CITY OF MILL VALLEY
PARKS AND RECREATION COMMISSION

MINUTES

COUNCIL CHAMBERS, CITY HALL
26 CORTE MADERA AVENUE, MILL VALLEY
WEDNESDAY, MAY 1, 2013
7:00pm

Doug Nelson, Chair
Suzanne Bohan, Vice Chair
Kirk Knauer
Joan Murray
Loren Quagileri

Present: Chair Nelson, Vice Chair Bohan, Commissioner Knauer, Commissioner Quaglieri, Commissioner Murray
Absent: None
Staff: Jenny Rogers, Recreation Director, Lauren Buchholz, Administrative Aide, Seth Allingham, Facilities Supervisor

CALL TO ORDER

ROLL CALL

PUBLIC OPEN TIME

Chair Nelson opened public open time

No one present

Chair Nelson closed public open time

APPROVAL OF THE AGENDA ORDER

Agenda

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Knauer** to Approve the Agenda Order. The Motion was carried by a 5 - 0 vote with **None** dissenting.

COMMISSION AND STAFF ANNOUNCEMENTS

V Chair Bohan announced that she meet with Dir Rogers to discuss how she can work with staff to create a page on the City website on how to pitch news worthy stories, write effective press

release, etc… in an effort to help the City and local businesses gain more press and attention. She is also working on the development of a nature program to inspire youth to become more interested in nature. The program would include a system where members gain badges when properly indentifying items in nature such as native plant species. This program would need funding, she is looking into grant possibilities but it will take time. The working title of the program is Mill Valley Nature Kids.

Dir Rogers passed around a sample of the CPRS (California Parks and Recreation Society) Magazine that is available for all Commissioners to receive at no charge. She asked that Commissioners contact staff if they would like to receive this publication.
Dir Rogers stated the Chalk on the Plaza event held by the Mill Valley Middle School was a great success. Julie Leonard, Art teacher who organized the event, reported that many of her students asked to come next year to act as mentors to the new 8th grade artists; she is hoping to make this an annual event.
Dir Rogers passed around an announcement from the Bay Area Air Quality Management District to inform the Commissioners that they are searching for applicants from Parks & Recreation Commissioners to search on their Advisory Council.
Dir Rogers announced some special events coming soon to the community which will be put on by or co-sponsored by the City: 5/4 Fire Departments' Evacuation Drill. 5/11 1st Annual Marin Healthy Palooza. 5/11 Bloomathon Spring Planting. 5/18 Water Safety Day. 5/24-5/27 Memorial Day Carnival. 5/27 Memorial Day Parade. 5/27 Memorial Day After Party.
Com Quaglieri asked Dir Rogers to give an update on the progress to fill the vacant Operations Superintendent position.
Dir Rogers stated that she sat in on the 1st and 2nd rounds of interviews; the candidate that was offered the position elected to accept an offer from another employer. The City Manager and Director of Public Works are discussing the position and how to approach filling it.
Com Quaglieri asked if the Commission had discussed writing a letter to City Council to express concerns about how the Operations Department is structured.
Chair Nelson stated that the thought was to see if the position would be filled and if concerns continued.
Com Quaglieri recommended that Commission bring concerns to staff now while the department and position is under review for potential re-tooling.
Chair Nelson offered to draft a letter addressing the concerns and present it to Commission for review at the next meeting.
Com Murray suggested reviewing this draft letter at the May 22, 2013 Special Meeting, then finalizing it and presenting it to the City Manager and City Council.

CONSENT CALENDAR

Recommended Action: : The following items listed on the Consent Calendar to be considered routine and are approved by a single motion without discussion. The Chair or any member of the Commission or the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event that an item is removed from the Consent Calendar, it shall be considered in its numerical order.

1. Consideration of the Minutes of the April 3, 2013 Regular Commission Meeting.

Recommended Action: Approve the April 3, 2013 Regular Commission Meeting

Item 1 Supporting Documents

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Vice Chair Bohan** to Approve the April 3, 2013 Regular Commission Meeting . The Motion was carried by a 5 - 0 vote with **None** dissenting.

