



AGENDA

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

MONDAY, May 21, 2018

6:30 P.M.

**PLEASE NOTE
CHANGE IN TIME**

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 COMISSIONERS' REPORTS

- May
 - Commissioner – Town Council
 - Individual Commissioner Updates
- Executive Advisory 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
- David Wilkinson

6. BUSINESS ITEMS

6.1 Review of Capital Project Process – Peter Brown

6.2 Memorial Tree and Bench Application for Val Carlson

6.3 Kids Club After School Program

6.4 Discussion and Possible Action of Volunteer of the Year Nominee

6.5 Commission Meeting Schedule for Summer (June 25 / July 23 / August 27)

6.6 Approve Minutes of April 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

- Instructors Pay Schedule
- Program Pricing Policy

7.2 ITEMS FOR YEARLY REVIEW

Month	Items
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, Review of Fall Brochure
July	Reorganize Commission (Select Chair and Vice-Chair); Annual Programming Report,

August	
September	Summer Playground Re-Cap - Kids Club Presentation for Upcoming Year
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 - Casissa
May – Fong	June – Elsen	July – Janowsky	August – Blomgren
September - Phipps	October –Engstrom	November – Casissa	December – Fong

8. ADJOURNMENT

Next regular meeting will be on June25th, 2018

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 May 16, 2018
Meeting Date: May 21, 2018

TO: CORTE MADERA PARKS AND RECREATION COMMISSION

FROM DIRECTOR OF RECREATION AND LEISURE SERVICES – MARIO
 FIORENTINI

SUBJECT: REVIEW OF CAPITAL PROJECT PROCESS – DIRECTOR OF PUBLIC
 WORKS – PETER BROWN

* * * * *

PURPOSE:

This item is being presented to the commission to provide clarity on the Towns Capital Project Process.

BACKGROUND:

The Town Manager provided to town staff the following memo. Our public works director will provide background information and answer questions regarding our newly established process.

MEMORANDUM



TO: All Town Staff, Town Council

FROM: Peter Brown, Director of Public Works *PJB*

VIA: Todd Cusimano, Town Manager *TC*

DATE: February 12, 2018

RE: Town of Corte Madera Requirements for Public Project Contracts

The purpose of this memo is to clarify Town procedures for how we conduct business as a public agency in compliance with the Department of Industrial Relations (DIR), the [California Uniform Public Construction Cost Accounting Act](#) (ACT) and specific Town of Corte Madera requirements. As some Town staff are aware, the Town Manager and Public Works Director have begun training staff on how we should procure professional services, what our spending limits are for hiring different types of contractors, consultants, and outside professionals, as well as what must happen in order to comply with both informal and formal open bid processes in the State of California. [The frequently asked questions](#) page on the ACT is rather helpful if this information is new to you. Below is a summary of some important requirements to consider when entering into a public works contract. Please note that the summary is intended to be a guide to familiarize you with the general rules and is not a comprehensive list.

Department of Industrial Relations (DIR)

California Labor Code Section 1720 fully defines “public works.” In general, “public works” means construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. The following is a brief summary of the DIR thresholds for registration of contractors and projects.

1. Contractors who enter into public works contracts in excess of \$1,000 need to be registered through DIR and pay prevailing wage.
2. For projects over \$25,000 (construction, alteration, installation, demolition or repair) or \$15,000 (maintenance), the awarding body (TCM) is required to register the project in DIR’s PWC-100 system. Prime contractors as well as subcontractors need to be registered with DIR and listed in the PWC-100 project form.

California Uniform Public Construction Cost Accounting Act (ACT)

Per the ACT, there are three main cost thresholds to consider when issuing a public works contract. With respect to the thresholds, it is staff’s responsibility to remain within the thresholds and it is strongly recommended to provide a cost buffer (e.g., remain 10% below threshold cost). In all cases, the contractor and subcontractors must be registered with DIR and [pay prevailing wage](#). It should be noted that piece-mealing projects to stay under the thresholds is specifically prohibited by state law. It is in the best interest of the Town that all staff adhere to the

requirements of the ACT. Be conservative and use the more stringent process if the cost is close to the threshold. The thresholds are as follows:

