



CALL TO ORDER

- Pledge of Allegiance
- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of November 21, 2019

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - A. Catherine Quffa – Assistant Library & Recreation Director, Recreation & Childcare Division
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. California Park and Recreation Society - District 1 Community Service Award

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: March 19, 2020

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Council less than 72 hours before the meeting, shall be available for inspection at the Community Services Department, San Rafael, Community Center, 618 B Street, San Rafael, CA 94901, and placed with other agenda-related materials on the table at the Commission meeting prior to the meeting. American Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3198 (TDD) or (415) 485-3333 (voice) at least 72 hours in advance. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 20 or 23. Paratransit is available by calling Whistlestop Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



San Rafael Community Center – 618 B Street, San Rafael, CA
November 21, 2019 – 6:00 p.m.

CALL TO ORDER

Chair Tom Oblatz called the meeting to order at 6:07 p.m.

Pledge of Allegiance

Roll Call

Commissioners Present: Chair Tom Oblatz, Vice Chair Mark Machado, Stacey Laumann, Kathryn Reisinger, Ariel Gutierrez, Jeren Seibel, and Cecily Emerson (arrived 6:08)

Commissioners Absent: Jeff Jones

Staff Present: Susan Andrade-Wax, Library & Recreation Director, Catherine Quffa, Management Analyst, Becky Ordin, Senior Administrative Assistant, Debbie Younkin, Senior Recreation Supervisor, and Tiffany Haley, Program Coordinator.

AGENDA AMENDMENTS

Commissioner Reisinger made a motion to amend the agenda to move the New Commissioners Oath of Office to Item 1. Commissioner Machado seconded the motion.

AYES: Commissioners: Oblatz, Machado, Laumann, Reisinger, Emerson

NOES: Commissioners: None

ABSENT: Commissioner: Jones

MEETING OPEN TO THE PUBLIC

1. Introductions/Awards/Recognitions/Presentations

A. New Commissioners Oath of Office – Lindsay Lara, City Clerk

Ms. Andrade-Wax introduced Ms. Lara. Commissioners Emerson, Gutierrez and Seibel were sworn in by Ms. Lara. The Commissioners introduced themselves.

MINUTES

2. Approve regular meeting minutes of October 17, 2019

A motion was made by Commissioner Laumann, seconded by Commissioner Reisinger, to approve the minutes of the October 17, 2019 meeting. **The motion was approved unanimously.**

3. Public Comment from the audience regarding items not listed on the agenda

None

MATTERS BEFORE THE COMMISSION

4. 2019 Annual Aquatics Program Review

Ms. Andrade-Wax introduced Debbie Younkin, Senior Recreation Supervisor and Tiffany Haley, Program Coordinator. Ms. Haley presented the 2019 Annual Aquatics Program Review.

Commissioner Gutierrez asked where the lap swimmers go in the Winter months. Ms. Younkin answered they have surveyed the lap swimmers and either they don't swim, they swim at the Marin YMCA or the Marin JCC.

Commissioner Oblatz asked about attendance being down at the Hamilton Pool. Ms. Younkin replied that it was a cold Summer, and yes attendance was down. Also, families are traveling more and not buying the season pass.

Commissioner Emerson asked if the goal is to break even each season. Ms. Younkin replied that the Department is constantly looking at ways to reduce the costs of running the pools. Currently, the City is in the process of conducting a master fee study. The last comprehensive fee study was conducted in 2011. Since then, most City fees haven't been

adjusted. So, the hope is to be able to increase fees so that they cover the increases in program and facility expenses.

Commissioner Oblatz asked if the staff expenses for Ms. Younkin and Ms. Haley were included in the contract for Hamilton. Ms. Younkin replied that a portion of their salaries are budgeted into both pool budgets as well as the Terra Linda Community Center budget.

Commissioner Seibel asked if they are given a target percentage for cost recovery. Ms. Younkin answered not at this time.

5. Selection of Commission Chair, Vice Chair and Committee Assignments

Commissioner Reisinger made a motion for Jeff Jones to be Chair. Commissioner Emerson seconded the motion.

AYES: Commissioners: Oblatz, Machado, Laumann, Reisinger, Emerson, Gutierrez

NOES: Commissioners: None

ABSTAIN: Commissioner: Seibel

ABSENT: Commissioner: Jones

Commissioner Machado made a motion for Commissioner Laumann to be Vice Chair. Commissioner Reisinger seconded the motion.

AYES: Commissioners: Oblatz, Machado, Laumann, Reisinger, Emerson, Gutierrez

NOES: Commissioners: None

ABSTAIN: Commissioner: Seibel

ABSENT: Commissioner: Jones

Commissioner Laumann made a motion for Commissioner Reisinger to serve on the Pickleweed Advisory Committee Assignment. Commissioner Oblatz seconded the motion.

