



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PARK AND RECREATION  
COMMISSION AGENDA**

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

Watch on Zoom:

<https://tinyurl.com/PRC-12-17-2020>

Telephone: Telephone: (669) 900-9128  
Meeting ID: 857-8558-0921#

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**CALL TO ORDER**

- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve regular meeting minutes of October 15, 2020

**MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - A. New Commissioners Oath of Office – Lindsay Lara, City Clerk
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 the Updated Guidelines for the Canal and Terra Linda Community Gardens
5. Selection of Commission Chair, Vice Chair and Committee Assignments
6. Review of the Commission Meeting Schedule for 2021

**COMMISSION REPORTS AND COMMENTS**

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

**STAFF COMMENTS**

8. Schedule of Upcoming Meetings and Events of Interest

**NEXT MEETING: January 21, 2021**

**ADJOURNMENT**

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**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](mailto: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.*

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Watch on Zoom:

<https://tinyurl.com/PRC-2020-10-15>

Telephone: (669) 900-9128  
Meeting ID: 85785580921#

**CALL TO ORDER**

Chair Jeff Jones called the meeting to order at 6:01 p.m.

**ROLL CALL**

**Present:** Commissioner Emerson (left meeting at 6:52 p.m.)  
Commissioner Gutierrez  
Commissioner Laumann  
Commissioner Machado  
Commissioner Obletz  
Commissioner Reisinger (arrived at 6:05 p.m.)  
Chair Jones

**Absent:** Commissioner Seibel

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Catherine Quffa, Assistant Library & Recreation Director  
Kelly Albrecht, Senior Recreation Supervisor  
Rochelle Grechman-Dibley, Senior Recreation Supervisor  
Steve Mason, Senior Recreation Supervisor  
Debbie Younkin, Senior Recreation Supervisor

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of September 17, 2020**

Commissioner Oblatz noted that he left the September 17<sup>th</sup> meeting early and not Chair Jones.

Commissioner Laumann moved and Commissioner Machado seconded, to approve the regular meetings minutes of September 17, 2020.

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

*Minutes approved as submitted.*

**MEETING OPEN TO THE PUBLIC**

**2. Introductions/Awards/Recognitions/Presentations**

Presentation on Recreation Division Covid19 Response & Service Modifications

Library and Recreation Director Susan Andrade-Wax introduced the Recreation management team which included Catherine Quffa, Assistant Library and Recreation Director, and the Senior Recreation Supervisors Kelly Albrecht, Steve Mason, Rochelle Grechman-Dibley, and Debbie Younkin. Ms. Andrade-Wax presented the Recreation Division Covid19 Response & Service Modifications.

The Senior Recreation Supervisors each recapped the Summer COVID19 Re-opening Phase of the individual recreation site they oversee.

Staff responded to questions from Commissioners.

The Senior Recreation Supervisors each recapped the Fall COVID19 Re-opening Phase of the recreation site they oversee.

Staff responded to questions from Commissioners.

**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. Informational report on the City's current recreation fees**

Library and Recreation Director Susan Andrade-Wax introduced Assistant Library and Recreation Director Catherine Quffa who presented the report on the City's current recreation fees.

Staff responded to questions from Commissioners.

## **COMMISSION REPORTS AND COMMENTS**

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

Commissioner Reisinger asked if any of the San Rafael staff would be attending the virtual CPRS Region 1 Fall Forum event that was coming up. Ms. Andrade-Wax replied that she did not know if staff would be attending.

## **STAFF COMMENTS**

### **6 Schedule of Upcoming Meetings and Events of Interest**

Director of Library and Recreation Susan Andrade-Wax announced that two of the members of the Park and Recreation Commission's initial first term expires at the end of the October, as well as the alternate's appointment. If any of the three positions would like to continue, they would need to reapply and go through the process of being reappointed. If they did not go through the process this would be their last meeting.

Ms. Andrade-Wax asked to discuss the current schedule of going dark in December and having a meeting in November. Ms. Andrade-Wax noted that if we did not have anyone appointed in November she recommends going dark in November and having our meeting in December. In December we would be back to discuss the Recreation fees and we would have a full Park and Recreation Commission appointed. At time we would also be able to elect the chair and vice chair and set the calendar for next year.