1. Contracts under \$45,000. These contracts can be negotiated with a single contractor/vendor if it is in the Town's best interest.
2. Contracts above \$45,000 and below \$175,000. These contracts can bid through an informal process. The process involves issuing an RFP to contractors on the Town's approved list and/or issuing an RFP to the Builder's Exchanges listed in the ACT. A bid opening time and place must be specified in the RFP.
3. Contracts above \$175,000. These contracts must be advertised for formal public bid. This includes advertising a notice inviting bids for the project in the Marin Independent Journal for two consecutive weekends, posting the notice inviting bid, plans and specifications to the Builder's Exchanges and Trade Journals. The Public Works Department keeps these lists. A bid opening time and place must be specified in the notice inviting bids. The bids must be checked in by the Town Clerk with a date and time received. The bids must also be publicly read.

Town of Corte Madera Requirements

1. Contracts Are Required. All Town activities must occur under a contract signed by a Town Official. This is typically the Town Manager, Public Works Director, Finance Director, etc. This includes on-going work from, for example, a landscaping company or sewer maintenance provider. In addition, insurance certificates must be obtained, reviewed and accepted by our risk manager prior to issuing a notice to proceed. This is critical protection for the town.
2. Public Works Expenditure Authorization. For funds being spent using the Public Works Budget, the Director has set up a pre-authorization form in order to track all expenditures from various accounts. This also ensures that the \$45,000 and \$175,000 thresholds are not being exceeded and that larger projects with Town-wide scopes also receive approval from the Town Manager. For other departments, any expenditure over \$10,000 should be pre-authorized by the Town Manager.
3. Project Management. Elected officials are strongly discouraged from acting as project managers or initiating projects to be completed for the Town. Instead, those requests should be directed to the Town Manager and/or Department Heads. Department Heads are responsible for assuming or assigning project management to experienced, qualified staff only.

The items listed above are essential elements to ensure that the Town of Corte Madera is following the Public Contract Code and protecting itself from liability. Should you have any questions, please contact your Department Head or the Public Works Department.

CORTE MADERA PARKS AND RECREATION COMMISSION
STAFF REPORT

Report Date May 17, 2018
Meeting Date: May 21, 2018

TO: CORTE MADERA PARKS AND RECREATION COMMISSION

FROM DIRECTOR OF RECREATION AND LEISURE SERVICES,
MARIO FIORENTINI

SUBJECT: DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR MEMORIAL
TREE and BENCH ALONG SAN CLEMENTE DRIVE FOR VAL CARLSON

