



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, January 20, 2022
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-1-20-2022>

**Telephone: Telephone: (669) 900-9128
Meeting ID: 833 4004 9460**

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of November 18, 2021

MEETING OPEN TO THE PUBLIC

2. 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.

3. 2021 Annual Youth Enrichment Program Review
4. Parks Maintenance Status Report for October – December 2021
5. Parks Projects Status Report for October – December 2021
6. Review of the Park & Recreation Commission's Annual Work Plan for 2022

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: February 17, 2022

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-10-21-2021>

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

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson (left at 7:02)
Commissioner Gutierrez
Commissioner Laumann (left at 6:48)
Chair Machado
Commissioner Reisinger (arrived 6:03)
Commissioner Sandoval

Absent:

Also Present: Susan Andrade-Wax, Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Debbie Younkin, Senior Recreation Supervisor
Tiffany Haley, Program Coordinator
Darcie Chellew, Program Coordinator

AGENDA AMENDMENTS

Susan Andrade-Wax requested to move items #6 and #7 to be moved up after item #3.

MINUTES

- 1. Approve regular meeting minutes of October 21, 2021**

Commissioner Laumann moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of October 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

Susan invited Debbie Younkin to introduce the President of the Terra Linda Orca Swim Team. Ms. Younkin introduced Andrei Pasternak. Mr. Pasternak presented a recap of the Orca's swim season.

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.

6. Selection of Commission Chair and Vice Chair

Ms. Andrade-Wax gave a brief overview of how the selection of the Commission Chair works. Ms. Andrade-Wax invited Chair Machado to open the discussion. Commissioner Gutierrez nominated Vice Chair Emerson to move up to the Chair position

Commissioner Gutierrez moved, and Commissioner Sandoval seconded to elect Vice Chair Emerson as Chair.

Public Comment: None

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

Motion accepted to select Commissioner Emerson as Chair.

Chair Machado opened discussion for nominations for the Vice Chair position. Commissioner Reisinger nominated Commissioner Laumann as Vice Chair.

Commissioner Reisinger moved, and Commissioner Gutierrez seconded to elect Commissioner Laumann as Vice Chair.

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

Motion accepted to select Commissioner Laumann as Vice Chair.

Director Andrade-Wax confirmed that Commissioner Laumann's second of two terms ends May 2022. Commissioner's Gutierrez and Reisinger's first term expires May 2022. If anyone is interested in staying on the Commission, they would need to reapply.

Ms. Andrade-Wax continued with the nomination for the liaison for the Pickleweed Advisory Board. She noted that the liaison for the Pickleweed Advisory Board Committee could serve up to two terms and Commissioner Reisinger has completed her service as the board's liaison. Since Commissioner Gutierrez was the alternate, she could step up if she was interested.

Commissioner Reisinger nominated Commissioner Gutierrez to serve as liaison, and Commissioner Emerson seconded the motion to elect Commissioner Gutierrez as liaison of the Pickleweed Advisory Board Committee.

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

Motion accepted to select Commissioner Gutierrez as liaison to the Pickleweed Advisory Board Committee.

7. Review of Commission Schedule 2022

Ms. Andrade-Wax presented the Commission schedule for 2022 and asked for any conflicts of holidays or school schedules. There were no conflicts, and the Commission chose to go dark in August and December.

Public Comment: None

Commissioner Emerson motioned to go dark in August and December, and Commissioner Cabrales seconded the motion.

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

Motion accepted for the Commission to go dark in August and December of 2022.

4. 2021 Annual Aquatics Report

Debbie Younkin. Senior Recreation Supervisor introduced Program Coordinator Tiffany Haley who presented the 2021 Annual Aquatics Report.

Staff responded to questions from the Commission.

Public Comment: None

5. Review of the Updated Community Garden Guidelines for the Canal and Terra Linda Community Gardens

Ms. Andrade-Wax introduced Debbie Younkin and Darcie Chellew who presented the Community Garden Guidelines.

Staff responded to questions from the Commission.

Public Comment: Becky Ordin, Senior Administrative Assistant noted that they had received feedback via email that was forwarded to the Commissioners.

Public Comments regarding the updated community garden guidelines for the Canal and Terra Community Gardens.

- Shirley Fisher addressed the Commission
- Jennifer Arc Uni

Commissioner Cabrales motioned to approve the updated Community Garden guidelines, and Commissioner Reisinger seconded the motion.

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

Motion accepted to approve the updated Community Garden guidelines.

COMMISSION REPORTS AND COMMENTS

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

Commissioner Reisinger supported the CPRS bowling fundraiser, and also attended the Día de los Muertos event at the Albert J. Boro Community Center.

