

**TOWN OF CORTE MADERA
PARKS AND RECREATION COMMISSION MEETING
CORTE MADERA TOWN HALL COUNCIL CHAMBERS
MAY 21, 2018
APPROVED MINUTES**

Commissioners

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

Staff Mario Fiorentini, Recreation Director
Present: Brian Hernandez, Recreation Supervisor
Dave Wilkinson, 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
 - May Town Council Meetings

Recreation Director Fiorentini stated there were no items on the Council agendas pertaining to the Recreation Department or Commission.

- Individual Commissioner Updates

There were no updates.

- 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
- David Wilkinson

Recreation Director Fiorentini reported on some of the work going on at the Community Center. The Intergenerational Center is open and is in full swing. The center has been painted along with the digital marquee which also had some stone work added to its base. The field fences have been removed and the Public Works Department did a great job getting the fields in shape. The Marin Coed Soccer League held a tournament last Saturday. There was also a Rugby Tournament held on Sunday. Soccer tryouts started last week and lasted throughout the week. There might be two fewer competitive teams (13-14 year olds) this year due to the number of kids trying out in that age group- they aged out. The Neil Cummins Gymnasium hosted several basketball tournaments and staff has scheduled a few basketball camps for the summer. The Larkspur/Corte Madera School District closes the gym during the summer for a couple of weeks for maintenance. Summer Playground Program registrations are booming with over 100 kids signed up already. Staff anticipates there will be twice the number of campers this year. The Mother/Daughter Tea was held several weeks ago and everyone had a great time. There is nothing to report on the Disaster Council.

6 BUSINESS ITEMS

6.1 Review of Capital Project Process

Public Works Director Brown presented a staff report. He stated he has done planning, project development and construction for over 20 years. Anything built in a public park or for Parks and Recreation purposes falls within the definition of “public works”. He asked if the memo he sent to the Commission was helpful. Commissioner Janowsky stated “yes”. Public Works Director Brown stated it was common for people in a small town to come up with great ideas and simply want to hire a local contractor. This is not allowed by law. He added they need to adhere to the Uniform Construction Cost Accounting Act. The Capital Improvement Program (CIP) includes a list of projects, explains how they are developed and prioritized, how they are broken down into categories, and includes cost estimates, etc. The CIP Budget will be reviewed by the Town Council on June 19th. He noted this is a “living document” and adjustments can be made when needed.

Commissioner Janowsky asked if the Commission could provide input before the budget goes to the Council. Public Works Director Brown stated he would be happy to take their comments now or at the next Commission meeting.

Chair Casissa asked how various projects were prioritized. They have seen projects linger in the past. Public Works Director Brown stated there will be some lingering projects in the budget. Public safety is the priority and these projects are done as soon as possible. Other priorities include projects that have matching grants (with timing issues) and projects in the flood control and storm drainage system that have the potential to have impacts. He noted this will be the last year that the Council adopts a one-year CIP Budget- next year will be a Two-Year CIP Budget which will include a third year “wish list”. Parks and Recreation projects typically do not rise to the top of the overall Town priorities. This does not mean, however, that they are not important.

Chair Casissa noted the Commission prepared a “Project Wish List” several years ago and he asked if this was incorporated into this budget. Recreation Director Fiorentini stated this will be a part of next year’s conversation (Two-Year CIP Budget). There are two projects on the current list- the Basketball Courts, and Remodel of Administrative Space. The Commission’s “wish list” items (synthetic turf, tennis court lights, etc.) are still on the radar.

Commissioner Engstrom asked about the tennis court resurfacing project. Recreation Director Fiorentini stated work should start around August 1st. It will be a carry-over from this year. Public Works Director Brown noted it was not included in the budget because it will be a completed project.

Commissioner Phipps stated she was unclear about the priorities and how some projects approved by the Commission “jump ahead” of others. The tennis courts were approved over a year ago but the skate park project has already been done. Public Works Director Brown understood her concern but he noted the Recreation Department staff was not in the business of construction and these projects should be lead and implemented by the Public Works Department. He noted small towns tend to be consultant heavy with the staff serving as project managers. He discussed the bid process, preparing Request for Proposals (RFP), awarding contracts, and ultimate construction. Chair Casissa asked if staff would submit designs to the Commission prior to letting out the bids. Public Works Director Brown stated “yes”. Changes could not be made to a project once it is out to bid. Commissioner Janowsky stated the Commission would like to be kept in the loop.

Chair Casissa asked how the Public Works Department views volunteer groups that want to get involved in projects. Public Works Director Brown stated this is reviewed on a case-by-case basis. The Town would need to cover any liabilities and have people sign waivers, etc. He is open to the idea.

There were no public comments.

6.2 Memorial Tree and Bench Application for Valerie Carlson

Recreation Director Fiorentini presented a staff report. He displayed a photograph of the proposed location along San Clemente Drive. The proposal is to plant a fruitless Olive tree along with a memorial bench and plaque along the pathway. Some of the funding would come from the Corte Madera Community Foundation and friends and family of Valerie Carlson. He noted staff would be presenting a report on how to streamline this process.

Ms. Carol O’Neal spoke in favor of the proposal. She noted the proposed location would be very visible. She has received pledges of about \$2,000. She asked why the cost of a bench was so expensive (about \$5,000). Recreation Director Fiorentini stated that includes the concrete work.

Commissioner Elsen asked if there was irrigation in the proposed tree location. Recreation Director Fiorentini stated “yes”.

There were no comments from the public.

