and exhibitions must have prior written approval by the Moraga Park and Recreation Department.

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION SPECIAL MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
DECEMBER 17, 2018
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Emily Janowsky
Elein Phipps
Camden Weinhart, Youth Commissioner

Commissioners Eric Engstrom

Absent: Alden Miles

Staff Mario Fiorentini, Recreation Director

Present:

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

Chair Casissa opened the meeting at 6:30 p.m.

2. OPEN TIME FOR PUBLIC COMMENT

There were no public comments.

3. PRESENTATIONS

There were no presentations.

4. CONSENT CALENDAR

There were no Consent Calendar items.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

5.1 Commissioners' Reports

- November Town Council Meeting

Recreation Director Fiorentini stated the Council discussed an item at the November meeting that will be discussed later by the Commission.

- CMPR/IGC Programming Ad-Hoc Committee

Recreation Director Fiorentini stated the committee met right before Thanksgiving and had a good conversation about programming, use of the Intergenerational Space and the Community Center, and other topics. The committee discussed the populations that need to be targeted in terms of outreach and needs of the residents of Corte Madera. The committee will be meeting in January.

- Individual Commissioner Updates

Chair Casissa stated the Lion's Club helped out with Breakfast at Santa- it was a wonderful event and had a huge turnout. He complimented staff on helping out with cooking when the regular cook did not show up. Recreation Director Fiorentini stated there was a 20% increase in attendance this year- that's a lot of pancakes.

- Executive Advisory Committee

Chair Casissa stated the committee did not meet.

5.2 Park and Recreation Director's Report- Update

- Community Center
- Outdoor
- Neil Cummins Gym
- Summer Playground
- Special Events
- Capital Projects
- Commissioner Wish List

Recreation Director Fiorentini reported this is the busy season for the Neal Cummins Gymnasium and it is fully booked all week- Monday through Friday from 6:00 a.m. to 10:00 p.m., and from 8:00 a.m. to 8:00 p.m. on the weekends. This does come with some challenges and there is little leeway between user groups. He met with representatives of the Larkspur/Corte Madera School District about other challenges including clean-up of the facility. The gymnasium is fairly new but it is used a lot and there are some deferred maintenance issues. Chair Casissa asked if this was the responsibility of the school district. Recreation Director Fiorentini stated "yes", but the Recreation Department staff does assist with clean-up and keeping an eye on things. He stated Breakfast with Santa was a huge success and he thanked the Lion's Club for their participation. The Town Band Holiday Concert was held last Friday and it went very well. He thanked the Lion's Club for hosting the bar during this event. The fields are closed for the winter and fences were installed on the west field. The east field is being used for practice by the Highlanders Rugby Team twice a week through March. Staff remains in contact with the team with respect to the condition of the field. Once the Highlanders are finished, staff would switch maintenance operations from the west side to the east side of the park. The west side would then be opened for use. The Public Works Department crew has seeded some of the park along with doing aeration and rolling/smoothing out the field. The fields should be in great shape for the spring! The new Summer Playground Program Director will be making a brief presentation to the Commission in January. He referred to Capital Projects and stated staff continues to work on the Basketball Court Project and relocation of the Recreation Department Administrative Offices. Staff is finalizing the plan for the Basketball Court and it appears that it will not need to go out to bid. Staff is looking to finish the project in the spring. Discussions on the Field Improvements Project will begin in 2019 with staff looking at putting together formal plans in the next fiscal year. The project could be completed in 2020. The Commission would review the Skunk Hollow Playground Improvement Project in January or February with Ross Recreation, the design group. They will be looking at design options and getting feedback from residents. Public Works Director Brown should also be included in this meeting. Chair Casissa stated he would like to schedule this for January. Recreation Director Fiorentini stated the Commission Wish List, which is reviewed on an annual basis, would be on an upcoming agenda. This list includes facilities, programs, etc. and is a one-year to five-year plan. Items on the list include the playground shade structure, tennis court lights and resurfacing, a synthetic field, rest rooms by the playground, and more. These items would feed into the Capital Improvements Project Budget. Staff will present the existing list to the Commission in January. He added that previous priorities may have changed and should be looked at in the context of the current Master Plan. He would like to revisit the Master Plan soon- it was done twelve years ago. Commissioner Blomgren asked for input from the Town Manager in terms of what is and is not feasible.

Commissioner Janowsky asked how the residents who are working with staff on the Basketball Court Project could be looped into the operations of the Public Works Department. Recreation Director Fiorentini stated the Senior Engineer will be putting together some drawings and site plans to present to the community and the Commission. He would keep her informed and she could communicate this to the residents.

Commissioner Janowsky asked staff if they were comfortable with the Field Improvement Project timeline of 2020. Recreation Director Fiorentini stated these are conversations that involve the school district, Town staff, etc.

Commissioner Janowsky stated she would like to have quarterly reports from the Public Works Department so the Commission can be more aware of their operations and consequently how much to "push" for Recreation-related projects. Chair Casissa stated he would like to have Town Manager Cusimano attend a couple of Commission meetings.