* * * * *

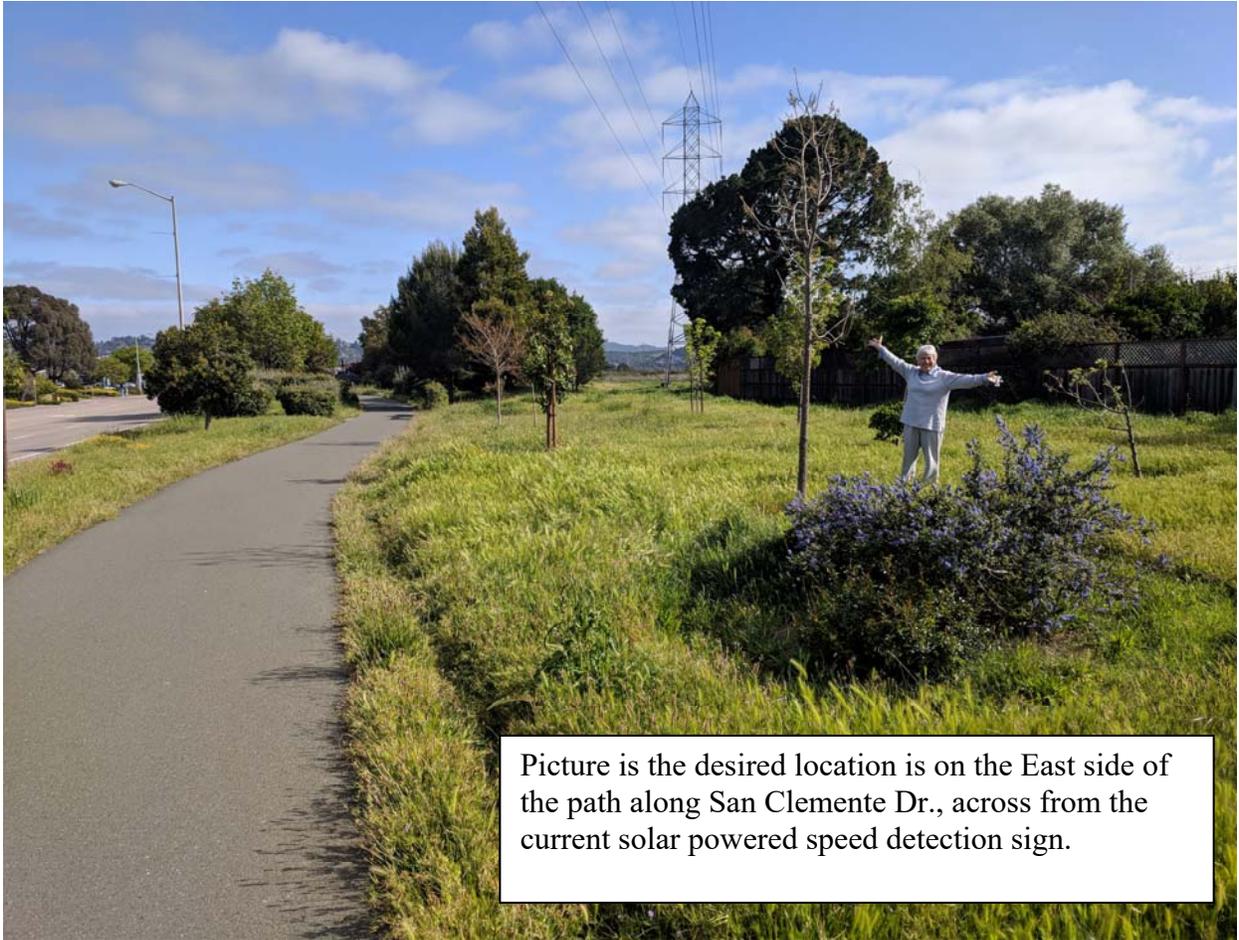
PURPOSE:

This report is being presented to the Corte Madera Parks and Recreation Commission at the request for a bench to be placed along San Clemente Drive in memory of Val Carlson.

BACKGROUND and ANALYSIS

As is customary, the Parks and Recreation Commission from time to time may receive requests to honor family and friends of our community in our parks and around town.

This request comes from friends and family of Val Carlson care of Carole O'Neil and with the assistance of the Corte Madera Community Foundation. The request is for a memorial bench, plaque and tree to be located along San Clemente Drive. The request is for a specific location that has been reviewed by Public Works and Parks and Recreation staff in conjunction with Carole O'Neil.



RECOMMENDATION:

Staff supports the approval of a bench and plaque along San Clemente Drive

OPTIONS:

The following options are available to the Commission:

1. Direct staff to produce more information as needed
2. Approve the installation of a memorial bench, plaque and tree for Val Carleson

ATTACHED:

Memorial Donation Application



CORTE MADERA
PARKS & RECREATION DEPARTMENT
498 TAMALPAIS DRIVE
CORTE MADERA, CA 94925
(415) 927-5072 FAX: (415) 927-7138
EMAIL: recreation_dept@tcmmail.org
WEBSITE: <http://townofcortemadera.org>

MEMORIAL DONATION APPLICATION FORM

APPLICATION FOR A MEMORIAL BENCH / PLAQUE / TREE / PICNIC TABLE

DONORS INFORMATION:

NAME: Carole O'Neil
ADDRESS: 120 Hawthorne Way, San Rafael, 94903
PHONE NUMBER: 1-415-507-1704
EMAIL: oneilcn@comcast.net

IN MEMORY OF:

NAME: Valerie Carlson
ADDRESS: 258 - Balclutha, Corte Madera 94925

REQUEST: (PLEASE CHECK ALL THAT APPLY)

