

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council

From: Michael Rock, Town Manager



Date: April 7, 2010

Subject: Report on Parks and Recreation Commission Joint Meeting with San Anselmo

DISCUSSION

The Fairfax and San Anselmo Parks and Recreation Commissions met on February 16, 2010. The following topics were discussed:

Fairfax/San Anselmo MOU on Jointly Sponsored Recreation Programs

The consensus was that the MOU was functioning at a higher level than in previous years. This is attributed to Dave Donery being in the position of the Community Services Director and Camille's direct involvement in starting up the FOCAS program. The Town of Fairfax will have to re-examine if the 15% net revenue generated through the joint programs is sufficient in covering the costs incurred by the Town, namely building maintenance for the activities offered. The MOU will be up for renewal in August 2010, at which time the two Commissions will meet again.

Community Outreach Strategies

Dave Donery reported that the Town of San Anselmo should have on-line registration available in March, which will greatly enhance their process. The results of a survey conducted revealed that customer service could be improved by an easier registration process, which the on-line service will address. The main factors that determine participation in classes is the time of day offered and cost. Other helpful tools include "Rec Reach", a presentation that is made at back to school night at all the elementary & middle schools in the fall. Some additional recreation strategies that will be continued include the Camp Kinder kool-summer camps taught by school teachers to incoming kindergartners. This program may be expanded to those kids entering 6th grade at White Hill Middle School in a version of Summer Shorts camp. Other ideas that will be explored include Project Give Back, a Community Center, partnering with other jurisdictions such as the Town of Ross, and San Geronimo Valley.

Current and Future Challenges

Camille Esposito suggested that next time a survey is conducted, Fairfax classes are included. She would also like to have the results of the survey. The lengthy printing process of the Recreation Guide continues to remain a challenge, as classes must be scheduled about six months in advance to make it into the guide. The on-line registration will allow classes to be offered via a much shorter time frame.

Michael Rock updated the group on the Pavilion Restoration Committee. A grant request of \$2 million was made to the Marin Community Foundation. They have agreed to fund a consultant to conduct an assessment of what is necessary to improve the Pavilion. A \$425,000 federal grant plus \$150,000 in matching funds from the Pavilion Restoration Fund for seismic upgrades has been approved and the construction project for seismically retrofitting the Pavilion will begin in the summer of 2010.

Town of Fairfax
Parks and Recreation Commission (PARC)

Elon Rosenfeld, Chair; Vicki Burns, Treasurer; Richard Pedemonte, Monty Stephens, Sisi Parry-Hanson, Ivy Meissner, Youth Commissioner, Shoshana Parry, Sam Parry, Artists in Residence, David Smadbeck, Community-at-large representative, Camille Esposito, FOCAS Coordinator

Minutes of
Special Joint Meeting of Fairfax and San Anselmo Parks and Recreation Commissions
Tuesday, February 16, 2010
6:30 –9:00 p.m.
638/525 San Anselmo Avenue
San Anselmo

PARC Commissioners in attendance: Elon Rosenfeld, Vicki Burns, Sisi Parry-Hanson, Monty Stephens, Shoshana Parry, Sam Parry. Staff in attendance: Maria Baird, Community Resources Coordinator, Michael Rock, Town Manager
Others in attendance: Camille Esposito

The meeting was called to order at 6:30 p.m. The minutes of the January 13, 2010 meeting were approved.

1. **New Business**

- a) **Brewfest**-Maria distributed copies of the application Richard submitted for the Brewfest, scheduled for March 13th at the Pavilion. The event is co-sponsored by the Chamber of Commerce, and will run from 1-5 p.m. **ACTION ITEM: PARC voted to approve this event and will ask Richard what type of donation the Chamber will be making on behalf of PARC's sponsorship of the Brewfest.**
- b) **Easter Egg Hunt**-Maria prepared a flyer for dissemination advertising the Easter Egg Hunt, which is on Saturday, April 3rd at Bolinas Park. It will begin at 10:00 a.m. and run until noon. This year the flyer will indicate it is for ages 0-8. Maria will contact James K regarding music in the grove. Vicki will bring her guitar and play music as well. Monty suggested there be several "golden" eggs hidden, which would entail special prizes to include coupons for classes, ice cream, gift certificates, etc. Maria will work with merchants to secure these. It was suggested there be a limit of 5 eggs per child.
- c) **Staff report**-Maria announced the revised Facility Use Policy for Special Events has been submitted for review by the Town Council at the March 3rd meeting. The section of what amount will be donated to the Town will once again be inserted into the application, so that it appears on the cover page as well as the application itself.

II. Old Business Reports/Updates

a) FOCAS Update-Camille reported that the Senior Art class was not well attended, so it has been cancelled for now. She also would like to schedule another spring cleaning of the Pavilion, as there is unclaimed property left around. There is storage space underneath the Pavilion that can be used for seasonal props. Camille would also like to have a separate key for her front office that is not given out to other instructors in the building. Michael Rock said Public Works would re-key her office for security. **ACTION ITEM: PARC will conduct a clean-up of the Pavilion in March.**

b) Facility/Building Usage/Issues-Michael announced that in April a Master Fee schedule will be sent to the Town Council for consideration. The goal is to hire a part-time Facilities Coordinator who would operate all the Town's facilities for special events, particularly on the weekends and after regular business hours. Camille will provide input on suggested rates for rental spaces to include birthday parties and other kid friendly events that could maximize use of the Pavilion.

c) Artists-in-Residence-Sam and Shoshana announced a proposal for a Town art installation in Bolinas Park that would include a "Who's Who" of town officials in the form of wood cut outs. The exhibit would go up in the Spring.

III. Fairfax portion of the meeting adjourned at 8:00 p.m

Joint meeting re-convened at the San Anselmo Town Hall Chambers at 8:00 p.m. The following were in attendance from the Town of San Anselmo: Doug Kelly, Chair of the Parks & Recreation Commission; Commissioners Maria Kallmeyer, Denise Young, Laura Hunerberg, Gene Childs, Casey Logwood, and staff member Dave Donery. Following a round of introductions, the meeting delved into an update of the MOU.

MOU/FOCAS Update

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the on-line service will address. The main factors that determine participation in classes is the time of day offered and cost. Other helpful tools include "Rec Reach", a presentation that is made at back to school night at all the elementary & middle schools in the fall. Some additional recreation strategies that will be continued include the Camp Kinder kool-summer camps taught by school teachers to incoming kindergardeners. This program may be expanded to those kids entering 6th grade at White Hill Middle School in a version of Summer Shorts camp. Other ideas that will be explored include Project Give Back, a Community Center, partnering with other jurisdictions such as the Town of Ross, and San Geronimo Valley.

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The meeting adjourned at 9:00 p.m.