



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, September 17, 2020
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-09-17-2020>

Telephone: (669) 900-9128
Meeting ID: 857-2597-2488#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of July 16, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Presentation on City of San Rafael Financial Status from City Finance Manager Nadine Hade

3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Review of Appointments to the Library and Community Center Working Group for the Public Library and Community Center Conceptual Design
5. Discuss Project Selection for the Prop 68 Per Capita Grant Application Process

COMMISSION REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: October 15, 2020

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



SAN RAFAEL
THE CITY WITH A MISSION

PARK AND RECREATION COMMISSION

JULY 16, 2020 – 6:00 p.m.

DRAFT MINUTES

Watch on Zoom:

<https://tinyurl.com/PRC-07-2020>

Password: 415

Telephone: (669) 900-9128

Meeting ID: 861-5448-9435#

CALL TO ORDER

Chair Jeff Jones called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Chair Jones
Commissioner Gutierrez
Commissioner Laumann
Commissioner Machado
Commissioner Obletz
Commissioner Reisinger
Commissioner Seibel, Alternate

Absent: Commissioner Emerson

Also Present: Susan Andrade-Wax, Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Catherine Quffa, Assistant Library & Recreation Director

AGENDA AMENDMENTS

None

MINUTES

- 1. Approve regular meeting minutes of March 12, 2020**

Commissioner Machado moved and Commissioner Reisinger seconded, to approve the regular meetings minutes of March 12, 2020.

AYES: Commissioners: Gutierrez, Laumann, Machado, Obletz, Reisinger, Seibel & Chair Jones
NOES: Commissioners: None
ABSENT: Commissioners: Emerson
ABSTAINED: Commissioners: Laumann & Obletz

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

- 2. Introductions/Awards/Recognitions/Presentations**
None.

- 3. Public Comment from the audience regarding items not listed on the agenda**
None.

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

- 4. Review Proposed Facility Rental Reservation Policies and Procedures, and Ongoing Facility Rental Allocation Process**

Library and Recreation Director Susan Andrade-Wax introduced Assistant Library and Recreation Director Catherine Quffa who presented the staff report.

Staff responded to questions from Commissioners.

Chair Jones invited public comment; however, there was none.

Commissioners provided comments.

Commissioner Machado moved, and Commissioner Obletz seconded, to move the facility rental reservation policies and procedures, and ongoing facility rental allocation process through to Council.

AYES: Commissioners: Gutierrez, Laumann, Machado, Obletz, Reisinger, Seibel & Chair Jones
NOES: Commissioners: None
ABSENT: Commissioners: Emerson

Motion carried: 7-0

COMMISSION REPORTS AND COMMENTS

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

Commissioner Gutierrez announced her children would be attending summer camp at the San Rafael Community Center. Commissioner Jones reported on his attendance at the General Plan 2040 Steering Committee meetings.

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest

Director of Library and Recreation Susan Andrade-Wax discussed the allocation of Measure A, which would support park maintenance, capital park improvements, and a Park and Recreation Master Plan.

Additionally, she updated the Commission on the City’s budget impacts due to COVID-19 and a \$12 million deficit. There is a hiring freeze of all vacant positions, a voluntary retirement separation program, and a furlough schedule for all staff except for emergency and essential employees. Additional budget reductions through the Departments. Recreation and Child Care did not have a budget reduction at this point. The last two items to bridge the gap was to use one-time funds and the City’s reserves.

ADJOURNMENT

Chair Jones adjourned the meeting at 7:41 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2020

SUSAN ANDRADE-WAX, Library & Recreation Director



**September 17, 2020
Item #4**

TITLE: DISCUSS APPOINTMENTS TO THE LIBRARY AND COMMUNITY CENTER WORKING GROUP FOR THE PUBLIC LIBRARY AND COMMUNITY CENTER CONCEPTUAL DESIGN

SUMMARY

In response to the recent study findings, on October 7, 2019 the City Council directed City staff to issue a Request for Proposals (RFP) for architectural services to develop a conceptual design for a combined library and community center at Albert Park. The Library and Community Center Working Group will assist with the selection of an architectural firm and participate in a planning process that identifies and develops architectural concepts and a preferred design alternative.

RECOMMENDATION:

That the Park and Recreation Commission appoint two (2) Commissioners to the Library and Community Center Working Group.

BACKGROUND:

The City has been highlighting the need for newer, bigger library facilities since 1970. Based on the most recent analysis, three sites were identified for a new downtown library, with a combined Library and Community Center at Albert Park emerging as the recommended option to council. The Albert Park project would result in 26,000 square feet of library space and 17,700 square feet of community center space. In response to the recent study findings, on October 7, 2019 the City Council directed City staff to issue a Request for Proposals (RFP) for architectural services to develop a conceptual design and cost estimate for a combined library and community center at Albert Park.

DISCUSSION:

The Request for Proposal for the combined Library and Community Center in Albert Park will include:

- Conceptual building floor plans, with all rooms and internal divisions shown.
- Conceptual site plan including surrounding parking and landscaping.
- Elevations/renderings of building exterior, all sides, illustrating multiple architectural design and vocabulary concepts.
- Sections through building and site showing relationship of new and existing features.

The architectural firm will also facilitate four (4) virtual meetings with the Library and Community Center Working Group to discuss and refine architectural concepts and develop a preferred design alternative incorporating feedback from Working Group.