- MEMORIAL BENCH - possible; depends on donations
 PLAQUE
 TREE
 PICNIC TABLE

PLAQUE WORDING (IF APPLICABLE)

To be determined

PREFERRED LOCATION: (PLEASE USE ATTACHED MAP)

PLEASE NOTE THAT THERE ARE LIMITING FACTORS IN LOCATIONS ADA ACCESSIBILITY, WATER PIPES, AND SPRINKLER HEADS. STAFF WILL DO ITS BEST TO PUT IN THE LOCATION YOU HAVE REQUESTED BUT THERE SOME LOCATIONS THAT WE ARE JUST NOT ABLE TO INSTALL THEM IN.

- TOWN PARK
 SAN CLEMENTE PARK San Clemente Drive
 MENKE PARK
 SHOREBIRD MARSH - ?
 OTHER TOWN PROPERTY

East Corte Madera; location preferred, visibility from car on San Clemente

**CORTE MADERA PARKS AND RECREATION COMMISSION
STAFF REPORT**

Report Date: May 17, 2018
Meeting Date: May 21, 2018

TO: PARKS AND RECREATION COMMISSIONERS

FROM: MARIO FIORENTINI, DIRECTOR OF RECREATION AND LEISURE SERVICES

SUBJECT: CONSIDERATION OF 2018 VOLUNTEER OF THE YEAR

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PURPOSE:

The purpose of this item on the agenda is to select the Volunteer of Year among the nominees the Parks and Recreation Depart has received.

BACKGROUND:

The Senior Citizen of the Year awards began in 1980; the name was changed to Senior Volunteer of the Year in 2002 and was changed to Volunteer of the year in 2013. Past recipients include:

1980	ALICE HIGGINS
1981	GERRIE REICHARD
1982	ELVA WILSON
1983	BILL FORD
1984	LUCILLE STUART
1985	-----
1986	GERRIE AND KEN REICHARD
1987	ELLA AND BOB BRINTON
1988	MARY AND HAROLD BATES
1989	TRUDIE KLING
1990	NINA BRANDT
1991	AL DeMELLO
1992	BETTY McGINN
1993	JOHN ARMANINI
1994	WALTER KOZAK
1995	CECIL W. "BILL" THOMAS
1996	LLOYD AND KITTY PROSSER
1997	COLETTE O'DEA
1998	SONIA DeLEW

1999	MARGUERITE GILBERT
2000	HARRY AND ANNETTE SCHRIEBMAN
2001	HARRY FITZGIBBON
2002	BEN & CAROLYN LARSON
2003	HARRY & CONNIE MARTIGOPOLOUS
2004	SUE BIGALL
2005	KITTY PROSSER
2006	BEVERLY CUPP & BARBARA SLUSHER
2007	GWYN LYSTER
2008	PAULINE ANGLEMAN & CLYDE MARQUART
2009	MARLENE FELDMAN
2010	DR. ROBERT BUNDY
2011	ALAN BEST
2012	JOYCE GORDON
2013	JAN SHAW
2014	SPRING KRAEGER
2015	JIM CABELL
2016	DAVID KUNHARDT
2017	CENTENNIAL COMMITTEE

DISCUSSION:

Each Spring the Parks and Recreation Commission sends letters to the local Homeowners' Associations, civic organizations, churches, clubs, media outlets, and individuals to solicit nominees for this prestigious award.

ANALYSIS:

The parameters included description of the nominee's involvement in community affairs, and why the person should receive the honor. Nominees are required to be 60+ years of age, and a Corte Madera resident. (Current Parks and Recreation Commissioners are ineligible.)

ATTACHED:

1. Nomination form

RECOMMENDATION:

Staff recommends David Stainbrook that has been nominated by Marla Orth for his work with the Towns disaster preparedness efforts.

RECEIVED
APR 23 2018

BY:

TOWN OF CORTE MADERA VOLUNTEER OF THE YEAR NOMINATION



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

NOMINEE NAME(S) DAVID STAINBROOK

NOMINATED BY MARLA ORTH, CORTE MADERA EMERGENCY PREPAREDNESS FUND

(Name of group, organization, or individual) VERY LONG-TIME RESIDENT!