Ms. Andrade-Wax asked for a thumbs up from the Commission who agrees to go dark in November, and everyone agreed. The next Meeting date would be December 17, 2020.

Commissioner Reisinger asked if we would be able to elect Chair Jones as Chair of the Commission again. Ms. Andrade-Wax replied that yes if he reapplies and gets selected again to serve on the Commission he could be re-elected.

Chair Jones announced that he would not be reapplying, and this would be his last meeting.

Ms. Andrade-Wax referred to the November schedule of the City furlough and holidays where the City offices will be closed.

**ADJOURNMENT**

Chair Jones adjourned the meeting at 8:17 p.m.

\_\_\_\_\_  
BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
SUSAN ANDRADE-WAX, Library & Recreation Director

DRAFT



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**December 17, 2020**

**TITLE: REVIEW OF THE UPDATED GUIDELINES FOR THE CANAL AND  
TERRA LINDA COMMUNITY GARDENS**

**RECOMMENDATION**

That the Commission receive report and provide feedback on the San Rafael Community Garden Guidelines.

**BACKGROUND**

The City of San Rafael owns and operates two community gardens, the Canal and the Terra Linda Community Garden(s).

Canal Community Garden

When the Pickleweed Community Center was renovated and expanded in 2004-2006, the former Canal Community Garden, operated by Canal Alliance, was displaced. The Canal Community Gardens and Trails Collaborative, a group of local non-profit agencies, began meeting to re-establish a community garden in the Canal Neighborhood in 2007. At that time, the Trust for Public Land received a grant from the Marin Community Foundation to lead the process and develop a plan for the new Canal Community Garden.

In 2013, the Trust for Public Land and the Trail Collaborative established the new Canal Community Garden at the corner of Bellam Blvd and Windward Way, across the street from a walking and bike path and easily accessible by the surrounding residential areas. From 2013 to 2017, the garden was managed by the Canal Alliance. In 2017, the City took over the management of the Canal Community Garden.

The Canal Community Garden is a particularly important resource to the Canal neighborhood, which has a significant portion of the low-income housing in one of the most affluent counties in the United States. Though the neighborhood is diverse, many residents share a common tie to a strong food culture. Vietnamese and Latinx residents in the Canal neighborhood have expressed a desire to be able to grow and produce foods important to their heritage in a community setting. Additionally, many Canal residents live in high-density apartments and lack yards to grow their own produce. Currently 68% of the Canal Community Garden members are Canal residents and three plot holders live outside San Rafael.

The community garden includes: 92 raised beds including 48 half plots, 32 full plots and 12 ADA-raised plots; a greenhouse; a shed for storage and user lockers; potting tables; wheelbarrows; secured hose bibs and composting bins; concrete paths from the entrance

to and around the common area; drip irrigation system equipped with a solar-powered controller in the common area; perimeter landscaping with native plants; a trellised outdoor classroom; vegetated rainwater treatment and educational signage; and community fruit trees.

The Canal Community Garden maintains a first-come, first-serve waitlist process for interested gardeners. There are currently about 15 interested gardeners waiting for a plot at the garden. As plots become open, a plot is offered to the next person on the waitlist. On average, residents are on the waitlist for 2-3 years before receiving a plot.

The garden has two community workdays each year. A gardener is expected to attend one workday per year to support site maintenance and work on special renovation projects within the garden. Due to COVID-19, the garden has not been able to have any workdays this year.

The Canal Garden Volunteer Working Group, comprised of plot holders who indicate an interest in participating on their annual Garden Application, works with City of San Rafael staff to conduct periodic walk throughs for compliance, organizes workdays, plans garden renovation projects and volunteer projects, and connects with gardeners who have general questions.

#### Terra Linda Community Garden

The Terra Linda Community Garden is situated at 380 Nova Albion Way, on the site of the Miller Creek School District Administration Offices. The garden was created back in the late 1970's and contains 70 plots. Sixty-four of the plots are 450 square feet and six plots are 225 square feet. Two of the plots are ADA compliant with a concrete path of travel around the plots, located next to the entrance gate for the ADA parking space. These plots were created in 2010 to provide more accessibility for gardeners with limited mobility. Currently eight plot holders are non-residents and only one plot holder has two plots.

