



**February 16, 2023
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-02-16-2023>

Telephone: Telephone: (669) 900-9128

Meeting ID: 841 0672 5048

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of January 19, 2023

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

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. San Rafael Community Center and Albert Field Annual Report

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

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

NEXT MEETING: March 16, 2023 (Hybrid Meeting)

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.



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<https://tinyurl.com/PRC-01-19-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

Chari Gutierrez called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson
Chair Gutierrez
Commissioner Sandoval

Absent: Commissioner Machado

Also Present: Catherine Quffa, Library & Recreation Director
Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
April Miller, Public Works Director
Lauren Ivey-Thomas, RHAA
Barbara Lundberg, RHAA

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of November 17, 2022

Commissioner Emerson moved, and Commissioner Sandoval seconded, to approve the meetings minutes of November 17, 2022.

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

ABSENT: Commissioners: Machado
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

Lauren Ivey-Thomas presented the Citywide Parks and Recreation Master Plan Update.

Staff responded to questions from the Commission.

Public Comment: Lori S. addressed the Commission
Kate Powers addressed the Commission

Staff responded to public comment.

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

Craig Veramay presented the Park and Recreation Commission Annual Work Plan for 2023.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Cabrales seconded to accept the work plan.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Machado

ABSTAINED: Commissioners: None

Motion passes.

5. CPRS District 1 Community Service Award Nomination – Carol Jacobs-Courtz

Craig Veramay presented the Commission with the CPRS District 1 Community Service Award Nomination for Carol Jacobs-Courtz.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Cabrales moved, and Commissioner Emerson seconded to accept the nomination for Carol Jacobs-Courts for the CPRS District 1 Community Service Award.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Machado
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 Cabrales attended the steering committee meeting on January 18th and was happy to hear her comment to include Dominican University and Lauren included it in the wording for the updated presentation. She really likes how they are getting specific and creating a framework with the decisions that are happening going forward and the framework has helped guide the decisions and give it value.

Commissioner Gutierrez went to the Boards and Commissions Holiday party. She also went to the lighted boat parade for the first time.

Public Comment: None

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

Mr. Veramay listed the upcoming meetings and events of interest. Spring online program registration begins on February 8. The guide has gone to print and will be hitting mailboxes early February.

Second Friday Artwalk is February 10th.

The San Rafael Age Friendly Task Force has changed the date of their celebration event for residents ages 85+ to Sunday, February 19th.

Falkirk is the hosting the 2023 Winter Invitational Exhibition open through Feb. 24th.

The TL Pool hours were extended through December, which was new and is still in the pilot program phase. Staff will continue to evaluate usage and financial impacts when we open in Spring and will provide updates as they come.

Sun Valley Park construction began at the playground.

Ms. Quffa added that the contractor buffered some extra time, and we should be ready to install the playground equipment in March and are targeting a late April reopening date. Once we establish a date for the ribbon cutting event, she will let the Commission know.

Ms. Quffa shared that over the past couple of months she has participated in a series of meetings around the Community Schools Concept. The San Rafael City Schools received a planning grant and are in the process of developing a proposal for a larger implementation grant. The Community Schools Concept is the idea of bringing more wrap arounds and holistic services to children and families at the schools. San Rafael is focusing on the Canal neighborhoods. They are focusing on Bahia Vista, San Pedro and Venetia Valley, Davidson, San Rafael High, and Madrone schools. The current state of services looks at how service providers are working with the schools and looking at the goals and model for more of a Community Schools approach.

Chair Gutierrez reminded everyone that the City Council meeting where they are presenting the Parks and Recreation Master Plan will be on the 21st of February.

Public Comment: None

ADJOURNMENT

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

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**February 16, 2023
Item #4**

TITLE: 2022 ANNUAL SAN RAFAEL COMMUNITY CENTER AND ALBERT PARK PROGRAM REPORT

RECOMMENDATION

That the Parks and Recreation Commission receive the 2022 Annual San Rafael Community Center and Albert Park Program Report and comment.

BACKGROUND

The San Rafael Community Center, Albert Park, and Albert Stadium are amenities enjoyed by thousands of participants each year. The Community Center features an Auditorium with a performance stage, four rentable community rooms, a courtyard garden, a lounge for meetings, and hosts office space for the Goldenaires, the City's longstanding partner in older adult programming. Activities at the San Rafael Community Center includes rentals; classes for youth, adults and seniors; Goldenaires events; and community meetings.