CONTACT PHONE(S) (415) 924-6362

NOMINEE'S ADDRESS 2 MOHAWK COURT, CM

NOMINEE'S PHONE(S) (415) 924-7890 or 847-9156

Deadline for submittal is May 11th. Submit to the Corte Madera Recreation Department in person, by mail, or by fax (415) 927-7138. Nominations will be reviewed by the Parks and Recreation Commission. Award winner will receive recognition at a Town Council meeting, and will ride in the 4th of July Parade.

Questions? 415-927-5072

.....
Please describe nominee's involvement and why this nominee should receive the VOLUNTEER OF THE YEAR Award. Additional pages may be added.
Letters of recommendation, photos taken while volunteering, and media information may be added. Information may be used in media releases.

PHOTOS CAN BE FOUND ON THE CMCF WEBSITE
+ INDEPENDENT JOURNAL ARCHIVE

VOLUNTEER OF THE YEAR NOMINATION

I recommend without reservation David Stainbrook, a long-time resident of Corte Madera, a war time medic, a current EMT, a father and grandfather, and all-around wonderful and dedicated resident and friend, as Corte Madera's 2018 Volunteer of the Year.

I have worked with David for a number of years on a shared passion—community emergency awareness and preparedness. In addition to his extensive work with our local public schools, David is an integral member of the Corte Madera Emergency Preparedness Fund (CMEPF) administered by the Corte Madera Community Foundation. The fund exists to provide both monetary and in-kind support to the effort of building citizen emergency preparedness and promote community resilience in our Town. We can all thank David for his commitment to building our local medical disaster trailers in town. That inventory has grown from one trailer to six in active service currently with two more on order. These trailers are an invaluable resource in a disaster and stand by the ready to go to where they are most needed when the time comes. As we all know, it is not a question of “if” a disaster of some magnitude will strike our local community. It IS a question of “when” and where and how bad.

Corte Madera is now better equipped by far than any other town of our size and other communities are emulating our dynamic model—a testament to our leadership and public-private partnership commitment. The fund executed on preparing 4100 Stop the Bleed Kits for the benefit of our residents and we held the first-ever community work party engaging dozens of other volunteers as part of the process all the while increasing awareness of the need to prepare. David taught me everything I know on how to best equip kits and trailers and emergency backpacks as well as staff and deploy our mobile trailers. I am grateful for his patience, his mentoring, and dedication to our community, and to the cause.

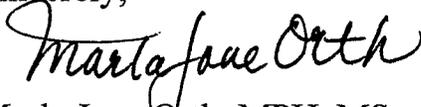
Not everyone gets excited about emergency preparedness—we get that. But we only have to look to the Northern California Firestorms to know we can do a much better job of prevention and preparing for what will inevitably come. David has always known that. He acts on his beliefs and he does so tirelessly and without spare recognition.

David continues to make an enormous difference in our community. His valuable and selfless commitment and dedication and contributions to building a sustainable

program are impressive and humbling. His stewardship and commitment to excellence is unmatched. His initiative and perseverance set standards others will follow.

It is my sincere hope that you will select David Stainbrook for the Town of Corte Madera Volunteer of the Year Award and publicly thank him for his extraordinary service and dedication.

Sincerely,

A handwritten signature in black ink that reads "Marla Jane Orth". The signature is written in a cursive style with a large, prominent initial "M".

Marla Jane Orth, MPH, MS

Co-founder, Corte Madera Emergency Preparedness Fund

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
APRIL 23, 2018
DRAFT MINUTES**

Commissioners

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

Commissioners Pam Fong

Absent:

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor
Dave Wilkinson, Recreation Consultant

1. CALL TO ORDER AND 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 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
 - April Town Council Meetings

Chair Casissa reported there were no Recreation Department of Commission items on the Council agenda.

- Individual Commissioner Updates

Chair Casissa reported he attended the Mother/Son Dinner Dance as a Lions Club Volunteer. It was a great event. Kudos to the Recreation Department staff.

Commissioner Phipps reported she attended the Redwood High School Jazz performance at the Community Center. It was wonderful and the venue was perfect.

