

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA TOWN HALL COUNCIL CHAMBERS  
JANUARY 22, 2018  
APPROVED 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

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

- December/January Town Council Meetings

Recreation Director Fiorentini reported there was a presentation and discussion at the December and January Council meetings about the Inter-Generational Center.

Chair Casissa reported the Town Clerk will no longer be mailing the Council packets but they are posted on the Town Website.

- Individual Commissioner Updates

Commissioner Blomgren reported he went to Spaghetti Bingo and it was awesome! There were people of all ages in attendance and everyone had a great time.

- 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
- Budget Status

Recreation Director Fiorentini reported on the very successful Spaghetti Bingo Event. There were four to five Hall Middle School students working as volunteers. The next special event, Parents Night Out, will be held this coming Friday. Staff is working on some summer events in conjunction with the Larkspur Recreation Department including several Movie Nights and Concerts in the Park. The shade structure project is in full swing- the piers have been poured and it is moving along. Staff is planning on moving forward with the Tennis Court Resurfacing Project and will be working with the Public Works Department and the Town Manager. Bids should go out soon. Ms. Ashley Parrott has been hired as the new Summer Playground Program Director. Ms. Parrott came to the program as a camper and was a Counselor in Training (CIT) and then a Counselor. She will make a presentation to the Commission in the spring.

Commissioner Janowsky asked if there has been any progress on the field project. Recreation Director Fiorentini stated progress was slow- staff is getting information from Field Turf regarding the possibility of installing artificial turf.

Chair Casissa asked about an update on possible collaboration with the Larkspur Recreation Department. Recreation Director Fiorentini stated he met with the director and the supervisor before the holidays to discuss the summer programs. They are discussing a joint summer brochure- this has not been done in the past.

Commissioner Phipps asked about the status of the Tennis Court Lights Project. Recreation Director Fiorentini this project was in the Capital Improvements Budget for Fiscal Year 2018/19. He will be meeting tomorrow with the Public Works Director and the Town Manager about upcoming Capital Projects. The lighting project should go smoothly since they already have the specifications in place.

Chair Casissa asked if there was a timetable with respect to the Inter-Generational Center. Recreation Director Fiorentini stated "not yet". There are a lot of moving parts.

## 6 BUSINESS ITEMS

### 6.1 Discussion and Possible Action of Fiscal Year 2018/19 Fee Resolution

Recreation Director Fiorentini presented a staff report. He stated the most important parts of the fee resolution were the rates for programs and the cost recovery model. Staff, along with the Executive Advisory Committee, has discussed creating a pricing policy. He briefly discussed the six recommendations for changes to the fees including the development of an instructor pay schedule. This should be a separate document and not necessarily tied to the fee resolution. The Commission would review this in the near future. The fee to use the Community Center would increase from \$175 to \$250 per hour for Corte Madera/Larkspur residents and from \$235 to \$275 per hour for non-residents. The fee for the Neil Cummins Gymnasium would increase from \$65 to \$70 per hour for Corte Madera/Larkspur residents and from \$80 to \$85 per hour for non-residents. The fee for the St. Patrick's CYO Basketball groups would increase from \$55 to \$60 per hour and the fee for the St. Patrick's CYO Volleyball groups would increase from \$25 to \$27.50 per hour. Staff is not recommending any changes to the fees for the Kids Club, the Summer Playground Program, Twin Cities Little League, or Twin Cities Girls Softball.

Commissioner Blomgren asked about increases for the other facilities (picnic sites, fields, tennis courts, etc.). Recreation Director stated the fee for the picnic areas was raised last year and the fee for use of the fields were at market rate.

Commissioner Blomgren briefly discussed trying to close the \$150,000 shortfall in the department's budget and noted that although this is not the mandate coming from the Town Manager, these changes would not significantly impact the shortfall. Recreation Director Fiorentini stated the goal was to make positive strides in closing that gap and it will take more than minor "tweaking" of a couple of elements. They will be able to do some fine-tuning along the way. He noted the recommended changes will work for the user groups.

Chair Casissa asked about the increase in CYO Volleyball. Commissioner Janowsky stated it is roughly 10%- consistent with the other increases. Chair Casissa asked if any of the user groups balked about the increase. Recreation Director Fiorentini stated they understood since the fee has not been increased since 2011.

Chair Casissa referred to the resolution, under the Program Rates, and stated the last sentence should be reworded. He asked about the timing for adoption of the resolution and whether the Council would need the policy for the programs and the resolution submitted at the same time. Recreation Director Fiorentini stated the important part of the timing for the fee resolution has been the Summer Playground Program (release of brochure and marketing). The policy for instructor pay needs to be done by July for classes beginning in the fall. It should not be an issue for the Council.

There were no public comments.

M/s, Janowsky/Engstrom and approved unanimously (Fong absent) to recommend the changes in the Fee Resolution to the Council.

Chair Casissa asked Recreation Director Fiorentini to check with the Town Manager to make sure the Council does not need the instructor fee policy and the Fee Resolution submitted to them at the same time.

#### 6.2 Discussion and Possible Action of Updated Joint Use Agreement (JUA) with Reed School District

Recreation Director Fiorentini presented a staff report. He noted there is a five-year window of time and the document will be updated more frequently. The document will be presented to the Council in February.

Commissioner Engstrom asked if this new JUA would clear the way for the Granada Park Tennis Courts Resurfacing Project. Recreation Director Fiorentini stated "yes".

Commissioner Blomgren referred to the third paragraph of the document regarding the Town's obligation to make improvements and maintenance and wanted to make sure they were not signing up to make a lot of major expensive repairs. He asked if there were any required improvements (a gazebo, bathrooms, etc.). Recreation Director Fiorentini stated ADA improvements would fall in that category. Previous improvements included the parking lot, tennis courts, and park benches.

Chair Casissa referred to paragraph ten and asked if the school district could prohibit improvements in excess of \$10,000. Recreation Director Fiorentini stated "yes, it is their property". The Town would need written consent for any project over \$10,000. Chair Casissa asked if this document was reviewed by the Town Attorney and Town Manager. Recreation Director Fiorentini stated "yes".

There were no public comments.

M/s, Engstrom/Elsen, and approved unanimously (Fong absent) to approve the Revocable License Agreement with the Reed School District for the Granada Park Property.

#### 6.3 Approve Minutes of December 11, 2017 Meeting

M/s, Janowsky/Elsen, and approved unanimously (Fong absent) to approve the December 11, 2017 minutes as corrected.

Chair Casissa reopened the meeting up for public comments.

A resident stated the Recreation Department, in conjunction with Age Friendly Corte Madera, is putting on a Speaker Series that is held every third Wednesday, from 1:00 p.m. to 2:30 p.m., at the Central Marin Police Authority Community Room. It is geared towards Seniors (better known as Active Adults!). The last presentation was on modifications that can be done to the home to make it safer and more age friendly. The next presentation will be on care giving. Commissioner Blomgren asked if the information was advertised on the new digital marquee. The resident stated “yes” and it is included in the brochure.

## 7. ROUTINE AND OTHER MATTERS

### 7.1 Future Agenda Items

Chair Casissa stated the following item would be on a future agenda: 1) Animals in the Park- Ordinance Review; 2) Instructors Pay Schedule; 3) Program Pricing Policy; 4) Review of Roberts Rules of Order and The Brown Act; 5) Review of Summer Brochure.

## 7. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, February 26, 2018 at **6:30 p.m.** in the Council Chambers.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary