

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
MARCH 26, 2018
APPROVED MINUTES**

Commissioners

Present: Fred Casissa, Chair
Nathan Blomgren
Sarah Elsen
Eric Engstrom
Pam Fong
Emily Janowsky

Commissioners Elein Phipps

Absent:

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor
Todd Cusimano, Town Manager
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
 - March Town Council Meetings

Commissioner Engstrom reported the first Council meeting agenda in March did not have any items that pertained to the Commission or Recreation Department. The second agenda included approval of the Fee Resolution. The Council would like to see more revenue generated from the Community Center. The Council also discussed the Professional Services agreement that will be discussed later in the evening.

- Individual Commissioner Updates

Commissioner Elsen stated her husband and two daughters attended the Father/Daughter Dance and had a wonderful time. Commissioner Blomgren stated he and his daughter also attended this fabulous event- it was very well organized. He thanked staff for adding the additional dates.

- Executive Advisory Committee

Chair Casissa reported the Executive Advisory Committee did not meet this month.

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 the fences around the sports fields will be coming down soon. A six-week soccer clinic starts tomorrow on the blacktop and will move to the grass hopefully next week. There are over 120 kids signed up with the intent of getting them prepared for the competitive soccer try-outs in May. Sign ups for soccer start on April 16th. Staff will begin advertising soon including advertising on the digital marquee. The Spring Egg Hunt will be hosted by Larkspur Recreation this year. There were over 100 participants at the last Daddy/Daughter Dinner Dance- two more dances are scheduled along with one Mother/Son Dinner Dance. The Community Center is heavily booked with events. The Town's community outreach meeting for Measure "F" is scheduled for this Saturday. This is the "dormant" time for the Neil Cummins Gymnasium and staff is reviewing the use during the last year. Staff plans to have a meeting with all the users of the gymnasium due to the high occupancy (100%) from late October to mid March. The Kid's Club will be holding a Spring Break Camp. The Commission will hear a presentation from Summer Playground Program Director Ashley Parrott at the April meeting. Registration opened up last week. The Tennis Courts Project will begin in the next several months. The Town Park courts and the Granada Park courts would be done at the same time. Staff is doing outreach to users to let them know what will be going on. Commissioner Engstrom asked how long the project would take. Recreation Director Fiorentini stated it was supposed to take ten days to two weeks- but it could take up to three weeks. Chair Casissa asked about the status of the Playground Shade Structure. Recreation Director Fiorentini stated Public Works Director Brown has taken the lead on that. Town Manager Cusimano stated a change order was recently approved and the work should begin soon. Recreation Director Fiorentini reported the Green Room Stairs Replacement Project should be completed by the end of the fiscal year. Staff is planning to replace some lights, doors, and make some other small improvements to the Community Center. There have been quite a few Disaster Council meetings held recently. Chair Casissa asked for an update on the number of hours that NRG groups use the Community Center. Recreation Director Fiorentini stated he would provide that information at the next meeting. He reported the Finance Department is transitioning to a new software system and are targeting the release towards the end of April. This will include new formats on spreadsheets, budget read outs, etc.

6 BUSINESS ITEMS

6.1 Discussion and Possible Action on Memorial Bench Installation for Dana Hanley

Chair Casissa stated he would recuse himself from this item since he is an officer of the Lions Club.

Recreation Director Fiorentini presented a staff report.

Mr. Mark Dosker explained that Menke Park was the perfect location for the installation of a bench in memory of Mr. Dana Hanley, long-time Boy Scout Leader and Lions Club member.

M/s, Fong/Elsen and approved unanimously (Phipps absent, Chair Casissa recused) to approve the request to install a bench at Menke Park in memory of Mr. Dana Hanley

6.2 Introduction of Dave Wilkinson and Discussion of Scope of Professional Services

Town Manager Cusimano presented a staff report. He introduced Mr. Dave Wilkinson, former Larkspur Recreation Director, who would perform an overall performance audit of the following areas: 1) Staffing; 2) Improvement of Processes; 3) Programming; 4) The Commission; 5) Outside Partnerships/Best Practices. He sees this as a six-month process.

