

Commissioner Harrison asked if the “Pre Fiscal Year 2019/20” amounts have already been spent. Public Works Director Skinner stated “no- the bulk of those funds for each project remains”. He noted Capital Improvement Project Funds do carry over into the next fiscal year. Action must be taken to transfer the balance of funds to close the project account.

Chair Koeppel asked staff to include a column showing the carry-over for each project.

Commissioner Sunshine asked if the figures projected into future years take into account cost escalations. Public Works Director Skinner stated that was difficult to do on these smaller projects- there is more stability on bigger projects that use larger quantities of materials, etc. But it does happen somewhat at a design level in terms of priorities within the project.

Commissioner Sunshine asked for the status of Serenity Park. Public Works Director Skinner stated they are underway with construction but he is not sure about the estimated completion date. Public Works Analyst Schoch stated she is in contact with the project manager about their agreement to help pay for the sign.

Commissioner Sunshine asked about the status of bike path improvements. Public Works Director Skinner stated the Commission is the entity that approves Transit Development Act (TDA) grants since the City does not have a Bicycle and Pedestrian Advisory Committee. These projects were added to the CIP Budget last year and will be carry-over projects. There were two components- 1) Improvements at Madrone and Arch Street- removing the dark crosswalk at Madrone and enhancing and adding lighting at the crosswalk at Arch Street; 2) The gap closure at the bike path on the east side of Magnolia from Doherty to the entrance of the Larkspur Shopping Center- it also includes flashing lights at the crosswalk at the Lark Theatre. The first project will be completed by the end of June. Staff is looking for more funding for the second project. He noted it is hard to get contractors interested in these smaller projects.

Chair Koeppel asked about the status of the park signage design and whether it has gone to the Council for approval. Public Works Director Skinner stated staff will present this item to the Council at its June 5th meeting- after the Budget Hearings.

Public Works Analyst Schoch briefly discussed the plans for future projects including improvements to Heatherwood Park (Phase II) and Dolliver Park. These two mini-parks are heavily used. Piper Park will also see some improvements as part of the Bon Air Bridge Mitigation Program including a new dog park and tidal restoration of the area where the current dog park is located. Staff is planning on implementing a Wayfinding Sign Program and doing work on the perimeter path (fixing the trip hazards and making it more ADA accessible.). Staff is planning on doing work to the circular path around Hamilton Park and refreshing the landscaping. This is listed as a priority project in the Mini Parks Master Plan. Staff is working on the conceptual plans for Greenbrae School Park although it is not heavily used. Staff will get community input on the playground and other elements. By “year five” they will probably be revisiting Dolliver Park. There are some small things that need to be done including the fencing, furnishings, etc.

Commissioner Blauvelt asked if Phase II of Heatherwood Park would receive financial support from the neighbors similar to what occurred during Phase I. Public Works Analyst Schoch stated “yes”.

Commissioner Blauvelt asked if staff would be open to input regarding the new dog park from current dog park users. Public Works Director Skinner stated that project is almost 100% designed- it went through the public process several years ago.

Commissioner Harrison referred to Niven Park and asked how staff sets priorities and decides what will get left out of the project. Public Works Analyst Schoch stated staff will get community input including pop-up meetings at the park itself. Staff is looking at accessibility issues, the fence around the playground. But they can have discussions about expanding the playground or the picnic area, installing an adult fitness area, etc. Decisions are also made when the bids come in. Commissioner Harrison asked if the Commission had any input on priorities and how the dollars are spent. Public Works Analyst Schoch stated “yes”.

Chair Koepfel asked about funding for the parks through the Operating Budget and if there was a set amount. Public Works Director Skinner stated “yes”- it is based on “routine costs”. There are also personnel costs that are allocated to the parks along with contract services. Line item allocations tend to be the same from year to year with a minor inflationary increase.