M/s, Janowsky/Fong, and approved unanimously to approve the proposal for a memorial tree and bench in memory of Valerie Carlson.

6.3 Kids Club After School Program

Recreation Director Fiorentini presented a staff report. He stated the recommendation is to discontinue this program, in its current form, after the current school year. Staff is looking at options on restructuring the program and/or offering a different kind of after-school program. He noted there will not be enough time to offer any program for the next school year. The space used by the Kids Club will turn into the Parks and Recreation Department administrative offices.

Recreation Consultant Wilkinson stated he, along with the former Recreation Director, stated this program in 1984. This has been a difficult decision. One of his tasks has been to review the budget and look at ways to save money.

Chair Casissa asked if the parents have been notified and if there has been any feedback. Recreation Director Fiorentini stated the parents were notified last week and staff has received some comments. This will be an on-going conversation. He referred to the Intergenerational Center and stated staff has an opportunity to create a different type of energy and new programming spaces. The Kids Club staff will be a part of this.

Commissioner Janowsky supported the idea and noted there were several different after school options a short distance from the Community Center. She liked the survey and encouraged them to ask parents what they would like to see. Recreation Director Fiorentini stated they want to provide the best possible service

to the community and give them what they want. This could include a partnership with private programs, etc.

Commissioner Blomgren stated after school care is not so much a luxury but a necessity for working parents. He asked if the other three surrounding programs have the capacity to absorb the Kids Club students. Recreation Consultant Wilkinson stated he has been in contact with them.

Commissioner Elsen stated the other programs are much more expensive and it would be a problem for some people. She was shocked and upset because there was no transparency in the decision making process. Staff is asking for feedback after the decision has been made. She feels duped. She has heard from a lot of families who are upset and worried. Recreation Director Fiorentini stated he understood her frustration. The decision was a matter of several factors: 1) A decline in Kids Club enrollment; 2) The need for administrative space for the Recreation Department; 3) Budgetary issue- the program was losing money (\$60,000 to \$90,000 per year); 4) The availability of space for programming in the Intergenerational Center. He reiterated that staff wants to move forward with the best possible services.

Commissioner Fong stated they knew the Cove School would take kids away from this program. She asked if there was some way to work with the Cove School and have two locations. Chair Casissa stated the Cove School has its own after school program. Commissioner Fong stated it was not cheap. The issue should have been addressed when the Cove School was being built. Capturing the Cove School kids could add to the revenue. Recreation Director Fiorentini stated staff had conversations with the Larkspur/Corte Madera School District about putting in an after school program at the Cove School. Commissioner Janowsky stated the Cove School chose the Boys and Girls Club because it was more comprehensive. Recreation Consultant Wilkinson stated the principal of the Cove School was very happy with their after school program.

Commissioner Blomgren asked if staff was planning to start something new in the fall. Recreation Director Fiorentini stated they would not be able to offer a Monday through Friday program. They might be able to offer something a couple of days a week. Staff is working on making sure all the families currently using the Kids Club would be taken care of. This could include some type of scholarship. Recreation Consultant Wilkinson stated the Director of the Twin Cities Child Care Center has stated she would be willing to offer a discount to these families.

There were no public comments.

6.4 Discussion and Possible Action of Volunteer of the Year Nominee

Recreation Director Fiorentini presented a staff report. He stated there was one nomination- Mr. David Stainbrook. He is very involved in the Corte Madera Disaster Preparedness group. He stated he did not receive any nominations for a Youth Volunteer of the Year.

There were no public comments.

M/s, Fong/Blomgren, and approved unanimously to select Mr. David Stainbrook as the Volunteer of the Year.

Commissioner Blomgren stated the three young men who did a lot of work on the Skate Park should be the Youth Volunteers of the Year.

M/s, Blomgren/Janowsky, and approved unanimously to appoint the Friends of the Corte Madera Skate Park as the Youth Volunteers of the Year.

Commissioner Janowsky stated she liked the idea of opening up the nominations to include the Larkspur students.

Chair Casissa asked staff to make sure the volunteers are all invited to participate in the 4th of July Parade.

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

Chair Casissa stated he wanted to make sure they had a quorum during the summer and asked Commissioners about his or her availability,.

6.6 Approve Minutes of April 23, 2018 Meeting

M/s, Janowsky/Blomgren, and approved unanimously (Fong abstained) to approve the April 23, 2018 minutes as submitted.

6.7 Recreation Consultant's Report

Recreation Consultant Wilkinson reported he has been reviewing the budget. He had a meeting with Recreation Director Fiorentini and Recreation Supervisor Hernandez about future staffing levels, new programs, job responsibilities, etc. The Intergenerational Center would affect staffing levels since it falls under the purview of the Recreation Department. The two most popular classes are Chair Yoga and Watercolor Painting. Staff is monitoring these programs.

Commissioner Phipps asked if the teens were using the Intergenerational Center. Recreation Director Fiorentini stated several were using the center for assistance on technology.

7. ROUTINE AND OTHER MATTERS

7.1 Future Agenda Items

Chair Casissa stated the following items would be on a future agenda: 1) Instructor Pay Schedule; 2) Program Pricing Policy; 3) Ordinance regarding Animals in the Park.

8. ADJOURNMENT

The meeting was adjourned at 7:45 p.m. Chair Casissa stated the next Regular Meeting was scheduled for Monday, June 25, 2018 at **6:30 p.m.** in the Council Chambers.

Respectfully submitted,

Toni DeFrancis
Recording Secretary