



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PARK AND RECREATION  
COMMISSION AGENDA**

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

Watch on Zoom:  
<https://tinyurl.com/PRC-03-17-2022>  
Telephone: Telephone: (669) 900-9128  
Meeting ID: 833 4004 9460

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**CALL TO ORDER**

- Roll Call

**AGENDA AMENDMENTS**

**MINUTES**

1. Approve regular meeting minutes of February 17, 2022

**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. Discuss Sun Valley Park Prohibited Activities
5. Marin Bocce Federation Annual Report

**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: April 21, 2022**

**ADJOURNMENT**

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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-01-20-2022>

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

**CALL TO ORDER**

Chair Emerson called the meeting to order at 6:01 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Chair Emerson  
Commissioner Gutierrez  
Commissioner Laumann  
Commissioner Machado  
Commissioner Sandoval

**Absent:** Commissioner Reisinger

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

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve regular meeting minutes of January 20, 2022**

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to approve the meetings minutes of January 20, 2022.

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

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.

### **3. 2021 Annual San Rafael Community Center and Albert Park Program Report**

Steve Mason, Senior Recreation Supervisor introduced Damian Sandholm, Recreation Supervisor, who presented the 2021 Annual San Rafael Community Center and Albert Park Program Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Machado seconded to accept the 2021 Annual San Rafael Community Center and Albert Park Program Report.

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

*Motion approved to accept the 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.**

Commissioner Gutierrez attended the Pickleweed Advisory Committee meeting on February 2, 2022. The Marin YMCA summer camp and the Canal Alliance/Marin Football Club co-sponsorship applications were presented under the new co-sponsorship guidelines.

Commissioner Machado asked if there were plans to make the Pickleweed field project happen since the grant was declined. Ms. Quffa replied that we have applied for the Land and Water Conservation Fund grant, and we should hear if gets approved this Summer. Ms. Quffa also noted that the City of San Rafael is committed to this project and is continuing to look for promising opportunities for funding it.

Public Comment: None

## **STAFF COMMENTS**

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

Ms. Quffa announced that we have officially started the Park and Recreation Master Plan. Three and a half days were spent with the consultants, the parks and facilities staff, and the recreation staff touring all the recreation facilities and parks. They began assessing the current state and needs of the facilities and parks. On March 3<sup>rd</sup>, they will be launching the statically valid survey. They will be calling, texting and emailing specific residents to survey. Towards the end of March, the committee will be holding community meetings and launching a communitywide questionnaire. The first steering committee will be March 16<sup>th</sup>.

Ms. Quffa noted that the rentals were a little slow over the Winter and are now picking up. The City is following the state and county guidelines in regard to wearing masks. The guidelines have been more relaxed, and our facilities are no longer requiring vaccinated customer to wear masks, although it is strongly recommended. Non-vaccinated customers are still required to wear masks. All of youth programs will follow the school guidelines and will continue to be masked. Many of the senior exercise programs that were uncomfortable wearing masks will start back up again now that masks aren't required.

Ms. Quffa stated that the department is getting ready for Summer programming. The pools are doing a lot of hiring. The pool heater is currently broken, and the part is supposed to arrive Tuesday. This has been an issue at other pools as well. The Terra Linda Orcas are set to get back in the pool in March, so we are hoping it is fixed in time.

## **ADJOURNMENT**

Chair Emerson adjourned the meeting at 6:31 p.m.

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BECKY ORDIN, Senior Administrative Assistant

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

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SUSAN ANDRADE-WAX, Library & Recreation Director



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**March 17, 2022  
Item #4**

**TITLE: DISCUSS SUN VALLEY PARK PROHIBITED ACTIVITIES**

**SUMMARY:**

The City of San Rafael operates and maintains Sun Valley Park along with many other pocket, neighborhood, and community parks within the city limits. Over the past year, both neighbors and patrons of the Sun Valley Park expressed their concerns over prohibited types of behavior occurring in and around the wooden gazebo located on the upper terrace at the back of the Park. Residents who have expressed concern regarding this issue have been invited to share their experiences with the Commission at tonight's meeting.

**RECOMMENDATION:**

That the Park and Recreation Commission receive report and provide feedback.

**BACKGROUND:**

The City was notified that individuals were reported consuming alcoholic beverages and smoking in and around the wooden gazebo located on the upper terrace at the back of Sun Valley Park. Neighbors are concerned about under-age drinking and smoking in and around the wooden gazebo especially due to its close proximity to adjacent park neighbors and a highly vegetated hillside. This poses both fire risks and risks of damage to the adjacent private property. Although these types of behaviors are prohibited and a violation of the City's Municipal Code; they can be extremely difficult to regulate or enforce.

The wooden gazebo is located at the back of the park on the upper terrace area behind a berm and cannot be seen from street level nor the park's main/lower area. Complaints are mainly received from the neighbors adjacent to the wooden gazebo as they are the most affected by the loud noise and trash that has been thrown into their backyards.