Recreational programming in the surrounding Albert Park includes a playground, four tennis courts and Albert Field and Stadium, a unique facility in Marin County with a covered grandstand and lighted baseball/softball field. The Albert Park Tennis Courts are one of two City-owned lighted tennis facilities. In addition, the Marin Bocce Federation operates the Marin Bocce Complex, which is a City owned facility adjacent to the park.

DISCUSSION

Community Center Rentals

The San Rafael Community Center is heavily utilized by the Community for a wide variety of events, including City sponsored events; one-time private rentals such as quinceañeras, weddings, birthday parties, receptions, or celebrations of life; and ongoing recurring rentals. The Auditorium is routinely booked for private events on Saturdays throughout the year with additional private rentals on weekday evenings and Sunday afternoons. The Church of the Open Door hosts their weekly services at the Community Center every Sunday from 8:00 am - 12:30 pm and Alcoholics Anonymous (AA) meets every Tuesday from 7:30pm-10pm.

The San Rafael Community Center offers 4 clubrooms that are available for private rentals. The 4 clubrooms can be reserved individually, or three of the rooms can be combined to offer a larger rental space when needed. These rooms are typically rented by community members and local organizations for small gatherings, parties, professional meetings, or community drop-in programs. Some recent rental programs have included

free tax preparation assistance and insurance guidance for older adults, American Red Cross blood drives, game clubs, and train clubs.

As shown in Table 1, facility rentals decreased in 2020 and 2021 due to the impacts of COVID-19. Facility rentals are rebounding, and staff are working to promote and encourage additional rentals and community use of the building.

Table 1: San Rafael Community Center Facility Rentals

Auditorium and Clubroom Usage				
	2019	2020	2021	2022
Auditorium Rentals	200	71	149	134
Clubroom Rentals	126	22	87	101

Classes

The San Rafael Community Center offers a variety of programs including Sogetsu Ikebana Japanese Flower Arranging, Adult Spanish classes, Summer Camps, Fencing, Kung Fu, Qigong, Tai Chi, Virtual Workout classes, and Virtual Coding classes.

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

The staff at the San Rafael Community Center are excited to offer some new classes in 2023. These will include Tiny Tot Fun with Spanish, Screen-printing 101, Zumba, and we will be bringing back youth Theatre.

Goldenaires

The Goldenaires offer a variety of programs for participants 62 years of age and older, including watercolor painting, acrylic painting, contract bridge, duplicate bridge, wood working, dominoes, mahjong, a cooking class, a craft group, bingo (Wednesday mid-day and Monday night), Sunday dances, special event luncheons, and day trips.

In November 2022, the Goldenaires resumed their long-established Holiday Craft Fair on a much smaller scale than pre-pandemic, and paired it with a bakery sale, bingo, and a lunch fundraiser. This public event was very well attended with 150 in attendance.

The Goldenaires day trip program was also very popular in 2022, and the group visited destinations such as San Francisco Broadway shows, the Salesforce building for a tour, the Graton Casino, and a San Francisco Giants baseball game.

In December 2022, the Goldenaires hosted 140 members and their guests at their annual Holiday Gala, which was held in the San Rafael Community Center Auditorium. The daytime event included a turkey dinner, live band, dancing, silent auction, and a no host beer/wine bar.

The City has an agreement with the Goldenaires to provide a Recreation Program Coordinator to support their programming needs. This role was vacant for a portion of

2022, so the Goldenaires were excited to welcome the City's new Program Coordinator, Kara Riley to the Community Center and Goldenaires program in Fall 2022.

All 2021 Goldenaires Board members all continued in their role as Board members in 2022. The Goldenaires look forward to bringing back more programs in 2023 including the full craft fair with more than 60 vendors in November, and a new exercise instructor who will offer a variety of classes throughout the year.

Albert Field

The natural turf athletic fields at Albert Park accommodate either baseball or softball and are generally open for use from February through October. The fields are rentable, with a reservation only, up to six months in advance and are available to our community for sports practices, games, and tournaments.