Chair Koepfel asked what percentage of staff time is reflected in the figures on the worksheet. Public Works Director Skinner stated it depends on the project- the smaller the project the bigger the percentage of staff or consultant time. Averages in the industry for soft costs are around 20% to 25% of the total project costs. It can be more on the complex projects, such as the Bon Air Bridge Replacement.

Chair Koepfel referred to the Unfunded Park Projects and asked if staff saw these as priorities in 2025 and onwards. Public Works Analyst Schoch stated “yes”.

The Commission thanked Public Works Director Skinner and Public Works Analyst Schoch for the good work.

M/s Blauvelt/Sunshine, to recommend the Council adopt the Fiscal Year 2019/20 through 2024/25 Capital Improvement Program as proposed by staff.

Ayes: Blauvelt, Friedel, Harrison, Sunshine, Chair Koepfel

4.2 Review of Heritage Tree Application and Review Process of Municipal Code Section 12.16.070(F)

Recreation Director Whitley presented the staff report.

Chair Koepfel stated the staff report was very helpful. He asked how many Tree Removal Permit applications are approved without review by the Parks and Recreation Commission. Recreation Director Whitley stated probably the majority of the applications. He discussed the arborist’s participation in the process as well as staff’s.

Commissioner Harrison asked if an otherwise healthy tree could be taken down because the homeowner thinks the tree is messy. Recreation Director Whitley stated “yes, if there are no written objections submitted within 15 calendar days”.

Chair Koeppel asked if the arborist report has to address the points that the Commission needs to review. Recreation Director Whitley stated “no”.

Recreation Director Whitley discussed what happens when someone is caught removing a Heritage Tree illegally including a fine that is double the value of the tree as determined by the Town Arborist.

Commissioner Blauvelt stated the Planning Commission also reviews the removal of trees related to construction projects.

5. Director’s Oral Report

Recreation Director Whitley reported staff has processed over 650 registrations for Super Cool Summer School- about 80 more than last year! He asked the Commission to choose a date for the upcoming Parks Tour- Saturday, May 4th or May 11th. The Commission decided on Saturday, May 11th at 8:30 a.m. Coffee and pastries will be served! The Department of Public Works has been very busy in Piper Park and plans to open the athletic fields on May 24th. Play ball! He asked the Commission to respond as quickly as possible to his email’s regarding meeting attendance.

Recreation Supervisor Stone reported twenty new picnic tables were installed by the Public Works Department crew in the Piper Park picnic area. The crew let Dick drive a really big fork lift and he was quit giddy. He thanked the Larkspur Community Foundation for its generous donation towards the purchase of one of the tables and a new drinking fountain in the park. Recreation Director Whitley stated some of the old picnic tables will be re-purposed and used in other locations in town. Recreation Supervisor Stone reported the Flashlight Egg Hunt will be held tomorrow night in Piper Park starting at 8:30 p.m. sharp. He, along with the help of Hall Middle School and Redwood High School volunteers, planted over 3,000 eggs. The volunteers will also be helping out during the hunt. He is expecting about 300 kids! Staff is working on the Music in the Park series and Movies in the Park- a cooperative effort with the Corte Madera Parks and Recreation Commission.

Commissioner Blauvelt asked about the new trees that will be planted in the park. Recreation Supervisor Stone stated staff is working with a landscape architect.

6. Commissioner’s Reports

Commissioner Friedel gave a status report on the Larkspur Library Community Center Foundation (LLCC) activities and recent grants. They have over \$200,000 in donations which should get them through the architectural renderings phase. The feasibility study is starting along with consultant interviews. They are starting the small community group meetings along with outreach to all pertinent entities.

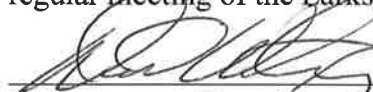
Commissioner Friedel reported on the status of the Rec'ing Crew, the not-for-profit organization that supports the Parks and Recreation Department. The group will be selling refreshments at the Music in the Park events. She asked for volunteers!

7. Adjourn Meeting

The meeting was adjourned at 7:50 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.



Dick Whitley, Recreation Director