The Terra Linda Community Garden provides a space for gardeners to grow vegetables, fruits, herbs, or flowers. Gardeners receive the plot as is, are expected to provide their own soil, and can create their own raised beds if desired. The City of San Rafael provides wheelbarrows for general use, wood chips and hoses. Gardeners are expected to keep any of their own tools, compost bins, and personal items within their plots.

The garden has two workdays in the Spring and one in the Fall each year. Gardeners are expected to attend at least one workday per year or pay a small fee to contribute to the upkeep of the garden. Due to COVID-19, there have not been any workdays in 2020 and there are approximately five gardeners who are currently unable to garden due to health risks.

In the past, a Steering Committee of five members were elected by plot holders to assist City staff with periodic walk throughs for compliance, organizing workdays and connecting with gardeners who have general questions. The committee helped develop garden guidelines, assist with walk throughs, and make recommendations regarding plots or garden needs, attend meetings and vote on garden issues. Over the last eight years,



there has been a general lack of interest in serving on the committee. Plot holders do not have the time needed that a Steering Committee requires. Moving forward a volunteer working group will be identified by staff each year to assist with garden items. Similar to the process for the Canal Community Garden, volunteers will be solicited when garden applications go out each year and the hope is to use all interested gardeners in some capacity.

The Terra Linda Community Garden has always been a very popular program for the community. In 2008, there was a waitlist of over 60 people interested in joining the garden. At that time, the Steering Committee recommended that use of the garden be restricted San Rafael residents only; any gardeners who did not live in San Rafael were grandfathered in. While there have been limited periods when the waitlist has been exhausted, marketing and word of mouth has proven effective in ensuring regular demand for garden plots. Currently, the garden has a waitlist of over 50 residents waiting for a plot.

As plots become available, they are offered to the next person on the waitlist. On average, residents are on the waitlist for 2-3 years before receiving a plot.

## **DISCUSSION**

In managing the Canal and the Terra Linda Community Garden(s), the City is responsible for establishing the rules and regulations for the use of the gardens and the expectations of the community participants. In the past, both gardens had their own set of guidelines that had been established in coordination with the respective garden committees.

Moving forward, the City is proposing to establish a set of common guidelines that will provide consistency across the two gardens, while still recognizing the unique needs and differences of each site. Staff from both gardens have worked collaboratively to adapt their individual guidelines into an updated San Rafael Community Garden Guidelines document (Attachment 1).

The guidelines clarify the rules, regulations, and expectations around use of the City's community gardens. They set guidelines around several areas, including:

- Garden plot application process
- Community Gardens are intended for use by San Rafael residents only
- What can be grown in garden plots
- Plot maintenance and upkeep, including the area surrounding each plot
- Workday participation
- Hours and security
- Use of pesticides, fertilizers, herbicides, and compost
- Watering
- Maintenance of common/shared areas
- Personal conduct
- Site-specific requirements

The guidelines also include procedures for City staff to follow in the case of non-compliance.

The proposed guidelines largely align with what has been created in collaboration with the Garden Committees in years past.

The primary change to the guidelines is the requirement that all gardeners be San Rafael residents. The resident requirement will be new for the Canal Community Garden, which currently has three non-resident gardeners and a waitlist of approximately 15 San Rafael residents. The Terra Linda Community Garden has implemented the residency requirement for new gardeners since 2008; however, it allowed non-residents that had plots at the time to retain their plots and residents that move out of the City to retain their plots. As a result, the Terra Linda Community Garden currently has eight non-resident plot holders and a waitlist of 50 residents. Given the high demand for community garden plots, staff is recommending that only residents be given new plots and that those that move out of San Rafael forfeit their plot the following year. Staff also recommends allowing the current non-resident plot holders in each garden keep their plots until they either move out of the City or desire not to renew.

Additionally, the new proposed guidelines limit gardeners to having a plot in only one garden. Currently, there are two gardeners with plots in both the Canal and the Terra Linda Community Gardens. With the implementation of these new guidelines, those gardeners would be asked to pick one plot beginning in 2021.

Another change proposed in the new guidelines is the transition of the Terra Linda Community Garden steering committee from an elected body to a volunteer group. Given the low level of participation from current gardeners, staff are recommending this approach as it will offer a more reasonable level of commitment from the gardeners.

The guidelines will be provided to the gardeners on an annual basis and they will be required to acknowledge their agreement to abide by the guidelines when applying for a plot each year.

**FISCAL IMPACT:**

There is no fiscal impact associated with adopting the San Rafael Community Garden Guidelines.

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:

Steve Mason, Senior Recreation Supervisor  
Debbie Younkin, Senior Recreation Supervisor

Attachment:

1. San Rafael Community Garden Guidelines



## City of San Rafael Library and Recreation Department San Rafael Community Garden Guidelines

The following document clarifies the rules, regulations, and expectations around use of the City's Canal Community Garden and Terra Linda Community Garden. All plot holders are responsible for abiding by these guidelines.

### GENERAL GUIDELINES

1. **Community garden plots are to be used to grow vegetables, fruit, herbs, or flowers only.**
2. **San Rafael community gardens are for use by San Rafael residents only. Starting January 1, 2021, any gardener that moves out of San Rafael will forfeit their plot the following year.**
3. **A garden application will be mailed out to gardeners in mid-October. Garden Application, with a proof of residence, and annual fees are due no later than November 15 of each year to either the Terra Linda Community Center or Albert J. Boro Community Center.**
4. San Rafael residents wishing to apply for a community garden plot should contact the garden representative below for the garden they would like to join. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Households are allowed one garden plot at either the Canal Community Garden or the Terra Linda Community Garden. City of San Rafael staff may grant temporary use or maintenance privileges to a garden member for more than one plot with the expectation that those additional plots may be allocated to new garden members at any time. Gardeners may not have plots at both community gardens.
6. All gardeners are expected to help with tasks to benefit the community garden. For example, each year there will be two to four workdays scheduled plus ongoing opportunities such as weeding and cleaning in the communal areas.
7. The Community Garden Volunteer Working Group and City of San Rafael staff reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the community garden without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

### HOURS/SECURITY

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked and all water hoses turned off prior to leaving the garden.
3. Plot holders are not allowed give the key or lock combination to any unauthorized individual.
4. Guests, children and hired help may visit the garden only if accompanied by a plot holder.

### GARDEN PLOTS

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with the Community Garden Volunteer Working Group or City of San Rafael staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. Growing medical or recreational marijuana in the garden is prohibited.
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of your plot is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet and not cast shade on another plot; no permanent or unsightly structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
9. In order to control fly and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bins. Vegetable scraps used for compost must be buried within the plot.
10. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.

11. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers and rotting veggies, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate additional produce to the Marin Food Bank.
12. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
13. By May 15<sup>th</sup>, plots are to be cleared of any winter crops and winterization materials and spring crops must be planted.
14. By December 1<sup>st</sup>, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized.  
**Definition of winterized** – Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials.
15. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the city will employ an outside landscaper to clear the plot at the plot holder's expense.

## **WATERING**

1. The maximum amount of watering for any one plot is 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days.
2. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
3. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

## **SHARED/COMMON AREAS**

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.

## **PERSONAL CONDUCT**

1. Please respect other gardeners and plots. Do not pick crops or use items from other plots.
2. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
3. No animals, other than service animals, are allowed in the garden. **Official service animals must always remain on leash and under owner's control.**
4. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
5. Consumption of alcohol, tobacco, and other drugs are not permitted inside or within 25 feet of the garden.
6. Do not write on or deface City of San Rafael signage or property.
7. Gardeners are expected to be respectful of other gardeners and guests within the garden.

## **COMPLIANCE**

1. City of San Rafael staff respectfully retain the right to create new garden guidelines and make judgments regarding garden conflicts and gardener conduct at any time. City of San Rafael staff retain the right to revoke gardening privileges, based on the compliance process listed below.
2. The compliance process for the community gardens is as follows:
  - a First instance of non-compliance results in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe.
  - b Second instance of non-compliance results in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot being immediately revoked.
  - c Third instance of non-compliance results in the plot being revoked.
3. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor crops lost and the individual may not be eligible for future garden opportunities.

## **COMMUNITY GARDEN VOLUNTEER WORKING GROUP**

1. Each Community Garden has a Community Volunteer Working Group that is comprised of plot holders who indicated an interest in participating on their annual Garden Application. City staff will strive to engage all interested gardeners in some capacity.
2. Volunteer Working Group members will be expected to help with the following type of activities: working with City of San Rafael staff to conduct periodic walk throughs for compliance, organizing workdays, making recommendations for plot and garden improvements, planning garden renovation and volunteer projects, and connecting with gardeners who have general questions

## **CANAL COMMUNITY GARDEN SPECIFICS**

1. The Canal Community Garden has twelve (12) ADA accessible garden plots that are available at the community garden. Individuals with a disability have priority in renting the ADA accessible garden plots.
2. Modification to the existing drip irrigation system is prohibited.
3. Gardeners must label their locker with their name and plot number.
4. Personal hand tools may be stored in a locker or in garden plot in a non-hazardous manner.
5. Communal tools must be cleaned and returned to the garden shed after use.
6. Gardeners are expected to participate in at least one workday per year to support site maintenance and work on special renovation projects within the garden. If unable to attend a workday, gardeners can work with City staff to determine alternative opportunities to support the garden.
7. The City of San Rafael has the right to utilize the garden for public events.
8. Report leaking faucets or leaks in the irrigation system to [abc.counter@cityofsanrafael.org](mailto:abc.counter@cityofsanrafael.org) and/or City of San Rafael Staff at (415) 485-3077.
9. Trees are not allowed in individual garden plots. Community trees can only be planted in common areas in approved containers with City permission.

## **TERRA LINDA COMMUNITY GARDEN SPECIFICS**

1. Full plots are a maximum of 15'x30' (450 square feet). Half plots are a maximum of 15'x15' (225 square feet).
2. Storage items need to be a minimum of 6 inches off the ground. Storage receptacles either need to be tightly closed or fully open to deter rodents from nesting. All items must be kept in a non-hazardous manner.
3. Personal items, including compost bins are to be placed within an individual's plot.
4. Watering may be accomplished by a drip type irrigation system that is connected directly to a hose and when immediately attended by a gardener. **NO TIMERS OR IN GROUND IRRIGATION SYSTEMS ALLOWED.**
5. Dumpsters are for school district and garden use only. No illegal dumping.
6. Gardeners are expected to participate in a minimum of two garden workdays per year. If unable to participate in a garden workday; gardeners may pay a \$20.00 fee per workday missed.
7. No Trees are allowed in the garden. There are fig trees and a herb garden for communal use by plot holders. Gardeners are asked to take only what they need and to leave some for others. Do not step into people's plots to access fig trees or the herb garden.
8. Report leaking faucets, water line break, fence repairs or other general maintenance to [terralindapool@cityofsanrafael.org](mailto:terralindapool@cityofsanrafael.org) or call (415) 485-3344.
9. The Terra Linda Community Garden land is owned by the Miller Creek School District and operated by the City of San Rafael. Gardeners need to be "good neighbors" to insure a successful relationship. Keep your plots maintained!

All gardeners are required to follow these San Rafael Community Garden Guidelines to ensure a successful, enjoyable garden experience.

### **City of San Rafael Library and Recreation Department**

Albert J. Boro Community Center (Canal Community Garden)

Contact: [abc.counter@cityofsanrafael.org](mailto:abc.counter@cityofsanrafael.org); (415) 485-3077

Terra Linda Community Center (Terra Linda Community Garden)

Contact: [terralindapool@cityofsanrafael.org](mailto:terralindapool@cityofsanrafael.org); (415) 485-3344





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**December 17, 2020  
Item #5**

**TITLE: SELECTION OF COMMISSION CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS**

**SUMMARY**

Annually, the Commission selects a Chair and Vice Chairperson to facilitate meetings. The Commission also reviews any committee appointments and makes changes if needed.