AYES: Commissioners: Oblatz, Machado, Laumann, Reisinger, Emerson, Gutierrez

NOES: Commissioners: None

ABSENT: Commissioner: Jones

Commissioner Oblatz made a motion for Commissioner Gutierrez to serve as the alternate on the Pickleweed Advisory Committee Assignment. Commissioner Laumann seconded the motion.

AYES: Commissioners: Obletz, Machado, Laumann, Reisinger, Emerson, Gutierrez

NOES: Commissioners: None

ABSENT: Commissioner: Jones

6. Review of the Commission Meeting Schedule for 2020

Ms. Andrade-Wax presented the dates that the Commission normally meets. The Commission recommended to canceling the February 20th, August 20th and December 17th meetings. If there is a need for a February meeting, then it will be re-scheduled for February 13th.

Commissioner Laumann made a motion to accept the calendar as modified. Commissioner Machado seconded the motion.

AYES: Commissioners: Obletz, Machado, Laumann, Reisinger, Emerson, Gutierrez

NOES: Commissioners: None

ABSENT: Commissioner: Jones

Ms. Andrade-Wax asked the Commission to discuss the starting time of the meetings. It was determined that the Commission would continue to meet at 6:00 for the January 16th meeting. At the January meeting there would be a follow up discussion for either 6:00pm or 6:30pm meeting start time.

Commissioner Laumann asked about the Park and Recreation Commission venue as there was past discussion about moving the meetings to the City Council Chambers. Ms. Andrade-Wax stated that she needed to make sure that the Commissioners would fit on the dais before there was a decision to move the meetings.

Commission Reports and Comments

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

Commissioner Obletz attended the dedication celebration at the Falkirk Greenhouse in honor of former Mayor Mulryan.

Staff Comments

8. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax noted that the city offices will be closed November 26th and 27th due to the Thanksgiving holiday. Friday, November 28th is the parade of lights and Winter Wonderland.

There are new activities that will be available at the event, and there will not be snow this year due to funding.

Commissioner Oblatz asked if the Winter Wonderland event is a BID event. Ms. Andrade Wax answered that the event is supported by the City and is organized by an outside vendor.

Commissioner Emerson asked what the report was from the new farmer's market. Ms. Andrade-Wax replied that it was successful. She will get the details of the report to pass along to the Commission.

Commissioner Emerson asked that they could have a forecasting of presentations and topics for upcoming meetings on the calendar, so the Commission could discuss and have input on items they would want more information on.

Adjournment

The meeting was adjourned 7:30 p.m.



**January 16, 2020
Item # 4**

**TITLE: CALIFORNIA PARK AND RECREATION SOCIETY – DISTRICT 1
COMMUNITY SERVICE AWARD**

SUMMARY

California Park and Recreation Society (CPRS) District 1 hosts an annual banquet to recognize community service efforts and install their board of directors. Agency representatives can nominate 1-2 recipients that made an outstanding contribution to a CPRS District 1 agency and community either by volunteering or making a donation that assisted in “Creating Community Through People, Parks and Programs”.

RECOMMENDATION

That the Commission receive the report and provide feedback.

BACKGROUND

Founded in 1946, CPRS is a nonprofit, professional and public interest organization and the leading professional association for the Parks and Recreation industry. The California Park and Recreation Society's mission is to advance the park and recreation profession through education, networking, resources and advocacy.

The state is divided geographically into 15 districts and supports over 4,000 members. District 1 includes the counties of Del Norte, Humboldt, Lake, **Marin**, Mendocino, Napa, Solano, Sonoma and Trinity. Individual members are linked to their Agency and/or District and are given the opportunity to designate which of the seven (7) special interest sections within the organization they would like to join. The interest sections include; Administrators, Aging Services and Activities, Aquatics, Development & Operations, Educators, Recreation and Recreation Therapy.

The City of San Rafael is a member agency of District 1 which will be hosting their annual awards and installation banquet to recognize community service efforts and install their board of directors which will be held on Saturday, February 1, 2020 at the Petaluma Community Center. Agencies can nominate 1-2 recipients that have made an outstanding contribution to a District 1 agency and community either by volunteering or making a donation to "Creating Community Through People, Parks and Programs". The deadline for CPRS District 1 Community Service Award nominations is January 17, 2020.

