

Town of Fairfax

Minutes of  
Fairfax Parks and Recreation Commission  
Monday, October 10, 2011  
7:00 –9:00 p.m.  
16 Park Road  
Fairfax

PARC Commissioners in attendance: Elon Rosenfeld, Richard Pedemonte, Sisi Parry-Hansen, Monty Stephens, Shoshana Parry, Artist-in-Residence. Staff in attendance: Judy Anderson, Town Clerk, Maria Baird, Community Resources Coordinator. Absent with notice: Vicki Burns

The meeting was called to order at 7:15 p.m. The minutes of the September 10<sup>th</sup> meeting were approved with the following changes: add Sam Parry to the attendance roster; Artists-in-Residence will be holding a New Year's Eve play this year, rather than a ball.

**1. New Business**

- 1. Sponsorship of events-** Maria brought up the issue that currently the Town is rarely getting any money out of PARC sponsored events, even with the 30% proceeds clause. The reason for this is that these events do not make a profit, so there are no funds to give back to the Town. Based on this, Town staff recommended changing the policy to require the applicant to pay a minimum \$200 fee in order for PARC to sponsor an event. That would ensure that the Town receives some funds for the time to process applications, deal with building issues, etc. There was a consensus of the PARC Commissioners that it was a good idea but that they would like to have some time to think it over, and re-visit the issue at the November meeting. They also requested that Maria research other communities in Marin to find out if other towns and cities sponsored events and waived the rental fees. Maria will bring her findings to the November meeting. PARC would retain the discretion to waive fees in rare circumstances, such as schools or other public agencies requesting sponsorships. The concern is that these public agencies may not have access to funds to sponsor an event.

Another issue raised pertaining to PARC sponsorships was the consideration of Public Works and the Police Department approving events prior to them appearing on the PARC agenda. By doing this, it would eliminate applications being denied by these departments after PARC had already approved an event. Case in point, Chris Lang's application for the Cyclofest was approved by PARC, pending approval by Public Works, Police & Fire Departments. However, his application was denied by the Public Works Manager, and thus Maria

had to then inform him that his event had to be cancelled. **MOTION: Elon Rosenfeld made the following motion: PARC event applications will be approved by Public Works and the Fire and Police Departments in advance, prior to the event being considered by PARC and subsequently placed on the PARC agenda. Maria will receive the application and route it through the necessary agencies for the applicant, which will be done in an expedited manner.**

2. **Guidelines for Public Events in Fairfax Parks**-Maria distributed a revised *Guidelines for Public Events in Fairfax Parks*, which incorporated PARC's additions. PARC also added they would like to be notified of all events occurring in Town's parks and buildings, public or private. Maria will bring a monthly scheduling calendar to PARC meetings, to inform Commissioners of the events. **MOTION: PARC voted unanimously to approve the Guidelines for Public Events in Fairfax Parks.**
3. **Sustainable Fairfax Holiday Fair** –Camille Esposito submitted an application to host this event, scheduled for December 10<sup>th</sup> at the Pavilion. It will be co-sponsored by FOCAS and Sustainable Fairfax. PARC Commissioners commented on how successful the fair was last year. **ACTION ITEM: PARC voted unanimously to approve the Sustainable Fairfax Holiday Fair.**
4. **Halloween event**-The Chamber of Commerce will once again host the annual Halloween parade on October 31<sup>st</sup>. The parade route will run from Broadway, starting at the movie theater, and culminate at Bolinas Park, where a haunted grove will await the trick-or-treaters. Merchants will pass out candy along their storefronts on Broadway & Bolinas. Discussion ensued regarding closing down the street for the parade. Judy Anderson announced that in order to do so, additional police must be called in to manage traffic at each intersection, which would result in an additional \$1200 in police overtime. The Chamber would have to pay for this extra patrol. Additionally, a request for a downtown street closure must go before the Town Council. Therefore, such a request must be made several months in advance, in order to have sufficient notice. Sisi mentioned she had run into Terry Ciafrei, who once again offered to decorate the haunted grove. More discussion ensued that it would be nice to be able to compensate Terry for his decoration costs.

### **Old Business**

1. **Artists-in Residence**- Shoshana announced she & Sam will be putting on a play in the Pavilion beginning Thursday, December 29<sup>th</sup>, and running Friday, Saturday as a matinee, and commencing on

Sunday, New Year's Eve, with a performance from the audience. Additionally, Shoshana is running a ceramics class, and Sam is attempting to get the theater class for ages 7-13 off the ground. They will advertise in school newsletters in order to get more kids involved.

2. **Peri Park Clean-up-** Maria reported that the park clean-up was successful, resulting in the park looking very tidy. She has applied for a grant from Playful City USA, as she instructed PARC she was going to do back in July. The grant is for \$750, and is awarded to communities for conducting spruce/clean-up days within 60 days of the grant application deadline. The deadline is October 15<sup>th</sup>, so the timing is on target. Larger grants of \$15,000 require that four playgrounds be installed in Town, which is not feasible at this time. She took photographs of the park and submitted them with the grant application, which is required. The funding may be used for materials towards the park, such as new sand, tools such as rakes & shovels, or playground equipment.

### **Committee Reports**

1. **Fairfax Festival update-**Richard announced he will be meeting with Janet Garvin, the town's Accountant, to review Fairfax Festival finances.
2. **Pavilion Improvement project-**Judy announced she will talk to Michael Rock, Town Manager, to see if it is possible to reimburse Sam Parry for building the new stage in the Pavilion through the \$75 maintenance fee that is charged to PARC event applicants.
3. **FOCAS Updates-**Judy announced that Camille had attended the October Town Council meeting and made a presentation to the Council on the status of FOCAS projects, which was extremely well received. Judy added it would be beneficial if the Chair made an annual presentation to the Town Council on PARC's accomplishments.

The next meeting was scheduled for Monday, November 14th at 7:00 p.m. Topics will include ice skating rink for January 2012. The meeting was adjourned at 8:30 p.m.