Chair Casissa stated the October 22nd Commission meeting was not recorded but the agenda had included the following: 1) Presentation by ReInc. Director Erin Duggan on programs for developmentally disabled

adults; 2) Report from David Wilkinson, Recreation Consultant; 3) Review of Fall Brochure; 4) Review of Animals in the Park Ordinance (continued); 5) Discussion and possible action on rescheduling the November and December Commission meetings; 6) Approval of minutes from the September Commission meeting (continue to the January meeting).

6 BUSINESS ITEMS

6.1 Preview of 2018 Winter/Spring Brochure

Recreation Director Fiorentini presented the staff report and distributed the draft brochure to the Commission. The brochure should be available in print by the beginning of next week. The final version will be posted on line by the end of this week. The Ad Hoc Programming Committee will be doing a more thorough review in the future.

Chair Casissa made several editing suggestions.

There were no public comments.

6.2 Preview of 2018 Fall Survey Results

Recreation Director Fiorentini presented the staff report. He stated they got very good feedback and responses (about 10%) to this survey. The Executive Advisory Committee and the Ad Hoc Programming Committee have reviewed the results. This is a good beginning for other surveys that staff and the Commission might want to develop. The survey included a broad range of questions about demographics, programming, and interest levels. He stated the percentages of respondents were as follows: about 60% from Corte Madera and about 25% from Larkspur. The child care questions indicated there is a large group of people that are in need of child care. The questions regarding allowing animals in the park resulted in 50% in support of changing the code and 50% opposed to changing the code. Staff plans to do one more round of outreach to get more comments. Commissioner Janowsky asked if this would include the same questions. Recreation Director Fiorentini stated "yes". Staff thinks that some type of annual survey would be worthwhile and it could be tailored to specific items (facilities, programming, etc.). Residents did indicate that they were happy that these questions were being asked.

Commissioner Phipps asked if the survey was on Nextdoor. Recreation Director Fiorentini stated "yes" along with Facebook, an email blast (over 3,500 people), and the Town Website.

Commissioner Blomgren asked if there was data on unfinished surveys. Recreation Director Fiorentini stated an unfinished survey would not be included in the statistics. Questions could be skipped but a respondent had to get to the end of the survey for the data to be counted.

Chair Casissa asked staff to post information about the survey on the digital marquee.

There were no comments from the public.

6.3 Discussion and Possible Action on Animals in the Park Ordinance

Chair Casissa stated he would like to continue this item since several Commissioners were absent. He would like to conclude discussions on this item as soon as possible.

6.4 Review of Skate Park Rules

Recreation Director Fiorentini presented the staff report.

Commissioner Blomgren stated the most frequent complaint is about small children in the park who are not using skateboards or scooters. The Commission had talked about an automatic closing gate and a sign saying "Skaters only". It is worth considering the scooter issue- most skate parks allow them. He asked if there was a way to encourage skaters to always wear a helmet.

Commissioner Elsen stated the self-closing gate was essential given that the park is located right next to the soccer fields. Recreation Director Fiorentini stated the existing gates were self-closing but staff will take a look at them to make sure they are working. Commissioner Elsen asked if they should consider an age limit. She asked if scooters and bicycles were damaging to the ramps. Recreation Director Fiorentini

stated he did not think so- the issue was having two different types of vehicles maneuvering differently in the same space. Age of the facility is also a factor.

Chair Casissa asked if the existing rules were in line with other skate parks. Recreation Director Fiorentini stated they are not drastically different but skate parks have different sets of rules. Some parks allow animals, bikes, amplified music, etc. Chair Casissa asked if these rule would be reviewed by the Town Attorney. Recreation Director Fiorentini stated "yes".

Recreation Director Fiorentini stated he would present a draft of the rules at the next meeting and a final version on February.

There were no public comments.

6.5 Appointment of Commissioner Elsen and Commissioner Miles to Ad-Hoc Programming Committee

Recreation Director Fiorentini presented the staff report. He noted Commissioners Elsen and Miles have volunteered to serve on the committee on behalf of the Recreation Commission. The committee will meet once a month for about three months and then on a quarterly basis.

Chair Casissa and Commissioner Janowsky asked staff to add them to the meeting notices email list.

There were no public comments.

M/s, Janowsky/Blomgren, and approved unanimously (Engstrom, Miles absent, Elsen abstained) to appoint Commissioner Elsen and Commissioner Miles to the Ad-Hoc Programming Committee.

6.6 Review of Resolution supporting LWCF

Recreation Director Fiorentini presented the staff report. He stated the Land and Water Conservation Fund (LWCF) recently lost some Federal funding and they reached out to the various jurisdictions for assistance.

M/s, Weinhart/Blomgren, and approved unanimously (Engstrom, Miles absent) to recommend to the Council adoption of the Resolution supporting LWCF.

7. ROUTINE AND OTHER MATTERS

7.1 Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Skate Park Rules; 2) Ordinance regarding Animals in the Park; 3) Presentation by Public Works Director Brown; 4) Discussion on Commission Wish List.

8. ADJOURNMENT

The meeting was adjourned at 7:43 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, January 28, 2019 in the Council Chambers.

Respectfully submitted

Toni DeFrancis
Recording Secretary