DISCUSSION

Staff is recommending that the Park and Recreation Commission consider nominating "The B Team" for a 2019 Community Service Award in recognition of their involvement with the Albert Park Improvement Project. The B Team is a small group of neighbors that formed to co-create solutions to community challenges. Driven to increase the amenities in Albert Park to attract more neighborhood users and reclaim the park area as a clean, family-friendly space for all to enjoy,

The B Team committed to be a part of the change by working with City staff to develop a community engagement and fundraising campaign, develop marketing material, organize community clean up days, and remove hardscape. Members served as project ambassadors, hosted fundraising events, and developed relationships with elected officials to increase advocacy.

Staff has drafted a nomination for the Community Service Award for the Commission's review and consideration (Attachment 2).

FISCAL IMPACT

There are no costs associated with nominating an individual/group and the cost of their banquet ticket is complimentary on behalf of CPRS District 1. Additional banquet tickets may be purchased at \$55.00 per person.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

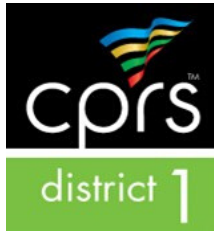
Submitted by:



Ashley D. Howe, MS
Senior Recreation Supervisor

Attachments:

1. California Park and Recreation Society District 1 Community Service Award Information
2. Draft Community Service Award nomination for The B Team



CPRS District 1

2019 Community Service Award



CPRS District 1 invites you to submit a nominee for a 2019 Community Service Award

CRITERIA

Recipient made an outstanding contribution to a CPRS District 1 agency and community either by volunteering or making a donation that assisted in “Creating Community Through People, Parks and Programs”.

PROCEDURE

1. Email the below nomination information and include a one-page (or less) narrative describing what contribution the nominee has made and the benefit to your community or organization because of this individual, company or group.
2. Submit 3-5 digital photos to be used in the slide show presentation.
3. E-mail nomination information, narrative, and photos to awilson@cotaticity.org by 1/17/20.
4. We recommend that your agency have at least one representative at the Awards and Installation Banquet to escort your nominee up for their award. It's encouraged that you bring many representatives to make this a truly special event for your nominee!
5. The award recipient will receive a plaque and one complimentary dinner on behalf of CPRS District 1. Additional tickets (\$55) may be purchased by emailing Ashley at awilson@cotaticity.org.
6. An agency may submit one or two 2019 Community Service Award nomination entries.

NOMINATION INFORMATION

1. Name of Nominee, Business or Group:
2. Nominating Agency/Organization:
3. Agency Sponsor/Representative:
4. Sponsor's Phone & Email:



THE AWARDS & INSTALLATION BANQUET WILL BE HELD ON SATURDAY, FEBRUARY 1, 2020 AT THE PETALUMA COMMUNITY CENTER, 320 N. MCDOWELL BLVD, PETALUMA, CA. THE HOSTED SOCIAL BEGINS AT 6PM WITH AWARDS PROGRAM AND DINNER TO FOLLOW.

Questions? Contact Ashley Wilson, awilson@cotaticity.org (707) 665-4222

**CPRS District 1
2019 Community Service Award Nomination
February 1, 2020**

Nominee: The B Team for the Albert Park Improvement Project
Nominating Agency: City of San Rafael
Agency Sponsor/Representative: Ashley Howe
Sponsor's Phone & Email: (415)485-3343, Ashley.howe@cityofsanrafael.org

Nomination Narrative:

"The B Team" is self-defined as "a community of neighbors, business owners, and parents who are committed to cleaning up Albert Park and the B Street corridor" of San Rafael. As a City employee, The B Team is the ideal community group to partner with to co-create solutions to community challenges.

The Albert Park Improvement Project was a community collaborative capital improvement project that stemmed from nine months of outreach meetings hosted by the San Rafael Park and Recreation Commission in 2015 to identify priorities for neighborhood parks. More than 60 suggestions submitted by residents were for Albert Park.

In the Spring of 2016, The B Team organized to lead awareness and advocate for improvements to public spaces along the B Street corridor. One of the goals for The B Team was to increase the amenities in Albert Park to attract more neighborhood users and reclaim the park area as a clean, family-friendly space for all to enjoy.

The group of 5-10 neighbors quickly transitioned from demanding action from the City to devoting their time and commitment to be a part of the change. The B Team and City staff developed a community engagement and fundraising campaign. Members of the group took the lead to develop marketing material, organize community clean up days, and even provided professional skills to remove hardscape. Members hosted fundraising events at local businesses, created awareness for the project by going door to door, and developed relationships with elected officials to increase advocacy.

City staff worked with the group to identify ways to survey the community for what improvements were most wanted. Through B Team surveys, City-administered surveys, and a social media tools, the playground was identified as the site to improve, desired features were prioritized, and age groups most interested in utilizing the space were defined.

