

REGULAR MEETING
OF THE
CORTE MADERA TOWN COUNCIL AND SANITARY DISTRICT #2 BOARD

In the Town Hall of the Town of Corte Madera, on February 19, 2008 at 7:30 p.m.

PRESENT: Mayor Lappert
Councilmembers Condon, Dupar, Ravasio

STAFF: Town Manager David Bracken
Assistant Town Attorney John Abaci
Parks and Recreation Director Jackie Branch
Recreation Supervisor Mario Fiorentini
Finance Director George Warman, Jr.

COMMISSIONERS PRESENT

Parks and Recreation Commissioner Kim Noble-Baez
Parks and Recreation Commissioner Harris Holzberg

OPEN SESSION

Salute to the Flag

1. OPEN TIME FOR PUBLIC DISCUSSION

No items were brought forth.

2. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report

Town Manager Bracken gave the following report:

- The Chamber of Commerce State of the Town Luncheon will be held at noon on Tuesday, February 26th at the Corte Madera Inn;
- The MCCMC Dinner will be held next Wednesday, February 27th at the San Francisco Yacht Club in Belvedere;
- The Town will hold a bid opening for the storm drain pump station.

- Council Reports

Councilmember Condon gave the following report:

- She requested that staff place on a future agenda the social host ordinance issue;
- She reported attending the MCCMC Legislative Committee and discussed was a request for the Town Council to submit a letter of opposition to the San Francisco Transit Authority's proposed toll increase to fund the Doyle Drive Seismic Retrofit project;

- The Legislative Committee also discussed Propositions 98 and 99 on the June Ballot which they expect will have a low voter turnout.
- The League of California Cities is sponsoring a proposition that relates directly to eminent domain. A Jarvis bill is also proposed which addresses a number items --a ban on rent control statewide; and language that requires that any land use decision made by a Council which is deemed to have negative impact on a resident is banned automatically from Council taking action.

Mayor Lappert made the following request:

- He asked staff to address and include substantial research, facts, figures and costs in the staff report for the social host ordinance hearing in order for the Council to make an informed decision. The Town Manager said the item was currently scheduled for the March 18 meeting; and he also agreed to provide a draft letter of opposition for the Council's review regarding the Doyle Drive Seismic Retrofit project.

Councilmember Ravasio gave the following report:

- He attended the Library Board meeting a few weeks ago and reviewed a report which evaluated the library lease versus buying a building. There was also discussion about a bond measure on the ballot in November for refurbishing libraries countywide and Corte Madera's status with its Joint Powers Agreement (JPA) which would require a separate Corte Madera bond measure. He also noted the JPA could be dissolved and there was agreement to evaluate the effects of the dissolution.

Councilmember Dupar gave the following report:

- He met with Central Marin Sanitation Agency last week and reported a wet weather improvement project was underway which doubles the capacity for wet weather inflow into the various sewer systems in Marin;
- The Marin Telecommunications Agency met last Wednesday last week and the main issue discussed was the substance of the new agency that will run the PEG system and the capacity for running three channels for public, education, and government.

CONSENT CALENDAR
Town Items

MOTION: Moved by Condon, seconded by Dupar, and carried unanimously by those present,

To approve Items 3a, 3b, 3c, 3d and 3e on the Consent Calendar.

- 3a. Approved Warrant and Payroll for the Period January 8, 2008, through February 12, 2008, Warrant Check Numbers 118749 through 119081 and Payroll Check Numbers 2282 Through 2334, Payroll Direct Deposit Numbers 10673 through 10927, and Payroll Wire Transfer Numbers 684 through 699

- 3b. Accepted the Annual Statement of Investment Policy
- 3c. Approved Investment Transactions for the Month of December 2007
- 3d. Approved Investment Transactions for the Month of January 2008
- 3e. Approved Amendments to Adopted Town Budget FY 2007-2008 Including a Net Supplemental Appropriation in the Amount of \$165,700

Sanitary District Items

MOTION: Moved by Dupar, seconded by Ravasio, and carried unanimously by those present,

To approve Item 3f on the Consent Calendar.

- 3f. Accepted Notice of Completion for Paradise Pump Station Replacement, Project No. 00-202

BUSINESS ITEMS

- 4. Discussion and Possible Action Concerning Adoption of a Resolution Setting the FY 2008-09 Fees for Reserved Uses of the Town's Outdoor Fields and Facilities, Recreation Center, Neil Cummins Gymnasium, and Fees for Sports, Classes, and Activities

Recreation Supervisor Fiorentini presented the staff report stating four years ago the Town went to a cost recovery program for its recreation facilities and programs. He presented the Facility Cost Worksheet which itemized costs associated with operating each facility, breaking out hours, square footages, percentage of space and the adjusted budget for each facility. He said staff identified hourly costs, replacement costs, depreciation, public works operation costs for all facilities, fields, and assigned percentages, presented the fee resolution worksheet of individual costs for each facility compared to what the Town charges in fees, discussed resident and non-resident fees, increases from the prior year, Town subsidies, final cost recovery percentages, and the revised fee resolution for the Council's consideration.

Councilmember Condon questioned whether the Town was allowed to incur more than 100% cost recovery. The Finance Director said staff is using the current budget to set fees for next year. Cost recovery percentages will vary in many instances from year to year depending upon classes and facilities used and staff can apply overages to shortfalls in areas, as needed.

The Finance Director noted the Town Attorney also provided an amendment to Section IX on page 19; the end of the sentence should read:

“Providers of classes, activities or events at which fees are charged to participants shall pay the following fees for use of Town Facilities:”

Also, the section needs language stating when those fees would be applied. He therefore recommended additional language be added under Section XII on page 21 to read:

“This resolution shall take effect July 1, 2008”.

