

MINUTES OF THE REGULAR MEETING
LARKSPUR PARKS AND RECREATION COMMISSION
VIA TELECONFERENCE DUE TO COVID-19
APRIL 15, 2021

COMMISSION: PRESENT: Chair Blauvelt, Friedel, Harrison,
 Koeppel

COMMISSION: ABSENT: Sunshine

STAFF: PRESENT: Community Services Director Franklin Escobedo
 Public Works Director Julian Skinner
 Public Works Analyst Rita Schoch
 City Clerk Alison Foulis

1. Roll Call

Chair Blauvelt called the meeting to order at 6:30 p.m.

2. Public Comment

There were no public comments.

3. Approval of the Consent Calendar

3.1 Approval of Minutes of March 18, 2021

M/s Friedel/Harrison, to approve the March 18, 2021 minutes as submitted.

Ayes: Friedel, Harrison, Koeppel, Chair Blauvelt

Absent: Sunshine

(through a roll call vote)

4. Public Hearing

There were no Public Hearings.

5. Business Items

5.1 Parks Update

Public Works Director Skinner presented a staff report and a PowerPoint presentation focusing on the Parks Projects included in the Capital Improvements Program (CIP). He discussed this year's projects and those proposed for next year. He noted this is a 5-Year forecast and the Council will allocate funds for the upcoming Fiscal Year (2021/22). Staff includes projects for Years Two through Five for planning purposes. The Mini Parks Master Plan and feedback from the public determine which projects to fund. He discussed the current year projects: 1) Piper Park Picnic and Pathway Improvements; 2) Piper Park Volleyball Court #2.

The Piper Park Picnic and Pathway Project went out to bid and a contractor was selected. The Council should approve the contract at its next meeting. The project includes the

installation of shade sails and shade trees, the construction of a stage, and creation of an ADA path connecting the park pathway with the stage. The total cost is \$70,000.

Chair Blauvelt asked when this project would be completed. Public Works Analyst Schoch stated they were looking at June or July.

The Piper Park Volleyball Court #2 Project includes the installation of new sand, nets, and posts. The cost is \$52,488. These courts do generate revenue. This project will be reviewed by the Council next week.

Public Works Director Skinner discussed other projects including: 1) Niven Park Improvements (funded through Measure A); 2) Hamilton Park (some donor money); 3) Heatherwood Park, Phase II; 4) Park Signage; 5) Greenbrae School Park; 6) Centennial Park; 7) the three greenways (passive parks).

Chair Blauvelt asked about the timeline for the Hamilton Park Project. Public Works Analyst Schoch stated staff will be working on the design over the next few months along with a project estimate. The donors want to move forward quickly.

Public Works Director Skinner discussed the funding sources for projects not including private donations or the Larkspur Community Foundation. The regular flows of money include Development and In Lieu Fees and County Parks Measure A.

Commissioner Koeppel asked if maintenance of the parks has changed due to COVID and if there is enough funding for it. Public Works Director Skinner stated maintenance of the parks is funded through primarily the General Fund. There were lay-offs, freezing of positions, and furloughs due to COVID. The Parks Maintenance Crew did not experience any lay-offs and the furlough recently ended. He designs a Maintenance Program based on staffing levels and things are done on a set schedule such as mowing, weeding, etc.

Commissioner Koeppel asked if there was a plan for the Greenbrae School Park Improvements Project and he asked about the process. Public Works Director Skinner stated staff recently had a consultant evaluate the parks. In general, improvements could include fixing/replacing old or worn out equipment, mandated replacements (ADA compliance), or improvements or enhancements. The process includes starting with the Mini Parks Master Plan, holding public workshops, creation of a concept design, and construction. Staff has not put “pen to paper” on the Greenbrae School Park Project quite yet but the Mini Parks Master Plan is the blueprint.

The Commission had no objection to the plan moving forward as presented. They thanked Public Works Director Skinner and Public Works Analyst Schoch for their good work.

6. Director’s Oral Report

Community Services Director Escobedo reported there was a meeting of Marin County Recreation Directors yesterday in anticipation of the June 15th date (back to business!) and possible movement into the Yellow Tier. Super Cool Summer School registrations

opened up and many slots are already full. Kinder Camp will be held in August. He discussed the restrictions for indoor and outdoor private events. Staff is still not taking reservations for picnic table but is scheduling and collecting fees for use of the athletic fields. Youth and adult leagues have started up. He is working on the Fiscal Year 2021/22 Recreation Department Budget and associated goals. An increase in staffing is being requested. Staff is looking forward to resuming classes in the fall.

The Commission thanked staff for doing such a great job under very challenging circumstances.

7. Commissioner's Reports

There were no comments.

8. Adjourn Meeting

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Parks and Recreation Commission.

Franklin Escobedo
Franklin Escobedo, Community Services Director