



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, April 15, 2021
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-04-15-2021>

**Telephone: Telephone: (669) 900-9128
Meeting ID: 946 0348 5912#**

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of March 18, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
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. Parks Status Report for January 2021 – March 2021
5. Parks Maintenance Status Report for January 2021 – March 2021

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: May 20, 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.



SAN RAFAEL

THE CITY WITH A MISSION

PARK AND RECREATION COMMISSION

March 18, 2021 – 6:00 p.m.

DRAFT MINUTES

Watch on Zoom:

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

Telephone: (669) 900-9128

Meeting ID: 946-03488-5912#

CALL TO ORDER

Chair Mark Machado called the meeting to order at 6:02 p.m.

ROLL CALL

Present:

Commissioner Cabrales
Commissioner Emerson
Commissioner Gutierrez
Chair Machado
Commissioner Reisinger (left at 7:07 p.m.)
Commissioner Sandoval (arrived at 6:04 p.m.)

Absent:

Commissioner Laumann

Also Present:

Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Rochelle Grechman-Dibley, Senior Recreation Supervisor
Steve Mason, Senior Recreation Supervisor
Jason Fong, Program Coordinator
Eli Hill, Councilmember

AGENDA AMENDMENTS

The Marin Bocce Federation 2020 Annual Report moved up to Item #5

MINUTES

- 1. Approve regular meeting minutes of February 25, 2021**

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to approve the meetings minutes of February 25, 2021.

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

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Andrade-Wax introduced Councilmember Eli Hill who will be the Park and Recreation Commission liaison. Councilmember Hill introduced himself to the Commissioners and the Commissioners introduced themselves to Councilmember Hill.

Chair Machado on behalf of the Commission presented Rochelle Grechman-Dibley with a "Recognition of Appreciation" for her 34 years of service with the City of San Rafael.

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. California Park and Recreation Society – District 1 Community Service Award Library and Recreation Director, Susan Andrade-Wax introduced Steve Mason who presented the California Park and Recreation Society – District 1 Community Service Award nomination.

Staff responded to questions from the Commissioners.

Commissioner Cabrales moved, and Commissioner Gutierrez seconded, to accept the nomination of 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.

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

5. Marin Bocce Federation 2020 Annual Report

Ms. Andrade-Wax introduced Rochelle Grechman-Dibley who introduced Julie Nunes who is the President, and Jessica Libien who is the General Manager of the Marin Bocce Federation. Ms. Nunes and Ms. Libien gave their presentation.

Staff responded to questions from Commissioners.

6. Review Proposed Athletic Field Use Policy

Ms. Andrade-Wax introduced Catherine Quffa, Assistant Library & Recreation Director who introduced Steve Mason and Rochelle Grechman-Dibley once again. Mr. Mason and Ms. Grechman-Dibley gave their presentations.

Staff responded to questions from Commissioners.

Commissioner Gutierrez moved, and Commissioner Emerson seconded, to accept the proposed athletic field use policy.

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

COMMISSION REPORTS AND COMMENTS

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

Commissioner Gutierrez shared that there was a Library and Community Center Conceptual Design Working Group meeting on March 4th with the architects where three preliminary schematic designs were presented for the Albert Park site. The Working Group did a site tour of the San Rafael Community Center and adjacent Albert Park on March 12th to get a better visual of the site and understanding of the various preliminary schematic designs.

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax gave an update on the San Rafael Public Libraries. City staff will be opening all three Library locations in different ways beginning in April. For example, one branch may feature in-person computing while another may feature in-person

browsing. As the City moves forward through the different “Tiers” included in the State’s Blueprint for a Safer Economy additional services will be available at each location.

Ms. Quffa shared that we are continuing with more programing in the building, the Terra Linda Pool has opened for lap swim, and there is an art exhibit going on at the Falkirk Cultural Center. Everything will continue as we enter the Orange tier, and the main change is we will be opening with higher capacity levels. Summer camps will be promoted more heavily, and we are still waiting to hear about indoor events. The fields are opening, and we are hoping the Pickleweed field will be opening after the Winter closure as well.

Ms. Quffa shared that Jason Fong will be stepping in as the interim Recreation Supervisor after Ms. Grechman-Dibley retires on March 30th, and Steve Mason will be supervising Mr. Fong.

ADJOURNMENT

Chair Machado adjourned the meeting at 7:29 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION COMMISSION
AGENDA REPORT**

**April 15, 2021
Item # 4**

**TITLE: PARKS QUARTERLY STATUS REPORT FOR JANUARY 2021 –
 MARCH 2021**

SUMMARY

This report is submitted for informational purposes. The intent of the report is to summarize for the Commission the status of ongoing parks/maintenance projects during the past quarter.

RECOMMENDATION

It is recommended that the Park and Recreation Commission receive and provide comment.

COMPLETED PROJECTS

No park projects have been completed in the first quarter of 2021.

ACTIVE PROJECTS

SHORELINE PARK RESTROOM

The original development of the properties along the Francisco Blvd near the Richmond-San Rafael Bridge required the installation of the Shoreline Pathway. In addition, a small restroom facility was installed when the area was subdivided; it was subsequently closed shortly after installation due to illicit activities.

The San Francisco Bay Conservation and Development District (BCDC), who has jurisdiction over this area along the waterfront, has requested that the restroom be reopened to the public. As a result of the restroom being closed for many years, reopening the facility to the public requires improvements to the mechanical, electrical and accessibility access.



This project is noted in the Capital Improvement Program and will be funded through the Building Fund. The interior renovation is estimated to be \$70,000; however, with additional mechanical/plumbing work to be completed, the total cost is estimated to be at least \$125,000.

Project Status

- Over the last several months, DPW has worked with an accessibility expert to assist with the internal and external modification needed for the facility. In addition, the City is working directly with BCDC staff regarding the review of the proposed improvements. Additional modifications to the electrical and plumbing for this facility will also be needed. Construction will not start at this location for several months based on the review time needed from BCDC.
- The construction drawings to be utilized by contractors are complete and a City-issued building permit secured. The project has been combined and advertised to contractors with the San Rafael Community Center Restroom Renovation project to take advantage of economies of scale. Bids are due back in mid-October 2019.
- After reviewing contractor bids for the interior renovation, staff recommended not combining this restroom remodel with the San Rafael Community Center Restroom Renovation project. We anticipate this project moving forward during summer/fall 2020. A project budget of \$140,000 in Building Maintenance Funds have been set aside to accommodate construction expenses.
- ❖ *While the Capital Improvement Program includes funding for this project, this project has not advanced into construction as a result of available staffing shortages caused by the on-going pandemic. An estimated timeline of when the*

improvements will be built is not known at this time. However, the Capital Improvement Program has set aside \$150,000 in funding for this next fiscal year on top of approximately \$40,000 used to rehabilitate the interior of the restroom. The total project cost will be approximately \$190,000-\$200,000.

CHILDCARE MODULAR BUILDING REPLACEMENT (Mary Silveira, Lucas Valley, Pickleweed)

The City of San Rafael operates children's centers and programs at the Lucas Valley and Mary Silveira Elementary School campuses in cooperation with the Miller Creek Elementary School District (District). Also, similar facilities and programs are provided at the City's Pickleweed Park in the Canal area. The existing portable/modular buildings used for these programs have exceeded their 20-year expected service and therefore need replacement. The City of San Rafael seeks to replace all the facilities in-kind.

The State of California's Division of State Architects Office (DSA) has jurisdiction over local school properties. Specific procedures need to be followed for replacing these temporary facilities and includes an analysis of access to the building as well other improvements to bring these facilities up to current regulations. In addition, a licensed architect is required to certify the plans even for a modular building.

Project Status

- In spring 2019, the City solicited local architects to develop plans and specifications to replace the modular buildings. After negotiating with the sole proposer, the City has decided to continue soliciting proposals from other firms as the City and consultant could not agree on the proposed fees.
- In winter 2020, the City retained LCA Architects to assist with the design of the modular building project.
- As a result on the on-going pandemic, financial resources previously set aside to pay for this project have been reallocated to fund childcare services. As such, this project is on hold until funding can become available.

SUN VALLEY PARK PLAYGROUND RENOVATION

The playground structure at this park is more than 20 years old and needs replacement. This project includes the removal and the replacement of the existing playground structures at this park but does not expand the footprint of the original play area. In addition, this project includes the removal of the sand surface and replaces it with compliant engineered wood fiber. ADA access improvements will also be included in this project.



Project Status

- Staff anticipate design and public outreach occurring in the spring/summer of 2021.
- ❖ *In March 2021, the City entered into a contract with Gates + Associates to provide conceptual design exhibits and support public outreach efforts. The current contract is for \$16,000. Once community feedback is received over the next several months, the City will move into the design phase.*

ALBERT PARK FIELD – ADA RAMP, RESTROOMS, AND NETTING

This project includes the installation of a new ramp to the bleachers area of the Albert Park Field. Currently, no ADA access to the grand stand area at the field is available. Furthermore, the restrooms serving the stadium are not compliant with current accessibility standards. This project will install a prefabricated restroom facility with up to four stalls. The proposed project will no longer renovate the existing restrooms due to excessive costs. The project will also install taller netting along the first and third base lines to ensure the safety of patrons and protect vehicles from foul balls.



Project Status

- Public Works has prepared a Request for Proposals to solicit design and architectural services associated with not only an ADA wheelchair lift/ramp but also family-style ADA compliant restrooms. Consultant proposals are due back to the City in early November 2019.
- In the Fall of 2020, the City retained BKF Engineers to assist with the design of an ADA compliant wheelchair ramp rather than pursuing a wheelchair lift as well as performing the design for a prefabricated restroom facility with utility hookups. The project is tentatively scheduled for construction in the Fall of 2021.
- ❖ *Over the past few months, staff have worked with the design team to select a prefabricated restroom, confirm costs, and understand utility impacts. Furthermore, staff have retained a geotechnical engineering firm to collect soil samples for use in foundation design for the tall netting to be installed along the first and third base lines.*



PARKS AND RECREATION MASTER PLAN

A major component of the Capital Improvement Program this year is the commencement of a Parks and Recreation Master Plan, which will review services, analyze needs, and propose recommendations for parks and recreations services across the City.

Project Status

- Staff anticipate releasing a Request for Proposals to retain a consultant in the spring of 2021.
- ❖ *Staff have developed a draft Request for Proposals (RFP), however, this will not be released until a steering committee is developed and ready to review proposals. Staff are leading the effort to identify key stakeholders such that the steering committee equitably represents our thriving community. We anticipate releasing the RFP in the next quarter once all steering committee members are on board.*

PROPOSED PROJECTS FOR FY 2021/2022

GERSTLE PARK RESTROOM REPAIR

The restroom at Gerstle Park was reviewed by an outside consultant in connection with the overall facilities study performed by the City. This restroom needs exterior siding repair and some minor shingle replacement. DPW facilities maintenance will be reviewing the facility and possibly performing the repairs themselves.

SAN RAFAEL COMMUNITY CENTER MISCELLANEOUS REPAIRS

Based on the Facilities Assessment study, repairs are needed to the San Rafael Community Center. These include but are not limited to the sealing flashing, re-staining and sealing the soffit and overhang at the front of the building, replacing damage ceiling tiles, removing stain exterior and other minor repairs.

This project is being postponed pending the outcome of a study to determine what improvements may be implemented at this location for a combined library/community center.



FISCAL IMPACT

There are no costs associated with accepting this report.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Hunter Young
Assistant Director of Public Works/ City Engineer



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION COMMISSION
AGENDA REPORT**

**April 9, 2021
Item #5**

**TITLE: PARK MAINTENANCE STATUS REPORT FOR JANUARY 2021 -
 MARCH 2021**

SUMMARY

This report is submitted for informational purposes. It summarizes the last quarter's parks and maintenance project status. The intent of the report is to inform the Commission of the status of ongoing park maintenance projects during the last quarter.

RECOMMENDATION

It is recommended that the Park and Recreation Commission receive and provide comment.