The expanded working group will be composed of two (2) members from each of the following groups: City Council, Library Board of Trustees, Park and Recreation Commission, Friends of the Library, Library Foundation and City staff.

The tentative timeline for the project:

Event	Due Date
RFP Release:	September 21, 2020
Pre-Proposal Video Conference.*	October 5, 2020
Final Proposals Due:	November 2, 2020
Consultant Virtual Interviews: Week of	December 7, 2020
Consultant Selected:	January 4, 2021
Contract Awarded:	February 1 2021
Notice to Proceed:	February 2, 2021
Project Completion:	June 30, 2021

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian



**September 17, 2020
Item #5**

TITLE: DISCUSS PROJECT SELECTION FOR THE PROP 68 PER CAPITA GRANT APPLICATION PROCESS

RECOMMENDATION:

That the Commission approve the selection of the Sun Valley Park Playground Replacement Project for Prop 68 Per Capita Grant Program Funding.

BACKGROUND:

In 2018, voters passed Proposition 68, the \$4 billion “Parks, Environment and Water Bond Act of 2018”. A component of the proposition includes a Per Capita Grant Program. The State process for the Prop 68 Per Capita Grant requires that the City Council adopt a specific resolution prior to submitting the application, which verifies the City’s commitment and ability to implement the project. The allocation for the City of San Rafael, which is based on population is \$177,952. Staff is proposing that the funds be used to support the replacement of the playground equipment at Sun Valley Park.

DISCUSSION:

Proposition 68 (Prop 68) was placed on the ballot via Senate Bill 5 and approved by voters in 2018. Prop 68 authorized \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects and flood protection projects. Through Prop 68, State funds were appropriated for the Per Capita Grant Program and made available for local park rehabilitation, creation and improvement grants to local governments on a per capita basis.

In 2019, the City submitted the Per Capita Allocation Questionnaire to determine the City’s allocation. On June 24, 2020, the State notified the City of San Rafael of their allocation amount of \$177,952.

According to the Per Capita Grant program guidelines, projects submitted must be for recreational purposes, either acquisition or development, and are subject to the following:

- Projects must be for capital outlay; that is, acquisition of land, or improvements to existing property beyond its original condition. Operation, maintenance, repairs are not eligible.
- Acquisition and development projects cannot be combined,

- A project can only have one location. One project serving several parks is not permitted.
- Development projects must be consistent with the park and recreation element of the grantee's general or recreation plan.
- Per Capita funds must be used to supplement, not supplant, local revenues in existence as of June 5, 2018.
- Contracted work must comply with the provisions of §1771.5 of the State Labor Code.
- Grantee must have adequate liability insurance, performance bond, or other security necessary to protect the State and Grantee's interest against poor workmanship, fraud, or other potential loss associated with the completion of the project.
- Pre-Construction Costs may not exceed 25% of the project amount.
- The primary purpose of any building constructed or improved must be public recreation.
- Projects must be accessible, including an accessible path of travel to the project.

All Projects not serving a "severely disadvantaged community" require a 20% match of funds. The City of San Rafael's median household income does not qualify as severely disadvantaged, so a 20% match will be required. Grant funds are allocated based on population and are one-time funds.

After reviewing the projects that were evaluated as part of the City's recent Capital Improvement Program process and the applying the criteria, the Sun Valley Park Playground Replacement Project was identified as the project that would most benefit from these funds.

The project entails the replacement of the existing play structures with new play structures and parking and pathway improvements for ADA access. The other park playground replacement projects that were considered and evaluated included Gerstle, Peacock Gap and Bernard Hoffman parks. Unfortunately, costs related to improving the accessibility of the paths of travel at these three (3) park sites were excessive and would therefore exceed funding available through the Prop 68 Per Capita Grant program.

In order to receive the allocation, the City is required to submit a resolution approving the filing of the project application. The resolution must follow the State-prepared template as provided in the grant program application packet. The resolution needs to be submitted to the State no later than December 31, 2020, with the full application packet submitted no later than June 20, 2021. Payments may be requested after the project is awarded and the contract is encumbered. The project scope is required to be completed by March 31, 2024.

Once the Park and Recreation Commission provides feedback on the project selection, staff will forward their recommendation along with the resolution to the City Council for their review and consideration.

FISCAL IMPACT:

The City of San Rafael will be allocated \$177,952 through the Prop 68 Per Capita Grant Program. Grant funds are allocated based on population and are one-time funds. Grant funds can supplement, but not supplant, existing expenditures approved by the City Council. Projects not serving a “severely disadvantaged community” require a 20% match of funds. The City of San Rafael median household income does not qualify as severely disadvantage, so a 20% match (\$35,590.40) will be required, for a total project budget of \$213,542. The required 20% match will be provided by Measure A (241) funds.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Susan Andrade-Wax
Library & Recreation Director



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: September 17, 2020
To: Park and Recreation Commission
From: Susan Andrade-Wax, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
Sept. 17	6:00 p.m.	Park and Recreation Commission	San Rafael Community Center, 618 B Street, San Rafael
Sept. 21	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
October 5	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
October 15	6:00 p.m.	Park and Recreation Commission	San Rafael Community Center, 618 B Street, San Rafael
October 19	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
Every Thursday & Friday Night through October	5:00 – 9:00 p.m.	Dining Under the Lights	Downtown San Rafael, from Lincoln Avenue to the West End Village https://downtownsanrafael.org