



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PARK AND RECREATION  
COMMISSION AGENDA**

**Thursday, June 17, 2021  
6:00 P.M.**

**Watch on Zoom:**

<https://tinyurl.com/PRC-2021-06-17>

**Telephone: (669) 900-9128**

**Meeting ID: 946 0348 5912**

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**CALL TO ORDER**

- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve regular meeting minutes of May 20, 2021

**MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Movies in the Park, Patty McCulley, Recreation Coordinator
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. Selection of Two (2) Commissioners to Participate on the Screening Committee for the Parks and Recreation Master Plan Request for Proposal (RFP) Process
5. Review Proposed Scholarship and Community Center Meeting Room Fee Waiver Policies

**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

**ADJOURNMENT**

**NEXT MEETING: July 15, 2021**

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**Notice**

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

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**Watch on Zoom:**  
<https://tinyurl.com/PRC-05-20-2021>

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

**CALL TO ORDER**

Acting Chair Cicily Emerson called the meeting to order at 6:00 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Commissioner Emerson  
Commissioner Gutierrez  
Commissioner Sandoval

**Absent:** Commissioner Laumann, Chair Machado, Commissioner Reisinger

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

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of April 15, 2021**

Commissioner Gutierrez moved, and Commissioner Cabrales seconded, to approve the meetings minutes of April 15, 2021.

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

*Minutes approved as submitted.*

**MEETING OPEN TO THE PUBLIC**

- 2. Introductions/Awards/Recognitions/Presentations**  
None.
  
- 3. Public Comment from the audience regarding items not listed on the agenda**  
None.

**MATTERS BEFORE THE COMMISSION**

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

**4. Proposed Update to the City’s Recreation and Childcare Fees**

Catherine Quffa presented the Proposed Update to the City’s Recreation and Childcare Fees

Staff responded to questions from Commissioners.

Commissioner Gutierrez recommended that the non-resident rates for the pool be raised more than what was presented.

Commissioner Sandoval recommended that the fees be revisited annually or bi-annually.

Commissioners Cabrales, Emerson, Gutierrez, and Sandoval all agreed on the recommendations.

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to accept the Proposed Update to the City’s Recreation and Childcare Fees.

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

Report accepted

**5. Measure A Work Plan for July 1, 2021 – June 30, 2022 Update**

Catherine Quffa presented the Measure A Work Plan for July 1, 2021 – June 30, 2022 Update.

Staff responded to questions from Commissioners.

Commissioner Sandoval moved, and Commissioner Cabrales seconded, to accept the Parks status report for January 2021 – March 2021.

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

Report accepted

## **COMMISSION REPORTS AND COMMENTS**

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

Commissioner Emerson shared that the County is partnering with the City of San Rafael for the COVID-19 mobile vaccination team to participate in “Dining Under the Lights” to vaccinate those ages 12 and older.

Commissioner Cabrales shared that the Library and Community Center Conceptual Design Working Group had their final design meeting. She stated that she is pleased with the final conceptual design, and she really enjoyed the process.

## **STAFF COMMENTS**

### **7. Schedule of Upcoming Meetings and Events of Interest**

Ms. Quffa stated the next meeting they will be bringing forward staff thoughts on the scholarship program, as well as the meeting room waiver program to get the Commission’s feedback. Staff has also been working on an art exhibit policy for the Falkirk Cultural Center. The goal is to present it to the Commission in June, but it may come in July. Movies in the park will resume in August.

Ms. Andrade-Wax would like to give the Commission a break in July or August. For the July meeting there will also be opportunity to select a Commissioner to the Park and Commission Master Plan Steering Committee. The expectation is that the Commission representative will participate in approximately six to seven meetings.

Ms. Quffa shared that the Hamilton Pool will be opening in June, and our Summer Camps will be kicking off as well. Space is a little limited, but we are offering more spaces than we did last year. The Department will also be starting the implementation process of our new registration platform in June and we plan to go live in November.

**ADJOURNMENT**

Acting Chair Emerson adjourned the meeting at 7:34 p.m.

