



# TOWN OF FAIRFAX

## STAFF REPORT

### March 2, 2016

**TO:** Mayor and Town Council

**FROM:** Anne Mannes, Recreation and Community Services Manager - Programs

**SUBJECT:** Accept Fairfax Department of Recreation and Community Services Annual Report

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#### **RECOMMENDATION**

Accept the report.

#### **DISCUSSION**

Every year the Council receives a report on the Town's recreational activities. The attached report covers the following topics:

- Parks and Recreation Commission
- Fairfax Recreation Class Offerings
- Fundraising
- Facilities
- Strengths/Areas for Improvement
- Future Plans

The Recreation and Community Services Department continues to serve the Fairfax population and beyond and provides all age groups affordable, fun programs, and opportunities to use Town facilities for gatherings and cultural events.

#### **FISCAL IMPACT**

None at this time.

#### **ATTACHMENT**

Annual Report March 2016



## **Annual Report for the Town of Fairfax Department of Recreation and Community Services**

**March 2016**

This report provides an update on the activities of the Department of Recreation and Community Services (RCS). The report is broken into several categories:

- Parks and Recreation Commission
- Fairfax Recreation Class Offerings
- Fundraising
- Facilities
- Strengths/Areas for Improvements
- Future Plans

### **PARKS AND RECREATION COMMISSION**

The Commission meets once per month to discuss a variety of items affecting the parks and recreational activities in Fairfax. The Commission also receives requests from the public to sponsor events benefitting the community, proposals for public art installations, and requests for memorial plaques, benches, and other installations. These projects must be reviewed and approved by PARC. Highlights from this fiscal year include hosting a fall Wine and Cheese pairing, a Spring Alice in Wonderland tea event, and the annual egg hunt. PARC approved two memorial benches in Bolinas Park, and the renovation of four existing benches, also in Bolinas Park.

### **FAIRFAX RECREATION CLASS OFFERINGS**

Fairfax Recreation continues to maintain a solid number of classes and events each year. We currently offer nearly 20 classes each year, 12 community events, and we manage 9 partnerships. There is something offered for every age range/resident in Fairfax: Newborn to 6 year olds, School Aged Youth, Tweens and Teen with Fairfax Youth Club, Adults and Seniors. Partnership Programs are: Artist in Residence, CYO Basketball, Fairfax Theater Company, Fairfax Volunteers, Flying Dutchman Gymnastics, Futsal, Higgins Tennis, Roots to Branches, and Sustainable Fairfax.

The Artist in Residence has held Open Studios, conducted classes for the after-school teen program, and held a workshop for the Ross Valley Seniors Club.

### **Data on class attendance:**

- Fairfax Moms – approximately 80 active members
- New Moms and Babies group – 5-12 regular participants each week
- Community Music – average of 10-20 families each week
- Baby and Toddler Playgroup – average 6-12 families per week

- Pavilion Playgroup – average of 6-20 families per day
- Soccer for Kids – average 5-10 kids per week
- Creative Movement for Kids – average of 6 kids per week
- First Art for Toddlers – average of 6-8 families per week, new class
- American Parenting Workshop – 12 participants
- Friday Date Night – 2-5 participants, cancelled for 2016
- Artist in Residence, Embossed Tiles – 8 participants
- Camp Fairfax – 25-30 each week, serving 70-90 children each summer
- Spanish Immersion Summer Camp – 12 participants, new program for 2016
- Fairfax Youth Club – 7 members with 3-4 drop ins each week on average
- Wine and Cheese Tasting for Adults – 20-30 participants
- Senior – Chair Yoga – 8-20 participants, popular class offered twice a week
- Beginning Belly Dance – 0, cancelled
- Senior Luncheon – 50-60 seniors each month

**Rental Contracts Revenue (approximate) to date:**

Flying Dutchman Gymnastics: \$14,600

CYO Basketball: \$10,800

Futsal: \$4,000

Birthday Party and other rentals: \$5,050

Total: \$34,450

Projected by end of fiscal: \$40,000

**FUNDRAISING**

The main fundraiser is the Holiday Craft Faire whereby we partner with Sustainable Fairfax and attract approximately 500 participants. Other donations include the Ross Valley Rotary Club to help with Camp Fairfax scholarships and Counselor in Training program, and Iron Springs Give Back Night. We are proud of our growth each year and are happy we are able to add more diverse programs like, soccer, tennis, and toddler art this year. We are grateful Measure J passed which supports recreational programming for the community.