In 2022, Albert Field was the primary field for Marin Academy Baseball, San Rafael Little League, Marin Baseball, San Domenico Baseball, The Ranch Softball program, the San Rafael Pacifics independent baseball team, West Marin Little League, Marin County Athletic League, West Coast Fantasy Baseball, and Bay Area Senior Men's Baseball.

Two improvement projects were completed at Albert Field in 2022. The first project included the addition of new ADA accessible restrooms, and the second was the installation of a new access ramp to the grandstands. These projects were completed in August of 2022. In addition, design is currently underway for the installation of additional foul-ball perimeter fencing around the field. This project has been completed in phases, and this round will install fencing above the new access ramp to the grandstands and the 3rd Base foul line along Anderson Drive. Construction is scheduled to begin in Fall 2023.

Albert Park Tennis Courts

The Albert Park Tennis Courts are available for community use through an access key purchased through the San Rafael Library and Recreation Department. Key holders may choose to utilize either the Albert park Tennis Courts, or the Freitas Park courts, and can be purchased for \$50 for residents and \$75 for non-residents. Purchased keys are valid during the fiscal year of July 1 – June 30. At the beginning of each Fiscal Year, the locks for the Tennis Courts are changed and new keys are available for purchase. In 2022, 59 tennis keys were issued.

Staff have identified several challenges associated with the current Tennis Court Key system, including high incidences of the gates being propped open or broken, few community members purchasing keys, and little incentive for users to purchase a key toward the middle or end of the term. Since fees are fixed for an annual term. Staff are currently evaluating the system and exploring potential alternative systems of managing tennis court access.

Other Community Services

In addition to the services described above, the San Rafael Community Center supported a variety of pop-up, mobile, and community-based services in 2022. The Center hosted a mobile Curative COVID-testing center, as well as mobile health clinic services offered through the Ritter Center. In October, the Center hosted an event co-sponsored by the

City and Marin County Health and Human Services that brought together service providers for people experiencing homelessness to put on a BBQ luncheon. There were more than 100 attendees, and at the luncheon, people could sign up for Medi-Cal benefits, get blood pressure screenings and Narcan, get a haircut, meet with case managers, and complete paperwork to enter in the housing voucher process.

Fiscal Analysis

Table 2 below shows the revenues and expenses for the San Rafael Community Center and Albert Park for the past four fiscal years. It is important to note that the below numbers are based on the fiscal year (July-June), not the calendar year.

Table 2: San Rafael Community Center Revenue & Expenses, FY19-FY22

Revenue				
	FY 2019	FY 2020	FY 2021	FY 2022
Goldenaires	\$16,000	\$42,000	\$6,000	\$32,000
Classes	\$102,272	\$77,818	\$2,258	\$39,891
Rentals	\$220,443	\$146,480	\$24,212	\$243,333
Total Revenue	\$338,715	\$266,298	\$32,470	\$315,224
Expense				
	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$479,697	\$533,527	\$394,273	\$464,120
Services	\$212,652	\$120,402	\$44,995	\$101,688
Supplies	\$18,396	\$10,581	\$1,034	\$3,326
Utilities	\$35,054	\$28,126.26	\$25,389	\$31,138
Total Expense	\$745,801	\$692,638	\$465,693	\$600,272

Expenses and revenues decreased from FY19 to FY21 because of the COVID-19 pandemic, with the last quarter of FY20 and all of FY21 seeing significant impacts. In FY21, the primary revenues came from rentals of Albert Park Stadium. For FY22, the City was on track to hit similar revenue levels as FY20, due to facility and field rentals, but continued to be impacted by some residual COVID impacts with classes, as well as personnel vacancies. For FY23, rental revenue is trending upward, and staff vacancies have been filled. Staff are optimistic that this increased capacity and ongoing efforts to bring back more programming will result in improved revenue in FY23 and FY24.

FISCAL IMPACT

There are no costs associated with accepting this report.

Submitted by:

Darcie Chellew
Recreation Supervisor



MEMORANDUM

Date: February 16, 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 21	7pm	City Council Meeting (PRMP Presentation)	City Hall Council Chambers
Through February 24		2023 Winter Invitational Exhibition	Falkirk Cultural Center
February 19	3pm- 4:30pm	Age Friendly San Rafael Celebration	San Rafael Community Center
March 10	5pm-8pm	2 nd Friday Art Walk	Downtown San Rafael