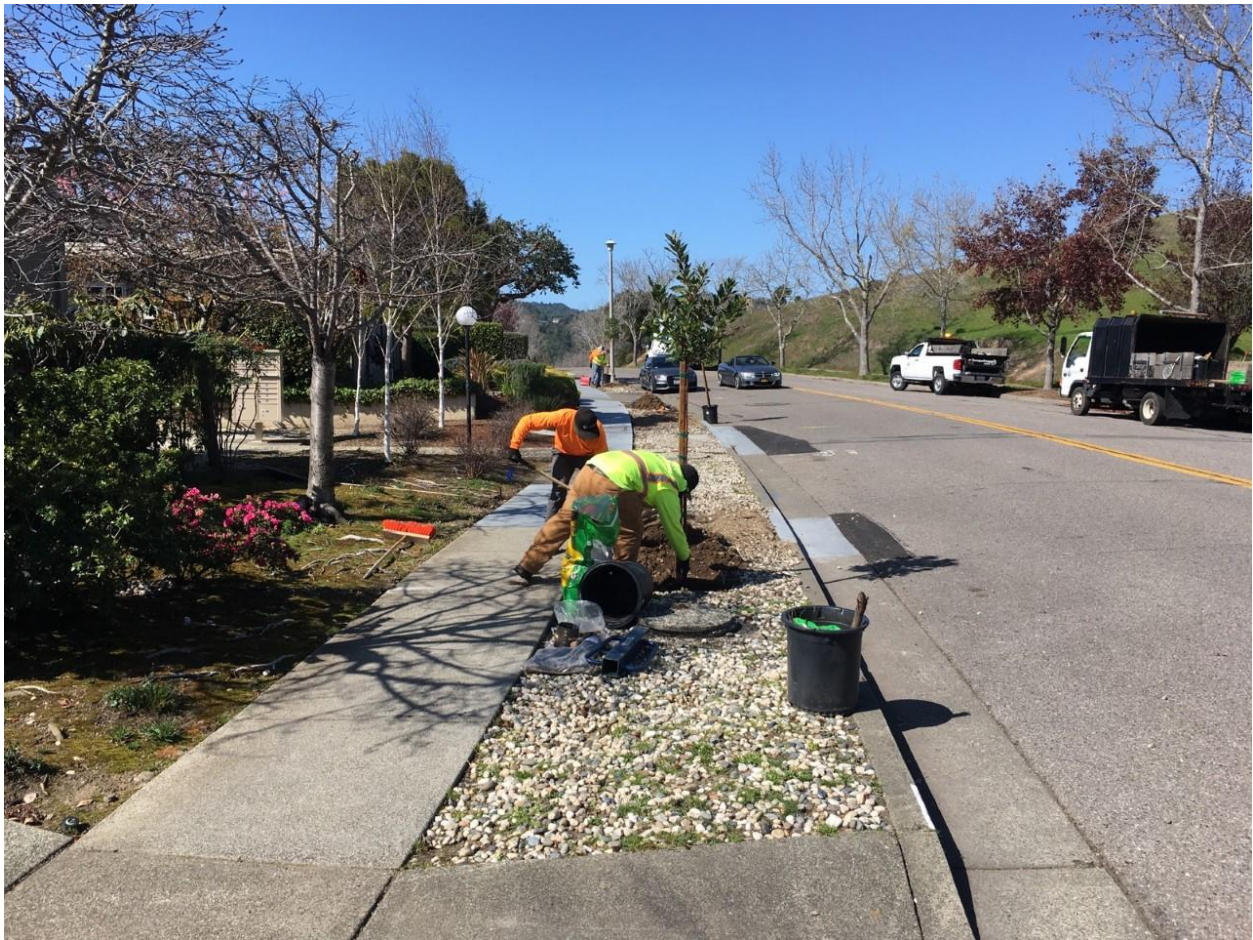
COMPLETED PROJECTS

Weekly Parks Maintenance

Parks Division staff continue to provide parks maintenance twice weekly (Monday & Friday). Basic tasks include litter pickup, cleaning of restrooms, blowing off surfaces and pruning. These routes also include City facilities. Mowing has also resumed; staff mow 32 sites weekly nine (9) months out of the year.

Tree Planting

In support of the Sidewalk Repair Program, Parks Division staff are in the process of planting of over 100 trees. In total, with other plantings since August 2020, Parks Division staff will have planted over 200 trees.



Viaduct Cleanup Support

Parks Division staff have been assisting with the ongoing homeless debris issue under the Caltrans 101 viaduct. Alternating with the Streets Division, Parks staff have been helping San Rafael Police Dept. clean up garbage and debris from the encampments every other Tuesday.



FISCAL IMPACT

There are no costs associated with accepting this report.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Ryan Montes

Ryan Montes
Operations and Maintenance Manager



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: April 15, 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
April 15	6:00 p.m.	Park and Recreation Commission	Zoom
April 19	7:00 p.m.	City Council	Zoom
April 29	3:00 p.m.	Library & Community Center Conceptual Design Working Group Meeting	Zoom
May 3	7:00 p.m.	City Council	Zoom
May 17	7:00 p.m.	City Council	Zoom
May 20	6:00 p.m.	Park and Recreation Commission	Zoom
May 28	CLOSED	City Offices Closed due to Furlough	
May 31	CLOSED	City Offices Closed due to Holiday	