

**TOWN OF CORTE MADERA  
PARKS AND RECREATION COMMISSION MEETING  
CORTE MADERA TOWN HALL COUNCIL CHAMBERS  
APRIL 23, 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  
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 29<sup>th</sup> 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 4<sup>th</sup>. 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 4<sup>th</sup> 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 21<sup>st</sup>

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 21<sup>st</sup>.

#### 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