



**January 19, 2023
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-01-19-2023>

Telephone: Telephone: (669) 900-9128

Meeting ID: 841 0672 5048

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of November 17, 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.*
3. Introductions/Awards/Recognitions/Presentations
 - Citywide Parks and Recreation Master Plan Update – Lauren Ivey-Thomas, RHAA

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. Review of the Park and Recreation Commission Annual Work Plan for 2023
5. CPRS District 1 Community Service Award Nomination – Carol Jacobs-Courtz

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

7. Other brief program updates and schedule of upcoming meetings and events of interest

NEXT MEETING: February 16, 2023

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-11-17-2022>

Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

Chair Emerson called the meeting to order at 6:00 p.m.

ROLL CALL

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

Absent: Commissioner Cabrales

Also Present: Catherine Quffa, Library & Recreation Director
Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Tiffany Haley, Program Coordinator
Cristina Farhang, Program Coordinator

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of October 20, 2022

Commissioner Gutierrez moved, and Commissioner Machado seconded, to approve the meetings minutes of October 20, 2022.

AYES: Commissioners: Emerson, Gutierrez, Machado, Sandoval

NOES: Commissioners: None
ABSENT: Commissioners: Cabrales
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

3. Introductions/Awards/Recognitions/Presentations

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. Gold Hill Grade Open Space Donation

Catherine Quffa presented the Offer of Donation of Vacant Land on Gold Hill Grade Report.

Ms. Quffa introduced Ralph Mihan and Don Dickenson from the Marin Open Space Trust who shared the background of the Gold Hill Open Space Donation.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Machado seconded the recommendation to the City Council the City's acceptance of the donation of vacant land on Gold Hill Grade.

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

Motion passes.

5. Community Gardens Program Report

Craig Veramay, Assistant Library & Recreation Director, introduced Program Coordinator, Cristina Farhang who presented the Community Gardens Program report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Gutierrez accepted the Community Gardens report.

AYES: Commissioners: Emerson, Gutierrez, Machado, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Cabrales

ABSTAINED: Commissioners: None

Motion passes.

6. Terra Linda Community Center Report

Craig Veramay introduced Tiffany Haley, Program Coordinator, who presented the Terra Linda Community Center report.

Staff responded to questions from the Commission.

Public Comment: None

7. Aquatics Program Report

Tiffany Haley presented the Aquatics Program report.

Staff responded to questions from the Commission.

Public Comment: None

8. Selection of Chair, Vice Chair and Committee Assignments

Craig Veramay gave an overview of the Chair and Vice Chair selection process.

The Commission discussed the nomination for Chair.

Public Comment: None

Commissioner Machado moved, and Chair Emerson seconded the motion for Commissioner Gutierrez to serve as the Chair of the Park and Recreation Commission.

AYES: Commissioners: Emerson, Gutierrez, Machado, Sandoval

NOES: Commissioners: None
ABSENT: Commissioners: Cabrales
ABSTAINED: Commissioners: None

Motion passes.

The Commission discussed the nomination for Vice Chair.

Public Comment: None

Commissioner Machado moved, and Commissioner Gutierrez seconded the motion for Commissioner Sandoval to serve as the Vice Chair of the Park and Recreation Commission.

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

Motion passes.

The Commission discussed the nomination to serve as the liaison for the Pickleweed Advisory Board.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Sandoval seconded the motion for Commissioner Machado to serve as the liaison for the Pickleweed Advisory Board.

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

Motion passes.

The Commission discussed the nomination to serve as the alternate liaison for the Pickleweed Advisory Board.

Public Comment: None

Commissioner Machado moved, and Commissioner Sandoval seconded the motion for Chair Emerson to serve as the alternate liaison for the Pickleweed Advisory Board.

AYES: Commissioners: Emerson, Gutierrez, Machado, Sandoval
NOES: Commissioners: None

ABSENT: Commissioners: Cabrales
ABSTAINED: Commissioners: None

Motion passes.

9. Review of Park and Recreation Commission Meeting Schedule 2023

Craig Veramay gave an overview of the 2023 meeting schedule.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Gutierrez seconded to accept the Park and Recreation Commission Meeting Schedule 2023.

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

Motion passes.

COMMISSION REPORTS AND COMMENTS

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

Chair Emerson shared that the County of Marin is pushing for everyone to get their Bivalent COVID booster and Fall flu shots. There is a rise in the RSV flu and the concern around pediatric ICU beds statewide.

Public Comment: None

STAFF COMMENTS

11. Schedule of Upcoming Meetings and Events of Interest

Mr. Veramay stated the next City Council meeting will be November 21st and again December 5th. The 2nd Friday Art Walk is December 9th.

Ms. Quffa announced the following events: The Parade of Lights and Winter Wonderland is happening Saturday, November 26th. The Lighted Boat Parade, Saturday December 17th. The Menorah Lighting is Sunday, December 18th. The City of San Rafael's Boards and Commissions Reception on December 14th.

Public Comment: None

ADJOURNMENT

Chair Emerson adjourned the meeting at 7:43 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**January 19, 2023
Item #4**

**TITLE: REVIEW OF THE PARK AND RECREATION COMMISSION'S ANNUAL
WORK PLAN FOR 2023**

RECOMMENDATION

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

BACKGROUND

The Park and Recreation Commission has requested the opportunity to receive regular reports on Park and Recreation programs and activities, so that the Commissioners can better understand, provide feedback, and advocate for offerings that enhance the vibrancy of the community. The Commission has also expressed interest providing input on the topics that will be brought forward by staff at Park and Recreation Commission meetings for their consideration.

As a result, staff drafted a one-year work plan designed to inform the community and the Commission of the City's Park and Recreation facilities, programs and services, and policies scheduled to be discussed at future meetings.

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

FISCAL IMPACT:

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

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in black ink, appearing to read 'C. Veramay'.

Craig Veramay
Assistant Library and Recreation Director

Attachment:

1. Park and Recreation Commission Draft Work Plan for 2023

**Park and Recreation Commission
Work Plan – 2023**

Meeting Date	Agenda Items
January 19	<ul style="list-style-type: none"> • Presentation: Citywide Park and Recreation Master Plan Update • Park and Recreation Commission Work Plan • CPRS District I – Community Service Award Nomination
February 16	<ul style="list-style-type: none"> • Parks Maintenance & Projects Biannual Status Report • San Rafael Community Center, Albert Field, Tennis Courts Program Report
March 16	<ul style="list-style-type: none"> • Marin Bocce Federation Annual Report • Albert J. Boro Community Center and Pickleweed Park and Field Program Report • Pickleweed Advisory Committee Annual Report
April 20	<ul style="list-style-type: none"> • Review Measure A Work Plan • Pickleweed Park Enhancement Project Design • Off-Leash Dogs in Parks Pilot Program Proposal
May 18	<ul style="list-style-type: none"> • Marin Master Gardeners Presentation • Falkirk Cultural Center Program Report • Tennis Court Reservation Pilot Program
June 15	<ul style="list-style-type: none"> • Movies in the Parks Informational Presentation • Goldenaires Older Adult Program Annual Report • Winter/Spring Aquatics Fees
July 20	<ul style="list-style-type: none"> • On-Site Parks Tours – current & upcoming parks projects
August	<i>No Meeting - DARK</i>
September 14	<ul style="list-style-type: none"> • Parks Maintenance & Projects Biannual Status Report • San Rafael Girls Softball Annual Presentation
October 19	<ul style="list-style-type: none"> • Childcare Program Report • Youth Enrichment Program Report
November 16	<ul style="list-style-type: none"> • Community Gardens Program Report • Terra Linda Community Center and Aquatics Program Report • Selection of Chair, Vice Chair and Committee Assignments • Review of Park and Recreation Commission Meeting Schedule 2024
December	<i>No Meeting - DARK</i>

Other possible topics with date TBD: Age-Friendly San Rafael Presentation; Partnerships with SRCS; Downtown San Rafael Art District; Sun Valley Playground Renovation Project Update; Other Commissioner recommended projects



**January 19, 2023
Item #5**

**TITLE: CALIFORNIA PARK AND RECREATION SOCIETY – DISTRICT 1
COMMUNITY SERVICE AWARD**

RECOMMENDATION

That the Commission receive the report and provide feedback.

BACKGROUND

Founded in 1946, CPRS is a nonprofit, professional and public interest organization and the leading professional association for the Parks and Recreation industry. The California Park and Recreation Society’s mission is to advance the park and recreation profession through education, networking, resources, and advocacy.

The state is divided geographically into 15 districts and supports over 4,000 members. The City of San Rafael is a member agency of District 1, which includes the counties of Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Solano, Sonoma and Trinity.

Individual members are linked to their Agency and/or District and are given the opportunity to designate which of the seven (7) special interest sections within the organization they would like to join. The interest sections include Administrators, Aging Services and Activities, Aquatics, Development & Operations, Educators, Recreation and Recreation Therapy.