Public Comment: None

STAFF COMMENTS

9. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax shared that on November 15th the City Council awarded the contract to RAJA to start the Park and Recreation Master Plan process. She also announced the Board and Commission and Committees reception will be on December 7th at the City Council Chambers.

Ms. Andrade-Wax discussed the Terrapin Crossroads closure. She explained there were two lease agreements. One was for the restaurant, and they could not come to an agreement with the property manager for the restaurant. On November 30th Terrapin will be leaving Beach Park.

Ms. Andrade-Wax gave an update on the on the staff recommendation to do a community wide survey to see if the public is willing to support a tax measure to help fund the renovation and expansion of the Downtown Carnegie Library or a new Joint Library and Community Center at Albert Park.

ADJOURNMENT

Chair Machado adjourned the meeting at 7:40 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



**January 20, 2022
Item #3**

TITLE: 2021 ANNUAL YOUTH ENRICHMENT PROGRAM REVIEW

SUMMARY

The City of San Rafael manages youth after-school enrichment programs at six (6) elementary schools serving students in the San Rafael City Schools and Miller Creek School District(s) each school year. In addition, the Youth Enrichment Program offers Summer Camps and a Theater Program.

RECOMMENDATION

That the Park and Recreation Commission receive and comment.

BACKGROUND

The City of San Rafael Youth Enrichment Program has been managing the after-school enrichment program since the mid 1990's. The first after-school program began at Lucas Valley Elementary School which provided a single afterschool sports class to students three days a week during the school year. In 1998, staff expanded the program to Glenwood Elementary School and offered more classes in arts and science. In 2000, staff saw the potential to continue the growth of the program by offering classes at the other schools within the San Rafael City School and Miller Creek School Districts. In 2003, the Youth Enrichment Program assumed the operations and supervision of the existing after-school program at the Sun Valley Elementary School. City staff partnered with the school to continue to offer the existing classes while the City and school district agreed to a sharing the program revenue derived from class registration fees. Once class programming was proven successful at Sun Valley, Glenwood, and Lucas Valley Elementary Schools, it was then expended to the Coleman, Mary Silveira, and Vallecito Elementary School(s) as well as Davidson Middle School.

In 2008, staff initiated an athletics program at Davison Middle School which included: Basketball, Wrestling, Flag Football, Volleyball, and Tennis. Combined athletic programs where a huge success with hundreds of students participating each season. Based on equity, seven years later the Davison Middle School PTO and Davison Administration wanted to eliminate program fees and decided to discontinue the partnership with the City and assumed supervision over the athletic programs at Davison Middle School. The Youth Enrichment Program continued to offer a few athletic classes during the transition such as tennis and flag football at Albert Park.

With the hiring of additional department staff from 2010 - 2016, the Youth Enrichment Program expanded exponentially offering 200+ courses across the seven (7) school sites each school year as well as expanding the Summer Camp offerings to include 30+ camps each summer. The Youth Enrichment Program also assumed the operations and supervision of an existing Theater Program offering three (3) theatrical productions at the San Rafael Community Center.

From 2017 until present, the Youth Enrichment Program has experienced challenges and program iterations, yet staff has continued to find ways to expand the program, reduce expenditures and ensure the continuation of offering enriching opportunities for students to learn, explore, and have rewarding experiences while participating in the City of San Rafael's After-school Enrichment Classes, Summer Camps, and Theater Arts programs.

Currently, the City's Youth Enrichment Program includes the following:

- Operates afterschool enrichment classes at six (6) elementary schools in the San Rafael City Schools and Miller Creek School Districts at Coleman Elementary, Glenwood Elementary, Lucas Valley Elementary, Mary Silveira Elementary, Sun Valley, and Vallecito Elementary each school year.
- Offering a total of 52 after-school classes during Winter/Spring 2022 Session (January – May 2022).

- Serving 326 registered school age children.
- City has agreements with 23 contract class instructors that offer different class subject matter.
- 2021/2022 fiscal year to date revenue totals \$174,047.83 and expenditures total \$113,199.23.

COVID-19 Program Impacts

After-School Enrichment class programming was impacted enormously during last school year due to the COVID-19 pandemic. All classes were cancelled beginning on March 16, 2020, and staff postponed afterschool enrichment classes until Fall 2021 when schools permitted after-school classes to resume on district campuses. Registration numbers were initially low and based on feedback from families, there was still fear of the virus transmitting between different student cohorts and families still were experiencing financial hardships. Contract instructors lowered their participation fees and staff worked to ensure all Covid-19 safety protocols were in place before resuming classes. Enrollment has continued to increase over time, and we are encouraged that families are becoming more comfortable with their children participating in enrichment classes once again.

With City facilities remaining closed to the public in the summer of 2021, staff took advantage of the available facility space to offer 20 limited capacity summer camps at the San Rafael Community Center, Terra Linda Community Center, and Falkirk Cultural Center. Camps topics included: Cooking, Spanish, Design Your Own Dream House, STEM + Minecraft with Legos, Theater, Dance, Soccer, Glass Fusing, Art Wonder, Marin Youth Television, and Kindergarten Camps. In FY 2020/2021, revenue during the summer months totaled \$69,298.22 and expenditures totaled \$42,343.45.

Youth Enrichment Program Revenue and Expenditures

Fiscal Year	Revenue	Expenditures
2018/19 1st Quarter	\$186,471.42	\$153,336.56
2018/19 2nd Quarter	\$241,278.04	\$178,238.45
2018/19 3rd Quarter	\$227,696.71	\$308,801.12
2018/19 4th Quarter	\$187,659.38	\$305,353.89
2019/20 1st Quarter	\$175,564.55	\$148,924.01
2019/20 2nd Quarter	\$220,240.30	\$229,677.62
2019/20 3rd Quarter	\$208,566.79	\$89,374.83
2019/20 4th Quarter	\$55,783.19	\$87,402.60

Fiscal Year	Revenue	Expenditures
2020/21 1st Quarter	\$25,023.95	\$59,606.17
2020/21 2nd Quarter	\$9,868.99	\$41,072.16
2020/21 3rd Quarter	\$4,742.31	\$33,871.62
2020/21 4th Quarter	\$54,723.35	\$44,046.65
2021/22 1st Quarter	\$69,298.22	\$42,343.45
2021/22 2nd Quarter	\$95,739.04	\$43,450.98

Conclusion

The City of San Rafael Youth Enrichment Program has supported thousands of San Rafael families over the years by providing an assortment of educational and enjoyable after-school classes, summer camps, and other various opportunities to engage with families. The program strives to be diverse in its class offerings and excels at delivering quality classes and camps to our community. A partnership with contract instructors and school districts has allowed the Youth Enrichment Program to flourish and benefit all involved. Moving forward, staff intends to increase class and camp offerings, continue to develop further participation opportunities for all students at different socio-economic levels, and ensure that the program operates at 100% cost recovery. Staff is committed to provide unsurpassed customer service and resources to guarantee families in our community have opportunities to discover, create, and find their recreation passions into the future.

FISCAL IMPACT

There are no costs associated with accepting this report.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Jason Fong

Jason Fong
Program Coordinator



**January 20, 2022
Item #4**

**TITLE: PARK MAINTENANCE STATUS REPORT FOR OCTOBER 2021
 THROUGH DECEMBER 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

Vandalism at Freitas Park

Parks Maintenance staff has seen frequent vandalism in the bathrooms at Freitas Park in the form of graffiti. Staff remove or paint over graffiti when they discover it, but it is a constant issue.



Turf Renovator Attachment Purchase

Public Works recently submitted an order for a tractor attachment that will allow staff to restore and better maintain sports fields such as Alberts Ball Field and the Pickleweed Sports Fields. The machine will de-thatch, verti-cut, aerate, soften, and level turf in the same pass.



Alberts Park Tennis Court Maintenance

In December, Parks staff replaced the nets at the Alberts Park tennis courts and made repairs to the fence netting. The purchase of a bucket truck makes making repairs to the fence netting much easier.



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



January 20, 2022
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.

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.
- ❖ *In order to receive utility connections, the restroom had to get an address associated with it. DPW worked with the building department to establish an address. The City is working with PG&E, SRSD, and MMWD to complete the utility connections early this 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.

- ❖ *The City was informed in November 2021 that we successfully received the Prop 68 Per Capita Grant. Outreach and design are anticipated to begin in the Spring 2022 for construction in the Fall.*

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.



- ❖ *The Restroom and Ramp project are going out to bid in January 2022 to prepare the site for the prefabricated restroom delivery anticipated for March 2022.*
- ❖ *The Netting Project has been gone out to Bid twice. The first time no bids were received, and the second time there was one bid received that came in significantly over budget. The City has been working with the design consultant on ways to modify the foundation design to reduce the cost of the project. Construction of the Netting project has been delayed until after the baseball season.*

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.
- ❖ *City Council approved the consultant contract for the Parks and Recreation Master plan to RHAA in November 2021. The process is set to begin early 2022 and last about a year.*

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 MISCELLANOUS 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.

AJ Boro Community Center

Based on a Facility review and ongoing maintenance, miscellaneous repairs

Falkirk

During regular maintenance of the facility, City Staff discovered an issue with the Falkirk veranda. Upon further investigation, it was determined that a full replacement of the exterior deck was needed in order to offer this space for events. As an alternate for active reservations, the City decided to add lighting over the wedding lawn to provide another location for guest in the evening. The veranda is anticipated to be completed early 2022 before the event season.

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



**January 20, 2022
Item #6**

**TITLE: REVIEW OF THE PARK AND RECREATION COMMISSION'S ANNUAL
WORK PLAN FOR 2022**

RECOMMENDATION

That the Park and Recreation Commission review the draft work plan and provide input.

BACKGROUND

The Park and Recreation Commission has requested the opportunity to receive more regular reports on the Park and Recreation programs and activities, so that the Commissioners can better understand, provide feedback, and advocate for the full offerings of the division. The Commission has also expressed interest in having a fuller understanding as well as input on the topics that will be brought forward for their consideration. As a result, staff has drafted a one-year work plan designed to inform the community and the Commission of the City's Park and Recreation facilities, programs and services, and policies to be discussed at future meetings.

At this time, City staff is seeking the Park and Recreation Commission's assistance in refining or amending the draft work plan. The Work Plan will help to facilitate and generate agenda items that will be scheduled for future Park and Recreation Commission meetings.

FISCAL IMPACT:

There is no fiscal impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Catherine Quffa'.

Catherine Quffa, Assistant Library & Recreation Director

Attachment:

1. Park and Recreation Commission Draft Work Plan for 2022

**Park and Recreation Commission
Work Plan – 2022**

Meeting Date	Agenda Items	Who Responsible	Staff Report Due
January 20	<ul style="list-style-type: none"> • Youth Enrichment Program Report • Parks Maint. & Projects Quarterly Status Reports October – December • Park and Recreation Commission Work Plan 	<ul style="list-style-type: none"> • Jason • April/Ryan • Susan/Catherine 	January 6
February 17	<ul style="list-style-type: none"> • San Rafael Community Center, Albert Field, Tennis Courts Program Report • CPRS District I - Community Service Award 	<ul style="list-style-type: none"> • Damian • TBD 	February 3
March 17	<ul style="list-style-type: none"> • Marin Bocce Federation Annual Report • Sun Valley Park Prohibited Activities – Gazebo 	<ul style="list-style-type: none"> • Damian • Catherine 	March 3
April 21	<ul style="list-style-type: none"> • Pickleweed Advisory Board Annual Report • Albert J. Boro Community Center and Pickleweed Park and Field Program Report • Parks Maint. & Projects Quarterly Status Reports January - March 	<ul style="list-style-type: none"> • Steve • Steve • April/Ryan 	April 7
May 19	<ul style="list-style-type: none"> • Marin Master Gardeners Presentation • Falkirk Cultural Center Program Report 	<ul style="list-style-type: none"> • Darcie • Darcie 	May 5
June 16	<ul style="list-style-type: none"> • Movies in the Parks Informational Presentation • Parks & Recreation Master Plan Update #1 	<ul style="list-style-type: none"> • Patty • Catherine 	June 2
July 21	<ul style="list-style-type: none"> • Parks Maint. & Projects Quarterly Status Report April – June 	<ul style="list-style-type: none"> • April/Ryan 	July 7
August 18	DARK		
September 15	<ul style="list-style-type: none"> • San Rafael Girls Softball Annual Presentation • Parks & Recreation Master Plan Update #2 	<ul style="list-style-type: none"> • Damian/Steve • April/Ryan 	September 1
October 20	<ul style="list-style-type: none"> • Parks Maint. & Projects Quarterly Status Report July – September • Childcare Program Report • Youth Enrichment Program Report 	<ul style="list-style-type: none"> • April/Ryan • Kelly • Jason 	October 6
November 17	<ul style="list-style-type: none"> • Community Gardens Program Report • Terra Linda Community Center and Aquatics Program Report • Selection of Chair, Vice Chair and Committee Assignments • Review of Park and Recreation Commission Meeting Schedule 2023 	<ul style="list-style-type: none"> • Debbie • Catherine • Catherine 	November 3
December 16	DARK		

Possible topics with date TBD: Review Measure A Work Plan; Prop 68 Per Capita Grant - Sun Valley Playground Renovation & ADA Improvement Project;



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: January 20, 2022

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
Jan. 17	CLOSED	HOLIDAY	ALL CITY OFFICES
Jan. 18	7:00 p.m.	City Council	Zoom
Jan. 20	6:00 pm	Park and Recreation Commission	Zoom
Feb. 7	7:00 pm	City Council	Zoom
Feb. 17	6:00 pm	Park and Recreation Commission	Zoom
Feb. 21	CLOSED	HOLIDAY	ALL CITY OFFICES
Feb. 22	7:00 pm	City Council	Zoom