- Executive Advisory Committee

Chair Casissa reported the Executive Advisory Committee did not meet.

5.2 Park and Recreation Director's Report- Update

- Community Center
- Outdoor
- Neil Cummins Gym
- Kids Club
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council

Recreation Director Fiorentini reported the Age Friendly Intergenerational Center is about 95% complete. The Community Center building is getting painted as well as some new signage and a bit of landscaping. This should be done by the end of the week- in time for the Grand Opening of the Intergenerational Center on Sunday April 29th from 2:00 p.m. to 4:00 p.m. He encouraged everyone to attend. The Recreation Department is hosting several Special Events this weekend including a new festival called Play for Peace. The festival will be held on Saturday and would be located in Town Park at Picnic Area "A". There will also be a Woman's Club Rummage Sale on Saturday in the Community Center. Staff has started removing some of the orange fencing in Town Park. They will all be removed by the end of next week. Soccer tryouts begin the second week of May with soccer tournaments happening on the first two weekends in May. There will also be a rugby tournament at Town Park in May. The Neil Cummins Gymnasium hosted a North Bay Basketball Association Tournament over the weekend- it went very well. They busy season for the gym is finished. The third Mother/Son Dinner Dance was held last Friday and the last Daddy/Daughter Dinner Dance would be held on May 4th. These events continue to have wait lists. There is a meeting coming up regarding disaster preparedness which will include the Disaster Council and the Fire Department. A wide spread Town Readiness Drill will be held soon at the Village Shopping Center gravel lot. The final safety hurdles for the shade structure have been cleared as of last week. Construction should begin in the next two weeks. Commissioner Blomgren asked if that was coordinated with the playground closure. Recreation Director Fiorentini stated the closure was due to the annual maintenance.

Commissioner Blomgren stated he was told that the Father/Son BBQ was fabulous but the Mother/Daughter Tea was not as fun. He encouraged staff to come up with something a bit more exciting.

6 BUSINESS ITEMS

6.1 Kids Club After School Program Presentation- Christina Ennis, Director

Kids Club Director Ennis reported the program ran from 1:30 p.m. to 6:30 p.m. every day and the kids participate in the following: 1) educational experiences, 2) arts and crafts; 3) science activities; 4) sensory play; 5) outdoor activities; 6) STEM activities; 7) reading; 8) special guests; 9) mini-events; 10) theme days, and much more! She has expanded the program over the last several years. She discussed the idea behind Theme Days and discussed Mine Craft Day and the upcoming Harry Potter Week. They took a field trip this year and plan to do several more. Kids Club staff attended the Marin Camps Fair this year along with the Summer Playground Program staff. It was a very good experience. The Kids Club was advertised in a recent Marin Independent Journal article. She discussed the additional days of operations which included the weeks after the North Bay Fires and the Holiday Camps. The Scholarship Program started last year with an amount of \$4,000 donated from the Lions Club, the Corte Madera Community Foundation, and the Women's Club. Staff would love to continue this program. There are currently about 100 kids registered for the program (this includes the Holiday Camps)- an increase from last year.

Commissioner Blomgren asked if the scholarships were used to off-set the cost for a student or if it fully funds a student's participation. Director Ennis stated it would depend on how many people applied for a scholarship but it is usually a partial scholarship.

Chair Casissa asked how many kids attended per day. Director Ennis stated an average of fourteen kids. Chair Casissa asked about the highest and lowest number of students. Director Ennis stated the lowest number would be ten and the highest would be twenty (depending on the day). Chair Casissa asked if attendance has declined over the years. Director Ennis stated "yes- ever since the elementary schools

split". Chair Casissa asked about the staffing. Director Ennis stated she has tried to cut back a bit but usually has two staff members on duty for safety reasons. She tries not to over staff. Chair Casissa asked if she thought the downward trend would continue. Director Ennis stated she did not know. Chair Casissa asked how much revenue was generated from Parents Night Out. Director Ennis stated she did not have that figure but the expenses for this event were low and they got some registrations out of it. The idea is to bring more people/families through the door. Recreation Supervisor Hernandez stated the department did not lose money on the Parents Night Out event. Chair Casissa asked about the revenue and number of staff for the additional operating days. Director Ennis stated she did not know but would get that information.

