



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, February 17, 2022
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-2-17-2022>

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

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of January 20, 2022

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 San Rafael Community Center and Albert Park Program Report

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

5. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: March 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-01-20-2022>

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

CALL TO ORDER

Chair Emerson called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Commissioner Cabrales
Chair Emerson
Commissioner Gutierrez
Commissioner Laumann (arrived 6:05)
Commissioner Sandoval

Absent: Commissioner Machado
Commissioner Reisinger

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Jason Fong, Program Coordinator
April Miller, Assistant Public Works Director/ City Engineer

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of November 18, 2021

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to approve the meetings minutes of November 18, 2021.

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

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda

Sparkie Spaeth, San Rafael Age-Friendly

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

Ms. Andrade-Wax introduced Jason Fong, Program Coordinator, who presented the 2021 Annual Youth Enrichment Program Review.

Public Comment: Sparkie Spaeth

Commissioner Laumann moved, and Commissioner Gutierrez seconded to accept the 2021 Annual Youth Enrichment Program Report.

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

Motion approved to accept the 2021 Annual Youth Enrichment Program Report.

4. Parks Maintenance Status Report for October – December 2021

Ms. Andrade-Wax introduced April Miller, Assistant Public Works Director/ City Engineer, who presented the Parks Maintenance Status Report for October through December 2021.

Public Comment: None

Commissioner Cabrales motioned to accept the Parks Maintenance Status Report, and Commissioner Sandoval seconded the motion.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Sandoval

NOES: Commissioners: None
ABSENT: Commissioners: Machado, Reisinger
ABSTAINED: Commissioners: None

Motion approved to accept the Parks Maintenance Status Report.

5. Parks Projects Status Report for October – December 2021

April Miller, Assistant Public Works Director/ City Engineer, presented the Parks Projects Status Report for October through December 2021.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval motioned to accept the Parks Project Status Report, and Commissioner Gutierrez seconded the motion.

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

Motion approved to accept the Parks Project Status Report.

6. Review of the Park & Recreation Commission’s Annual Work Plan for 2022

Ms. Andrade-Wax presented the Park & Recreation Commission Annual Work Plan for 2022.

Staff responded to questions from the Commission.

Public Comment: Sparkie Spaeth

Commissioner Laumann motioned to approve the Park & Recreation Commission Annual Work Plan for 2022, and Commissioner Cabrales seconded the motion.

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

Motion approved to approve the Park & Recreation Commission 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.

Commissioner Cabrales asked the Commission to look at some Parks & Recreation Master Plans from other cities to give them a good understanding of what is going to be made for the City of San Rafael and to give a framework for what is coming.

Ms. Andrade-Wax suggested looking at the City of Santa Cruz's Master Plan document. The City's consultants, RHAA, just finished their master plan and it reflects the current style of master plans. Ms. Quffa also suggested looking at the City of El Cerrito as another example of RHAA's work.

Public Comment: None

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax informed the Commission that she will be going out for surgery the beginning of February.

Ms. Andrade-Wax shared that they have opened the recruitment for the Assistant Library & Recreation Director position and interviews will be held in February. The time frame for hiring the position is estimated to be sometime between the end of March to the end of May.

Ms. Andrade-Wax gave an update regarding two Prop 68 grants that the City applied for. The application for the renovation of the athletic field at Pickleweed park was not granted. The City did receive the Prop 68 Per Capita grant, which means the Sun Valley park project will be moving ahead this year.

Chair Emerson requested an update on Terrapin Crossroads. Ms. Andrade-Wax replied and stated that Terrapin Crossroads decided to no longer run the restaurant. The City received interest from Terrapin Crossroads, along with a number of other people, in just operating the park as a concert venue. The original agreement with the City of San Rafael and Terrapin Crossroads was a shared use agreement where the public benefited. They provided public access to Beach Park for concerts, and they also provided supervision of the park during restaurant open hours, and access to public restrooms and public parking. Without having the ability to utilize the restaurant as an anchor there was not a way to provide staffing on site while the park is open. Terrapin decided not to renew their contract with their property manager for the restaurant, and now the park is closed. The Department of Public Works has been out there to remove items that were left behind. We will inform the Commission, if we get direction from the City Council that they would like use Beach Park as something other

than its designation as a Public Park. The original intent of Beach Park was not to just be a concert venue, but to allow public access under onsite supervision.

ADJOURNMENT

Chair Emerson adjourned the meeting at 7:23 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



**February 17, 2022
Item # 4**

TITLE: 2021 ANNUAL SAN RAFAEL COMMUNITY CENTER AND ALBERT PARK PROGRAM REPORT

SUMMARY

The City of San Rafael manages the San Rafael Community Center and Albert Park, which includes Albert Field Baseball and Softball Stadium, four tennis courts, playground, and grass area.

RECOMMENDATION

That the Parks and Recreation Commission receive and comment.

BACKGROUND

The San Rafael Community Center features an Auditorium with a performance stage, four rentable community rooms, a courtyard garden, and hosts the Goldenaires Office. Programming at the San Rafael Community Center includes rentals, classes for youth and seniors, drop-in programs, and Goldenaires events, among others. The San Rafael Goldenaires Senior Citizens Organization provides recreational programs and services for the public 62 years of age and older. The Goldenaires has partnered with the City of San Rafael for use of the San Rafael Community Center since 1975.

In addition to the community center, recreational programming in the surrounding Albert Park includes a baseball/softball stadium and four tennis courts. Albert Field and Stadium is a unique facility in Marin County with a covered grandstand and lighted baseball/softball field. The Albert tennis courts are one of two City-owned lighted tennis facilities.

DISCUSSION

The San Rafael Community Center was closed to the general public for events and programs due to the coronavirus from March 13, 2020 through July 10, 2021. The Community Center utilized a phased reopening plan. This plan started with private rentals and proceeded with the addition of classes and programs as local regulations allowed. The baseball/softball stadium and tennis courts were heavily utilized during the pandemic and continue to be popular amenities. Below are details on 2021 program usage.

Community Center Rentals

The San Rafael Community Center resumed private rentals on July 10, 2021. Private rentals typically held at the community center include quinceañeras, weddings, birthday parties, receptions, and celebrations of life. The Auditorium is routinely booked for private events on Saturdays throughout the year with additional private rentals on Friday nights and Sunday afternoons. The Church of the Open Door also hosts their weekly services at the Community Center and meets every Sunday from 8:00 am - 12:00 pm. The Auditorium also hosted a few City-sponsored events such as the City of San Rafael Holiday Party and the San Rafael Fire Department Recruit Graduation.

The San Rafael Community Center also offers 4 clubrooms that are available for private rentals. The 4 clubrooms can be reserved individually, or some rooms can be combined to offer a larger rental space when needed. These rooms are typically rented by community members and local organizations for small parties, professional meetings, and community drop-in programs such as insurance information for the aging population.

Auditorium and Clubroom Usage			
	2019	2020	2021
Auditorium Rentals	200	71	149
Clubroom Rentals	126	22	87

Classes

The San Rafael Community Center welcomed back Department offered programs on September 7, 2021. These programs included Sogetsu Ikebana Japanese Flower Arranging, Adult Spanish classes, and the Pied Piper Community Theater Program.

Additionally, the preschool Jumping Jacks Indoor Play program resumed at the San Rafael Community Center on October 12, 2021. On Tuesday and Thursday mornings the Jumping Jacks program transforms the auditorium into an indoor playground complete with festive music, bounce house, tumbling mats, toys and an enthusiastic instructor who leads dancing with scarves, parachute games, bubble time and more. This program is open to children ages crawling to 4 years old and their caregivers.

The staff at the San Rafael Community Center are excited to offer some new classes in 2022. These new programs include Fencing, Tai Chi, Tiny Tot Fun with Spanish, Youth and Teen Bocce Classes, and adult fitness classes. The AARP Tax Aide program is scheduled to return in February 2022 as well.

Goldenaires

Similar to other programs offered at the Community Center, the Goldenaires program was suspended at the start of the coronavirus pandemic. While away from the Community Center, the Goldenaires kept members engaged with their monthly newsletter which included a note from the president, sunshine report, puzzles, and information about their virtual programs as well as programs other agencies were offering to seniors in the area. Their most successful activity was monthly to-go luncheons. These to-go meals took the

place of their usual in-person monthly themed luncheons and included a special raffle with prizes distributed as participants picked up their meals. Participation ranged between 75-100 meals each month.

The Goldenaires office reopened in September 2021 with reduced service hours at the San Rafael Community Center and resumed in-person programming for fully vaccinated participants. The first activities to return were watercolor painting, acrylic painting, contract bridge, wood working, and the craft group. In October, the Wednesday Bingo program returned as well as duplicate bridge. Participants in these programs were happy to return, and we have seen almost the same numbers as pre-pandemic, with the only decrease in the Wednesday Bingo program.

In November, the Goldenaires canceled their long-established Holiday Craft Fair and instead offered a bingo and lunch fundraiser. This public event was very well attended with 113 in attendance. The Goldenaires day trip program has also returned. Their first trip was to see "My Fair Lady" at the Orpheum Theatre in November 2021, and 28 people participated.

The Goldenaires hosted 125 members and their guests at the annual Holiday Gala in December. This year they held the event during the day instead of the traditional evening time. The daytime event included a turkey dinner, live band and dancing, raffle, and installation of the 2022 Board of Directors.

The Goldenaires are excited to bring back more programs in 2022 including, Monday Night Bingo, Sunday Dances, special event luncheons, and additional day trips.

The older adult population that participates at the San Rafael Community Center seems to be anxious for in-person programming to continue and grow.

Albert Field

In 2021, Albert Field was the primary field for the following teams: The B Stings, Marin Academy Baseball Team, San Rafael Little League, Marin Baseball, San Domenico Baseball Team, The Ranch Softball program, West Coast Fantasy Baseball, and Bay Area Senior Men's Baseball.

Albert Field is also the home of the San Rafael Pacifics, a minor league baseball team that participates in the Pecos League. The Pacifics utilize the field for practice and games and provide a great baseball environment for the San Rafael Community.

In 2021, the Parks Commission approved a new reservation process for the San Rafael Athletic Fields for 2022. This new reservation process provides a timeframe for users to submit field use applications, and field use is then determined by the prioritization list included in the rental policy.

There are two improvement projects planned for 2022 at Albert Field. The first project includes the addition of ADA restrooms and an access ramp to the grandstands. This

project is scheduled to begin in February 2022. The second project is to install additional fencing around the field to help prevent balls from traveling to the neighboring childcare center and surrounding streets. The fencing project is scheduled to begin in Fall 2022.

Albert Park Tennis Courts

The Albert Park Tennis Courts are available for community use through an access key purchased through the San Rafael Library and Recreation Department. Keys can be purchased for \$50 for residents and \$75 for non-residents. The key can be used during the fiscal year of July 1 – June 30. At the beginning of each Fiscal Year, the locks for the Tennis Courts are changed and new keys are available for purchase. In 2021, 101 tennis keys were issued.

Fiscal Analysis

Below are the expense and revenues for the San Rafael Community Center and Albert Park for the past three fiscal years. It is important to note that the below numbers are based on the fiscal year (July-June), not the calendar year, and do not include the revenue generated since the City re-opened the facility in July, 2021.

Expense			
	FY 2019	FY 2020	FY 2021
Personnel Costs	\$479,697	\$533,527	\$394,273
Services	\$212,652	\$120,402	\$44,995
Supplies	\$18,396	\$10,581	\$1,034
Utilities	\$35,054	\$28,126.26	\$25,389
Total Expense	\$745,801	\$692,638	\$465,693

Revenue			
	FY 2019	FY 2020	FY 2021
Goldenaires	\$16,000	\$42,000	\$6,000
Classes	\$102,272	\$77,818	\$2,258
Rentals	\$220,443	\$146,480	\$24,212
Total Revenue	\$338,715	\$266,298	\$32,470

Expenses and revenues have decreased from FY19 to FY21 as a result of the COVID-19 pandemic, with the last quarter of FY20 and all of FY21 seeing significant impacts. In FY21, the primary revenues came from rentals of Albert Park Stadium. For FY22, the City is on track to hit similar revenue levels as FY20, with programs and revenues increasing, but still seeing some residual COVID impacts.

FISCAL IMPACT

There are no costs associated with accepting this report.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Damian Sandholm

Damian Sandholm
Recreation Supervisor



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: February 17, 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
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
March 7	7:00 pm	City Council	Zoom
March 17	6:00 pm	Park and Recreation Commission	Zoom