On an annual basis, the District hosts an awards ceremony to acknowledge community service efforts and install their board of directors. Agencies can nominate community members who have made an outstanding contribution to a CPRS District 1 agency and community either by volunteering or making a donation that assisted in “Creating Community Through People, Parks and Programs.” Agencies may submit up to 2 nominations on an annual basis, and nominees who are selected for award will be invited to participate in the District 1 Awards ceremony. This year’s ceremony is scheduled for Saturday, February 11, 2023 at the Petaluma Community Center. The deadline for CPRS District 1 Community Service Award nominations is Friday, January 20, 2023.

DISCUSSION

Following a review of the many wonderful programs and activities the San Rafael Recreation Division offered in 2022, staff agreed that the efforts of Carol Jacobs-Courtz, a volunteer supporting the San Rafael Goldenaires Older Adult Program, went above

and beyond the call of duty and are deserving of special recognition. We would like to nominate Carol Jacobs-Courtz for a 2022 California Park and Recreation Society District 1 Community Service Award for her incredible contributions to the San Rafael Community.

Carol Jacobs-Courtz has been giving back to the San Rafael Community for many years. She began working with the City of San Rafael in 1971 as a Recreation Leader with the Parks and Recreation Department, which is now the Library and Recreation Department. Carol has a degree in Sociology and an Associate Degree in Gerontology. Soon after she began her work with the City, she was put in charge of the [San Rafael Goldenaires](#), a 501c3 organization that operates within an Agreement with the City for older adult programming. The Club started in 1968 as a response to the need for more services for seniors after the passage of the Older Americans Act of 1965.

Carol served the City for 35 years, 'retiring' from her role as Senior Recreation Supervisor in 2013. However, her 'retirement' was short lived, and Carol returned to work with the San Rafael Goldenaires in a contract capacity shortly thereafter. While there have been brief periods where Carol stepped away from her role directly serving the Goldenaires, Carol has been involved with this program for more than 50 years.

Carol has been instrumental in assisting the Goldenaires as their program rebounds from the impacts of the COVID-19 pandemic, and in 2022 she helped to provide a wide variety of fun and engaging activities for the community including older adult exercise programs, education and art activities, games, special events, dances, free and subsidized older adult meal programs, luncheons, craft fairs, and trips.

In early summer 2022, the City asked Carol if she would be willing to support the program on an interim basis to help through a staffing transition. She agreed and has continued to support the program to present day. Despite unique challenges, Carol has gone above and beyond in her capacity as a volunteer to provide excellent older adult programs for the San Rafael Goldenaires and the broader San Rafael Community.

In light of these contributions, we recommend that the Park and Recreation Commission support the nomination of Carol Jacobs-Court for the CPRS D1 Community Service Award for the 2022 calendar year to acknowledge the contributions Carol makes to support the San Rafael Community. Her efforts have an incredible positive impact.

FISCAL IMPACT

The cost of the nominees banquet ticket is complimentary on behalf of CPRS District 1. Additional banquet tickets may be purchased at \$55.00 per person.

ALTERNATIVE ACTION

Any other action as determined by the Commission.


Submitted by:



Craig Veramay
Assistant Library and Recreation Director

Attachments:

1. California Park and Recreation Society District 1 Community Service Award Information
2. Draft Community Service Award nomination for Carol Jacobs-Courtz



SATURDAY,
FEBRUARY 11, 2023
AT 6:00 PM

AWARDS & INSTALLATION BANQUET

PETALUMA
COMMUNITY
CENTER

320 N. MCDOWELL BLVD

HOSTED SOCIAL BEGINS PROMPTLY AT
6:00PM, FOLLOWED BY A CATERED THREE-
COURSE MEAL AND AWARDS PROGRAM

\$55 PER PERSON
PLEASE RSVP FOR A BANQUET
TICKET BY JANUARY 27
TO RACHEL BEER

RBEER@CITYOFPETALUMA.ORG

2022 Community Service Award

**CPRS District 1 invites you to submit a nominee for a 2022
Community Service Award**

CRITERIA

Recipient made an outstanding contribution to a CPRS District 1 agency and community either by volunteering or making a donation that assisted in “Creating Community Through People, Parks and Programs”.

PROCEDURE

1. Email the below nomination information and include a one-page (or less) narrative describing what contribution the nominee has made and the benefit to your community or organization because of this individual, company or group.
2. Submit 3-5 digital photos to be used in the slide show presentation.
3. E-mail the below nomination information along with the narrative, and photos to Rachel Beer, rbeer@cityofpetaluma.org by January 20, 2023.
4. We recommend that your agency have at least one representative at the Awards and Installation Banquet to escort your nominee up for their award. It's encouraged that you bring many representatives to make this a truly special event for your nominee!
5. The award recipient will receive a plaque and one complimentary dinner on behalf of CPRS District 1. Additional tickets (\$55) may be purchased.
6. An agency may submit one or two Community Service Award nomination entries.