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

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021

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



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**June 17, 2021  
Item #4**

**TITLE: SELECTION OF TWO (2) COMMISSIONERS TO PARTICIPATE ON THE SCREENING COMMITTEE FOR THE PARKS AND RECREATION MASTER PLAN REQUEST FOR PROPOSAL (RFP) REVIEW PROCESS**

**SUMMARY:**

The City of San Rafael is about to begin the process of developing a comprehensive Parks and Recreation Master Plan that will inventory the City's current facilities and programs, and identify what parks and recreational facilities and funding mechanisms will be needed over the next ten (10) years.

On June 7, 2021, a Request for Proposals (RFP) was issued to obtain qualified consultants to coordinate and prepare a comprehensive Parks and Recreation Master Plan. To review the proposals received, City staff is recommending the formation of a Screening Committee comprised of City staff and two (2) representatives from the Park and Recreation Commission.

**RECOMMENDATION:**

That the Park and Recreation Commission designate two (2) members to participate on the Screening Committee for the Parks and Recreation Master Plan Request for Proposal (RFP) process.

**BACKGROUND:**

There has been a significant growth in the demand for recreation amenities in San Rafael that is requiring a thorough assessment of the City’s parks, recreational facilities, and programs. In addition, the scope of recreational programming has been changing such that it is now defined not so much in terms of specific leisure activities, but in terms of meaningful experiences that contrast with work and school obligations, enhance personal skills, and increase an awareness of the larger community.

To address this situation, the City Council’s Goals and Objectives and Measure A Work Plan for FY 2021-2022 includes a Parks and Recreation Master Plan. This plan will provide a foundation for the future development and maintenance of parks, facilities, and amenities. Specifically, the Master Plan will analyze the use of existing facilities, assess their condition, gather community input, provide recommendations for improvement, and suggest funding/implementation strategies.

Once the 2040 General Plan is approved, the Master Plan will be based upon the General Plan’s findings and specific recommendations regarding public facilities and community programs, objectives, and policies. This process shall meet the City’s goal of providing a diverse and inclusive process. After significant collaboration between the consultant, City staff, Parks & Recreation Master Plan Steering Committee, and the community, the Master Plan will be a valuable strategic guide and create a roadmap for both current and future development for the next 10 years.

**DISCUSSION:**

The City of San Rafael is about to begin the process of developing a comprehensive Parks and Recreation Master Plan that will inventory the City’s current facilities and programs, and identify what parks and recreational facilities and funding mechanisms will be needed over the next ten (10) years.

On June 7, 2021, a Request for Proposals (RFP) was issued to obtain qualified consultants to coordinate and prepare a comprehensive Parks and Recreation Master Plan. To review the proposals received, City staff is recommending the formation of a Screening Committee comprised of City staff and two (2) representatives from the Park and Recreation Commission.

The tentative timeline for the RFP review process:

<b>Event</b>	<b>Due Date</b>
RFP Release	<b>June 7, 2021</b>
Final Proposals Due	<b>July 9, 2021</b>
Distribution of Proposals	<b>July 12, 2021</b>
Screening Committee Review Meeting	<b>August 2<sup>nd</sup> 2:00 – 4:00 p.m.</b>
Consultant Interviews	<b>August 16<sup>th</sup> 8:30 -11:30 a.m. &amp; 1:00 – 4:30 p.m.</b> <b>August 17<sup>th</sup> 12:30 - 3:30 p.m.</b> <b>August 18<sup>th</sup> 8:30 a.m. -12:30 p.m.</b>



Once a consultant has been identified by the Screening Committee, staff will present their recommendation to the City Council for their review and consideration, as well as the formation of the Parks and Recreation Master Plan Steering Committee which will be instrumental in guiding the project team regarding engaging the community and reviewing content before releasing the Master Plan to a broader audience. Upon the City Council's approval of the consultant and formation of the Steering Committee, staff will request that the Park and Recreation Commission select one (1) representative to serve on the Steering Committee and one (1) member to serve as the alternate.

**FISCAL IMPACT:**

Although there are no costs associated with the review of this item, the City has allocated \$250,000 in Measure A funding for the development of the City-wide Parks and Recreation Master Plan. The project has been programmed into the City's FY 2021-2022 Capital Improvement Program (CIP) Budget and Measure A – Work Plan.

**ALTERNATIVE ACTION:**

Any other action as determined by the Commission.

Submitted by:



Susan Andrade-Wax, Library and Recreation Director



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**June 17, 2021  
Item #5**

**TITLE: REVIEW PROPOSED SCHOLARSHIP AND COMMUNITY CENTER MEETING ROOM FEE WAIVER POLICIES**

**SUMMARY:**

The City currently provides both class scholarship and meeting room waiver opportunities for qualifying individuals and organizations. However, neither of these policies have been formally documented department wide. Staff recommend that the City develop and adopt formal policies for these programs to guide staff and the community in their implementation.

**RECOMMENDATION:**

That the Commission provide feedback on and, if supportive, approve the City's proposed Scholarship and Community Center Meeting Room Fee Waiver policies.

## **BACKGROUND:**

The City currently provides both class scholarship and meeting room waiver opportunities for qualifying individuals and organizations. However, neither of these policies have been formally documented department-wide and have been largely implemented based off past practice and staff knowledge. With the City moving forward with a proposed update to its Library and Recreation fees, staff recommend that the City also evaluate its current scholarship and rental fee waiver practices, update the programs where necessary, and develop formal policies to guide staff and the community in their implementation. As the updated fees are implemented, it will be beneficial for the City to have clear policies and processes to ensure that programming remains accessible and affordable to all San Rafael residents.

## **DISCUSSION:**

Over the past months, staff have reviewed the City's current Scholarship and Meeting Room Fee Waiver processes and have developed recommendations for each program. Staff are seeking the Park and Recreation Commission's feedback on the two proposals and, if appropriate, their approval.

### Scholarship Program

As staff reviewed the current scholarship program, a key consideration was ensuring that the City's recreation programs are affordable for all San Rafael residents. Staff's secondary goal is to ensure that the program is transparent and easy-to-understand for program participants and staff. As the City has not had a formal, written policy to date, this has presented challenges in communicating about the program and has led to low levels of participation, with approximately 10 scholarships awarded annually. Once finalized, staff plan to promote the scholarship policy on the City's website to ensure that the information is accessible and easy to find.

Historically, the City's scholarships have been funded using revenues generated by the vending machines at the community centers and pool. This has generated an average of \$10,000-\$15,000 annually. In conducting a review of other agency scholarship programs, staff found that this is not a common source of funding for scholarships. Typically, agencies fund their scholarship programs either through donations or the City's general fund.

Moving into 2022, staff recommend that the City implement an optional \$2 donation to all recreation program registrations to fund the scholarship program as well as begin to seek larger donations from local organizations, such as the Rotary and Elks Clubs. Staff also recommend that the City continue to allocate vending machine revenue to the scholarship program, until we can better determine the funding levels achieved through the donation efforts as well as the potential demand.

In addition to the proposed change to funding source for the Scholarship program, staff have reviewed the programs current eligibility criteria and processes and have proposing a number of changes, which are captured in Attachment 1 and also outlined below in Table 1.

**Table 1: Proposed Changes to Recreation Scholarship Program**

	<b>Current Program</b>	<b>Proposed Program</b>
Who can apply for a scholarship?	Youth Only	All Residents
What programs and services are eligible for a scholarship?	Used for class fees only, cannot be used for programs that are already subsidized nor the year-long before school Spanish class	All classes and programs except rentals, drop-ins (punch passes eligible for scholarship), Goldenaires programs, and programs that involve gambling (Bingo, casino trips, etc.)
What is the maximum amount available/annual limit?	50% of class fees	Up to 75% of class/program fees; not to exceed \$200 per person or \$500 per family per year
What are the eligibility criteria?	<ul style="list-style-type: none"> <li>- Ranked using California Dept of Education Schedule of Income Ceilings</li> <li>- Eligible if on subsidized school lunch program</li> <li>- Ineligible if parents own a home</li> <li>- Parents must be employed or in training to be eligible</li> </ul>	<ul style="list-style-type: none"> <li>- Proof of Residency</li> <li>- Proof of participation in one safety net program (Cal Works, CalFresh, free/reduced lunch, WIC, public housing) OR proof of income (1040 tax statement, W-2)</li> </ul>
What is the allocation process?	Rolling, application must be received at least one week prior to the start of the class	First year pilot an allocation of 50% of available funds starting on January 1 and 50% starting on July 1

Overall, the goal of the proposed changes is to make the City’s Scholarship program more accessible and equitable for the community. Staff would recommend piloting the proposed changes for one (1) to two (2) years and evaluating how well the City is able to meet the need through the proposed funding sources and with the proposed eligibility criteria and processes.