2. Consideration of Use Request of Downtown Plaza by Zobha for Yoga in the Square Fundraiser 10am-11am Saturday or Sunday Monthly May-October 2013

Item 2 Supporting Documents

Item removed from Consent Calendar for discussion.

Com Murray asked if staff had received any feedback on the 2 events that had already occurred. She is not sure if approving this as a monthly event is a good idea, people may begin to view this as a commercial event.
V Chair Bohan agreed with Com Murray; summer is the peak use time on the Plaza. She asked how many times an organization has been allowed to use the Plaza on a monthly basis.
Com Knauer asked if staff or Commissioners have attended this event.
Com Murray stated she walked past, but did not attend. The Plaza is a desirable place to hold this event due to the foot traffic; which will draw awareness.
Dir Rogers stated that staff has not received any negative feedback about this event. The request for monthly events through the summer months is in response to Chair Nelson's comment when hearing a previous request for this use asking why the event was being done as a "one off" instead of a succession of events.
Com Murray likes the earlier time of the first event in October at 9am-10am. She suggested this time and every other month; then gauge the public response. She wants Zobha to know how much the Commission appreciates their generosity; she wants to make sure use of plaza is balanced with the general needs of the public.
Dir Rogers suggested approving every other month beginning in June through October. Starting in June would give Zobha more time to plan and publicize the event, plus May is already very saturated with special events in Mill Valley.
Chair Nelson is not sure there is any benefit to limiting the event to every other month, but he is in favor of an earlier start time; possibly 8-9am.
Com Murray stated she feels that 8am may be too early for many people.
Chair Nelson asked if staff is relying on funds from these events to support the Mill Valley Scholarship Fund.
Dir Rogers stated that the Scholarship is not dependent on these events, but any additional monies help fund more people in need.
Com Quaglieri suggested at a minimum approval can be made for an every other month event and Zobha can come back to Commission to request additional dates.

It was **MOVED** by **Commissioner Murray** and **SECONDED** by **Commissioner Knauer** to Approve the Use Request of Downtown Plaza by Zobha for Yoga in the Square Fundraiser as amended to 1 Saturday or Sunday at 9am-10am Every Other Month June-October 2013 with noted stipulations. The Motion was carried by a 5 - 0 vote with **None** dissenting.

NEW BUSINESS

3. Commissioner Park/Facility Tour Date & Schedule

Dir Rogers would like to narrow down the Commissioners availability and which areas Commissioners are interested in visiting on the tour. She suggested visiting the Golf Course and the Tennis Courts.
Com Knauer asked if there are any Capital Improvement Projects in the work they could visit.
Dir Rogers stated there is a CIP to do a feasibility study for renovations on the Golf Course Clubhouse as well as a public restroom in the Plaza
Com Murray suggested visiting the fields, Bayfront boat dock location, Sycamore Park and the Community gardens. She proposed Friday June 7th, 2013.
Dir Rogers will contact Brandon Stewart, Park Supervisor, to ask him to join the tour.
A firm schedule and tour location will be set and communicate to Commissioners.
All Commissioners were in favor of meeting on Friday June 7th.

OLD BUSINESS

4. Clarification of Stipulations for Use of the Downtown Plaza by the Mill Valley Chamber of Commerce for the Wine & Gourmet Food Tasting Sunday 06/23/13

Item 4 Supporting Documents

Dir Rogers discussed these stipulations with Jill Barnes, Public Works Director and Angel Bernal, Chief of Police; neither of which were comfortable removing the stipulations for the Chamber's event. The City Manager will allow the MOU between the City and the Chamber to cover the two $500 deposits listed in these stipulations. Any costs, as stated in stipulations #2 and any meter revenue loss, as stated in stipulation #3, will also be billed through the MOU.

V Chair Bohan requested a review of the MOU between the City and the Chamber at an upcoming meeting.

RECREATION DIRECTOR AND OPERATIONS SUPERINTENDENT REPORTS

a. Mid-Year Budget Adjustments Request Review

Dir Rogers reviewed highlights of her Budget Adjustment report she submitted for review by the City Manager and Director of Finance. Once a review of all departments' requests has been completed, requests will be prioritized and presented to Council by City Manager.