Commissioner Engstrom asked if the final product would be a recommendation, report, etc. Town Manager Cusimano stated there will be a few things accomplished including improving the processes. Mr. Wilkinson will do a top-down organizational audit indicating the strengths and weaknesses of the staff. He will analyze everything that the department does with recommended changes (financial, staffing, etc.). The report will include an Executive Summary along with the recommendations.

Commissioner Engstrom stated the Council had expressed concern about revenues and the current cost-recovery quotas. Town Manager Cusimano stated they plan to look at everything.

Chair Casissa stated he would like to see consistency in the information they get and the processes that are taken.

Mr. Wilkinson stated he plans to contact each Commissioner and “pick his or her brain”. He is excited at the opportunity to help out and serve the Town of Corte Madera. He will be meeting with all the interested parties- the staff in Corte Madera, Larkspur, and the Larkspur/Corte Madera School District.

There were no comments from the public.

The Commission welcomed Mr. Wilkinson and stated they look forward to working with him.

6.3 Presentation and Discussion of Town Park Improvements- Basketball Court and Field Updates

Recreation Director Fiorentini presented a staff report. He briefly discussed Phase 1 and Phase 2 of the Basketball Court Improvements, East Soccer Field Improvements, Re-Sod of the East Field, and Conversion to Synthetic Field. He discussed the cost estimates for each project.

Chair Casissa asked if they were looking at this as a Master Plan or doing it more piece-meal. Recreation Director Fiorentini discussed the Exhibit he prepared titled “Town Park- 2018” and stated it was a basic snapshot of potential improvements. There is a 2007 Park Master Plan that will need to be revisited soon. The two projects that have the most support are the Basketball Court Improvements and the East Soccer Field Improvements. The Commission might want to consider a 2018 addendum to the Park Master Plan. Chair Casissa stated he would like to get some of the work done more expeditiously.

Commissioner Janowsky stated she supported moving forward quickly with the two projects recommended by Recreation Director Fiorentini.

Commissioner Elsen stated they need to think “bigger” and look at the park as a whole. It would be awesome to accomplish these projects. They have the support and momentum to get some things done. Town Park should be seen as one, big asset with a lot of potential. Recreation Director Fiorentini agreed and stated revisiting the Park Master Plan would be a good idea.

Commissioner Blomgren referred to the two options for the East Field (re-sodding or artificial turf) and stated he would like information regarding settlement, long-term maintenance of both, and playability for other sports. .

Commissioner Fong stated they need to be prepared for a push-back regarding artificial turf due to health concerns.

Mr. Sean McCormick thanked staff and the Commission for looking into the renovation of the Basketball Courts at Town Park. He offered his assistance in moving this project forward. He stated he created a social media campaign with a fundraising aspect.

Recreation Director Fiorentini stated having community advocates for this type of project was very important. Commissioner Janowsky asked if it would be helpful for Mr. McCormick and others to attend the Town Council meeting. Recreation Director Fiorentini stated “yes”.

Mr. John McCormick stated this project would “create community”. Revenue could be generated by holding tournaments, etc.

Chair Casissa asked staff to look into three-on-three leagues, tournaments, etc. as a way to generate revenue. Commissioner Fong suggested offering a basketball class through the Recreation Department.

Commissioner Elsen stated there were companies that will sponsor tournaments- they could rent the space from the Town.

Mr. McCormick asked if CYO Basketball teams would rent the courts. Recreation Director Fiorentini stated they play in the winter and use indoor facilities. Weather could be a factor in using outdoor courts.

Chair Casissa asked staff to bring the additional information that was requested by Commissioner Blomgren and a recommendation to the Commission at the next meeting. He noted there was no need for community outreach with respect to the Basketball Courts but they should start thinking about outreach pertaining to the fields.