Councilmember Condon asked that an “e” be inserted in the word “hereby” on page 15, second line.

The Finance Director noted that the Parks and Recreation Commission recommended reducing the charge for classes from \$41 to \$33 because they felt that the \$42 fee was preventing some classes from being held. They also hoped the lower rate would encourage more classes as well as additional classes to be offered in the future. He said the Recreation Department must also schedule facilities around times they are not being used by groups that are grandfathered in.

Councilmember Dupar thanked staff and the Commission for their work on review of the fees and ways of offsetting future maintenance of the properties. He discussed how instructor rates, department accounting, and classes to address community needs are handled and questioned how parking lots in town were addressed. The Recreation Supervisor said there was currently no fee for events in parking lots and he agreed this was something staff could create a model and associate costs for in the future. However, he said most of the groups using parking lots fall into the exempt community groups’ status. He further discussed Town-sponsored events and flat fees for advertising in the Town’s recreation brochure. Councilmember Dupar believes the Town should receive some percentage for the non-sponsored events where the instructor handles payment and reserving the class, and recommended the flat rate advertising and class fees be reviewed next year.

Councilmember Ravasio questioned what the overall effect on usage has been in terms of revenue and hours. The Recreation Supervisor said the biggest effect is in the main hall, which has seen a decrease in enrollment. By lowering the rate, staff hopes to increase participation and at the same time, offer the instructor more money, making it a more cost effective program to operate. He said staff is also looking to add language and art classes and switch locations of some of the classes, and he believed the situation will improve.

The Finance Director said Councilmember Ravasio’s question would require a more detailed analysis and noted the Town also lost the Teen Center two years ago which affected revenue; however, they also have more hours available to them for use at Neil Cummins.

Councilmember Ravasio questioned and confirmed with the Recreation Supervisor that the Town benchmarked its rates against other Recreation Departments in Marin and staff proposed raising the field rate higher, but based on comparable rates they thought it should stay at \$95. He also noted the condition of facilities and fields should be kept in mind in assessing fees, as well.

George Topor said the actual revenues were down, subsidies stayed about the same in some areas, he

was opposed to a 20% increase and did not believe increased revenues would be seen. The Finance Director said staff will lay out all programs and classes and arrive at a revenue projection based on past activity. In the past, there has been an estimate of programs anticipated but they are often not held for a variety of reasons and some years are better than others. He noted the subsidy is represented as a percentage in the Town's budget annually and included also are capital maintenance items incurred which can also increase the subsidy.

Harry Schriebman requested the Town reduce fees and thought charging \$80 for 4 hours of picnic benches was outlandish. Mayor Lappert noted the fee is for reserved picnic areas in peak times and there are many free picnic areas on a first-come, first-served basis.

Julie Allecta supported the spirit of Mr. Schriebman's comments, requested more preference be given to local residents and not Marin County residents and asked to lower fees as local residents actually fund the subsidy. The Finance Director noted many of the facilities are school district property; the School District has a rule that anyone in Marin County is considered a resident, so the Town must follow their regulations. Mayor Lappert agreed the Town serves the entire region.

Councilmember Dupar believed staff had discretion on an individual basis for a fee to be waived or reduced when the issue of affordability is raised.

Councilmember Ravasio wondered if the Town may be shifting people away from recreation facilities by increasing fees too much. Personally, he believed this is wrong and believed the Town should provide recreation services just as it does for police, fire, and other services. He requested more information be gathered on the affect of the fees and the actual hours and numbers of participants for programs. Mayor Lappert suggested this be compiled for the next review.

Councilmember Dupar questioned why revenues went down in FY 2005-06. The Director of Recreation and Leisure Services said people will book the building and when they see it, they do not like it and cancel their reservation. She noted a stage is extremely important, the Town works with what it has, and in order to maintain the subsidy level, fees must be increased. The Finance Director noted a portion of fees is also transferred into the replacement fund, which has been growing with interest.

Councilmember Condon believes that the children's programs were extremely reasonable in cost; agreed there have been instances where special accommodations have been made to residents who have difficulty in paying for activities and noted parks and recreation facilities were available to everyone in Town.

MOTION: Moved by Dupar, seconded by Condon,

Vote:	Ayes:	Condon, Dupar, Lappert
	Noes:	Ravasio
	Absent:	Cock

To adopt Resolution Setting the FY 2008-09 Fees for Reserved Uses of the Town's Outdoor Fields and Facilities, Recreation Center, Neil Cummins Gymnasium, and Fees for Sports, Classes, and Activities, as amended:

- To add to page 19, last sentence of the first paragraph; "Providers of classes, activities or events at which fees are charged to participants shall pay the following fees for use of Town Facilities:" and;
- To add language under Section XII on page 21 to read, "This resolution shall take effect July 1, 2008"; and
- To add an "e" to the word "hereby" on page 15, second line.

5. Approve Minutes of January 15, 2008

Councilmember Condon requested the following amendments to the Minutes of January 15, 2008:

- Page 2, line 13, first 2 words, change "visit sites" to "site visits";
- Page 2, line 14, change "...however, the policy may have changed" to "...however, the policy had changed".
- Page 2, line 17, change sentence to read, "...to visit the neighboring impacted sites if there is written opposition."
- Page 2, Line 20, change sentence to read, "...and a committee is proposed to be formed to protect ~~the rights of~~ those communities affected."
- Page 2, Line 22, "She asked that the Town be cautious in its spending in light of the State budget."

MOTION: Moved by Dupar, seconded by Ravasio, and carried unanimously by those present,

To approve the Minutes of January 15, 2008, as amended.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. to the next regular meeting to be held on March 4, 2008.