On July 15, 2021, the prohibited activities associated with the wooden gazebo along with off-leash dogs was introduced and discussed by the Park and Recreation Commission. City staff was directed to further analyze the wooden gazebo, barbeque and adjacent area to determine what amenities needed to be removed due to possible

fire concerns and to explore possible options for mitigating or resolving the off-leash dog activity at the Park.

## **DISCUSSION:**

### **Off-Leash Dogs**

In an attempt to find a solution for off-leash dog activity in the Park, City staff researched off-leash dog programs which included the cities of Burlingame, Los Altos, Mountain View and Petaluma. These municipal off-leash dog programs allow dogs to be off-leash at specific days/hours while the park is open. The concept of this shared use program allows both types of park users (dog owners and non-dog owners) to mutually enjoy and share their respective parks without the need of establishing a fenced dog-park/area at every park site. All of the aforementioned cities had criteria that they used to determine whether a park was suitable to support an off-leash dog program in conjunction with other park activities and use. The size of the park (3 acres+) was the most important factor identified along with making sure that the program was established at multiple parks to mitigate the potential impact to any one park.

Staff shared their findings with the Sun Valley residents at a community meeting at Sun Valley Park on October 5, 2021 and those in attendance agreed that Sun Valley Park's turf area was too small for the potential shared use. The residents also stated that they didn't want Sun Valley Park to be the only location in the City that offered an off-leash dog program because it would potentially attract more dog owners outside of the neighborhood area to use the park.

As a result, staff stated that they would not be recommending moving forward with implementing the program at this time but that it could be revisited in the future if the Sun Valley neighborhood was supportive. Additionally, the City committed to installing additional park signage when the proposed playground renovation project is completed.

### **Wooden Gazebo & Barbeque**

After Department staff toured the site with Fire and Public Works staff to analyze the wooden gazebo, barbeque and the adjacent area, it was determined that the barbeque should be removed since it was located underneath an all-wood gazebo structure in a highly vegetated area. While there is a newer picnic shelter within the lower level of the Park, the wooden gazebo located in the upper terrace area is structurally sound and not a fire hazard unto itself. Therefore, the primary consideration in the discussion of the potential removal of the wooden gazebo would focus on its possible contribution to prohibited activities.

## **SUMMARY:**

Although staff is not seeking additional feedback or direction from the Commission tonight regarding dogs off-leash, staff is requesting that the Commission discuss the status of the wooden gazebo and invite public feedback. Prior to tonight's Park and Recreation Commission meeting, the adjacent neighborhood was notified via a letter



that was mailed and posted at the Park that the wooden gazebo located in the upper terrace area would be discussed and how they could provide feedback (Attachment 1).

**FISCAL IMPACT:**

Although there are no costs associated with the review of this item, there may be costs associated with staff removing the wooden gazebo.

**ALTERNATIVE ACTION:**

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in dark ink, appearing to read "Susan Andrade-Wax". The signature is fluid and cursive, with the first name "Susan" being the most prominent.

Susan Andrade-Wax, Library and Recreation Director

Attachment:

1. Sun Valley Park Letter (03-01-22)



March 1, 2022

Dear Sun Valley Park Neighbor,

As a San Rafael resident, you may already be aware that the City of San Rafael operates and maintains Sun Valley Park along with many other pocket, neighborhood, and community parks within the city limits. **Recently, both neighbors and patrons of the Sun Valley Park expressed their concerns over prohibited types of behavior occurring in and around the wooden gazebo located on the upper terrace at the back of the Park.**



In order to address the prohibited behavior and to mitigate any potential fire risk, we have received requests that the wooden gazebo be removed. There are a couple of options to address the issues and the City would like to invite you to participate at the next regular meeting of the Park and Recreation Commission on Thursday, March 17, 2022 at 6:00 p.m. (via Zoom).

**Watch on Zoom:**

**<https://tinyurl.com/PRC-03-17-2022>**  
**Telephone: Telephone: (669) 900-9128**  
**Meeting ID: 833 4004 9460**

At that meeting, Sun Valley Park neighbors will be able to share their experiences and provide feedback when the item regarding Sun Valley Park is discussed. Additional information on the Park and Recreation Commission meetings, including how to access the agenda packet and participate in the meeting virtually, is available on the City's website at: <https://www.cityofsanrafael.org/park-and-recreation-commission-meetings/>

If you have any feedback or input regarding the issues raised, but are unable to attend the meeting, please forward your comments on or before March 16, 2022 to [Susan.Andradewax@cityofsanrafael.org](mailto:Susan.Andradewax@cityofsanrafael.org). All feedback received by this date will be shared with the Park and Recreation Commission. Please know that your personal information (email address, etc.) will be redacted before it is shared.