Chair Nelson stated he would like a report on what, if any, budget adjustments were requested by DPW for the Parks Department.

Dir Rogers stated that she will present a review of Measure A at the June meeting. This Measure will hopefully provide DPW with funds from sales tax for projects specific to Parks & Open Space. $70-80K is expected to be available each year for the next several years for these projects. Priority of these projects is currently under review by Jill Barnes, DPW Director and Eric Erikson, Finance Director.
V Chair Bohan asked who makes the final decision as to what projects this money will fund.
Dir Rogers stated that projects will be prioritized by staff and approved by Council.
Chair Murray feels that the Parks & Recreation Commission should be involved in this process as well.

b. Review & Discussion of Field Use Policy and Annual Field User's Memorandum of Understand (MOU) with Friends of Fields

Item b Supporting Document 1

Item b Supporting Document 2

Dir Rogers presented this on the agenda in response to requests from a few Commissioners and saw this as an opportunity to review and discuss.
Com Quaglieri asked how many days per year the fields are closed.
Fac. Sup. Allingham stated Friends Field is closed for 2 weeks in the summer; all fields are closed in December & January due to weather, and 4-8 weeks in June on a rotating basis for reseeding & re-sodding as necessary.
Dir Rogers stated that if the MOUs are left to expire field rental rates for the leagues could go to market rates which could equal up to $500K. Funds received by the Friends of Fields (FOF) through the current MOUs are earmarked for field maintenance costs; including staffing.
Com Quaglieri stated her concern isn't necessarily focused on whether the field rental rates would go up for the leagues if the MOUs are not continued, but that the field rental revenues would then go directly into the City's General Fund and no longer directly back into the field maintenance costs and CIP funding.
Com Knauer asked if staff has sense if the FOF want to continue the current MOUs.
Dir Rogers stated that Rick Misuraca met with the FOF prior to his retirement and he felt that there is still an interest to maintain the MOUs, she is not sure the City would share in this interest. The current City budget includs expected field rental revenues once the MOUs expire. She has heard concerns expressed by some of the leagues regarding potential increased field rental rates if MOUs expire. She expects that there will be a decrease of usage from some leagues if rates go up too much. There is a very large difference in usage by leagues covered under the MOUs and leagues that pay market rates. She does not want to see youth sports play decreasing due to increased field use fees.
Com Quaglieri would very much like to get all the leagues involved in a discussion on field rates and ask that they partner with the City to help better understand what they need and how the City can support the leagues.

Fac. Sup Allingham stated that he is in constant discussions with leagues; their top three concerns are continued economic feasibility, allocation of use, and rise in competition for field space between existing leagues and new leagues coming in. It is important to note that right now City is not operating at cost with the fields from what is received and what is paid out by leagues. The biggest issue to address is to help the City near being cost covering, he does not want the public to view increases to league use fees as a money grab.
Chair Nelson asked if the City expects the fields to be self supporting. What is the base line to work from? Staff needs direction from the City Manager before the Commission can engage in a conversation about the field use fees.
Dir Rogers stated that another aspect to consider when reviewing the rates for these leagues is which leagues are purely non-profit and are staffed by volunteers vs. leagues that have paid coaches and run camps & clinics outside of regular league play.
Com Murray would like to see a part of any agreement reached with the leagues to include leagues are not considered a non-profit league if coaches are paid. The Commission may also want to consider increase the % rate of players that need to be part of the 94941 zip code.
Com Knauer asked how the current rate of 75% players from the 94941 zip code is verified.
Chair Nelson stated that currently leagues are self reporting on this; he asked if this is enough or does staff need to audit the leagues' rosters.
V Chair Bohan feels it is very important to have league representatives present at future discussions on this topic. She would like to see what the Marin County "norm" is in respect to how much cities subsides their fields and how much the leagues contribute.
Dir Rogers stated that in her experience she has seen no standard on how cities handle this.
Com Quaglieri asked if it was fair to say that FOF actually financed the creation and development of some of the new fields and the leagues' MOUs acted as direct reimbursements; so in essence these leagues have self sufficiently created these fields with the help of FOF and now the City wants to wave them good-bye and raise the rates on the fields.
Com Knauer stated he does not feel that is the case at all.
Dir Rogers stated she believes that some of the leagues covered by the MOUs may view it that way; but it's more complex than that. The City continues to struggle to maintain an asset at a rate that is not feasible; trying to maintain the fields at the highest possible playability and how to best restructure the field fees. The leagues have been very responsive to problem solving and working together; this has not always been the case in her professional experience.
Com Quaglieri asked in regards to fee rental rates; is there any consideration given for a league who rents the field for 2 hours and has 100-150 players on the field vs. a league that has 50 players on the field, are they paying the same rate? Also, asked if there been any thought on creating a turfed all weather field in Mill Valley
Fac. Sup. Allingham stated that currently the number of players on the field is not taken into consideration regarding field rates. He has not done any research himself on an turfed all weather field, but has had discussions with Rick Misuraca in the past. These fields are equally, if not more costly to maintain than a grass field; the only benefit to them is that they can be used year-round.
Com Quaglieri asked if there is any way the City could maintain an online service to allow people to check what fields are available at any given time for drop-in use.
Dir Rogers stated she would love to have something like that, but the current system does not allow for that feature. Of the 17,000 hours available for field use within a year the current annual