**Meeting Room Fee Waiver**

Historically, the City has waived room rental fees for San Rafael nonprofits and neighborhood associations when they have met certain criteria. These criteria were formally articulated in the Community Use Policy for the Albert J. Boro Community Center and are included in Attachment 2 to this report. The criteria adopted for the Boro Community Center have largely been used as guidelines for other facilities, although no formal rental fee waiver policy has been established for the other community centers.

In general, staff receive requests from approximately 15 groups per year requesting fee waivers for their meetings. This includes boy scouts, girl scouts, neighborhood associations, support groups, baseball and softball groups, among others.

Staff have developed the below proposed criteria that they recommend be established and implemented consistently across all recreation facilities, which is also captured in Attachment 2:

1. Renter must be a San Rafael non-profit or neighborhood association.
2. Date requested is within 30 calendar days of the proposed rental date.
3. The event is “free of charge” and there is no fundraising or revenue generation element to the activity.
4. For meeting or community outreach purposes only.
5. Held Monday through Friday, within standard operating hours of the community center. If the requested hours are outside of standard hours, the rental may be subject to additional staffing costs.
6. For meeting rooms only, the fee waiver is not applicable towards the rental of the multipurpose room, auditorium, gymnasium, and/or kitchen.
7. No more than 12 fee-waivers will be granted to one group, per calendar year.

The goal of this policy would be to ensure that local nonprofits and neighborhood associations can access the community centers for their meeting and small outreach activities, without impacting the ability of the City to recover its facility costs. The purpose of limiting the fee waivers to meeting rooms within normal operating hours and to events that take place within 30 days is to ensure that the City does not lose potential revenue nor take on additional expenses to support these activities.

The proposed meeting room fee waiver policy would be incorporated into the recently updated facility rental policy, which the Park and Recreation Commission reviewed in 2020, and would replace the rental fee waiver criteria included in the Community Use Policy for the Boro Community Center. This change would be timed with a planned update to the Boro Community Use Policy, which staff plan to bring to the Pickleweed Advisory Committee, the Park and Recreation Commission, and City Council this summer.

**FISCAL IMPACT:**

There is no predicted fiscal impact associated with formalizing the Scholarship and Meeting Room Fee Waiver policies. For the Scholarship policy, all expenses would be based upon new revenues generated to support the program, resulting in no impact to the General Fund. For the Meeting Room Fee Waiver policy, the program is designed to avoid revenue and expense impacts.

**ALTERNATIVE ACTION:**

Any other action as determined by the Commission.

Submitted by:



Catherine Quffa  
Assistant Library and Recreation Director

Attachments:

1. Proposed Recreation Scholarship Program
2. Proposed Community Center Meeting Room Rental Fee Waiver and Current Albert J. Boro Community Center Rental Fee Waiver Criteria

## Attachment 1



### PROPOSED RECREATION SCHOLARSHIP PROGRAM

The San Rafael Recreation Scholarship Program seeks to ensure that all San Rafael residents have access to recreation activities offered by the Library and Recreation Department. The City is committed to providing quality, affordable recreation programs for everyone to enjoy.

Scholarships are allocated twice per year, with applications accepted starting in January (for Spring and Summer programs) and July (for Fall and Winter programs). Funding is limited and the amount available varies by year. Funds are allocated on a first come, first served basis so we encourage applicants to apply early.

Scholarships can be used to cover up to 75% of a class or program fee, up to a maximum of \$200 per person or \$500 per family per year. Scholarships cannot be used for facility rentals, drop-in programs (except when using a punch pass), programs that involve gambling, nor materials/supplies fees that are paid directly to instructors.

