



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, September 16, 2021
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-09-16-2021>

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

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of July 15, 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. Park Projects Status Report for April 2021 – August 2021
5. Parks Maintenance Status Report for April 2021 – August 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: October 21, 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.



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<https://tinyurl.com/PRC-07-15-2021>

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

CALL TO ORDER

Chair Machado called the meeting to order at 6:04 p.m.

ROLL CALL

Present: Commissioner Cabrales
Commissioner Gutierrez (left at 7:23)
Commissioner Laumann (arrived at 6:09)
Chair Machado
Commissioner Reisinger
Commissioner Sandoval

Absent: Commissioner Emerson

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Steve Mason, Senior Recreation Supervisor
Darcie Chellew, Program Coordinator

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of June 17, 2021

Commissioner Sandoval moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of June 17, 2021.

AYES: Commissioners: Cabrales, Gutierrez, Laumann, Machado, Reisinger,
Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Emerson
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. Discuss Sun Valley Park Prohibited Activities

Ms. Andrade-Wax presented an overview of the prohibited activities at Sun Valley Park.

Staff responded to questions from Commissioners.

Public Comments regarding the prohibited activities at Sun Valley Park.

- Liz Musser addressed the Commission
- Susannah Clark addressed the Commission
- Tracy addressed the Commission
- Jodi addressed the Commission
- Jim Ruben addressed the Commission
- Diane addressed the Commission

Commissioner Gutierrez moved, and Commissioner Laumann seconded, to accept the Sun Valley Park prohibited activities report and to bring the recommendations back separately in September for further discussion.

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

Motion Accepted

5. Review of the Exhibition Guidelines and Agreement Forms

Catherine Quffa introduced Darcie Chellew, interim Program Coordinator for the Falkirk Cultural Center, who presented the review of the exhibition guidelines and agreement forms report.

Staff responded to questions from the Commission.

Commissioner Reisinger moved, and Commissioner Laumann seconded, to accept the Exhibition Guidelines and Agreement Forms.

AYES: Commissioners: Cabrales, Gutierrez, Laumann, Machado, Reisinger, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Emerson

ABSTAINED: Commissioners: None

Motion accepted

6. Discuss Proposed Revisions to the Albert J. Boro Community Center Community Use Policy

Steve Mason, Senior Recreation Supervisor at the Albert J. Boro Community Center, gave an overview for the proposed revisions for the community center use policy.

Catherine Quffa, Assistant Library and Recreation Director, presented the report.

Staff Responded to questions from the Commission.

Commissioner Cabrales moved, and Commissioner Reisinger seconded, to accept the Proposed Revisions to the Albert J. Boro Community Center Use Policy.

AYES: Commissioners: Cabrales, Gutierrez, Laumann, Machado, Reisinger, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Emerson

ABSTAINED: Commissioners: None

Motion accepted

7. Selection of One (1) Commissioner to Serve on the Parks and Recreation Master Plan Steering Committee and One (1) Commissioner to Serve as the Alternate.

Ms. Andrade-Wax announced that the City Council has approved the formation of the Parks and Recreation Master Plan Steering Committee. Ms. Andrade-Wax gave an overview of the steering committee and asked for one represented and one alternate.

Staff responded to questions from the Commission. The Commission discussed who would serve on the Steering Committee.

Commissioner Laumann made a motion to nominate Commissioner Cabrales as the Parks and Recreation Master Plan Steering Committee member, and Chair Machado seconded the motion.

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

Motion accepted

Commissioner Laumann made a motion to nominate Commissioner Sandoval as the alternate for the Parks and Recreation Master Plan Steering Committee member. Commissioner Reisinger seconded the nomination.

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

Motion accepted

COMMISSION REPORTS AND COMMENTS

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

None.

STAFF COMMENTS

9. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax announced that July is National Park and Recreation Month, and the City Council gave a proclamation in our honor and observance. The Library and Recreation fees also passed at the last Council meeting. The August 2nd City Council

meeting there will be significant changes to the Municipal Code in regards the Park and Recreation chapter, some expressive activities, as well as the special event process.

Ms. Quffa had a couple of updates for the Commission. The first was that the scholarship program has been implemented, and staff has spoken with the City Attorney about the self-attestation process which was recommended by Commissioner Emerson. We will be using that as well in the application process. The next update was regarding the role of the Commission at the Movies in the park events. There wasn't much interest from the Commission to have a larger role at the events, so those who wish to attend can do so in a casual manner.

Ms. Quffa stated that the summer camps, the swimming pools, the fields, and facility rentals are in full swing. Most events are booked for the remainder of the year. Some of the constraints the department has had is staffing. The evening and weekend staff are part-time seasonal, and we were not able to employ them over the pandemic. We are trying to rehire staff, which has become a challenge, and we are continuing to look for lifeguards, facility attendants, and childcare instructors.

ADJOURNMENT

Chair Machado adjourned the meeting at 7:35 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



September 16, 2021
Item # 4

**TITLE: PARK PROJECTS QUARTERLY STATUS REPORT FOR APRIL 2021
– AUGUST 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 projects during the past quarter.

RECOMMENDATION

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

COMPLETED PROJECTS

PICKLEWEED PLAYGROUND FENCING:

Pickleweed Park is located in East San Rafael adjacent to the Albert J. Boro Community Center on Canal Street. In 2019, the City worked with the community to install new playground equipment. The community who uses the play equipment requested a perimeter fence around the playground equipment to designate the playground and other uses at the park. Earlier this summer, a four-foot-tall vinyl-coated fence with two double-leaf gates for maintenance and two single gates for visitors was installed.



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.
- ❖ *The contractor has completed the accessibility upgrades to the restroom; however, the building will need new utility service connections. Based on feedback from utility companies, construction is anticipated later this fiscal year.*

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.
- ❖ *Gates + Associates created an accessibility report of the park, conceptual sketch, and estimate to be used to apply for Grant Funding for the project. The design will not begin until the grant is approved and there is outreach to the community. This is anticipated to begin early next year.*

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.



- ❖ *This project has been split into several smaller projects in order to expedite the improvements. After receiving five informal bids, the City signed a contract with the lowest responsible bidder, Structures Cast, for the prefabricated restroom. The company has started manufacturing and we anticipate delivery sometime this winter. The Netting project will be going out to bid in September and depending on funding construction is anticipated to begin in November. The ADA compliant ramp project will go out to bid later this year with construction to occur after the restroom is in place.*

PARKS AND RECREATION MASTER PLAN

A major component of the Capital Improvement Program this year is the commencement of a Park 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.
- ❖ *City Council approved the Steering Committee members last quarter. In July staff received five proposals for the Master Plan. Over the course of the last two months, a selection committee consisting of members from the Library & Recreation Department, Public Works, City Council member, and the Parks & Recreation commission reviewed the proposal and interviewed the five teams. Staff has been following up with the final firms references and plans to enter into negotiations with the selected firm in September.*

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:

April Miller
Assistant Public Works Director/City Engineer



**September 16, 2021
Item #5**

TITLE: PARK MAINTENANCE STATUS REPORT FOR APRIL 2021 - AUGUST 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

Drought and Water Use Reduction Update

As Marin Municipal Water District implemented water use restrictions early this summer, the Department of Public Works Parks Division took the following steps to meet the 40% overall water reduction target required by the Water District.

- Limited spray irrigation to 1 day per week (Tuesday for San Rafael)
- Limited drip irrigation to 2 days per week
- Turned off the water feature at Freitas Park
- Use only recycled water for hand watering newly planted trees

Additional steps Public Works has taken to reduce water usage include the use of recycled water for street sweeping and equipment cleanup. With these reductions in usage, we have seen an approximate 60% reduction in water usage.

Pickleweed and Albert Park Sports Fields

To keep the high use sports fields at Pickleweed Park and Albert Park in a playable condition, the city filed a variance request with the water district requesting the ability to water these fields on multiple days per week. To maintain this variance, the city is required to maintain a 40% reduction in overall water use.

In addition to the variance request, the Parks Division tested a new product called Hydretain on the ballfield at Albert Park. The product helps minimize drought stress and allows us to cut back on the watering. We have seen very encouraging results and have been able to reduce the watering by 50% on the ballfield while still maintaining a green, playable surface. With these results, we plan on expanding the usage to other areas in the future.

Albert Park Baseball Infield Leveling

To make the baseball infield safer and more playable, Parks Division staff hauled in infield dirt and leveled it with the infield and outfield grass. The Parks Division is planning on making more improvements to the field after the sports season ends.



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: September 16, 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
September 13	7:00 p.m.	City Council	Zoom
September 16	6:00 p.m.	Park and Recreation Commission	Zoom
September 20	7:00 p.m.	City Council	Zoom
October 4	7:00 p.m.	City Council	Zoom
October 18	7:00 p.m.	City Council	Zoom
October 21	6:00 p.m.	Park and Recreation Commission	Zoom