The B Team proposed an expanded playground area in Albert Park to the San Rafael Park and Recreation Commission that included replacing outdated equipment, adding equipment that would be age-appropriate for more children, and would remove hardscape seating that attracted illegal activity. The Commission agreed and recommended the proposal to the City Council. Council approved and allocated initial funding through the Capital Improvement Program in addition to allocated Measure A funds.

City staff and The B Team solicited in-person community feedback during three public meetings in addition to the surveys and social media platforms. The first meeting was facilitated by the landscape

ATTACHMENT 2

architect while the second and third meetings were structured in a more collaborative setting. The second and third meetings began with a short background and introduction to the conceptual drawings by City staff before dividing into small groups at round tables. The tables were equipped with conceptual drawings and at least one B Team member. The B Team members served as project ambassadors, equipped to answer questions related to the efforts to collect community feedback and ability to answer why elements were included and selected, and to record additional comments for review before final drawings were presented to City Council.

Common to many projects, each step of the process took longer than expected and experienced setbacks in funding and construction costs. As a result, construction was delayed a year and the design was scaled back to reduce the size of the play area and eliminate some of the play features.

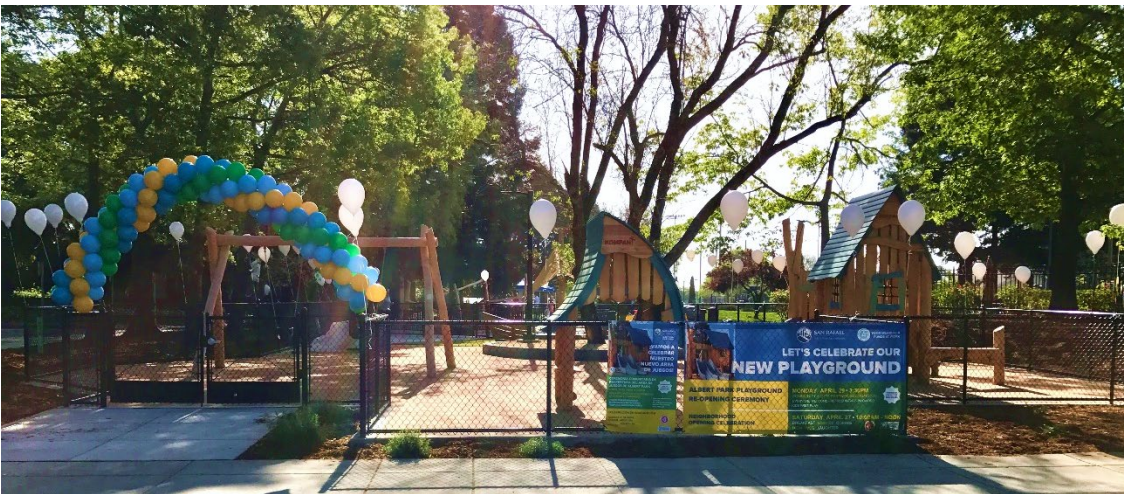
Once the construction process began winter 2018, staff worked with the B Team and neighbors to plan and advertise a community-hosted soft opening and the official ribbon cutting in April 2019. After three years of involvement, The B Team remained positive and enthusiastic about the positive impact that revitalizing the play area would have toward their mission to reclaim the park area as a clean, family-friendly space for all to enjoy.

On Saturday, April 27, 2019 more than 100 people celebrated the soft opening event hosted by The B Team and neighbors. The play area was filled with smiling children and grateful parents, neighbors interacting, and recognition of members of The B Team for their commitment to the project. The B Team is a true champion of our community and a role-model for future community collaboration efforts.

Include with email submission: 5 Digital Photos (page 3)

ATTACHMENT 2

5 photos of the completed playground and the opening festivities.





SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: January 16, 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
Jan. 16	6:00 p.m.	Park and Recreation Commission	San Rafael Community Center, 618 B Street, San Rafael
Jan. 20	CLOSED	HOLIDAY	ALL CITY OFFICES
Jan. 21	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
Feb. 3	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
Feb. 12	6:00 – 9:00 p.m.	2040 General Plan Steering Committee	BioMarin Conference Room, 750 Lindero Street, San Rafael
Feb. 17	CLOSED	HOLIDAY	ALL CITY OFFICES
Feb. 18	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
Feb. 20	CANCELLED	Park and Recreation Commission	San Rafael Community Center, 618 B Street, San Rafael
March 2	7:00 p.m.	City Council	City Council Chamber, 1400 Fifth Avenue, San Rafael
March 4	7:00 p.m.	Pickleweed Advisory Committee	Albert J. Boro Community Center, Mtg. Rm #3 50 Canal Street, San Rafael