We appreciate your time and look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Susan L. Andrade-Wax".

Susan Andrade-Wax  
Library and Recreation Director



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**March 17, 2022  
Item #5**

**TITLE: MARIN BOCCE FEDERATION ANNUAL REPORT**

**SUMMARY**

Since 1994, the Marin Bocce Federation (Federation), in partnership with the City of San Rafael, has provided public bocce ball facilities and programs in Albert Park. The Federation is a non-profit organization dedicated to promoting the sport of bocce for all local citizens to enhance their social and physical well-being.

The term of the current Agreement is December 1, 2011-November 30, 2030, inclusive. Upon expiration, the term of the Agreement may be renewed for an additional 15 years.

Per the Agreement, the Marin Bocce Federation is required to provide the Park and Recreation Commission with an annual report that includes a summary of their operations, activities, participation, and budget.

**RECOMMENDATION**

That the Commission receives the Marin Bocce Federation 2021 Annual Report and provide comment.

**BACKGROUND**

In 1993, the City Council approved a Masterplan Amendment for Albert Park including the installation of a new bocce facility, playground, and formal garden features. In 1994, the City established a partnership with the Marin Bocce Federation, a non-profit corporation which is dedicated to promoting the sport of bocce for all local citizens to enhance their social and physical well-being.

As part of the original agreement, the Federation was approved to install equipment, furnishings, and facilities for the sport of bocce in Albert Park with the provision that it made those facilities accessible for public use. The Federation has installed \$1.1 million of improvements to the Bocce Complex (Complex) between 1994 and 2012. During that time, the Federation and the City have amended and extended the original Agreement to add site improvements and the enhanced program scope. The facility includes 10

premier, state of the art bocce courts and operates year-round, serving over 5,000 visitors per month during the peak season, March-November.

Federation leagues, programs and activities are popular and successful. League participation consistently remains at capacity with 160 teams and 1,600 players, plus a waitlist. Open-play days often drew lines of participants and new players continued to register for formal and informal clinics. The Federations hosted on site bocce tournaments for league players, United States Bocce Federation Tournaments fundraisers and private rental events. That was before the COVID virus made its' way to San Rafael in 2020.

The term of the current Agreement is from December 1, 2011, until November 30, 2030, inclusive. Upon expiration, the term of the Agreement may be renewed for 15 additional years. The terms of the current Agreement are summarized below as a reference.

Under the Agreement, the Federation will:

- Maintain its private, non-profit corporation status and routinely and regularly manage and maintain Complex at its sole expense including its related equipment and furnishings.
- Assume responsibility for property damage due to normal wear and tear, minor vandalism, and graffiti. Federation is responsible for the payment of all utility charges generated by operation off the Complex.
- Establish, organize, promote, conduct, and supervise bocce ball leagues, lessons, tournaments, casual play for any member of the public who wishes to engage in such organized bocce ball activities.
- Develop reasonable rules and procedures for persons using Complex, subject to the review and approval of the Park and Recreation Commission and the Community Services Director.
- Annually provide the Community Services Department with a complete schedule of all organized activities (leagues, lessons, and tournaments) which require Federation's organized use of Complex.
- Establish a reasonable fee schedule for persons participating in its organized activities (leagues, lessons, and tournaments), rental uses of the facilities, and fees for use of equipment, subject to review of the Director.
- Responsible for collection and disbursement of program and rental fees. Fees collected shall be used primarily for Federation programs, maintenance costs, capital improvements and repayment of City loans. The City reserves the right to conduct City-organized bocce programs that complement the Federation activities at no fee to the Federation.
- Provide supervisory personnel for its programs and organized activities. Federation shall not be required to provide supervision for City-organized or non-Federation bocce programs.
- Comply with all requirements and conditions of its Permit for Possession and Consumption of Beer and Wine, granted by the Director under San Rafael Municipal Code Section 2.16.028 (18).

- Notify the Community Services Department at least 60 days in advance of Federation events, programs, or organized activities, involving more than 100 participants. Federation, at its sole expense will prepare, provide, and implement a parking plan for the Complex, Albert Park, and San Rafael Community Center for the dates affected at the Federations expense. Said plan shall be provided to the City for review and approval.
- Provide a events management plan approved by the City when scheduling competitive events at the Complex, where attendance is expected to exceed 300 persons per day, four hours per day, for a period of two or more consecutive days. The events management plan will address parking, traffic, noise controls, security, impacts on the neighborhood, community, and City functions.

Under the Agreement, the City will:

- Permit the Federation use of the Complex for its organized activities pursuant to the submitted schedules and subject to the provisions outlines in the Agreement.
- Cooperate with Federation in the promotion and supervision of is organized activities.
- Subject to the City's limitations of budget and other resources, City shall rebuild and/or repair Complex in the event it is damaged by acts of God, vandalism or intentional or negligent acts of third parties in excess of \$25,000. Both parties understand, acknowledge, and agree that because of fiscal constraints of the City, agreed repairs are contingent upon the City having funds available for this purpose.

The Federation reports annually to the Park and Recreation Commission to review the organization's financial statements, program status, attendance, and facility issues.

## **DISCUSSION**

Marin Bocce Federation provided the Park and Recreation Commission with their Annual Report for 2021 (Attachment 1) and 2021 Financial Report (Attachment 2) for review and discussion at the March 17, 2022, meeting. The report includes a summary of the Federation's program status and attendance, facility improvement/repair projects and financial report.

Due to the COVID-19 virus response, the Federation received a \$11,515 Paycheck Prevention Program (PPP) second draw loan from the federal government, a \$15,000 grant from State of California, and employee retention tax credits totaling \$36,058.

A few of the highlights noted in the Annual Report (Attachment 1) are:

- Mini Leagues were offered during the Spring
- 75% of teams returned for Summer and Fall Leagues
- Offered a 22% discount per team for Summer Leagues to encourage participants to return

2021 Participation Statistics:

- Hosted 5 In-House Tournaments and 3 United States Bocce Federation Tournaments
- The Bocce Facility was reserved for 15 contracted events.
- Open Play attracted 100 players a week from June-December.
- Teams were allowed to rent courts and play with a max of 8 players per court. Team play was about 45% of reservations of total bocce rentals.

The Federation’s Financial Report (Attachment 2) provides the financial summary illustrating a net gain of \$90,431 for 2021. Through the challenges that the COVID-19 pandemic has brought, the Marin Bocce Federation should be commended for all of their hard work and dedication to the sport and the complex.

**Table 1: Summary of Federation’s Expenses and Revenue – 2017-2018, 2020-2021**

	2017	2018	2020	2021
<b>Operational Income</b>	<b>\$237,843</b>	<b>\$262,816</b>	<b>\$87,725</b>	<b>\$179,983</b>
<b>Covid Relief Income</b>			<b>19,335</b>	<b>62,573</b>
<b>Expenses</b>	<b>\$194,080</b>	<b>\$191,647</b>	<b>\$113,436</b>	<b>\$152,126</b>
<b>Net (Gain/Loss)</b>	<b>\$43,764</b>	<b>\$71,168</b>	<b>(-\$6,376)</b>	<b>\$90,431</b>

**FISCAL IMPACT**

In exchange for the Federation’s contribution of park improvements and ongoing maintenance of the Complex, the City waives facility use fees for the Complex for the term of the agreement. Upon any renewal of the Agreement, the parties may re-negotiate the terms of compensation.

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:

*Damian Sandholm*

Damian Sandholm  
Recreation Supervisor

Attachments:

1. Marin Bocce Federation 2021 Annual Report
2. Marin Bocce Federation 2021 Financial Report

# The Marin Bocce Federation 2021 Annual Report

Presented to City of San Rafael  
Park and Recreation Commission

Presented By  
Brian Johnson, Board President  
Jessica Libien, General Manager

March 17, 2022

## **ABOUT MARIN BOCCE AND OUR MISSION**

The Marin Bocce Federation is a 501(c)-3 non-profit organization dedicated to promoting the sport of bocce with all local citizens to enhance their social and physical well-being.

Marin Bocce is a very special place. We boast ten premier, state-of-the-art bocce courts nestled amid beautifully landscaped surroundings. Our facilities are open year-round. We feature very active leagues from March thru October, open-play all year, host tournaments, and rent out our facilities on weekend to non-profits and corporations.

## **HIGHLIGHTS OF 2021**

As expected, our operations were impacted by the pandemic. Here is how we responded:

**Mini Leagues** – We normally host morning and evening leagues in three 9-week sessions from March thru October. Due to the pandemic, we canceled the first spring session. In its place, we created Mini-Leagues on three mornings per week. Rather than the normal six-person teams, each team was limited to three players to increase social distancing. Each of the three mornings was successful with 19 or 20 teams signed up for each day. This special league provided much needed social connection for many of the seniors who play in our morning leagues.



**Regular Leagues Resumed in June** – As state and county restrictions loosened, regular leagues resumed play June thru October. We continued to monitor State and County guidelines and altered our mitigation plans accordingly. For instance, at times masks were required when teams used the two inside courts.

**“Keep ‘em Rolling” Fund Drive** – In response to the reduced income from cancelled leagues, we held a fund drive at the end of 2020. Through the generosity of our community of league players, we exceeded our goal of raising \$80,000.

**COVID Relief PPP Loans and Grants** – Marin Bocce received a \$11,515 PPP second draw loan from the federal government (in addition to \$19,335 for a PPP first draw loan in 2020); received a \$15,000 grant from State of California; and received employee retention tax credits totaling \$36,058. Combined with the fund drive, Marin Bocce managed to increase our cash balance to over \$300,000.

**Increased Day Use** – In 2020 we realized increased use of our courts during non-league days. Our outdoor bocce courts offer a relatively safe leisure activity for seniors during a pandemic.

**Workshops** – Our General Manager has been leading some very popular workshops on strategy and technique. The classes sell out quickly and feedback has been tremendously positive. These classes have been increasing our day use as players want to practice what they have learned.

## **WHAT IS COMING IN 2022**

**Regular League Play** – We are happy to report that leagues will be back at full capacity when competition resumes on March 21st. Through successful social media outreach and engagement with the community, we will be welcoming a number of new teams this year, increasing our demographic diversity.

**Court Refinishing** – We intend to have our outdoor and indoor courts refinished in November of 2022. The outdoor courts surfaces are seven years old and the indoor courts fifteen years. Going forward, it is our intention to refinish the outdoor courts every five years to lessen the bubbles and repairs needed.

**Internal Control Review** – We will hire an outside accounting firm to review our internal cash and financial controls. The same firm was used several years ago, but with many improvements in our systems, such as hiring an outside accounting firm, it is time to review again.

**Forecast of Capital Expenditures and Reserve Requirements** – We are developing a forecast of future capital expenditures and maintenance. Similar to forecasts used by HOA's, it will allow us to better manage our reserves so that we are not short when major expenses appear and likewise so that we do not build our reserves higher than needed.

**Signage** – We will be installing improved signage at our front gate. Our intention is to let residents know that the courts are open to all to enjoy. This set of signs will also feature Spanish.

**Financials** - Attached is a set of preliminary financial reports for 2021.

Through this last crazy couple of years, Marin Bocce has adapted and thrived. Our community support during the fund drive shows how much local residents value this unique social activity hub. We are proud to partner with the City of San Rafael and look forward to continuing our partnership.

## **Appendix - Anticipated Contracted Events for 2022**

<b><u>Organization</u></b>	
Nancy Ridout	January
Little People of America	March
CMSA	April
Gaspar Garcia Memorial	April
Coleman Cornhole Tournament	April
God Squad	April
Nick Pigati	May
Kay Karchevsky	May
Salesian's	June
Dominican University	June
Golden Gate Breakfast Club	June
Sciaciapsieri	August
SFIAC	August
Rotoplast	August
Matteucci's	September
Gilead House	September
Curry Senior Center	September
Marin Tip Club	September
Women's Council of Realty	September
Elizabeth Pedley	October



# Draft Financial Statements

Marin Bocce Federation  
For the period ended December 31, 2021

Prepared by  
**Accountiful LLC**

Prepared on  
**January 18, 2022**

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# Financial Statements: Profit and Loss by Month

January - December 2021

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total
<b>INCOME</b>													
Bocce Fees													0.00
Clinics											550.00	360.00	910.00
Daily Fees	1,549.00	2,914.00	2,185.00	3,180.01	4,112.00	3,024.00	2,434.00	4,300.00	900.00	2,443.00	2,380.00	1,965.00	31,386.01
Events - Contracted					1,272.50	600.00	525.00	2,350.00	1,467.50	2,620.00	2,425.00		11,260.00
Morning Leagues			3,025.00	4,250.32	2,350.00	7,150.00	600.00	11,551.00	4,254.96	275.00			33,456.28
Night Leagues					10,000.00	14,690.00	3,855.00	20,020.00	18,490.00	455.00			67,510.00
Passes purchased	100.00	210.00	60.00	110.00	60.00	60.00	100.00	100.00		50.00	350.00	150.00	1,350.00
Reservations - No Contract			450.00	610.00	765.00	850.00	550.00	1,060.00	415.00	360.00	1,290.00	1,785.00	8,135.00
Tournaments			60.00	400.00	400.00	1,120.00	275.00	1,420.00	80.00				3,755.00
Fundraiser Event Expenses			-1,036.25				-711.10	-599.50		-560.00			-2,906.85
<b>Total Tournaments</b>			<b>-976.25</b>	<b>400.00</b>	<b>400.00</b>	<b>1,120.00</b>	<b>-436.10</b>	<b>820.50</b>	<b>80.00</b>	<b>-560.00</b>			<b>848.15</b>
<b>Total Bocce Fees</b>	<b>1,649.00</b>	<b>3,124.00</b>	<b>4,743.75</b>	<b>8,550.33</b>	<b>18,959.50</b>	<b>27,494.00</b>	<b>7,627.90</b>	<b>40,201.50</b>	<b>25,607.46</b>	<b>5,643.00</b>	<b>6,995.00</b>	<b>4,260.00</b>	<b>154,855.44</b>
Donations													0.00
Grant Income							15,000.00						15,000.00
Merchandise									50.00				50.00
Other	12,127.50	4,829.25	7,125.00	200.00	100.00		100.00	310.00			25.00		24,816.75
<b>Total Donations</b>	<b>12,127.50</b>	<b>4,829.25</b>	<b>7,125.00</b>	<b>200.00</b>	<b>100.00</b>		<b>15,100.00</b>	<b>310.00</b>	<b>50.00</b>		<b>25.00</b>		<b>39,866.75</b>
Interest													0.00
Interest - Savings	5.74	5.19	5.74	5.55	5.74	5.56	5.74	6.48	6.67	7.11	7.78	8.03	75.33
<b>Total Interest</b>	<b>5.74</b>	<b>5.19</b>	<b>5.74</b>	<b>5.55</b>	<b>5.74</b>	<b>5.56</b>	<b>5.74</b>	<b>6.48</b>	<b>6.67</b>	<b>7.11</b>	<b>7.78</b>	<b>8.03</b>	<b>75.33</b>
Other Income													0.00
Reimbursements												140.00	140.00
Vending Machine							17.00	10.00			19.00		46.00
<b>Total Other Income</b>							<b>17.00</b>	<b>10.00</b>			<b>19.00</b>	<b>140.00</b>	<b>186.00</b>
PPP Grant										11,515.00			11,515.00
<b>Total Income</b>	<b>13,782.24</b>	<b>7,958.44</b>	<b>11,874.49</b>	<b>8,755.88</b>	<b>19,065.24</b>	<b>27,499.56</b>	<b>22,750.64</b>	<b>40,527.98</b>	<b>25,664.13</b>	<b>17,165.11</b>	<b>7,046.78</b>	<b>4,408.03</b>	<b>206,498.52</b>
<b>GROSS PROFIT</b>													
	<b>13,782.24</b>	<b>7,958.44</b>	<b>11,874.49</b>	<b>8,755.88</b>	<b>19,065.24</b>	<b>27,499.56</b>	<b>22,750.64</b>	<b>40,527.98</b>	<b>25,664.13</b>	<b>17,165.11</b>	<b>7,046.78</b>	<b>4,408.03</b>	<b>206,498.52</b>
<b>EXPENSES</b>													
Facilities and Equipment													0.00
Furnishings and Eqpt						309.20					216.95		526.15
Maintenance and Repairs		210.00	105.00	816.46	2,075.26	3,225.90	1,236.34	1,627.50	2,076.00	1,740.00	1,638.31	554.00	15,304.77
Maintenance Supplies			136.96	-24.87			146.74	581.62		433.50	146.36	152.30	1,572.61
Security	9.99	9.99	9.99	9.99	9.99	9.99	9.99	9.99					79.92
<b>Total Facilities and Equipment</b>	<b>9.99</b>	<b>219.99</b>	<b>251.95</b>	<b>801.58</b>	<b>2,085.25</b>	<b>3,545.09</b>	<b>1,393.07</b>	<b>2,219.11</b>	<b>2,076.00</b>	<b>2,173.50</b>	<b>2,001.62</b>	<b>706.30</b>	<b>17,483.45</b>
Insurance													0.00
Liability		536.13	1,072.28	-57.95				1,590.93	2,472.13	-349.72	1,070.28	535.13	6,869.21
<b>Total Insurance</b>		<b>536.13</b>	<b>1,072.28</b>	<b>-57.95</b>				<b>1,590.93</b>	<b>2,472.13</b>	<b>-349.72</b>	<b>1,070.28</b>	<b>535.13</b>	<b>6,869.21</b>
Landscape													0.00
Maintenance					650.00	1,035.00	1,035.00	1,035.00	3,335.00	1,035.00	1,300.00	1,035.00	10,460.00
Materials				360.97									360.97