#### Scholarship Eligibility

To qualify for a scholarship, applicants must meet both of the following two criteria:

1. Reside in the City of San Rafael.
2. Either live in a household that participates in one of the following government safety net programs (free and reduced school lunch; CalFresh (SNAP); Women, Infant Children (WIC); Medi-Cal; foster care; or child welfare system) OR their household income must be equal or less than the low income level for Marin County from the California Official State Income Limits, Department of Housing and Community Development (<https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>).

#### Application Process

1. Review the scholarship guidelines and eligibility requirements.
2. Identify the class(es)/program(s) that you would like to apply the scholarship towards.\*
3. Submit a fully completed application form, including:
  - Proof of Residency
  - Proof of Income Eligibility
4. Library and Recreation staff will contact you prior to the start of the class/program to inform you of your scholarship status and to help you sign up for the class(es)/program(s).

\*If you would like to pre-qualify for the scholarship program, you may submit an application at the beginning of the year, prior to selecting a class or activity. Pre-qualification will allow you to more quickly sign up for popular programs that fill up quickly. Please note, that final approval of all scholarships will be dependent upon funding available at the time of *program* registration. Pre-qualification for a scholarship does not guarantee available funds.

**Attachment 1**

**SAN RAFAEL RECREATION SCHOLARSHIP APPLICATION – DRAFT**

*PLEASE FILL OUT FORM COMPLETELY*

Adult #1

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Day/Work Phone \_\_\_\_\_ Evening/Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Adult #2

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Day/Work Phone \_\_\_\_\_ Evening/Home Phone \_\_\_\_\_

Child(ren)<sup>1</sup>

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date of Birth \_\_/\_\_/\_\_

Scholarship Request (optional if submitting application to pre-qualify for annual scholarship)

Which class(es) or program(s) are you applying for the scholarship? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proof of Residency – A copy of the below documentation **must** be included with the application.

Current utility bill or other proof of residency

Proof of Eligibility – Check the appropriate box and provide a copy of the documentation with the application. A copy of one of the below **must** accompany the application.

Recipient of government safety net program (list program): \_\_\_\_\_

Income Verification and Household Income (1040, W-2, 1099, current paystub, unemployment, or SSI record; documentation for all sources of household income must be provided)

Monthly household income: \_\_\_\_\_

***I certify that the above and attached are true and correct.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Please use a second form if more lines are needed.



## Attachment 2

### Proposed Community Center Meeting Room Rental Fee Waiver Policy

Based on room availability, the City of San Rafael offers a rental fee waiver for San Rafael-based nonprofits and neighborhood associations whose activity meets the following criteria:

1. Date requested is within 30 calendar days of the proposed rental date.
2. The event is “free of charge” and there is no fundraising or revenue generation element to the activity.
3. For meeting or community outreach purposes only.
4. Held Monday through Friday, within standard operating hours of the community center. If the requested hours are outside of standard hours, the rental may be subject to additional staffing costs.
5. For meeting rooms only; the fee waiver is not applicable towards the rental of the multipurpose room, auditorium, gymnasium, and/or kitchen.
6. No more than 12 fee-waivers will be granted to one group, per calendar year.

To apply for a fee waiver, prospective renters should contact the staff at the relevant community center to see if their event would be eligible for a fee waiver and space is available. Proof of San Rafael-based non-profit or organizational status is required.

### Excerpt from the Community Use Policies for the Albert J. Boro Community Center

**Rental Fee Waiver:** As per city Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

#### Rental Fee Waiver Criteria:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof.



**SAN RAFAEL**  
THE CITY WITH A MISSION

## MEMORANDUM

**Date:** June 17, 2021

**To:** Park and Recreation Commission

**From:** Susan Andrade-Wax, Library & Recreation Director

**Subject:** Schedule of Upcoming Meetings and Events of Interest

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>Location</b>
June 17	6:00 p.m.	Park and Recreation Commission	Zoom
June 21	7:00 p.m.	City Council	Zoom
<b>July 5</b>	<b>CLOSED</b>	<b>City Offices Closed due to Holiday</b>	
July 6	7:00 p.m.	City Council	Zoom
July 15	6:00 p.m.	Park and Recreation Commission	Zoom
July 19	7:00 p.m.	City Council	Zoom