**RECOMMENDATION:**

It is recommended that the Commission select a new Chair and Vice Chairperson and review committee assignments for the period January – December 2021.

## **BACKGROUND**

Annually, the Parks and Recreation Commission meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Commission, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Commissioners so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Commissioner would not serve as Chair more than once in seven consecutive years. The Park and Recreation Commission is also requested to fill any vacancies or make amendments to any other committee assignments as needed on annual basis.

Recently, Commissioner Jones resigned from the Commission after serving one 4-year term and Commissioner Oblatz was not re-appointed to the Park and Recreation Commission after serving two 4-year terms. Commissioner Jones served as Chair of the Park and Recreation Commission and Commissioner Oblatz served as one of the two (2) Commission's representatives to the Library and Community Center Conceptual Design Working Group.

As a result, the Commission is being tasked with selecting a new Chair and Vice Chair for 2021, selecting one (1) commissioner to serve as one of the two representatives on the Library and Community Center Conceptual Design Working Group, one (1) commissioner to serve as the representative to the Pickleweed Advisory Committee and one (1) commissioner to serve as alternate to the Pickleweed Advisory Committee.

Please note that the appointment to the Library and Community Center Conceptual Design Working Group is an "ad hoc" appointment which is aligned with the project's timeline which is expected to be completed in summer 2021. Currently, Commissioner Gutierrez has been appointed to serve as one of the two representatives on the Library and Community Center Conceptual Design Working Group. The Commission is being asked to appoint an additional commissioner to serve alongside Commissioner Gutierrez as the second representative on the Working Group.

The representative to the Pickleweed Advisory Committee from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two (2) consecutive terms. Currently, Commissioner Reisinger is serving as the Commission's representative to the Pickleweed Advisory Committee and Commissioner Gutierrez is serving as the alternate. Both are eligible for re-appointment.

## **FISCAL IMPACT:**

None

## **ALTERNATIVE ACTION**

Any other action as determined by the Park and Recreation Commission.

Submitted by:



Susan Andrade-Wax  
Library & Recreation Director





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**December 17, 2020  
Item #6**

**TITLE:           REVIEW OF THE COMMISSION MEETING SCHEDULE FOR 2020**

**SUMMARY**

Annually, the Park and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

**RECOMMENDATION:**

It is recommended that the Commission review its meeting schedule for 2021 and revise as necessary.

**BACKGROUND:**

The Park and Recreation Commission currently meets on the third Thursday of each month at 7:00 p.m., currently at 6:00 p.m. Annually, the Park and Recreation Commission reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Park and Recreation Commission Meeting Schedule

January 21, 2021  
February 18, 2021  
March 18, 2021  
April 15, 2021  
May 20, 2021  
June 17, 2021  
July 15, 2021  
August 19, 2021  
September 16, 2021  
October 21, 2021  
November 18, 2021  
December 16, 2021

**FISCAL IMPACT:**

None

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

| <b>Date</b>                         | <b>Time</b>  | <b>Meeting/Event</b>                   | <b>Location</b>                                     |
|-------------------------------------|--------------|--|---|
| Dec. 7                              | 7:00 p.m.    | City Council                           | Zoom  |
| Dec. 17                             | 6:00 pm      | Park and Recreation Commission         | Zoom  |
| Dec. 21                             | 7:00 pm      | City Council                           | Zoom  |
| <b>Dec. 20, 2020 - Jan. 3, 2021</b> | <b>-----</b> | <b>Furlough &amp; Holiday Schedule</b> | <b>All Library and Recreation Locations Closed*</b> |

***\*Please note: Starting Sunday, December 20, 2020 and going through Sunday, January 3, 2021, all Library and Recreation locations are closed in accordance with the department's furlough schedule and associated holidays. Emergency Police and Fire services will still be available, and regular parking enforcement schedules will remain in effect during this time. In addition, all non-safety City services will be closed on Friday, December 25 and Friday, January 1, 2021 in observance of the holidays.***