	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Total
<b>Total Landscape</b>				360.97	650.00	1,035.00	1,035.00	1,035.00	3,335.00	1,035.00	1,300.00	1,035.00	10,820.97
Legal & Professional Fees													0.00
Accounting Fees	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	11,400.00
Website and IT Contractors			237.50			112.50							350.00
<b>Total Legal &amp; Professional Fees</b>	<b>950.00</b>	<b>950.00</b>	<b>1,187.50</b>	<b>950.00</b>	<b>950.00</b>	<b>1,062.50</b>	<b>950.00</b>	<b>950.00</b>	<b>950.00</b>	<b>950.00</b>	<b>950.00</b>	<b>950.00</b>	<b>11,750.00</b>
Operations													0.00
Awards and Gifts				240.00									240.00
Board Meals												1,504.26	1,504.26
Computer Expenses	56.00	56.00	56.00	112.00	109.53	56.00	56.00		56.00				557.53
Credit Card Fee	127.29	4.45	110.22	60.64	254.52	457.96	50.52	596.84	382.04	48.91	37.65	45.61	2,176.65
Dues and subscriptions	451.98		54.89		314.00		75.00			168.14	64.00	160.17	1,288.18
Interest Paid						1.18							1.18
Office Supplies	94.69	71.37	54.96	7.64	27.16	124.66	34.56	72.36	98.30	39.92		67.81	693.43
Permits and Fees							50.00	40.00			50.00		140.00
Postage Expense	160.48	17.99	17.99	17.99	17.99	17.99	17.99	17.99					286.41
Printing and Copying						54.63			98.33				152.96
<b>Total Operations</b>	<b>890.44</b>	<b>149.81</b>	<b>294.06</b>	<b>438.27</b>	<b>723.20</b>	<b>712.42</b>	<b>284.07</b>	<b>727.19</b>	<b>634.67</b>	<b>256.97</b>	<b>151.65</b>	<b>1,777.85</b>	<b>7,040.60</b>
Payroll Expenses													0.00
Employee-Related					1,154.02	1,061.17	223.14	140.00					2,578.33
Payroll Fees	93.00	93.00	93.00	93.00	93.00	93.00	93.00	81.00	81.00	81.00	81.00	81.00	1,056.00
Payroll Taxes	360.32	348.07	489.13	399.66	439.21	853.11	598.09	533.63	583.04	521.91	523.57	593.53	6,243.27
Staff Payroll	4,710.00	4,550.00	4,550.00	5,224.40	5,741.20	6,659.40	7,817.80	6,975.90	7,621.22	6,822.50	6,844.10	7,758.50	75,275.02
Work Comp. Insurance	453.68	328.12	328.12		216.24	328.12	328.12	328.12	328.12	328.12	328.12	328.12	3,623.00
<b>Total Payroll Expenses</b>	<b>5,617.00</b>	<b>5,319.19</b>	<b>5,460.25</b>	<b>5,717.06</b>	<b>7,643.67</b>	<b>8,994.80</b>	<b>9,060.15</b>	<b>8,058.65</b>	<b>8,613.38</b>	<b>7,753.53</b>	<b>7,776.79</b>	<b>8,761.15</b>	<b>88,775.62</b>
Promotions													0.00
Meals & Entertainment					240.00								240.00
Sponsorships									150.00				150.00
<b>Total Promotions</b>					<b>240.00</b>				<b>150.00</b>				<b>390.00</b>
Service Charge/Late Fee	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Suspense												500.00	500.00
Utilities													0.00
Electric	149.00	147.23	170.03	177.29	200.82	195.11		694.11	343.43	405.59	312.87	225.94	3,021.42
Telephone	390.85		470.63	194.33	184.33	184.33	183.82	183.72	183.72	183.64	183.64	183.64	2,526.65
Water			351.12		302.04	187.05		296.21	544.25		539.79	607.14	2,827.60
<b>Total Utilities</b>	<b>539.85</b>	<b>147.23</b>	<b>991.78</b>	<b>371.62</b>	<b>687.19</b>	<b>566.49</b>	<b>183.82</b>	<b>1,174.04</b>	<b>1,071.40</b>	<b>589.23</b>	<b>1,036.30</b>	<b>1,016.72</b>	<b>8,375.67</b>
<b>Total Expenses</b>	<b>8,017.28</b>	<b>7,332.35</b>	<b>9,267.82</b>	<b>8,591.55</b>	<b>12,989.31</b>	<b>15,926.30</b>	<b>12,916.11</b>	<b>15,764.92</b>	<b>19,312.58</b>	<b>12,418.51</b>	<b>14,296.64</b>	<b>15,292.15</b>	<b>152,125.52</b>
<b>NET OPERATING INCOME</b>	<b>5,764.96</b>	<b>626.09</b>	<b>2,606.67</b>	<b>164.33</b>	<b>6,075.93</b>	<b>11,573.26</b>	<b>9,834.53</b>	<b>24,763.06</b>	<b>6,351.55</b>	<b>4,746.60</b>	<b>-7,249.86</b>	<b>-10,884.12</b>	<b>54,373.00</b>
<b>OTHER INCOME</b>													
Other Income COVID-19 EE Retention Tax Credit	9,183.55	3,185.00	771.05	3,657.08	4,018.84	2,106.58	5,472.46	4,883.13	2,779.85				36,057.54
<b>Total Other Income</b>	<b>9,183.55</b>	<b>3,185.00</b>	<b>771.05</b>	<b>3,657.08</b>	<b>4,018.84</b>	<b>2,106.58</b>	<b>5,472.46</b>	<b>4,883.13</b>	<b>2,779.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,057.54</b>
<b>NET OTHER INCOME</b>	<b>9,183.55</b>	<b>3,185.00</b>	<b>771.05</b>	<b>3,657.08</b>	<b>4,018.84</b>	<b>2,106.58</b>	<b>5,472.46</b>	<b>4,883.13</b>	<b>2,779.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,057.54</b>
<b>NET INCOME</b>	<b>\$14,948.51</b>	<b>\$3,811.09</b>	<b>\$3,377.72</b>	<b>\$3,821.41</b>	<b>\$10,094.77</b>	<b>\$13,679.84</b>	<b>\$15,306.99</b>	<b>\$29,646.19</b>	<b>\$9,131.40</b>	<b>\$4,746.60</b>	<b>\$ -7,249.86</b>	<b>\$ -10,884.12</b>	<b>\$90,430.54</b>

