



## AGENDA

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

*MONDAY, July 23, 2018*  
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

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

- July
  - Commissioner – Town Council
  - Individual Commissioner Updates
- Executive Advisory Committee

5.2 PARK AND RECREATION DIRECTOR'S REPORT - UPDATES

- Recreation Center
- Outdoor
- Neil Cummins Gym
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- David Wilkinson

6. BUSINESS ITEMS

6.1 Swearing in of New and Incumbent Commissioners

6.2 Reorganization of Commission Chair and Vice Chair

6.3 Discussion and Possible Action on Animals in the Park Ordinance

6.4 Discussion and Possible Action on August Park and Recreation Commission Meeting

6.5 Approve Minutes of June 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

- Skate Park Rules

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	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 - Casissa
May – Miles	June – Elsen	July – Janowsky	August – Blomgren
September - Phipps	October –Engstrom	November – Casissa	December – Miles

### 8. ADJOURNMENT

Next regular meeting will be on August 27, 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            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.

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA TOWN HALL COUNCIL CHAMBERS  
JUNE 25, 2018  
DRAFT MINUTES**

Commissioners

Present: Fred Casissa, Chair  
Nathan Blomgren  
Sarah Elsen  
Pam Fong

Commissioners Eric Engstrom  
Absent: Emily Janowsky  
Elein Phipps

Staff Mario Fiorentini, Recreation Director  
Present: 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

- Presentation to Outgoing Commissioner Pam Fong

Chair Casissa read a Proclamation thanking Commissioner Fong for her twelve years of service on the Commission and presented her with some gifts.

Commissioner Fong stated she enjoyed her service on the Commission. She encouraged new Commissioners to listen, keep your eyes open, and have fun.

4. CONSENT CALENDAR

There were no Consent Calendar items.

5. PARK AND RECREATION DIRECTOR AND COMMISSIONER REPORTS

- 5.1 Commissioners' Reports
  - June Town Council Meetings

Commissioner Elsen reported there were no Recreation Department of Commission items on the Council agendas. The Council approved the Capital Improvements Projects (CIP) Budget for Fiscal Year 2018/19. Chair Casissa reminded the Commission that they do not have to attend the Council meetings if there were no department related agenda items.

- Individual Commissioner Updates

Commissioner Elsen reported her daughters were attending the Summer Playground Program and are having a great time! She stated there seemed to be more kids in attendance this year.

- 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
- Summer Playground
- Special Events
- Capital Projects
- Disaster Council
- Dave Wilkinson

Recreation Director Fiorentini reported staff will be scheduling an Executive Advisory Committee meeting before the July Commission meeting. The Council approved the Fiscal Year 2018/19 Budget at the last meeting, including the Capital Improvement Projects (CIP) Budget. The two Recreation Department CIP project slated for next year were the Basketball Courts and conversion of the Green Room into the Parks and Recreation Department Administrative Offices. Staff will be working with the architects over the summer. The demolition work will begin after the Summer Playground Program was over. The Summer Playground Program was going very well with approximately 165 full registrations. This does not include the weekly registrations or daily drop-ins. They had 58 daily drops-ins last week putting them over 200 campers. The Summer Playground Program Director will make a presentation to the Commission in September. Chair Casissa asked why the numbers have increased this year. Recreation Director Fiorentini stated it was due to last year's success, an increase in marketing, and simple "word of mouth". Recreation Consultant Wilkinson stated the addition of weekly registrations and daily drop-ins has helped.

Commissioner Elsen asked if there was a limit to the number of registrations. Recreation Director Fiorentini stated the maximum would be about 200 full registrations (not including weekly or daily drop-ins). Commissioner Elsen stated they currently use the Green Room on hot days and she asked if they have a plan for next year. Recreation Director Fiorentini stated they will use the Community Center and the patio. Chair Casissa asked if Town employees get a discount. Recreation Director Fiorentini stated there is no fee for Town employees- it is part of the benefit package. Commissioner Fong stated the Summer Playground Program was the best deal in the County. Commissioner Blomgren asked about the age distribution. Recreation Consultant Wilkinson stated the full time registrations included 94 kids ages 5-8 and 59 kids ages 9-12. The weekly registrations included 33 kids ages 5-8 and 25 kids ages 9-12. Recreation Director Fiorentini stated the trend was towards the younger kids. Chair Casissa asked about the residency breakdown. Recreation Consultant Wilkinson stated the full time registrations included 111 non-residents and 42 residents. Recreation Consultant Wilkinson stated he is very impressed with the Summer Playground Program- the Director and staff do a great job! Recreation Director Fiorentini reported the new Kindergarten Camp was a big success and had 36 students being taught by Neal Cummins teachers. Commissioner Elsen stated staff might want to schedule the Kindergarten Camp closer to the start of the school year. Recreation Director Fiorentini reported on the new Flying Dutchman Gymnastics class which would start in the fall. Recreation Supervisor Hernandez is working on new skateboarding classes. The Jazzercise instructor has expressed an interest in expanding the program. Staff is very excited about these new offerings! Staff has been working with the Larkspur Recreation Department staff on some upcoming Summer Concerts and Movies in the Park. The Chili Cook-off is scheduled for August 18<sup>th</sup>. Recreation Consultant Wilkinson stated RecInc, a non-profit organization that provides services for developmentally disabled adults, is planning on holding dances at the Neal Cummins Gymnasium in the future. He has been working on the Recreation Department Budget with staff and it looks very good- the amount of Town subsidy is way down and will decrease more with the new programming and increased revenues. Recreation Supervisor Hernandez met with the Larkspur Recreation Department staff about the joint brochure- it should be out the first week of August. Recreation Consultant Wilkinson stated he has started working on the process of job responsibilities for the department including the Intergenerational Center. The final thing they need to work on is the Website in terms of making it more user-friendly. Recreation Director Fiorentini stated staff is focusing on customer service in response to the recent Town survey. The Website is key along with office hours, etc. Chair Casissa asked Recreation Consultant Wilkinson when his final report would be coming out. Recreation Consultant Wilkinson stated probably in

September. His contract will finish up around Halloween. Chair Casissa asked if they should schedule a joint meeting with the Larkspur Parks and Recreation Commission. Recreation Consultant Wilkinson stated he would figure that out once he meets with the two City Managers. Recreation Director Fiorentini reported the Twin Cities Disaster Preparedness Council has hired a new Neighborhood Response Group Coordinator.

## 6 BUSINESS ITEMS

### 6.1 Discussion and Possible Action on Animals in the Park Ordinance

Recreation Director Fiorentini stated there was no new information to report. The Commission discussed this item at the last meeting and expressed support in makes some modifications to the ordinance. He noted changing an ordinance is not something that should be done lightly. It would be helpful to continue the thoughtful process.

A resident asked about the possible changes. Recreation Director Fiorentini stated the Commission is considering changing the ordinance to allow dogs on-leash in the park.

Chair Casissa stated he would like to continue this item since several Commissioners were absent.

### 6.2 Approve minutes of May 28, 2018 meeting

M/s, Fong/Blomgren, and approved unanimously (Engstrom, Janowsky, Phipps absent) to approve the May 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) Skate Park Rules; 2) Animals in the Park; 3) Fall Survey.

## 8. ADJOURNMENT

The meeting was adjourned at 7:30 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, July 23, 2018 in the Council Chambers.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary