



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, March 18, 2021
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-3-18-2021>

Telephone: Telephone: (669) 900-9128
Meeting ID: 946-03488-5912#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of February 25, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Recognition of Appreciation
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
5. Review Proposed Athletic Field Use Policy
6. Marin Bocce Federation 2020 Annual Report

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: April 15, 2021

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.



Watch on Zoom:

<https://tinyurl.com/PRC-2-25-2021>

Telephone: (669) 900-9128

Meeting ID: 857-8558-0921#

CALL TO ORDER

Chair Mark Machado called the meeting to order at 6:06 p.m.

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson
Commissioner Gutierrez
Commissioner Laumann (Arrived 6:09)
Chair Machado
Commissioner Reisinger
Commissioner Sandoval

Absent: None

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Thomas Wong, Analyst
Hunter Young, Assistant Public Works Director/City Engineer
Ryan Montes, Operations and Maintenance Manager

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of January 21, 2021

Commissioner Sandoval moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of January 21, 2021.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Andrade-Wax shared that the City had its employee recognition on February 24th and Catherine Quffa and Thomas Wong both won the “Dean Allison” award, Mireya Renteria from the Library won the “Social Responsibility” award, and Gaby Farias from our Child Care division won the “Innovation” award.

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 and Approve the Location of the Social Justice Public Art Installation at Arbor Park

Library and Recreation Director, Susan Andrade-Wax introduced Thomas Wong who presented on the location of the Social Justice public art installation at Arbor park for the Commission’s review and consideration.

Staff responded to questions from Commissioners.

Commissioner Laumann moved, and Commissioner Sandoval seconded, to accept the location of the Social Justice public art installation at Arbor park.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado, Reisinger, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

5. Parks Maintenance Status Report for September 2020 – January 2021

Ms. Andrade-Wax introduced Hunter Young, Assistant Director/City Engineer for the Public Works Department who introduced Ryan Montes, Operations and Maintenance Manager. Mr. Montes presented the parks maintenance status report for September 2020 through January 2021.

Staff responded to questions from Commissioners.

6. Parks Status Report for September 2020 – January 2021

Mr. Young presented the parks status report for September 2020 through January 2021.

Staff responded to questions from Commissioners.

COMMISSION REPORTS AND COMMENTS

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

Commissioner Cabrales gave an update on the recent Library Conceptual Design Review meeting. They discussed the orientation of the building and how to address the parking areas for the new building as well as the approach to the building. Commissioner Gutierrez added that there was discussion about the re-zoning of the area just north of First St., where they are currently building condos, and what the community may look like in the near future.

Commissioner Emerson gave an update on COVID vaccines. Next week the County will be rolling out the vaccine to essential workers and teachers. Currently 20% of the Marin population has been vaccinated with at least one dose. The next phase of the roll out will be those people age 64 and under with a condition such as asthma or diabetes. There is an interest form on the County website where you can input your information and the County will contact those specific populations for the vaccine. There is also a call center for those who are digitally challenged, and there is also a walk-up vaccine registration service in the Canal area at the Marin Community Clinic Mon-Thurs 1-2pm.

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax stated that the San Rafael Age-Friendly task force has been working with the City since 2017. In 2018, the City of San Rafael became an Age-Friendly City and immediately thereafter the taskforce began developing a strategic action plan. They have completed their action plan and will be presenting to the City Council this coming Monday night for the first review. They will also be making recommendations to the City Council for their priorities of things they would like the Council to consider

implementation and integration into the City's annual Goals and Objections. Once they receive the Council's feedback, the Strategic Action Plan will be brought back to the City Council for their final review and acceptance.

Ms. Andrade-Wax shared with the Commission that staff has received a lot of feedback regarding the Community Garden proposed guidelines. Ms. Andrade-Wax invited the Commissioners to be a part of the conversation with some of the stakeholders who have suggestions and recommendations regarding some of the guidelines. The role of the Commissioners will be part of the discussion by asking questions and helping to guide the process to a mutually agreed upon conclusion. This is not a formal sub-committee, but wanted to know if one or two Commissioners would be interested in participating in the meetings.

Commissioner Reisinger volunteered. Commissioner Cabrales asked how meetings would there be. Ms. Quffa answered that there would be approximately three meetings, and there may be some follow up meetings. Commissioner Cabrales stated that she would also like to be a volunteer for this group.

Ms. Andrade-Wax noted that the next Library and Community Conceptual Design meeting is next Thursday. They are hoping to make a site visit at Albert Park to have a better understanding of the community center and park to assist with future discussions. They are hoping to schedule the site visit shortly after their next meeting on March 4th.

Ms. Quffa gave an update on the recreation programs. The County of Marin is back in the Red Tier, which means we are able to offer and conduct some of our indoor classes. Additionally, starting next Friday we will be having our first in-person art exhibit at Falkirk since last year. We will be open at 25% capacity. Also, starting in March, the Terra Linda Pool will be opening to limited lap swimming and to support the Terra Linda Orcas.

Commissioner Machado asked if we had enough Lifeguards. Ms. Quffa replied that we are always looking to hire more lifeguards. Part of the reason the pool hours is based on number of lifeguards we have on staff.

ADJOURNMENT

Chair Machado adjourned the meeting at 7:24 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director

DRAFT



**March 18, 2021
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, which the City of San Rafael is a member agency of, 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.

District 1 will be hosting their annual awards and installation event to recognize community service efforts and install their board of directors virtually on Friday, April 2, 2020 at 6 pm on Zoom. Agencies can nominate 1-2 recipients that have made an outstanding contribution to a District 1 agency and community.

DISCUSSION

Staff is recommending that the Park and Recreation Commission consider nominating the San Rafael Día de los Muertos Organizing Committee for the 2020 Community

Service Award in recognition of their creativity in implementing an expanded COVID friendly event in 2020.

The Día de los Muertos Organizing Committee is comprised of local Canal neighborhood serving non-profits and dedicated individuals. At their April 2020 planning meeting for San Rafael's 32nd Annual Día de los Muertos event, the Organizing Committee decided it would be best to prepare for a COVID-friendly event should the pandemic continue. Their forethought paid off. The traditional large, one-day event at was spread out over a month-long celebration. The Committee partnered with local downtown businesses to display altars in their storefront windows, thus allowing the public to view the altars easily and safely. This worked out well as the San Rafael Downtown Business Improvement District cancelled their annual Downtown Trick or Treat event due to the pandemic and happily supported the event as an alternative. The businesses also benefited from the extra customers the altars attracted.

Typical in-person activities that included entertainment, art activities, cooking demonstrations, bilingual stories (thanks to the Pickleweed Library), altar tours, and a youth talent show were held virtually via Facebook Live and through the event's website. Families were able to pick up free supplies for the art activities at the Albert J. Boro Community Center prior to their virtual presentations. In addition, local restaurants that serve traditional foods offered discounts that were advertised on the event website.

A COVID friendly car procession was substituted for the traditional in-person walking procession through the Canal neighborhood. Over 30 vehicles, including a low rider club and VW Bug club, participated. Most vehicles were decorated and were occupied by musicians or passengers wearing costumes. The car procession was led by the San Rafael Police Department and followed by a San Rafael Fire engine. The car procession was also broadcast on Facebook Live and covered by ABC News.

From the Día de los Muertos and the Albert J. Boro Community Center's Facebook pages, 51,662 people viewed the event activities between October 1 and November 2, 2020 with 4,742 interacting, sharing, or commenting on event posts. 161,356 additional people were contacted through others who shared or commented. Event content was viewed by people in 23 countries speaking 14 languages.

Creative planning by the Organizing Committee provided a positive outlet for a community that was being heavily hit by COVID and created new partnerships and paved the way for a future expanded and improved cultural celebration.

As a result, staff is recommending that the Park and Recreation Commission approve the nomination of the San Rafael Día de los Muertos Organizing Committee for the 2020 Community Service Award in recognition of their creativity in implementing an expanded COVID friendly event in 2020 (Attachment 2).

FISCAL IMPACT

There are no costs associated with nominating an individual or group.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

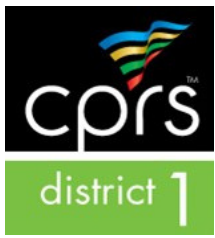
A handwritten signature in blue ink that reads "Steve Mason". The signature is written in a cursive style with a long horizontal stroke across the top.

Steve Mason
Senior Recreation Supervisor

Attachments:

1. California Park and Recreation Society District 1 Community Service Award Information
2. Draft Community Service Award Nomination for the San Rafael Dia de los Muertos Organizing Committee

2020 Community Service Award



CPRS District 1 invites you to submit a nominee for a 2020 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 200 word (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 **3/22/21**.
4. We recommend that your agency have at least one representative at the Awards and Installation to support your nominee when they virtually receive 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 on behalf of CPRS District 1.
6. An agency may submit one or two 2020 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 VIA ZOOM ON FRIDAY, APRIL 2, 2021, BEGINNING AT 6:00PM.

**CPRS District 1
2020 Community Service Award Nomination
March 10, 2020**

Nominee: San Rafael Día de los Muertos Organizing Committee
Nominating Agency: City of San Rafael
Agency Sponsor/Representative: Steve Mason
Sponsor's Phone & Email: (415)485-3079, steve.mason@cityofsanrafael.org

Nomination Narrative:

Early in the pandemic, the Organizing Committee for San Rafael's 32nd Annual Día de los Muertos event, comprised of local Canal neighborhood serving non-profits and dedicated individuals, decided it best to prepare for a COVID friendly event. Their forethought paid off!

The traditional large, one-day event at the Albert J. Boro Community Center was spread out over a month-long celebration. They partnered with downtown businesses to display altars in windows allowing the public to view whenever convenient and to socially distance. Typical in person activities went virtual with entertainment, art activities, cooking demonstrations, bilingual stories, altar tours, and a youth talent show held via Facebook Live and through the event's website. Families could pick up free supplies for the art activities at the Community Center prior to virtual presentations. Local restaurants serving traditional foods offered discounts that were promoted on the event website.

A COVID-friendly car procession substituted for the traditional walking procession through the Canal neighborhood. Over 30 vehicles, including a low rider club, participated, decorated theme appropriately, containing people in costumes, musicians, and led by San Rafael Police with a San Rafael Fire engine at the tail.

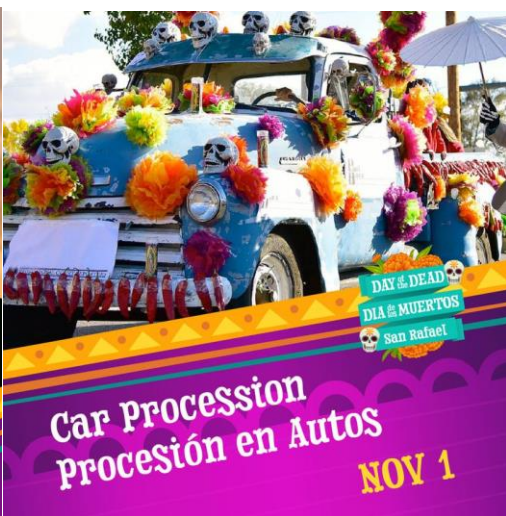
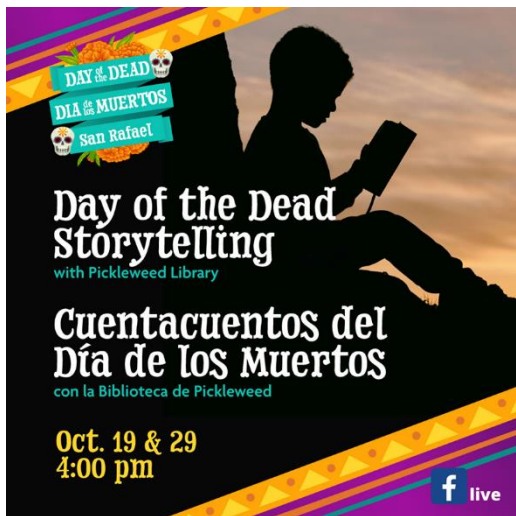
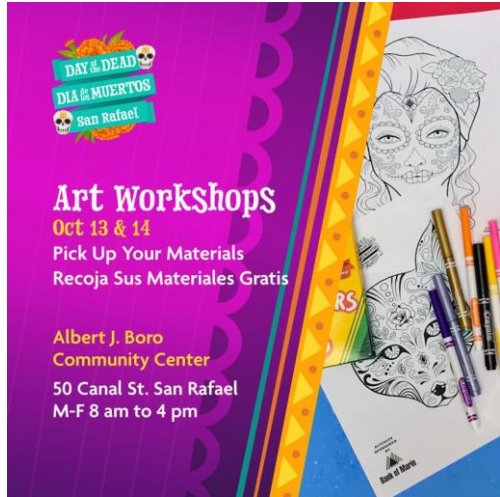
Through Facebook, the events reached 51,662 people directly between October 1 and November 2, with 4,742 people interacting, sharing, or commenting on event posts. 161,356 additional people were reached through others who shared or commented. Event content was viewed by people in 23 countries speaking 14 languages.

Creative planning by the Organizing Committee not only provided a positive outlet for a community that was heavily hit by COVID, but it created new partnerships and paved the way for a future expanded and improved cultural celebration.

California Park and Recreation Society District 1, the City of San Rafael, and the San Rafael Park and Recreation Commission greatly appreciate the Día de los Muertos Organizing Committee's adaptability and dedication in providing a cherished cultural event to San Rafael during challenging times.

Include with email submission: 5 Digital Photos (page 2)

Five photos from the 2020 Día de Los Muertos event:







**March 18, 2021
Item #5**

TITLE: REVIEW PROPOSED ATHLETIC FIELD USE POLICY

SUMMARY:

The City of San Rafael owns and manages four athletic fields: Albert Park Field, Bernard Hoffman Field, Pickleweed Field, and Victor Jones Field. In 2012, the City developed an Albert Park Stadium and Ball Field Use Policy. However, the City does not have similar policies developed for the remaining three fields. Staff have developed draft Athletic Field Use Policy that would replace the Albert Park Field Policy and be applied consistently across all City athletic fields.

RECOMMENDATION:

That the Commission review the proposed Athletic Field Use Policy and provide feedback.

BACKGROUND:

The City of San Rafael owns and manages four athletic fields: Albert Park Field, Bernard Hoffman Field, Pickleweed Field, and Victor Jones Field. These fields are available for community members and groups to rent for exclusive use by obtaining a permit from the City. All fields, with the exception of Albert Field, are also available for drop-in community use when not rented. Albert Field requires a permit for any use.

The below provides a brief overview of each field and their respective current uses:

Albert Park Field

Albert Park Field is a mixed-use Baseball and Softball Field at Albert Park, adjacent to the San Rafael Community Center. Albert Park Field is primarily used for youth baseball, including the San Rafael Little League, local high schools, and local travel ball teams. In addition, Albert Park Field is the home field of the San Rafael Pacifics, a team in the Pacific Division of the Pecos (Independent) Baseball League.

Bernard Hoffman Field

The Bernard Hoffman Field is made up of two softball fields, adjacent to a playground area that has been removed due to safety concerns, in Terra Linda. The City acquired the Bernard Hoffman Field in 1997 from the Miller Creek School District (then known as the Dixie School District), finding that there were no comparable facilities in Terra Linda

for girls softball, no neighborhood park facilities in the immediate area, and very high community interest in preserving the facility.

The City acquired Bernard Hoffman Field with the understanding that San Rafael Girls Softball had a strong interest in the facility and was willing to take on maintenance in exchange for free, priority use of the facility. Since then, San Rafael Girls Softball has been the primary user of the fields and has taken on the management and upkeep of the fields. The City is currently in the process of negotiating an updated agreement for this ongoing partnership.

Pickleweed Field

Pickleweed Field is located in the Canal neighborhood, between the Albert J. Boro Community Center and the San Rafael Canal. Pickleweed Field's natural turf athletic field accommodates two multi-purpose fields simultaneously. Although soccer is the most popular sport played on the field, both in rentals and drop-in use, it is also used for Lacrosse practices, Ultimate Frisbee, and is the home to San Rafael's Jr. Giants Baseball program. The fields are generally open for use from mid-June through early December except during inclement weather.

Victor Jones Field

Victor Jones Field is a t-ball field adjacent to a playground and picnic area, in the Glenwood neighborhood. Victor Jones Field is used for drop-in community use, including film nights in the park, and is the primary t-ball field used by the San Rafael Little League.

In 2012, the Park and Recreation Commission approved an Albert Park Stadium and Ball Field Use Policy (Attachment 1). However, no such policy has been created for the use of the other City athletic fields. As a result, staff recommends that the City adopt new Athletic Field Use Policy (Attachment 2) to govern the management and operations of all City athletic fields.

DISCUSSION:

The goal of Athletic Field Use Policy is to clarify the appropriate uses, as well as the priority for use, of the City's athletic fields for the general welfare and enjoyment of the community and the preservation and viability of the facilities. It is also to provide clear guidance to renters on the process and regulations associated with use of the athletic fields.

The proposed Athletic Field Use Policy is designed to align with the recently updated Facility Rental Reservation Policy and Procedures and Ongoing Facility Rental Process. The following information summarizes some of the key elements and changes that are included in the proposed policies.

Field Use Prioritization

The proposed Athletic Field Use Policy include a description of each facility, along with clear guidelines for priority use, secondary use, and other permitted uses. The policy lays out the priority order for field use as the following:

1. City-sponsored programs and activities.
2. All agencies and organizations with agreements for field use with the City.
3. San Rafael based, Non-Profit Organizations, in the following order:
 - a. Youth serving for primary use
 - b. Adult serving for primary use
 - c. Youth serving for secondary use
 - d. Adult serving for secondary use
4. Non-San Rafael based, Non-Profit Organizations, in the following order:
 - a. Youth serving for primary use
 - b. Adult serving for primary use
 - c. Youth serving for secondary use
 - d. Adult serving for secondary use
5. San Rafael based, Non-Profit Organizations for other permitted uses.
6. Non-San Rafael based, Non-Profit Organizations for other permitted uses.
7. San Rafael Resident for private use.
8. Commercial entities, such as sports camps, sports contests, and professional league sport events that serve the primary or secondary use of the field.
9. Commercial entities using the field for other permitted uses.

This proposed priority order largely aligns with the priority order recommended by the Park and Recreation Commission in the Albert Park Stadium and Ball Field Use Policy; however, it provides a greater level of clarity and detail in the prioritization process than the former document.

Application Process

The Athletic Field Use Policy establishes a new application process for field rentals, which is structured similarly to the recently developed Ongoing Facility Rental Process. Currently, reservations are accepted on a rolling basis, with staff determining field allocations before the fields open for the season. Under the proposed process, there would be a set window during which the City would accept field applications. At the end of the window, staff would allocate field space based on the priority criteria. Groups that miss the application window would be slotted in as space allows. Establishing a set application window will allow both renters and staff to better plan for and manage the application process.

Albert Park Field Schedule

The current Albert Park Stadium and Ball Field Use Policy states that the facility may be reserved seven days a week until 11:00 p.m. However, this policy is ambiguous in its alignment with the San Rafael Municipal Code, Chapter 8.13, Noise Ordinance standards, which requires that sound performances end by 10:00 p.m. seven days per week. To align with the Noise Ordinance more clearly, the proposed Athletic Field Use Policy require that amplified sound and field lighting must be turned off by 10:00 p.m., with the renters out of the facility by 11:00 p.m.

For all other athletic fields, their hours of operation are sunrise to sunset, as is consistent with the current policies and the San Rafael Municipal Code, Chapter 8.10, Parks and Recreation.

General Requirements and Regulations

The remainder of the Athletic Field Use Policy aligns the field rental requirements and regulations with the recently developed Facility Rental Reservation Policy and Procedures, with a few field-specific additions. These additions include a refund schedule that supports the application process timeline, specific guidelines on field preparation requirements, clean up and trash disposal for specific fields, and regulations around food and concessions.

Staff are recommending that the proposed Athletic Field Use Policy would replace the Albert Park Field Policy and be applied consistently across all City athletic fields.

FISCAL IMPACT:

There is no predicted fiscal impact associated with adopting this new field use policy.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Catherine Quffa
Assistant Library and Recreation Director

Attachments:

1. 2012 Albert Park Stadium and Ball Field Use Policy
2. Draft Athletic Field Use Policies

Albert Park Stadium and Ball Field Use Policy

1. Statement of Purpose

The purpose of this policy is to clarify the appropriate uses and priorities for the use of facilities within Albert Park Stadium and Ball Field for the general welfare, and enjoyment of the community and the preservation and viability of the facilities.

2. Definitions

2.1 Basic Service

The City shall maintain and manage the Albert Park Stadium and Ball Field specifically for the Primary Use described in this policy. Basic service includes turf maintenance and field preparation for games and activities, stadium maintenance and access, restroom maintenance and access, access to field lights, locker room, and scoreboard. Basic service also includes appropriate scheduling, reservation system, fee collection and orientation to the facilities.

2.2 Direct/Indirect Costs

The City shall collect fees based on direct costs for maintenance, management, utilities and other related expenses. As per the City Council cost recovery policy. The City does not collect fees for indirect or personnel costs associated with the operation of the facilities. Damage deposits and additional insurance coverage costs may be applied to fees charged for facility use.

3. Inventory of Facilities

3.1 Baseball: Grass infield, base paths, outfield, dug outs, batting cage, bull pens, bases, home plate, pitcher's mound, field lights.

3.2 Softball: Clay mix infield, base paths, outfield, team benches, batting cage, bull pens, bases, home plate, pitchers' circle, bleacher seating, field lights, and restrooms.

3.3 Stadium: Covered seating, restrooms, locker room, restrooms, and concession areas.

4. Field Use

4.1 Primary Use

A. Baseball – games, practice, instruction

B. Softball – games, practice, instruction

C. Volleyball – games, practice, instruction

D. Sports with high impact on turf areas; soccer, lacrosse, rugby, football, field hockey and similar sports activities not permitted.

4.2 Secondary Use

A. Spectator activities, such as demonstrations, performances, concerts, ceremonial events with the following criteria:

- (i). Open to the public
- (ii). Low impact activity on the turf areas
- (iii). 80% of participants accommodated in permanent stadium seating
- (iv) Compliant with San Rafael Municipal Code, Chapter 8. 13, Noise Ordinance
- (v) Duration of 9 hours or less during any 24 hour period.

B. Private events, fairs, commercial sales events; events lasting over ten (10) hours in duration in a 24 hour period, or more than 3 days in total are not permitted.

C. Political or religious rallies, events, ceremonies are not permitted.

4.3 Exceptions

A. City sponsored or co-sponsored events and programs.

B. School District sponsored or co-sponsored events and program

5. Use Allocations in order of priority

5.1 City

City of San Rafael programs, activities and events

5.2 Community

Community groups have secondary priority in the following order

- (i) Youth serving
- (ii) 501C 3 Non profit status
- (iii) Family serving
- (iv) Adult serving

5.3 Community Serving Events

Commercial entities, such as baseball/softball sports camps, sports contests, professional baseball/softball league sport events

5.4 Other Commercial film productions non baseball/softball sport contests, and other commercial entities.

6. Reservation Procedures

6.1 Requests for use that meet criteria outlined in Section 4, and are either a City sponsored event or a community group sponsored event may be approved by City staff in accordance with this policy.

6.2 Requests for use by commercial entities must be reviewed and approved by the Park and Recreation Commission and may be subject to approvals and further requirements by the City Council.

7. Use Regulations

7.1. Hours of Operation

A. Facilities may be reserved, as provided in Section 7.3, Priority of Use, set out below on the following schedule:

Monday – Friday 9:00 a.m. – 6:30 p.m. for permitted activities with use of the batting cage
6:30 p.m. – 11:00 p.m. for permitted activities without the use of the batting cage

Saturday – Sunday 9:00 a.m. – 11:00 p.m.

B. No permitted uses may begin after 9 p.m., Monday – Friday, and 7 p.m. Saturday and Sunday

C. Activities other than baseball, softball, or volleyball may commence no earlier than 9:00 am and must conclude by 6:00 p.m.

D. Facilities may only be used for baseball, softball, and volleyball February through August of each year.

E. Facilities are closed November, December and January of each year

F. Facilities may be closed due to weather and field conditions, as per the Community Services Department. Call 485.3349 or check website for current field status.

7.2. Primary Use Agreements

A. Primary Use Agreements shall be considered where it is determined, in the

sole discretion of the City Staff, that the activity is the best interest of the general public welfare and that a public and or community benefit is derived from such a use of the facilities.

- B. Primary Use Agreements for categories 7.3 A and 7.3B below are first approved by the Community Services Department. Any denial of such use may be appealed to the City Manager, as per San Rafael Municipal Code.
- C. Use Agreements for categories 7.3 C and D below shall be approved by the San Rafael Parks and Recreation Commission and executed with approval by the San Rafael City Council. Any denial by the Commission may be appealed to the City Council.
- D. Provisions of an Agreement may supersede portions of this Policy as directed by the City Manager or City Council as appropriate.

7.3 Priority of Use

- A. First priority use will be for City sponsored programs.
- B. Second priority use will be for Community serving activities i.e.:
 - (i). Youth serving organizations
 - (ii). 501 c 3, non profit organizations
 - (iii). Community serving organizations
- C. Third priority use will be for beneficial, as determined by the City staff, community serving commercial or other entities providing baseball, softball, volleyball activities consistent with facilities intended purpose and/or activities that provide community recreation and public serving benefits.
- D. Other uses that may, in the sole discretion of the City staff, be allowed are private and/or commercial activities or events where the following factors are applicable:
 - (i) The activity does not adversely impact, in the judgment of the Community Services Department and/or Public Works Department staff, the facility's fragile resources, and
 - (ii). The activity involves a resident(s) of San Rafael as an active participant(s) and,
 - (iii) The activity does not displace, conflict or interfere with an activity in categories 7.1 through 7.3 above, and
 - (iv). the activity does not significantly, in the sole judgment of the City staff, cause traffic problems, significant noise, etc. to the discomfort of the

residents in the neighborhood, and does not commence by before 9:00 a.m. and concludes by 6:00 p.m. on any day of the week, including weekend days.

(“City staff” as use above means any appropriate department, division, official, etc.)

7.4. Reservation Process

- A. Applications are available on line at www.cityofsanrafael.org, or at all Community Centers.
- B. Applications are accepted starting in December for the following February through October.
- C. Applications must be received at least 3 business days prior to the proposed facility use.
- D. Fees and appropriate deposits must accompany applications.
- E. A written Permit along with information will be issued to the Applicant prior to 3 days before the reservation date.
- F. Applicants must be 18 years of age or older and agree to be responsible for the requested use of the facilities. Adult supervision is required during all uses.
- G. The City reserves the right, on a case-by-case basis, to add conditions or modifications to a Permit.

7.5 Regulations

A. Alcohol Service/Sales

- (i) No alcoholic beverages may be present or consumed on the facility site except as provided elsewhere in this policy.
- (ii) Applicants may request specific permission to serve or sell alcoholic beverages, from a single source or concession
- (iii) Additional permitting, insurance, and deposits fees will be imposed if the service or sale of alcoholic beverages is permitted.

B. Amplified Sound

- (i). Amplification of sound must comply with the San Rafael Municipal Code, Title 8.13, Noise Ordinance standards.

(ii). The sound equipment installed in the facilities will be made available to Permit holders with conditions addressing volume, time of day, and type of sound.

(iii). Additional sound equipment may be permitted on a case by case basis, when limited impact on the surrounding neighborhood can be achieved.

C. Behavior

(i). Activity participants and guests/attendees are responsible for adhering to the San Rafael Municipal Code, Title 8.10, Parks and Facilities at all times during the facility use.

(ii). Parents and guardians shall be responsible for the conduct of their minor children and shall not permit such minor children to do any act that is disruptive to the activities or destructive to the facilities.

(iii). At no time will participants or observers be under the influence of intoxicating liquor or dangerous drugs in such a condition that the individual is unable to exercise care for his or her own safety or the safety of others.

(iv). Permit holders are responsible for calling 911 or the San Rafael Police if behavior or safety issues arise out of the use of facilities. Permit holders are asked to report such incidents within 24 hours to the Community Services Department.

D. Cancellation Policy

(i). The City may cancel a Permit due to weather, facility conditions, or unforeseen circumstances, that affect facility conditions or general public welfare. In the event of a City cancellation, a full refund or credit will be issued to the Permit holder

(ii). The Permit holder may cancel or change a reservation by submitting a request in writing at least 3 business days in advance.

(iii). Changes may be faxed to 415.485.3186, delivered to San Rafael Community Services, 618 B Street, or e-mailed to Community Services @cityofsanrafael.org.

E. Clean Up and Trash Disposal

(i). Facilities must be restored to original condition at the end of use.

(ii). Bases and field equipment must be returned and locked into storage areas.

(iii). Field lights must be turned off at conclusion of activity. Stadium lights must be turned off at the conclusion of clean up

(iv). All gates and restrooms must be secured and locked.

(v). Trash must be placed in receptacles provided.

(vi). Clean up and/or repair charges beyond normal wear and tear will be billed to the Applicant based on cost of repair

F. Concessions

- (i). Permit holders may contract for concession services on site, or provide their own, with permission.
- (ii). Permit holders are required to provide information on the collection and distribution of funds raised in conjunction with the use of the facilities. Ticket sales, donation requests and concession operations must be approved in advance.

G. Credit

- (i). In the event of unusual circumstances that affect use, applicant should notify the Community Services department to request a credit. Refunds due to weather will automatically be credited to the Applicant's account.

H. Fees

- (i). Fees are due at the time of application. Additional required insurance, security, and associated fees are due two weeks before the reserved date.
- (ii). Fees are based on an hourly rate established by the City Council. A two hour minimum will be charged for each reservation.

I. Facility Status

- (i). The play suitability status of sports fields is monitored continuously. Factors such as moisture content of the soil, potential for inclement weather, safe use and avoidance of injuries, as well as damage to the field if played upon are all taken into consideration in determining the status for play. Permit holders should contact the Sports Hotline at 415.485.3349 3 hours prior to scheduled field use to establish if the City has closed fields due to rain, or other circumstances.

J. Field Preparation

- (i). Fields will be prepared the day of the reservation. They will not be re-set before each reservation. Permit holders are responsible for raking, lining, and other tasks necessary for the re-set of the fields.
- (ii). The City shall provide equipment and materials to be used exclusively on the facilities. No outside equipment or materials may be used.
- (iii). Vehicles are not allowed on the facilities for field preparation for games.

(iv). Uses that require vehicles to place or remove equipment, staging, seating or other apparatus will be coordinated to do so when City staff are present to avoid damage to the facilities.

K. Food

(i). Serving food to participants and invitees at the facilities is permitted. However, if food is to be sold or served to the general public the Permit holder must consult with Marin County Health Department to determine if a Health Permit is required.

L. Insurance

(i). General liability insurance coverage, in the amount of \$1 million that covers the participant, must be acquired in order to reserve 3 or more dates in a given year. The City of San Rafael must be listed as the certificate holder as well as an additional insured with respects to General Liability. The Applicant may provide proof of insurance coverage, or purchase coverage from the Community Services Department, at cost.

M. Lights

- (i). Field lights must be used for reservations occurring after sunset. An additional charge for lights will be assessed at the time of application.
- (ii). Lights are required for safety. They must be activated one hour prior to sunset. Weather and atmospheric conditions affect the timely use of lights.
- (iii). Generally, field lights will be required on the following schedule:

February-March	6:30 p.m.
April – June	8:00 p.m.
July-August	9:00 p.m.
August – September	8:00 p.m.
September – October	7:00 p.m.

N. Permit Holders Responsibilities

- (i). Permit holders are responsible for adhering to the San Rafael Municipal Code, 8.10, Parks and Facilities at all times during the facility use.
- (ii). Applicants must complete all required forms and submit to Community Services at least two weeks prior to reservation.
- (iii). The Application must identify the responsible party and alternate contact present at the facilities during the time of reservation. A copy of photo identification (California Driver’s License or I.E. card) along with a copy of the Permit are required to be carried by the responsible party.

(iv). If attendance is estimated to exceed 800 based on the maximum number during peak times of the reservation, additional portable restrooms may be required at cost to the Permit Hold

O. Safety

(i). Safety of park users, guests and neighbors is the first goal of the City of San Rafael. To ensure a safe and trouble-free environment, the City may require security services to be present at the time of the reservation. Direct costs will be the responsibility of the applicant.

(ii). Entrance and interior gates must remain unlocked for the duration of the reservation for emergency evacuation.

(iii). ADA compliant seating areas and restroom facilities must be available for the duration of any use where the public is invited to participate or observe.

(iv). City of San Rafael staff is authorized to stop or modify any activity if deemed necessary for the health and well being of users, guests, neighbors and the general public.

P. Vehicles

(i). Motorized vehicles on park property, lawns, turf, restricted areas, bicycle/pedestrian pathways or fields are prohibited.

(ii). Parking is permitted in designated parking lots, or stalls, only. Applicants may be required to provide off site parking if estimated attendance or coinciding uses of Albert Park and/or San Rafael Community Center necessitate additional parking capacity.

8. Fee Schedule

The fee schedule for rent of the facilities shall be as follows, contingent upon City Council authorization, and subject to annual review:

Albert Park Ball Fields and Stadium	Baseball Field Rental Rate/HR	Field Lights Rate/HR	Associated Charges
A. City Programs	-0-	-0-	-0-
B. Community Serving Groups	\$42/hr	\$40/hr	No deposit
C. Community Serving events	\$53	\$40/hr	No deposit
D. Other sport consistent uses	\$84/hr	\$40/hr	50% deposit upon reservation
E. Non consistent uses	\$100/hr community groups \$300/hr commercial	\$40 hr	50% deposit upon reservation

	groups		
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SAN RAFAEL
THE CITY WITH A MISSION

DRAFT ATHLETIC FIELD USE POLICY

Please carefully read through this entire document – renters are responsible for following the rules and procedures outlined below.

1. Statement of Purpose

The purpose of this policy is to clarify the appropriate uses, as well as the priority for use, of the City’s Athletic Fields for the general welfare and enjoyment of the community and the preservation and viability of the facilities. It is also to provide clear guidance to renters on the process and regulations associated with use of the athletic fields.

2. Athletic Field Inventory and Use Restrictions

Where a field is generally open to the public, a person wanting either (1) exclusive use of any field, or (2) use of a field for gatherings of 25 or more persons, must apply for and obtain a permit for such use, activity or event. Specific fields, such as Albert Park Field, require a permit for any use.

The table below provides an inventory of the City-owned athletic fields, along with the primary and secondary use for each field.

Field Name	Amenities	Primary Use	Secondary Use
Albert Park Field	Baseball field, softball field, and stadium facilities	1. Baseball 2. Softball	1. Volleyball
Bernard Hoffman Field	Two softball fields	1. Softball	1. Baseball 2. Volleyball 3. Ultimate Frisbee
Pickleweed Field	Two regulation length soccer fields	1. Soccer 2. Baseball 3. Softball	1. Ultimate Frisbee 2. Rugby 3. Field Hockey 4. Lacrosse 5. Volleyball
Victor Jones Field	One t-ball field	1. Baseball 2. Softball	1. Volleyball 2. Ultimate Frisbee

Other Permitted Uses of all Athletic Fields include the following:

- A. Free or paid entry special events, such as movies in the park, performances, ceremonial events with the following criteria:
 - 1. Open to the public.
 - 2. Low impact activity on the turf areas.
- B. Private events, fairs, commercial sales events.

The following uses are **not permitted** on specific City Athletic Fields:

- A. Sports with high impact on turf areas such as soccer, lacrosse, rugby, football, field hockey and similar sports activities are not permitted on Albert Park Field, Bernard Hoffman Field, and Victor Jones Field.

Provisions of a Field/Facility Use Agreement may supersede portions of this Policy as directed by the City Manager or City Council as appropriate.

3. Athletic Field Prioritization

The City prioritizes applications for field use in the following order:

1. City-sponsored programs and activities.
2. All agencies and organizations with agreements for field use with the City.
3. San Rafael based, Non-Profit Organizations, in the following order:
 - a. Youth serving for primary use
 - b. Adult serving for primary use
 - c. Youth serving for secondary use
 - d. Adult serving for secondary use
4. Non-San Rafael based, Non-Profit Organizations, in the following order:
 - a. Youth serving for primary use
 - b. Adult serving for primary use
 - c. Youth serving for secondary use
 - d. Adult serving for secondary use
5. San Rafael based, Non-Profit Organizations for other permitted uses.
6. Non-San Rafael based, Non-Profit Organizations for other permitted uses.
7. San Rafael Resident for private use.
8. Commercial entities, such as sports camps, sports contests, and professional league sport events that serve the primary or secondary use of the field.
9. Commercial entities using the field for other permitted uses.

Permits are approved by the Library and Recreation Department. Any denial of such use may be appealed to the City Manager, as per San Rafael Municipal Code.

4. Application Process

Applications are available online at [INSERT DIRECT WEBLINK] and at all Community Centers. To reserve an athletic field, a person 18 years or older must submit a complete Field Use Application provided by the Library and Recreation Department. You may submit your application in person, mail or by email. If you submit your application by mail or email, a Department staff member will contact you to collect the appropriate deposit to secure your reservation.

Applications are accepted annually from September 1 through October 31, with the City determining field allocations by December 1, for the following year. Groups may also request field space after this application period. Those requests will be granted on a first-come first-served basis, based on field availability. Allocations may be adjusted depending on when the Library and Recreation Department determines that the fields may open for the season (see Section 5).

If more than one person applies at the same time for the same field and same date/time, priority is given in the order listed in Section 3. If still equal, decision will be made by a draw.

Set up and clean up times of activities must be included within rental period. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.

The applicant's name and signature that appears on the rental contract must match the name on the proof of insurance and payment. For public entities, the person signing the rental contract must submit proof that they have the authority to enter into contracts on behalf of the agency.

Please do not make plans until a department staff member has confirmed your rental and provided an approved rental contract.

Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with the community center office. **All rental changes are tentative until confirmed by the Department staff and any/all additional fees have been paid.**

Reservations may be revoked at any time, whenever Library and Recreation Department staff determines that the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations. Reservations may be revoked or terminated, and additional guests will not be allowed in the facility if it is determined that the event is different or larger than represented on the rental application.

The City reserves the right to make any physical changes to the facility.

5. Athletic Field Schedule

The City's Athletic Fields are seasonal and their opening and closing dates vary depending on weather and field conditions. Once open, fields are available for use seven (7) days per week. All activities must conclude before sunset at all City fields, except Albert Park Field. For Albert Park Field, field lights and amplified sound must be turned off by 10pm and renters must be out of the facility by 11pm.

The play suitability status of sports fields is monitored continuously. Factors such as moisture content of the soil, potential for inclement weather, safe use, and avoidance of injuries, as well as damage to the field if played upon are all taken into consideration in determining the status for play. Facilities may be closed due to weather and field conditions, as per the Library and Recreation Department, and may remain closed for several days until the City deems fields are playable.

6. Fees

Deposit: A deposit is required for athletic field rentals. The deposit must be paid in full at the time of booking and is separate from rental fees. It will not be applied toward the rental balance.

The deposit is fully refundable except:

1. If money is withheld due to cancellations.
2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours, additional equipment used during event, if event exceeds estimated capacity, or is in violation of any facility rules or policies.
3. The entire deposit will be retained, and event may be shut down if attendance exceeds the amount specified on the application.

Additional charges may be required if damage exceeds deposit amount.

Fees:

- A. Refer to Field Reservation Rate sheets for fees. The fee schedule for rental of the facilities is contingent upon City Council authorization, and subject to annual review.

- B. Fees are based on an hourly rate established by the City Council.
- C. For user groups that rent a City field multiple times per season, the deposit is due at the time of booking and all fees are due on the 1st of the month for the following month. For user groups that are renting the fields for a single use, all rental fees are due at the time of booking, including additional required insurance, security, or other associated fees.
- D. Payments may be in the form of check, cash, or credit card. All checks should be made payable to "City of San Rafael".
- E. Rentals that exceed stated hours will be charged double the stated hourly rate for all related fees.

If a rental payment is not received within the specified time, the reservation will be cancelled, and the deposit will be retained by the City and not refunded.

Refunds: The City may cancel a Permit due to weather, facility conditions, or unforeseen circumstances, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism, that affect facility conditions or general public welfare. In the event of a City cancellation due to these circumstances, a full refund or credit for any unused dates will be issued to the renter and such refund will constitute the limit of City's liability to renter in connection with the unavailability of the City facility. The City shall not be liable to renter for any actual or renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits and lost opportunity.

Cancellations or changes by the renter to the agreed upon schedule must be made at least thirty (30) days in advance. Cancellations made with less than thirty (30) days advance notice will not be eligible for a refund of the rental fees. Changes made with less than thirty (30) days' notice will be required to pay fees for both the original and the new rental times. Changes will be subject to facility availability.

7. Insurance

All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000, with required endorsements. The insurance must follow the below guidelines:

- A. The certificate of insurance must include endorsements naming "City of San Rafael" as additional insured.
- B. Rental insurance certificates must be received by the Library and Recreation Department at least 30 days prior to the event.
- C. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses.
- D. The name on the Certificate of Insurance must match the name on the rental contract.

8. Field Preparation

Albert Park Fields:

- A. Requests for field prep must be made upon submission of application.
- B. The City will provide equipment and materials to be used exclusively on the facilities. No outside field preparation equipment or materials may be used.
- C. Vehicles are not allowed on the facilities for field preparation for games.
- D. Uses that require vehicles to place or remove equipment, staging, seating, or other apparatus must be approved in advance and coordinated with City staff.

Pickleweed, Bernard Hoffman and Victor Jones Fields:

- A. Renters are responsible for lining these fields and must coordinate the lining time and method at least one week prior to use. City staff must review and approve the materials that will be used.
- B. Vehicles are not allowed on the facilities for any reason including field preparation for games.

Lights (Albert Park Only):

- A. Use of Field lights is required for reservations occurring after 6:30 pm or sunset, whichever comes first, and must be turned off by 10pm. An additional charge for lights will be assessed at the time of application.
- B. Lights are required for safety. They must be activated at least one hour prior to sunset. Weather and other atmospheric conditions may occasionally require use of the lights earlier in the day.

9. Use Regulations

Alcohol Service/Sales: No alcoholic beverages may be present or consumed on the facility except as noted below:

Applicants may request specific permission to serve or sell alcoholic beverages at Albert Park Field only, from a single source or concession. Additional permitting, insurance, and deposit fees will be required if the service or sale of alcoholic beverages is permitted.

Amplified Sound: Amplification of sound must comply with the San Rafael Municipal Code, Chapter 8.13, Noise Ordinance standards.

- A. The sound equipment installed in Albert Park Field will be made available to renters with conditions addressing volume, time of day, and type of sound.
- B. Additional sound equipment may be permitted on a case by case basis, when limited impact on the surrounding neighborhood can be achieved.

Attendance: Depending on type and size of event, additional portable restrooms may be required at cost of renter.

Behavior: Renters, activity participants, and guests/attendees are responsible for adhering to the provisions of San Rafael Municipal Code, Chapter 8.10, Parks and Facilities, at all times during facility use. Renters are responsible for calling 911 or the San Rafael Police if behavior or safety issues arise out of the use of facilities. Renters are asked to report such accidents/incidents within 24 hours to the Library and Recreation Department.

Clean Up and Trash Disposal: Facilities must be restored to original condition at the end of use. Trash must be placed in receptacles provided. Clean up and/or repair charges beyond normal wear and tear will be billed to the Applicant based on cost of repair.

Albert Park Field:

- A. Bases and field equipment must be returned and locked into storage areas (dug outs) and base plugs replaced on field.
- B. Clean up duties include: remove all personal/team equipment and trash from the grandstands (including sweeping the grandstands) and dugouts/field cans and restrooms (trash and recycling may be put in large metal containers on the 1st and 3rd base entrances), drag and water infield, prep batter's box and pitchers' mound.
- C. Remove all equipment/trash from the Score/Press Box, turn off all equipment (including scoreboard), lights, power off power-strips and lock door.

- D. Secure building and restrooms, lock gates and eliminate electrical access.
- E. Report any damages or repairs needed.

Pickleweed Park Field:

- A. Soccer goals must be moved off the field and placed next to back fence. Community Center Facility Attendant should be notified when complete so that goals can be properly locked.

The above lists may not be comprehensive and are subject to change. Renters will work with Library and Recreation staff to ensure they receive the full list of duties for post-game/practice clean up.

Concessions: Renters may contract for concession services on site, or provide their own, with permission. Concessions will only be considered at Albert Park Field.

Ticket sales, donation requests, concession operations, and fundraisers must be approved in advance.

Food: Serving food to participants and invitees at the facilities is permitted only with Department permission.

Food may only be sold or served to the general public with written approval and the renter must consult with Marin County Health Department to determine if a Health Permit is required. It is the renter's responsibility to assure that outside food vendors do not sell food, or any items, during renter's use without previous Library and Recreation Department permission. Violation may include forfeiture of security deposit and additional fees.

Safety: Entrance and interior gates must remain unlocked for the duration of the reservation for emergency evacuation.

ADA compliant seating areas and restroom facilities must be available for the duration of any use where the public is invited to participate or observe.

City of San Rafael staff is authorized to stop or modify any activity if deemed necessary for the health and wellbeing of users, guests, neighbors, and the general public.

Security: Security will be required at all events in which any one of the following is present: commercial rental, admission fees charged, alcohol is served or sold, high-risk activities, or parties/special events that take place during non-business hours. Exceptions can be made if the department Director, in consultation with the City Attorney, determines in writing that the event and the activities taking place at the event pose no reasonably foreseeable risk to the health and safety of participants or the facility. Should security be required, authorized security services of the City's choice will be retained at the renter's expense.

At the discretion of the facility Supervisor and/or department Director, additional security, facility attendants, bonds or insurance may be required at the renter's expense.

Photography: Library and Recreation Department staff reserve the right to photograph events for promotional purposes.

Publicity: The City of San Rafael reserves the right to review and approve materials used to publicize events to be held in a city facility. City staff may not/will not give out information on private rentals. The community centers are not to be listed as a contact for your event.

Vehicles and Parking: Motorized vehicles on park property, lawns, turf, restricted areas, bicycle/pedestrian pathways or fields are prohibited.

Parking is permitted in designated parking lots, or stalls, only. Applicants may be required to provide offsite parking if estimated attendance or coinciding uses necessitate additional parking capacity.

DRAFT



**March 18, 2021
Item #6**

TITLE: MARIN BOCCE FEDERATION ANNUAL REPORT

SUMMARY

Since 1994, the Marin Bocce Federation (Federation), in partnership with the City of San Rafael has provided public bocce ball facilities and programs in Albert Park. The Federation is a non-profit organization dedicated to promoting the sport of bocce for all local citizens to enhance their social and physical well-being.

Per the Agreement, the Marin Bocce Federation is required to provide the Park and Recreation Commission with an annual report that includes a summary of their operations, activities, participation, and budget.

RECOMMENDATION

That the Commission receive the report and provide comment.

BACKGROUND

In 1993, the City Council approved a Masterplan Amendment for Albert Park including the installation of a new bocce facility, playground and formal garden features. In 1994, the City established a partnership with the Marin Bocce Federation, a non-profit corporation which is dedicated to promoting the sport of bocce for all local citizens to enhance their social and physical well-being.

As part of the original agreement, the Federation was approved to install equipment, furnishings, and facilities for the sport of bocce in Albert Park with the provision that it made those facilities accessible for public use. The Federation has installed \$1.1 million of improvements to the Bocce Complex (Complex) between 1994 and 2012. During that time, the Federation and the City have amended and extended the original Agreement to add site improvements and the enhanced program scope. The facility includes 10 premier, state of the art bocce courts and operates year-round, serving over 5,000 visitors per month during the peak season, March-November.

Federation leagues, programs and activities are popular and successful. League participation has consistently remained at capacity with 160 teams and 1,300 players,

plus a waitlist. Open-play days often draws lines of participants and new players continue to register for formal and informal clinics. The Federation also hosts on-site bocce tournaments for league players, United States Bocce Federation Tournaments fundraisers, and private rental events. Although, that was before the COVID virus made its' way to San Rafael in 2020. COVID-19 has had a significant impact on the Federation's activities over the past year, which is outlined in more detail in the Discussion section of this report.

The term of the current Agreement is from December 1, 2011 through November 30, 2030., but it may be renewed for an 15 additional year term. The terms of the current Agreement are summarized below as a reference.

Under the Agreement, the Federation will:

- Maintain its private, non-profit corporation status and routinely and regularly manage and maintain Complex at its sole expense including its related equipment and furnishings.
- Assume responsibility for property damage due to normal wear and tear, minor vandalism, and graffiti. Federation is responsible for the payment of all utility charges generated by operation off the Complex.
- Establish, organize, promote, conduct, and supervise bocce ball leagues, lessons, tournaments, casual play for any member of the public who wishes to engage in such organized bocce balk activities.
- Develop reasonable rules and procedures for persons using Complex, subject to the review and approval of the Park and Recreation Commission and the Library and Recreation Director.
- Annually provide the Library and Recreation Department with a complete schedule of all organized activities (leagues, lessons, and tournaments) which require Federation's organized use of Complex.
- Establish a reasonable fee schedule for persons participating in its organized activities (leagues, lessons, and tournaments), rental uses of the facilities, and fees for use of equipment, subject to review of the Director.
- Responsible for collection and disbursement of program and rental fees. Fees collected shall be used primarily for Federation programs, maintenance costs, capital improvements and repayment of City loans. The City reserves the right to conduct City-organized bocce programs that complement the Federation activities at no fee to the Federation.
- Provide supervisory personnel for its programs and organized activities. Federation shall not be required to provide supervision for City-organized or non-Federation bocce programs.
- Comply with all requirements and conditions of its Permit for Possession and Consumption of Beer and Wine, granted by the Director under San Rafael Municipal Code Section 2.16.028 (18).
- Notify the Library and Recreation Department at least 60 days in advance of Federation events, programs or organized activities, involving more than 100

participants. Federation, at its sole expense will prepare, provide, and implement a parking plan for the Complex, Albert Park, and San Rafael Community Center for the dates affected at the Federations expense. Said plan shall be provided to the City for review and approval.

- Provide an events management plan approved by the City when scheduling competitive events at the Complex, where attendance is expected to exceed 300 persons per day, four hours per day, for a period of two or more consecutive days. The events management plan will address parking, traffic, noise controls, security, impacts on the neighborhood, community, and City functions.

Under the Agreement, the City will:

- Permit the Federation use of the Complex for its organized activities pursuant to the submitted schedules and subject to the provisions outlines in the Agreement.
- Cooperate with Federation in the promotion and supervision of is organized activities.
- Subject to the City's limitations of budget and other resources, City shall rebuild and/or repair Complex in the event it is damaged by acts of God, vandalism or intentional or negligent acts of third parties in excess of \$25,000. Both parties understand, acknowledge and agree that because of fiscal constraints of the City, agree repairs are contingent upon the City having funds available for this purpose.

The Federation reports annually to the Park and Recreation Commission to review the organization's financial statements, program status, attendance, and facility issues.

DISCUSSION

Marin Bocce Federation provided the Park and Recreation Commission with their Annual Report for 2020 (Attachment 1) and Management Report (Attachment 2) for review and discussion during the March 18, 2021 meeting. The report includes a summary of the Federation's program status and attendance, facility improvement/repair projects, and financial report.

Due to the COVID-19 virus response, the Federation has had to significantly modify its operational hours and programs. In 2020, the Federation was able to provide 10 months of modified programming, which included open play by reservation and small tournaments. Specifically, the Federation was able to provide the following:

- Open Play attracted 80 players a week from June-December when courts were open on a limited basis.
- MBF held 3 small tournaments in 2020: one singles tournament and two doubles tournaments.
- Teams were allowed to rent courts and play with a max of 4 players per court. Team play was about 25% of reservations of total bocce rentals.

The Federation also had to find creative ways to offset the financial losses as a result of the reduced programming. They applied for and received a Paycheck Prevention Program loan (PPP) loan for \$19,000, which has since reverted to a grant. The Federation also held a “Keep us Rolling” fundraiser, which brought in \$80,139 in revenue for the Federation. These activities are highlighted in more detail in the Annual Report.

The Federation’s Management Report provides detailed financial information illustrating an overall loss of \$6,576.78 for 2020. The Federation’s recent financial history is summarized in Table 1 below.

Table 1: Summary of Federation’s Expenses and Revenue

	2016	2017	2018	2020
Income	\$234,069.50	\$237,843.45	\$262,815.51	\$107,059.85
Expenses	\$175,291.17	\$194,079.74	\$191,647.48	\$113,436.13
Net (Gain/Loss)	\$58,778.33	\$43,763.71	\$71,168.03	(-\$6,376.28)

Despite the challenges that 2020 brought, the Marin Bocce Federation should be commended for their hard work over the past year, their creativity in finding ways to continue to serve the community, and their ongoing dedication to the sport and the complex.

FISCAL IMPACT

In exchange for the Federation’s contribution of park improvements and ongoing maintenance of the Complex, the City waives facility use fees for the Complex for the term of the Agreement. Upon any renewal of the Agreement, the parties may re-negotiate the terms of compensation.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Rochelle Grechman-Dibley
Senior Recreation Supervisor

Attachments:

1. Marin Bocce Federation 2020 Annual Report
2. Marin Bocce Federation 2020 Management Report

**M A R I N
B O C C E
F E D E R A T I O N**



**The Marin Bocce Federation
2020 Annual Report**

**Presented to City of San Rafael
Park and Recreation Commission**

By Julie Nunes, President

March 18, 2021

ABOUT MARIN BOCCE AND OUR MISSION

The Marin Bocce Federation is a non-profit organization dedicated to promoting the sport of bocce for all local residents to enhance their social and physical well-being.

Marin Bocce is a very special place. We boast ten premier, state of the art bocce courts nestled amid beautifully landscaped surroundings. In normal years, we are open year-round and proudly serve over 5,000 visitors per month during our peak season (which runs March through October).

In 2019, prior to the pandemic:

- Our leagues remained at capacity, 160 teams, around 1300 players, 3-day and 5-night leagues. When an opening occurs in one of our leagues, it fills very quickly, with 15-20 players on our Wait List.-
- Our open-play days are also quite popular with players often lining up when the gates open. We continued to hold formal and informal clinics to introduce new players to the nuances of bocce strategies and rules.
- We hosted six in-house bocce tournaments, open to the Marin League Players. We host three USBF (United States Bocce Federation) tournaments where players from all over Northern California come to participate.
- We proudly hosted our 25th Year Anniversary Gala on August 18, to honor all of the past founding mothers and fathers and to continue to enthusiastically support this setting as a special place of community for our city. Over 200 of our past and present league players attended, Former Mayor Al Boro and current Mayor Kate Colin both attended and spoke. We were given rave reviews by our attendees.
- We continued to have strong weekend rentals with events and fundraisers. The majority are local schools and non-profit organizations who return year after year to enjoy bocce and raise funds for their worthy causes.

HIGHLIGHTS OF THE PAST YEAR

LIVING IN THE TIME OF COVID 19 PANDEMIC

As were all Marin non-essential businesses, we were officially shut down by the Marin County/California *Shelter in Place Order* on March 13, 2020. We furloughed all of our staff effective on April 1, 2020.

We, the Board of Directors, continued to meet through video conferencing for regular monthly meetings, as well as emergency and special meetings to manage our response to the pandemic. We continued to communicate to our captains and players through email as conditions changed throughout the year.

April 7, we applied for and received a Paycheck Prevention Program loan (PPP) from the Federal Government. We were approved for \$19,000 that reverted to a grant later in the year.

We reduced all regular reoccurring costs to the minimum, with those modifications, our expected financial loss was \$60,000 to \$70,000 if we remained closed for the year 2020.

As conditions for COVID 19 pandemic improved, we followed the guidance for reopening from the State as well as Marin County. We proposed re opening with a strict mitigation plan; including masking, social distancing, disinfecting and cleaning of all high touch surfaces, communication posters, signed *Conditions of Play Statements* and reservations. We limited the play to singles play, two/court for 3 hours.

Members of the BOD felt strongly that our reopening and Mitigation Plan needed to be approved by the City of San Rafael because of our ongoing partnership. We received approval from Kevin Wright of **Marin Recovers** and Kate Colin, Mayor of San Rafael.

On June 8 we re-employed our General Manager and began the planning for reopening. As we communicated to our captains, we officially reopened on June 15, with our approved mitigation site plan publicly displayed on the gate. We welcomed folks for open play Monday, Wednesday, Friday and Sunday from 9 to 3.

We had great response to open play, with about 20 persons a day. Enthusiastic feedback from our players was that this activity was a welcomed and safe avenue for play and socializing. As the months progressed, we held a couple of singles and doubles tournaments, which were well received. We relaxed our conditions to include doubles play (four/court).

We continued to remain available for open play through the end of the year (except for a week for fires/smoke), we increased the fee to \$10 but even with that measure we were still looking at \$60,000 year-end loss from lack of league or event fees.

In November, the BOD initiated ***Keep us Rolling*** fundraising effort. The goal was for \$80,000 to cover 2020 losses and some for 2021. As of March of 2021, we have garnered \$81,000 from our bocce players and friends. We have been approved for a small business grant of \$15,000 and have applied for a second PPP Loan if \$19,000.

So, we came to the end of 2020, some of our players are back for open play and tournaments, the mitigation plan was working with good compliance.

We are looking forward for a time in 2021 when City, County and State guidance will permit us we to safely restart leagues and events.

OUR SERVICE TO THE COMMUNITY

We are always looking for ways to serve our local community.

For example, when approached we gladly donate court rental gift certificates to local fundraising raffles such as St. Vincent de Paul Society, Gilead House, the Cristoforo Colombo Club of Marin, The Gerstle Park Neighborhood Association, and many others.

We have sponsored a yearly \$1,000 square at the Italian Street Painting Festival.

IN SUMMARY

Finally, we hope to get back to a time when we are again open for morning and evening leagues and to community for small and large events.

We aspire to a time when we can encourage the public as frequent casual visitors. Some may want to simply stroll through and check out our facility. Others may decide to sit and watch for a while to learn how the game is played. And then there are those who will once again discover one of our best kept secrets, to enjoy a light lunch or snack while sitting and relaxing in our beautiful rose garden.

On behalf of the Marin Bocce Federation Board of Directors, our amazing General Manager, and our dedicated volunteers we look forward to continuing our commitment as a valued partner with the City of San Rafael and to enhance the health and well being of our community.

Respectfully submitted,

Julie Nunes

President, Marin Bocce Federation

Management Report

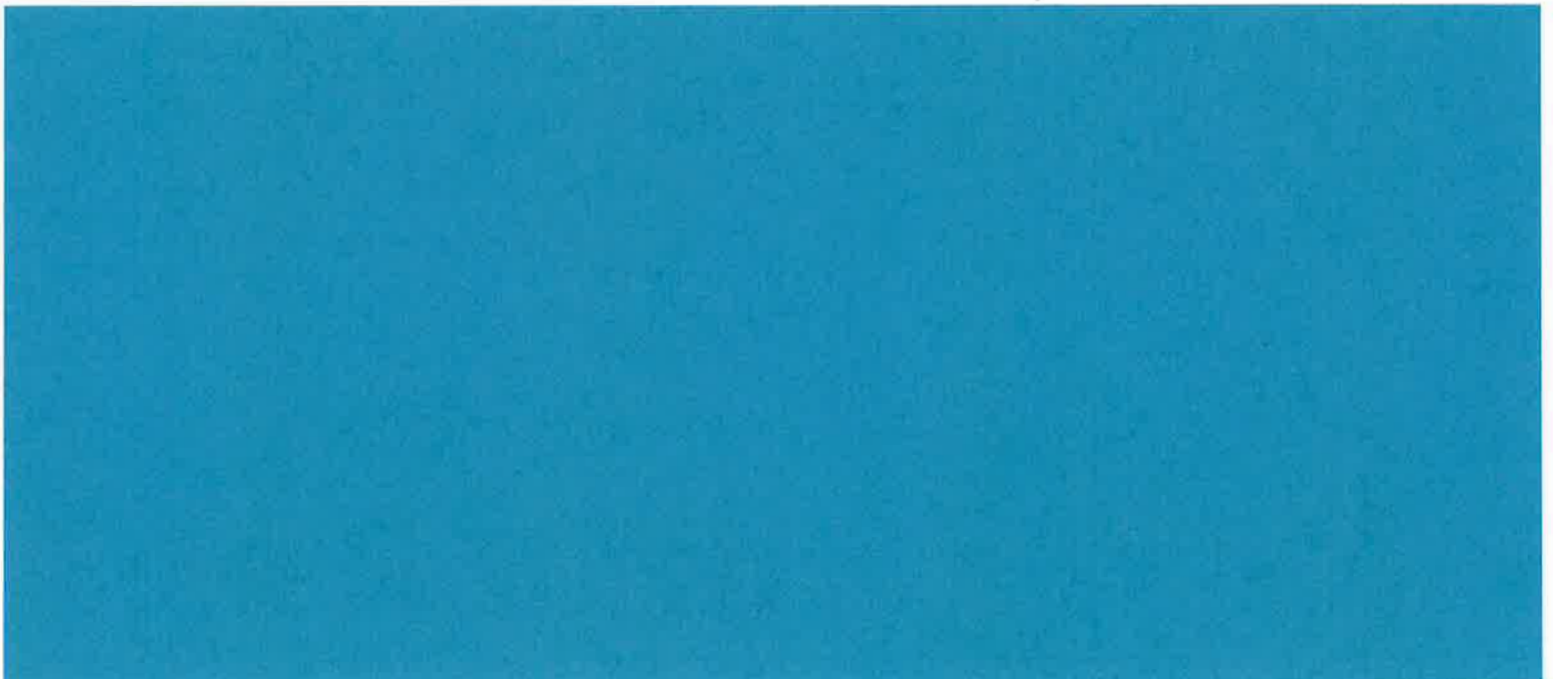
Marin Bocce Federation

January 1, 2020 – December 31, 2020

Attachment Number:

Prepared on March 10, 2021

For Management Use Only



Marin Bocce Federation

Balance Sheet

As of December 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of Marin/Checking x4464	109,878.71
Bill.com Money Out Clearing	0.00
BoM/Savings-Facility Improvements x6928	150,189.17
Petty Cash	0.00
Stripe Clearing	1,064.19
Total Bank Accounts	\$261,132.07
Other Current Assets	
Inventory Asset	1,845.50
Undeposited Funds	0.00
Total Other Current Assets	\$1,845.50
Total Current Assets	\$262,977.57
Fixed Assets	
1Buildings	645,783.51
1Equipment	64,213.42
1Facilities	
Courts	590,216.67
Grounds	151,649.61
Total 1Facilities	741,866.28
2017 - Bathroom Remodel	0.00
2017 - Trash Bins	0.00
2018 - Fence Repair	2,985.00

Marin Bocce Federation

Balance Sheet

As of December 31, 2020

	TOTAL
2018 - Swing Boards	3,493.09
Accumulated Depreciation	0.00
Accum Depr Buildings	-216,489.00
Accum Depr Courts	-456,180.00
Accum Depr Equipment	-51,807.00
Accum Depr Grounds	-142,516.00
Total Accumulated Depreciation	-866,992.00
Fixed Assets	
Building Improvements	0.00
Building Remodel	0.00
Construction in Progress	0.00
Court Rails	0.00
Court Replacement	0.00
Flooring	0.00
Garage Door	0.00
Lights	0.00
Rose Garden Furniture	0.00
Rose Garden Re-Design	0.00
Sound System	0.00
Tables, Chairs, Umbrellas	0.00
Toilets	0.00
Vine Planter Boxes	0.00
Total Fixed Assets	0.00
Total Fixed Assets	\$591,349.30
TOTAL ASSETS	\$854,326.87

Marin Bocce Federation

Balance Sheet

As of December 31, 2020

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120.00
Total Accounts Payable	\$120.00
Credit Cards	
CapOne XX 6570	536.42
Staples x2405	0.00
Total Credit Cards	\$536.42
Other Current Liabilities	
Loans from Officers, Directors	0.00
Payroll Liabilities	
CA PIT / SDI	0.00
CA SUI / ETT	0.00
Federal Taxes (941/944)	0.00
Federal Unemployment (940)	0.00
Total Payroll Liabilities	0.00
PPP Loan	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$656.42
Total Liabilities	\$656.42
Equity	
Restricted Assets-Marin Athletic Foundation	0.00
Restricted Assets-Special Olympics	1,157.59
Unrestricted Net Assets	858,889.14
Net Income	-6,376.28
Total Equity	\$853,670.45
TOTAL LIABILITIES AND EQUITY	\$854,326.87

Marin Bocce Federation

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Marin Bocce Federation

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Marin Bocce Federation

Balance Sheet

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SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: March 18, 2021

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
March 15	7:00 p.m.	City Council	Zoom
March 18	6:00 pm	Park and Recreation Commission	Zoom
April 5	7:00 pm	City Council	Zoom
April 15	6:00 pm	Park and Recreation Commission	Zoom
April 19	7:00 pm	City Council	Zoom
April 29	3:00 pm	Library & Community Center Conceptual Design Working Group Meeting	Zoom