6.4 Update of Age Friendly Intergenerational Center

Recreation Director Fiorentini presented a staff report. He distributed a schematic of what the new center would look like including: 1) A kitchenette; 2) Storage; 3) The reception area for the Center; 4) Rooms for programs; 4) A private space; and 5) Temporary office space for the Recreation Staff. Demolition started today and furniture will be delivered the week of April 5th. The Grand Opening of the Center will be held on April 29th at 2:00 p.m. He noted this partnership with Age Friendly Corte Madera was a wonderful opportunity.

Commissioner Engstrom asked where the Recreation Department staff would be relocated after construction was finished. Recreation Director Fiorentini stated they were working on that.

Chair Casissa suggested the Commission hold the May meeting in the Intergenerational Center if possible.

There were no public comments.

6.5 Discussion of Parks and Recreation 2018 Fall Survey

Recreation Director Fiorentini presented a staff report. He stated the intent is to understand the community experience that is involved in the Town’s facilities and programs. An analysis of the Department’s programs and facilities was done in 2007. He stated he would like to hear from the Commission during the next few months. Staff is thinking about doing the survey in the fall.

Commissioner Janowsky stated she supported the idea- it is good to be responsive to the community and give them an opportunity to provide some input.

Commissioner Engstrom stated it might be a good idea to make this a standard process and do it every two years or so.

Commissioner Elsen stated staff might want to re-think the timing on the survey- the fall was very busy for parents with school starting, etc. Late September would be a good time to send out the survey.

There were no public comments.

6.6 Discussion and Possible Action on Animal in Park Ordinance 8.04.025

Recreation Director Fiorentini presented a staff report. He noted the Town of Corte Madera has the most restrictive policy in Marin County.

Commissioner Engstrom stated the rule was somewhat meaningless since it was not enforced.

Commissioner Fong asked if dogs would be allowed on a synthetic field. Recreation Director Fiorentini stated this was something the Commission could decide. Commissioner Fong stated she was in favor of loosening up the rules but she did not want dogs on a synthetic field. Commissioner Elsen stated it would be a good idea to see what the synthetic turf manufacturers say about allowing dogs on the turf. Commissioner Janowsky stated she would do some research on this.

Commissioner Blomgren noted the staff recommendation was to mirror the Larkspur rules allowing dogs on leash. He noted they might want to think about banning dogs on synthetic turf, the Skate Park, the Playground, and the tennis courts.

Mr. Wilkinson stated one advantage that Larkspur has is that people with dogs can go to the Dog Park.

Commissioner Elsen stated a “dog walker” clause restricting the number of dogs would be important.

There were no public comments.

Commissioner Engstrom asked if there have been any issues regarding dogs in the park. Recreation Director Fiorentini stated “not to his knowledge”. Staff certainly hears comments from citizens. Commissioner Elsen stated her 2-year old daughter was bitten by a dog in Town Park while watching a soccer game.

Commissioner Engstrom asked if there was any fine associated with violating the current ordinance. Recreation Director Fiorentini stated he thought it was a maximum of \$200.

Chair Casissa stated the Commission seemed to be on board to mirror Larkspur’s rules. He asked staff to come back next month with a recommendation that takes the Commission’s comments into account.

6.7 Review of Roberts Rules of Order, Brown Act and Commissioners Roles and Responsibilities

Recreation Director Fiorentini presented a staff report.

Chair Casissa noted the Commission receives ethics training every two years.

There were no public comments.

6.8 Approve Minutes of March 26, 2018 Meeting

M/s, Janowsky/Fong, and approved unanimously (Phipps absent) to approve the March 26, 2018 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) Discussion regarding improvements to the Basketball Court and Fields; 4) Review of Animals in Park Ordinance; 5) Summer Playground Program Presentation.

7. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, April 23, 2018 at **6:30 p.m.** in the Council Chambers.

Respectfully submitted,
Toni DeFrancis
Recording Secretary