Commissioner Elsen asked how they could make this program more competitive with the other programs that are offered. Director Ennis stated more promotion of the program would help. She would also like to be more technology-based in terms of the activities that are offered. Transportation to and from the Cove School would also help.

There were no public comments.

The Commission thanked Director Ennis for her presentation and good work.

6.2 Summer Playground Program Presentation- Ashley Parrot, Director

Summer Playground Program Director Parrot reported on the upcoming program and discussed the following: 1) Goals; 2) Provide a fun, safe environment for campers; 3) Provide professionalism and great customer service; 4) Provide opportunities for campers to develop and explore new interests and friendships; 5) Keep campers engaged; 6) Provide "something new" everyday; 7) Registration process- daily, weekly, and full summer; 8) Field trips (one per week); 9) Weekly pool trips to College of Marin; 10) Counselor- returning and new; 11) Continue the Counselor in Training (CIT) program; 12) Special events; 13) Paperless "sign in and out" procedure; 14) Active Website; 15) Theme days; 16) Participation in the 4th of July Parade with the Kids Club; 17) Staff participation in planning; 18) Hours of operation are 7:30 a.m. to 6:30 p.m.; 19) Flexible drop-off and pick-up.

Recreation Consultant Wilkinson asked how many campers are dropped off before 9:00 a.m. Director Parrot stated probably about one-third of the daily campers. Recreation Consultant Wilkinson asked how many campers are there around 6:30 p.m. Director Parrot stated about ten.

Chair Casissa asked about the number of counselors. Director Parrot stated there would be about twenty five every day.

Chair Casissa asked about marketing. Director Parrot stated staff starts promoting the program in January. She attended the Camp Fair, installed some banners and are using the digital marquee, and doing some postings on Facebook and Nextdoor.

There were no public comments.

The Commission thanked Director Ennis for her presentation and good work.

6.3 Update from Dave Wilkinson Recreation Consultant

Recreation Consultant Wilkinson presented a staff report. He noted he was very impressed with Kids Club Director Ennis and Summer Playground Program Director Parrot- they had great ideas and displayed wonderful professionalism. He has been on board for one month and has spoken to three Commissioners and most of the staff. His first month's impressions have been very positive. He gave a brief overview of his first month, who he has been speaking with, and what he will be evaluating. All of the Larkspur/Corte Madera School District staff are very supportive of the Corte Madera Recreation Department. They are also supportive of the possibility of a turf field at Town Park. He thought this was a real opportunity. He has become involved in the soccer program and is meeting with Mr. Dave Fromer tomorrow. He will be meeting with the Public Works Director and Superintendent soon. He reviewed the 2007 Park Master Plan and is looking at the cost recovery system. He will be reviewing the Department's Budget, in particular revenues and expenditures. He met with many of the other Recreation Departments in Marin and obtained

information on fees, how they do things, etc. He noted Corte Madera charges significantly more for field use than most of the other jurisdictions. He is looking at the Community Center rentals, special events held in the facility, etc. He is of the opinion that there could be an increase in Community Center rental revenue. He noted he is very impressed with the staff – the Customer Service Representatives, the custodians, etc.

Chair Casissa asked Recreation Consultant Wilkinson if he was looking at the on-line aspect of the department. Recreation Consultant Wilkinson stated “yes” along with the Website. The registration process could be improved along with the Website.

Chair Casissa asked about his timeline. Recreation Consultant Wilkinson stated he needs to get the first phase completed in three months. He signed two, three month contracts. He will have recommendations by the end of June- even though some programs will still be active).

There were no public comments.

6.4 Discussion and Possible Action on Town Park Basketball Court Improvements

Recreation Director Fiorentini presented the staff report. He noted Phase I was in the ballpark of \$40,000 to \$60,000. Staff is asking for a recommendation from the Commission for a supplemental appropriation in the amount of \$75,000 to the Fiscal Year 2017/18 Budget. Phase I would include new hoops, poles, backboards, and a new surface. The project could be completed by mid-fall.