## NOTE

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1. PPP Grant Income converted from loan to grant as per Jaime's November email
2. Other Income COVID-19 ERC October and November credits removed due to the end of the program
3. Suspense balance of \$500 is for 3 x \$100 and 1 x \$200 gift certificates provided to volunteers; these are cash payments to individuals and need to be classified as such - we will review in our Thursday meeting

Accountful has prepared the accompanying financial statements of as of December 31, 2021 for the December 2021 period then ended. This presentation is limited to preparing in the form of financial statements information that is the representation of management. We have not audited, reviewed, or compiled the accompanying financial statements. We do not express an opinion or any other form of assurance on them. We are not required to be licensed by the California Board of Accountancy for the preparation of these financial statements.



# Financial Statements:Balance Sheet

As of December 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Bank of Marin/Checking x4464	145,511.56
BoM/Savings-Facility Improvements x6928	210,264.50
<b>Total Bank Accounts</b>	<b>355,776.06</b>
<b>Other Current Assets</b>	
Inventory Asset	1,845.50
Receivable SS Credit - COVID-19 Relief	-4,869.87
<b>Total Other Current Assets</b>	<b>-3,024.37</b>
<b>Total Current Assets</b>	<b>352,751.69</b>
<b>Fixed Assets</b>	
1Buildings	645,783.51
1Equipment	64,213.42
1Facilities	
Courts	590,216.67
Grounds	151,649.61
<b>Total 1Facilities</b>	<b>741,866.28</b>
2018 - Fence Repair	2,985.00
2018 - Swing Boards	3,493.09
Accumulated Depreciation	0.00
Accum Depr Buildings	-216,489.00
Accum Depr Courts	-456,180.00
Accum Depr Equipment	-51,807.00
Accum Depr Grounds	-142,516.00
<b>Total Accumulated Depreciation</b>	<b>-866,992.00</b>
<b>Total Fixed Assets</b>	<b>591,349.30</b>
<b>TOTAL ASSETS</b>	<b>\$944,100.99</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Restricted Assets-Special Olympics	1,157.59
Unrestricted Net Assets	852,512.86
Net Income	90,430.54
<b>Total Equity</b>	<b>944,100.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$944,100.99</b>

## NOTE

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1. Bank of Marin Savings account reconciled quarterly (when statements are available); last reconciled on 12/31/21; next reconciliation on 3/31/22
2. Inventory Asset consists of merchandise purchases for sale - to be adjusted at year end 1/14/20 requested year end inventory balance from Jessica
3. Restricted Assets-Special Olympics is a the total collected and restricted for use related to Special Olympics - verified balance at 12/31/18
4. Receivable SS Credit - COVID-19 Relief credit balance of \$4,869.87 indicates that the IRS may have over-paid MBF for these credits, most likely due to the change in the program in Q4
5. This deposit was found and credited to the MBF account on 12/15/21: Bank of Marin Checking account is actually \$1,320 less than stated on balance sheet, as the 11/5/21 Deposit for same amount did not post to the account (bank teller machines were down on this day as per Jessica); bank is researching

Accountiful has prepared the accompanying financial statements of as of December 31, 2021 for the December 2021 then ended. This presentation is limited to preparing in the form of financial statements information that is the representation of management. We have not audited, reviewed, or compiled the accompanying financial statements. We do not express an opinion or any other form of assurance on them. We are not required to be licensed by the California Board of Accountancy for the preparation of these financial statements.



**SAN RAFAEL**  
THE CITY WITH A MISSION

## MEMORANDUM

**Date:** March 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
March 16	5:00 pm	Parks and Recreation Master Plan Steering Committee Meeting	Zoom
March 17	6:00 pm	Park and Recreation Commission	Zoom
March 21	7:00 pm	City Council	Zoom
March 30	6:00 pm	Parks & Recreation Master Plan Community Meeting - English	San Rafael Community Center
April 4	7:00 pm	City Council	Zoom
TBD	TBD	Parks & Recreation Master Plan Community Meeting – Spanish	TBD (Zoom or Albert J Boro Community Center, depending on community feedback)
April 13	7:00 pm	Pickleweed Advisory Committee	Zoom
April 18	7:00 pm	City Council	TBD - Possibly Hybrid Meeting Format (In-Person & Virtual)
April 21	6:00 pm	Park and Recreation Commission	TBD