



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, April 21, 2022
6:00 P.M.**

Watch on Zoom:
<https://tinyurl.com/PRC-04-21-2022>
Telephone: Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of March 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. 2021 Annual Pickleweed Advisory Committee, Albert J. Boro Community Center, and Pickleweed Park Report
5. Parks Maintenance & Projects Status Report for January – March 2022

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 May 19, 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-03-17-2022>

Telephone: (669) 900-9128
Meeting ID: 883 4004 9460#

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 February 17, 2022

Commissioner Machado moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of February 17, 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. Introductions/Awards/Recognitions/Presentations

None

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

None

MATTERS BEFORE THE COMMISSION

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

4. Discuss Sun Valley Park Prohibited Activities

Susan Andrade-Wax, Library & Recreation Director presented the Sun Valley Park Prohibited Activities report.

Staff responded to questions from the Commission.

Public Comments regarding the Sun Valley Prohibited Activities.

- David addressed the Commission

The Commission discussed their motions and actions of the item.

Commissioner Machado moved, and Commissioner Sandoval seconded to remove the gazebo at the Sun Valley Park.

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

Motion does not pass.

The Commission discussed their motions and actions of the item.

Commissioner Cabrales moved, and Commissioner Emerson seconded to wait for the recommendation from the Parks & Recreation Master Plan and revisit the topic.

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

Motion does not pass.

The Commission discussed their motions and actions of the item.

Commissioner Laumann moved, and Commissioner Cabrales seconded to ask staff to solicit feedback from the neighborhood in an in-person forum and bring it back to the Commission for a decision.

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

Motion passes.

5. Marin Bocce Federation Annual Report

Susan Andrade-Wax, Library & Recreation Director, introduced Steve Mason, Senior Recreation Supervisor, who introduced Damian Sandholm, Recreation Supervisor, who introduced the Marin Bocce Federation Jessica Libien, General Manager, and Brian Johnson, Board President, who delivered their report.

Staff responded to questions from the Commission.

Public Comments: None

Commissioner Laumann moved, and Commissioner Machado seconded to accept the Marin Bocce Federation Annual Report.

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

Motion passes.

COMMISSION REPORTS AND COMMENTS

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

Commissioner Gutierrez shared that San Rafael Little League started last week and gave the Parks team a shout out for how good Albert Field looked.

Commissioner Emerson asked that staff to look into mixed-use agreements at the schools. The school campuses have been closed after school since the beginning of COVID. Commissioner Gutierrez commented that the Principal of Sun Valley let her know that the school district has been fencing and closing the schools for liability reasons.

Ms. Andrade-Wax said they will reach out to the San Rafael City Schools. There is a representative on the Parks & Recreation Master Plan Steering Committee who oversees their facilities and might have information regarding the schools being closed after school hours.

Commissioner Cabrales reported that the Steering Committee for the Parks & Recreation Master Plan had their first meeting. The survey will be coming out soon to the public. She asked the Commission to spread the word to friends, family, and social media. March 30th will be the first community meeting at 6pm at the San Rafael Community Center.

Ms. Quffa added there will be a second meeting April 2nd at the Albert Boro Community Center. It will be presented in Spanish, and they are working with the Canal Alliance to build strong relationships and help get people out and feel comfortable participating. Two more follow up meetings will be held. One at the Terra Linda Community Center on June 2nd and the final community meeting will be virtual.

Ms. Andrade-Wax noted there are two types of methods that are being used to gather the public's feedback: a random statically valid survey that has already been completed and a questionnaire that has everyone can take.

Ms. Quffa noted the questionnaire will be available from March 30 to May 20 and hope to get a lot of feedback. The focus is reaching out to the community to get the word out. Staff will be at the Heads-Up Carnival, the Sunday Farmers Market and Dining Under the Lights. Staff has been working on the Parks and Recreation Master Plan webpage and information regarding the Master Plan process and how to participate will be posted.

Commissioner Sandoval added that he was impressed with the diversity of the Steering Committee Members.

Commissioner Emerson asked that we put the status update on the Parks & Recreation Master Plan. Ms. Andrade-Wax answered that it is in the work plan, and that it will part of the agenda each month.

Public Comment: None

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax gave an update on the library planning process. They received the initial feedback from the survey that was conducted to find out how much community support there is for a tax measure to provide funding for the City's infrastructure needs (potholes, storm drainage, parks and public facilities/libraries). The community feedback showed support for fixing and repairing existing amenities and facilities rather than construct new amenities/facilities.

Next steps include engaging consultants to assist with communication and marketing efforts to inform the community as to what the measure would do in detail. Then, another survey would be done to see if the communication efforts were effective in gathering more community support for the potential tax measure.

Ms. Quffa reported that the heater at the Terra Linda Pool has been repaired and the pool is now open. The Terra Linda Ceramic Artists are showing their art at Falkirk and it will run March 11th through April 15th. Camp registration opened on March 1st. As mentioned before staff will be attending the San Rafael City School's Heads-Up event, and in addition to promoting the Parks & Recreation Master Plan questionnaire they will also be promoting our programs. The scholarship program has been promoted more, however the numbers of applicants are still low.

Ms. Andrade-Wax announced the recruitment for the Assistant Director has concluded and we are moving forward in the process. We are hoping the candidate will start in May. She also announced that her last day will be May 13th.

Commissioner Emerson asked when can we anticipate an in-person option for the meeting? Ms. Andrade- Wax answered that Council will be meeting April 18th in person. Most likely the other boards and commissions will be meeting in-person shortly thereafter.

Public Comment: None

ADJOURNMENT

Chair Emerson adjourned the meeting at 7:39 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2022

SUSAN ANDRADE-WAX, Library & Recreation Director



April 21, 2022
Item 4

TITLE: 2021 ANNUAL PICKLEWEED ADVISORY COMMITTEE, ALBERT J. BORO COMMUNITY CENTER, AND PICKLEWEED PARK REPORT

SUMMARY:

This report provides an overview of the Pickleweed Advisory Committee and the operation of the Albert J. Boro Community Center and Pickleweed Park during calendar year 2021.

RECOMMENDATION:

That the Park and Recreation Commission receive and comment.

BACKGROUND:

Annually, the Park and Recreation Commission is to receive reports on both the Pickleweed Advisory Committee and the general operation of the Albert J. Boro Community Center & Pickleweed Park. As the two are greatly intertwined, staff have prepared a joint report that includes both areas.

The purpose of the Pickleweed Advisory Committee is to provide valuable input in representing and advocating for Canal area resident's needs and wishes for programs and services; and is a primary public networking resource between Canal residents, representatives from governmental and non-profit agencies, and other stakeholders. The duties of the Committee include being responsible for advising the Park and Recreation Commission, City Council, and City Staff on all matters pertaining to the facilities, programs, and services for the Albert J. Boro Community Center and Pickleweed Park. They are to make recommendations on policies and procedures governing the use of the Center and Park in accordance with the mission of the City of San Rafael. The Committee promotes the use and support of the facility within the Canal neighborhood, including working in cooperation with citizen and business organizations, foundations, school districts, and other governmental agencies. The Committee, however, does not have authority to direct City staff, officials, or volunteers.

The Albert J. Boro Community Center and Pickleweed Park are often referred to as the center of the Canal as they serve as a gathering place for the Canal neighborhood. The Center provides classes, activities, and events for preschoolers to older adults. In addition to City run programs, the Center partners with local organizations to provide programs as well as space for non-profits, private businesses, and individuals to rent and hold activities for the community or their families. The Center is also home to San Rafael's popular Día de los Muertos Celebration.

While information in the report reflects the calendar year of 2021, budget figures reflect the City's Fiscal Year 2020/2021.

DISCUSSION:

Pickleweed Advisory Committee

The Pickleweed Advisory Committee continues to be an essential part of the operation of the Albert J. Boro Community Center. Through the Committee, the Center is able to co-sponsor programs being offered to the community by providing space, which also saves the City potential staffing expense in implementing the program itself. The Pickleweed Advisory Committee has the authority to accept or reject fee reduction/waiver requests for of the Albert J. Boro Community Center through the Co-Sponsorship Program. This ability, combined with City Council setting the Boro Community Center’s non-profit and resident rental rates at approximately half the rates of the City’s other community centers, has proven successful in allowing multiple agencies to provide a variety of programs to the community without the City taking on the cost of extensive staffing to implement all of the programs.

The Committee also makes sure there is a balance of programs being offered to all ages, toddlers to seniors, and interests, as well as discussing community issues relating to the Center, Park, and Canal neighborhood.

In April 2021, the City Council approved updated Bylaws for the Pickleweed Advisory Committee to meet community interest and continue the Committee’s effectiveness. The primary change to the bylaws was an increase in regular voting members from five to seven. The new structure has a ten-member Committee that includes seven regular voting members (up to two of which may be youth representatives), one alternate member, one non-voting Park and Recreation Commissioner, and one non-voting staff liaison who serves as the Committee Chair. Additionally, the proposed bylaws clarified the role of the alternate member, providing more detail as to when the alternate member participates in a voting role.

The below table details the changes made to the updated Pickleweed Advisory Committee bylaws.

Previous Bylaws	Current Bylaws
8 Members	10 Members
5 Regular Voting Members of which 1 Member may be a Youth Member	7 Regular Voting Members of which up to 2 Members may be Youth Members
Regular Members must be at least 18 years of age, with the exception of the Youth member who shall be a minimum age of a first-year high school student	Regular Members must be at least 18 years of age, with the exception of the Youth members who shall be a minimum age of a high school 9 th grade student
At least 4 Members shall reside in the Canal Neighborhood	At least 6 Members shall reside in the Canal Neighborhood
Quorum = 3 Voting Members	Quorum = 4 Voting Members

<p>The alternate member becomes a voting member at a meeting where one regular voting member is absent.</p>	<p>The Alternate Member serves only in the absence of a voting member. When a voting Committee member is absent from a regularly scheduled meeting, the Chair shall call upon an alternate to be seated at the table to participate in a voting role at the meeting. If a regular voting Committee member arrives subsequently, that person shall not participate as a voting member.</p>
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Current Pickleweed Advisory Committee members include: Salvador Avalos, Miguel Hau-Gutierrez, Nancy Palacios, Kate Sprague, Janet T Sanchez, Rosa Vasquez, Louise Yost, Jairo Ceballos (Alternate), Ariel Gutierrez (Commission Representative), and Steve Mason (Staff/Chair).

In 2021, the Park and Recreation Commission and the City Council also approved a new Albert J. Boro Community Center Community Use Policy which implemented a \$140,000 maximum value on the fee waivers the Pickleweed Advisory Committee can award each year. The Policy also established a schedule where co-sponsorship applications are accepted twice a year to accommodate program seasons, rather than at any meeting, so that the Committee can more fairly evaluate the applications against each other.

Due to the process of changing the Bylaws per the City Council's direction, in 2021, the Pickleweed Advisory Committee only met three times, a special meeting in June to review Proposed Library and Recreation Fee Update and the Proposed Changes to Fees at the Boro Community Center, Pickleweed Park, and Field, and then regular meetings in July and October. Additionally, due to COVID-19 precautions, many programs, including co-sponsored ones, did not resume until fall of 2021.

Applications approved by the Pickleweed Advisory Committee in 2021 include:

DrawBridge: Weekly Expressive Art Group	Value: \$ 1,380.00
Parent Services Project: Aprendiendo Juntos	Value: \$ 10,050.00
Scouts BSA: Troop 2000	Value: \$ 4,140.00
Tamalpais Adult School/Bahia School: ESL Class	Value: \$ 1,912.50
Canal Alliance: Voces del Canal Community Leaders Meetings	Value: \$ 1,095.00
Marin YMCA Summer Camp	Value: \$ 25,311.00 ¹
Total Co-Sponsorships in 2021	Value: \$ 43,888.50

The Committee also reviewed and provided input during their meetings on proposed revisions to the Albert J. Boro Community Center Community Use Policy, the Guidelines and Application for Co-Sponsored Use, and they selected a member and an alternate to serve on the Parks and Recreation Master Plan Steering Committee.

¹ Due to the reorganization of the Committee the Committee was not re-established in time to review and approve the Marin YMCA's co-sponsorship application for a Summer Youth Program. As a result, staff reviewed and approved their co-sponsorship application.

Albert J. Boro Community Center & Pickleweed Park

The Albert J. Boro Community Center resumed private event rentals at the Center that followed current COVID-19 precautions in July of 2021. Before “fully reopening” on this date, the Center and Park safely hosted a variety of rentals adhering to all health protocols. These uses included: Churches (Outside on the deck in the beginning of the year, transitioning inside later), Learning Hubs, Marin Juniors Volleyball, COVID Testing Sites, Bible Studies, COVID Vaccination Clinics, Firebolts Volleyball Club, Pickleweed Preschool Graduation, Bay Area Disk Association, and SF/Marin Food Bank Weekly Distributions. By late summer and early fall, the Center and sports fields started seeing the return of regular rentals and community programs. Private weekend rental reservations were sporadic, with some wanting to celebrate postponed life events and others continuing to be cautious.

In 2021, the Center offered the following contract and staff led programs: Canal Karate (225 students), Canal Mini Soccer League (236 participants), VolleyStart Summer Camp (60 participants), Junior Giants Baseball Program (90 participants), Bilingual Citizenship Class (4 students), Voice Over class (3 students), Computer Basics in Spanish (4 students). Partnering with the County, Center staff distributed walk-up/drive-up meals to older adults on Tuesdays. Additionally, as part of the Division’s Movies in the Park series, staff showed the original Lion King on the side of the Center on Friday, August 6th as families spread out on the soccer fields (with a pre-movie activity provided by Department teammates from the Pickleweed Library).

After hosting a successful virtual event in 2020, the community was excited to see one another again with the return of the in-person Día de los Muertos event on Saturday, November 6, 2021. Through partnerships and community volunteers, the 33rd Annual Día de los Muertos Planning Committee was able to provide a hybrid of the traditional event while also incorporating new activities implemented during COVID, including altars in downtown businesses and a downtown car procession.

Fiscal Analysis

Below are the expense and revenues for the Albert J. Boro Community Center and Pickleweed Park for the past three fiscal years. It is important to note that the below numbers are based on the fiscal year (July 2020-June 2021) and do not include the revenue generated since the City more fully re-opened the facility in July, 2021.

Revenue	FY 2018/2019	FY 2019/2020	FY 2020/2021
Classes, Rentals, and Fees	\$276,551	\$195,742	\$137,168

Expense	FY 2018/2019	FY 2019/2020	FY 2020/2021
Personnel Costs	\$516,820	\$524,089	\$485,057
Services	\$101,199	\$65,425	\$47,703
Supplies	\$4,600	\$1,260	\$456
Utilities	\$37,684	\$34,839	\$30,426
Total Expenses	\$660,303	\$625,613	\$563,642

Expenses and revenues have decreased from FY2018/2019 to FY2020/2021 as a result of the COVID-19 pandemic, with the last quarter of FY2019/2020 and all of FY2020/2021 seeing significant impacts. As of the end of the Second Quarter of FY 2021/2022 (December 2021), the program had generated approximately \$106,000 in revenue, which is on track to exceed FY 2019/2020 and FY 2020/2021 revenues, while not quite returning to pre-pandemic levels.

FISCAL IMPACT:

There are no costs associated with accepting this report.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Steve Mason
Senior Recreation Supervisor

DRAFT



April 21, 2022
Item # 5

**TITLE: PARK PROJECTS AND MAINTENANCE QUARTERLY STATUS REPORT
FOR JANUARY 2022 THROUGH MARCH 2022**

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 and maintenance during the past quarter.

RECOMMENDATION:

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

COMPLETED PROJECTS

FALKIRK GROUNDS

During regular maintenance at the facility, City staff discovered an issue with the Falkirk veranda. Upon further investigation, it was determined that a full replacement of the veranda was needed in order to offer this space for events. The veranda was completed earlier this year.



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.
- 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 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 will begin in May 2022 with construction anticipated this Fall and winter.*

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 Netting Project has 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.*
- ❖ *The Restroom and Ramp project are currently under construction. It is anticipated that the prefabricated restroom will be delivered in late April or early May 2022.*

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.
- ❖ *The Parks and Recreation Master plan process is underway. RHAA and team have been working on the basement portion of the project, where they gather all the existing information about the parks and facilities. In addition, an online community survey will take place from April to May 2022 and there are a series of community meetings taking place in April and May.*

PICKLEWEED PARK ENHANCEMENTS/ FIELD RENOVATION

The conversion of the fields at Pickleweed Park from turf to synthetic materials has long been a priority for the City and the Canal neighborhood. Typically, the heavily used sports fields are closed for six months of the year to repair. By converting the fields to synthetic turf, the City could more than double community access to this critical recreation resource. The City has also gathered input on additional improvements that the community would like to see made at the park, including a basketball/sport court, fitness equipment, a playground for children under 5, a gazebo, renovated bathroom and community mural, as well as improved lighting and security cameras.

Project Status

- In 2020, the City received public input on features the community would like to see in the park for year-round activities. Through community input, the City will pursued a Proposition 68 Statewide Park Program competitive grant. In early 2022, the City learned that we were unsuccessful in our submission. In March 2022, City staff applied for another competitive grant, the Statewide Natural Resources Agency Land and Water Conservation Fund.
- ❖ *In anticipation of using either grant funds or city funds, the City has started the design and permitting of Phase 1, which is the synthetic turf field.*

MAINTENANCE UPDATE:

New Turf Renovator in Action

Parks Maintenance staff received its new turf renovator attachment and tested it out on the infield lip at Alberts Baseball Field. Overtime a lip can form on the transition into the infield dirt, making ground balls even more difficult to handle. This machine can remove the lip, leveling and dethatching all in one pass. Staff plan to use this machine at other City fields this year. In the photos you will see Parks Mechanic Jim O'Hagan trying out the renovator on the Alberts softball field.



City Field Drought Treatment

Parks maintenance staff have started to apply a treatment to City fields to make them more drought tolerant and require less water use. Staff used this product last year with great success at Albert Park and plans to use it on more City turf this year. In the photo below you will see Parks Lead Worker Matt Scales getting ready to apply this product to Albert Field.



Continued Regular Maintenance

Parks staff continue their regular maintenance routes at City Parks. This includes twice weekly cleanings and other issues that pop up. In the photos below you will see Parks Mechanic Jim O'Hagan repairing the fence at Los Ranchitos, Maintenance Worker Alex Nacaspa doing some weed eating at Freitas Park and Lead Worker Matt Scales and Parks Mechanic Jim O'Hagan replacing a backflow device at Santa Margarita.





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

Ryan Montes

Ryan Montes
Operations and Maintenance Manager



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: April 21, 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
April 18	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
April 21	6:00 pm	Park and Recreation Commission	Zoom
April 28	6:00 pm	Parks & Recreation Master Plan Community Meeting - English	Terra Linda Community Center
May 2	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
May 5	6:00 pm	Parks & Recreation Master Plan Community Meeting – Virtual	Zoom
May 11	6:00 pm	Parks & Recreation Master Plan Community Meeting – Spanish	Albert J Boro Community Center
May 16	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
May 19	6:00 pm	Park and Recreation Commission	TBD
May 25	6:00 pm	Parks and Recreation Master Plan Steering Committee Meeting #2	TBD