**FACILITIES**

Our aging but wonderful buildings are full with recreational classes, events, and weekend birthday rentals. During rainy season we experienced some challenges within the Pavilion and we cancelled several weekend events due to the leaky roof. Additionally, we are making efforts to increase security for the Pavilion with more coordination between town staff and police dispatch so unauthorized parties do not enter. Our rental contracts remain consistent from last year and revenue from our partnership programs and birthday party rentals are steady.

**Pavilion**

The roof has been repaired. The repairs cost approximately \$40,000 which includes the removal and re-installation of the solar panels. Of course, the true test will be when it rains again.

With regard to the Pavilion renovation project, the project has experienced some progress. As background, the project received a grant from FEMA for \$450k with a \$150k match from the Town in 2010 for seismic retrofit and ADA improvements. Please note that any

potential kitchen upgrades or building expansions/enhancements are not eligible grant expenses for the project. The progress of the project has been hampered by the number of governmental agencies involved with the project: FEMA, Cal OES (California Office of Emergency Services), SHPO (State Historic Preservation Officer), and the Graton Tribe (the Pavilion is located on top of a shell midden/mound

As a result, the project has moved slowly due to all the review required by each agency. For the past 3 years, FEMA and SHPO have been trading correspondence regarding the historic characterizations of the site and building. While they are working to resolve their differences, all the agencies and the tribe recently agreed that we could move to the next step which is the development of a treatment plan. The treatment plan details the steps the Town will take if it finds anything in the midden when the ground is disturbed. The Town has retained a consultant who is preparing a treatment plan (Plan). All the agencies and tribe must sign off on the Plan in the form of a Memorandum of Agreement (MOA). We believe that approval process will take 4-6 months. After a MOA is approved, the Town can actually conduct the geotechnical studies required to determine the design of the retrofit. The best case scenario is that in 12 months, all the agencies sign off on the project and we can begin construction drawings.

### **Women's Club**

The Town is in the process of upgrading the Women's Club with a new curtain installation and mobile dais for meetings. The new layout gives the opportunity for the stage to be used for plays and other productions, rather than strictly as a town meeting space. Other improvements will include a new podium, audiovisual table, tables, and chairs. Future improvements will include a lift on the side of the stage for ADA compliance.

### **OVERALL STRENGTHS/AREAS TO IMPROVE:**

The Newborn 0-6 year old age range programing does incredibly well and is thriving. We have proven ourselves to be a very valuable resource for this age range.

Camp Fairfax continues to have a strong attendance record with school aged groups during August which serves approximately 25 kids each week. We are adding a Spanish Immersion Summer Camp in July which will be led by a local and seasoned teacher, Jenelle Ferhart, and serve approximately 12 kids.

Going on its third year, Fairfax Youth Club—an afterschool program that offers an informal recreational venue to middle school and teenagers at the Fairfax Community Center with homework help and special activities continues to happen under the mentorship of Roots to Branches. Membership has changed recently from annual fee to monthly fee as a way to help make this program more sustainable. While membership numbers are not as high as anticipated, we feel the impact of the program is high and beneficial for those who do attend.

Our Adult and Senior programs are small, but growing. Anne Mannes, Recreation and Community Services Manager is a member on the Age- Friendly Fairfax Task Force and works with Jody Timms to help connect goals of the group to local recreational programming. A Senior Social Fair was held in September 2015 to help connect local seniors to resources in Marin. Fairfax Recreation continues to make efforts to offer free recreational classes to seniors. We are boosting our efforts in this area by recruiting

volunteers to assist with Seniors who need house and yard work via a partnership with Marin Villages. Other ideas have been to start a "Giving Tree" project during the holidays, and create more resource talks/events at the library.

The group continues to look for grant funding in an effort to expand and offer more opportunities for recreational programming to the community.

### **FUTURE PLANS**

RCS is continuing its efforts to create a more cohesive and coordinated operation in the provision of recreation and community services. The overall goal is to enhance coordination and collaboration among staff in an effort to maximize the resources of the department in providing services to the community and in meeting the goals of the Council.

The vision is to bring together the talents and skills of the current positions and enhance the communication and visibility of our community services, classes, and events.

### **RCS Staff**

Maria Baird, Recreation and Community Services Manager- Events

Anne Mannes, Recreation and Community Services Manager- Programs

Camille Esposito, Recreation and Community Services Manager- Marketing