league users have approximately 85% of those hours reserved; leaving only 15% available for the casual or drop-in user which is an issue for her.
Com Murray stated that she recently attended the Bicycle and Pedestrian Committee meeting which discussed the Step, Lanes & Paths as recreational trails and evacuation routes; she would like to see included in the Field Use Policy and league agreements not only carpooling, but encouragement to bike or walk to games and practices.
Com Murray addressed the issue of field space and that it is near its limit in Mill Valley. One of the ideas that had come up in the past was the development of the Tam Valley field; which seems to be the only space left to develop. Unfortunately Rick Misuraca informed Commission that the field is riddled with gophers and holes and would not be a safe field to use for league play.
Com Quaglieri stated that the leagues have discussed ideas for new field space and would like to present these options to Commission. An idea she came up with would be to move the Dog Park over to the Bayfront Meadow space and develop the area past Bell/Ropers field as additional field space. She knows this would be a long, logistical process, but could allow for a type of sports complex with Friends Field and 4 fields at Bayfront with contained parking and traffic flow.
V Chair Bohan stated she recently had a very long conversation with a women who helped create the Dog Park in which she discussed the mid-90's battle to develop that area and the decision by Council to follow the environmental impact study recommendation to place the Dog Park in its current location due to wildness and endangered species concerns. Making changes to the Bayfront area would be a very controversial issue.
Fac. Sup. Allingham stated this would also be an issue of the Bayfront Master Plan and its very specific restrictions on development and use of the areas included in it.
Com Murray suggested the Commission needs to review the Bayfront Master Plan as it exists now before any other discussion happens. She also suggested keeping discussions on MOUs & Field Use Policies and potential field development as very separate topics.
Com Knauer agrees that the MOUs should be addressed first and the supply and demand issue of fields can be looked at later.

c. Manchuck Community Garden Update

Dir Rogers stated she has very little to report on this project; she made several attempts to get clarification on the progress, but was unable to. Rick Misuraca turned his files regarding this project over the DPW.

Dir Rogers also wanted the Commission to know that Parks Supervisor, Brandon Stewart, has been appointed the contact person for the Boat Dock Project. She is very concerned that Brandon just doesn't have the time to meet the guidelines set for the grant for this project; he is currently doing is own duties plus the duties of the Operation Superintendent position.

d. Conflict of Interest Zones Review

Item d Supporting Documents

COMMISSION REQUESTS AND IDEAS FOR DISCUSSION

ADJOURNMENT - To the Special Commission meeting which will be held on Wednesday, May 22, 2013.

It was **MOVED** by **Commissioner Knauer** and **SECONDED** by **Commissioner Murray** to Adjourn at 9:36pm. The Motion was carried by a 5 - 0 vote with **None** dissenting.