Recreation Consultant Wilkinson stated staff has been discussing tweaking the process for Capital Improvement Projects. The Public Works Department would become more involved in terms of the bidding process. Recreation Director Fiorentini stated this makes sense since they were more familiar with the Request for Proposal (RFP) and bidding process, etc.

Commissioner Janowsky asked staff to keep the Friends of the Basketball Courts informed throughout the process. Recreation Consultant Wilkinson stated Recreation Director Fiorentini should remain the “point person”.

Chair Casissa asked how the figure of \$75,000 was derived. Recreation Director Fiorentini stated it included a contingency.

Commissioner Janowsky asked about Phase II and if staff was looking at doing this next year. Recreation Director Fiorentini stated “yes”.

Commissioner Blomgren asked Recreation Director Fiorentini if he consults with the Public Works Department on his budget estimates. Recreation Director Fiorentini stated “yes”. He discussed the groundwork that needs to be done including possible irrigation issues, etc.

Chair Casissa asked how projects were queued up. Recreation Consultant Wilkinson stated that was a question for the Public Works Director. Staff would ask him to come to a Commission meeting.

Commissioner Elsen asked if the infrastructure for Phase II (lights, water fountains, etc.) should be put in during Phase I. Recreation Director Wilkinson stated that was a question for the Public Works Director. Phase II would need a lot more input from the public.

Mr. Sean McCormick stated he looked at the courts in Alameda and there was a lot of community involvement. He talked about the potential for after school classes on the new courts that could be taught by local high school players. He thanked staff and the Commission for all their efforts on this project.

M/s, Janowsky/Engstrom and approved unanimously (Fong absent) to recommend to the Town Council approval of the Basketball Court Improvement Project.

6.5 Discussion and Possible Action on Town of Corte Madera Animals in Park Ordinance

Recreation Director Fiorentini presented the staff report. Staff is recommending that the Town of Corte Madera ordinance mirror the City of Larkspur's ordinance. This would require an amendment of the current ordinance.

Commission Blomgren stated they should give some serious thought to what the change would mean to life in the park. He envisions 50 or more dogs in the park possibly lunging at kids with food in his or her hands. The reality will not look like the ordinance- dogs will not be on a leash in the evenings. The park will become a "giant dog park".

Commissioner Engstrom agreed- there is no enforcement and people will take advantage of any "wiggle room".

Commissioner Phipps stated the ordinance would allow dogs in the park on leash. She has been to Piper Park in Larkspur and never encountered any problems. She asked if there was a better way to enforce the ordinance.

Commissioner Janowsky stated she understood the concerns but agreed with Commissioner Phipps. She has never seen any problems at Piper Park.

Chair Casissa stated staff could do some type of educational/awareness effort. It is not really about enforcement. He asked if they want to add some provisions for dog walkers such as "not more than four dogs on leash".

Commissioner Blomgren stated MIG consultants, who were reviewing sites for a possible dog park, did not look at the east field path and bridge area. This is the least used plot of grass in the park. Commissioner Phipps noted this was a separate issue. Chair Casissa agreed.

Commissioner Janowsky asked if they could do something on a trial basis and revisit it in six months.

Recreation Consultant Wilkinson suggested staff discuss the Commission's concerns with the Town Manager and get direction on how to proceed.

There were no public comments.

6.6 Approval of Moving May meeting of Parks and Recreation Commission to May 21st

Recreation Director Fiorentini presented the staff report. He noted the regular meeting would fall on Memorial Day.

It was the consensus of the Commission to move the May meeting to the 21st.

6.7 Approval of Minutes of March 28, 2018 Commission Meeting

M/s, Engstrom/Janowsky, and approved unanimously (Fong absent, Phipps abstained) to approve the March 28, 2018 Commission meeting minutes as submitted.

7. ROUTINE AND OTHER MATTERS

7.1 Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Instructors Pay Schedule; 2) Program Pricing Policy; 3) Memorial Application for Val Carlson.; 4) Volunteer of the Year.

7. ADJOURNMENT

The meeting was adjourned at 7:20 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, May 28, 2018 at **6:30 p.m.** in the Council Chambers.

Respectfully submitted,

Toni DeFrancis, Recording Secretary