NOMINATION INFORMATION TO BE SUBMITTED

1. Name of Nominee, Business or Group:
2. Nominating Agency/Organization:
3. Agency Representative name and contact information:



2022 Professional Award

**CPRS District 1 invites you to submit a nominee for a
2022 Professional Award**

CRITERIA

1. Award recipient must have been a member of CPRS District 1 within the last 2 years.
2. Award recipient must be a current or retired, full-time employee of a District 1 agency.
3. Recipient must have made an outstanding contribution to CPRS District 1. Service must be above and beyond the individual's personal job requirements.

PROCEDURE

1. Without the candidate's knowledge, email the below nomination information and include a one-page (or less) narrative that describes the reasons why the candidate should receive the CPRS District 1 "Professional Award." Include number of years in the profession, number of years as a CPRS member, offices held or contributions made to CPRS District 1, and other pertinent information.
2. Submit 3-5 digital photos to be used in the slide show presentation.
3. A selection committee (representatives from the CPRS District 1 board) will review nominations for the "Professional Award." We will notify you (the agency sponsor/representative) if your nominee is selected to receive the professional award. Only one professional award is presented each year. In the event that no qualified candidates are nominated, the award may not be presented.
4. The award recipient will receive a plaque and one complimentary dinner on behalf of CPRS District 1. Additional tickets (\$55) may be purchased.

NOMINATION INFORMATION

1. Name of Nominee:
2. Nominating Agency/Organization:
3. Agency Representative and contact information:



Draft Nomination of Carol Jacobs-Court for the CPRS D1 Community Service Award for 2022

1. Name of Nominee, Business or Group: **Carol Jacobs-Courtz**
2. Nominating Agency/Organization: **City of San Rafael**
3. Agency Representative name and contact information:
Craig Veramay, Assistant Library and Recreation Director
craig.veramay@cityofsanrafael.org (415) 485-3340

4. Submit 3-5 digital photos to be used in the slide show presentation.
To be attached

Following a review of the many wonderful programs and activities offered in 2022, City of San Rafael and the San Rafael Park and Recreation Commission agreed that the efforts of Carol Jacobs-Courtz, a volunteer supporting the San Rafael Goldenaires Older Adult Program, went above and beyond the call of duty and are deserving of special recognition. We would like to nominate Carol Jacobs-Courtz for a 2022 California Park and Recreation Society District 1 Community Service Award for her incredible contributions to the San Rafael Community.

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Carol served the City for 35 years, 'retiring' from her role as Senior Recreation Supervisor in 2013. However, her 'retirement' was short lived, and Carol returned to work with the San Rafael Goldenaires in a contract capacity shortly thereafter. While there have been brief periods where Carol stepped away from her role directly serving the Goldenaires, Carol has been involved with this program for more than 50 years.

Carol has been instrumental in helping the Goldenaires weather the impacts of the covid-19 pandemic, and has helped them navigate the changing needs of their

participants. In early summer 2022, the City asked Carol if she would be willing to support the program on an interim basis to help through a staffing transition. She agreed, and has continued to support the program to present day. Despite unique challenges, Carol has gone above and beyond in her capacity as a volunteer to provide excellent older adult programs for the San Rafael Goldenaires and the broader San Rafael Community.

San Rafael Recreation Division staff and the San Rafael Park and Recreation Commission are nominating Carol for this award to acknowledge the contributions Carol makes to support the San Rafael Community. Her efforts have an incredible positive impact.

We recommend that CPRS D1 award Carol Jacobs-Courtz the Community Service Award for the 2022 calendar year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Veramay', with a stylized flourish at the end.

Craig Veramay, Assistant Library & Recreation Director
On behalf of the San Rafael Park and Recreation Commission and the City of San Rafael Library & Recreation Department



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: January 19, 2023
To: Park and Recreation Commission
From: Catherine Quffa, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
February 1	7pm	Pickleweed Advisory Committee	Albert J. Boro Community Center
February 6	7pm	City Council Meeting	City Hall Council Chambers
February 8	9am	Recreation Spring Program Online Registration Opens	Online
February 10	5-8pm	2 nd Friday Art Walk	Downtown San Rafael
February 10	9am	Recreation Spring Program Walk-In Registration Opens	Community Centers
February 12	3pm-4:30pm	Age-Friendly San Rafael Older Adult Celebration (age 85+)	San Rafael Community Center
February 21	7pm	City Council Meeting (PRMP Presentation)	City Hall Council Chambers
Through February 24		2023 Winter Invitational Exhibition	Falkirk Cultural Center