



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

Hybrid Meeting:

Attend in Person at 618 B St, San Rafael CA, 94901

-OR -

Watch on Zoom:

<https://tinyurl.com/PRC-03-16-2023>

Telephone: Telephone: (669) 900-9128

Meeting ID: 841 0672 5048

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of February 16, 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. Albert J Boro Community Center and Pickleweed Advisory Committee Annual Reports
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. Other brief program updates and schedule of upcoming meetings and events of interest

NEXT MEETING: April 20, 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-02-16-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson
Commissioner Machado
Commissioner Sandoval

Absent: Chair Gutierrez

Also Present: Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Steve Mason, Senior Recreation Supervisor
Darcie Chellew, Recreation Supervisor

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of January 19, 2023

Commissioner Machado moved, and Commissioner Sandoval seconded, to approve the meetings minutes of January 19, 2023.

AYES: Commissioners: Cabrales, Emerson, Machado, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Gutierrez
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. San Rafael Community Center and Albert Field Annual Report

Craig Veramay introduced Steve Mason, Senior Recreation Supervisor and Darcie Chellew, Recreation Supervisor. Ms. Chellew presented the San Rafael Community Center and Albert Field Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Cabrales seconded to accept the San Rafael Community Center and Albert Field Annual Report.

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

Motion passes.

COMMISSION REPORTS AND COMMENTS

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

Commissioner Machado attended the Pickleweed Advisory Committee meeting. The Marin YMCA presented a request for a fee reduction for Summer Camp. There was a fundraiser for the 10 families that were displaced by the fire at 400 Canal Street. Over the holiday the community center was deep cleaned by their custodian and a few

community service workers. There were a lot of leaks in the building due to the heavy rains as well. There was an Intro to Pickleball class, a dance class, open gym and a new ballet class that started in January.

Public Comment: None

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest

Mr. Veramay noted on Tuesday, February 21st the City Council will receive an update on the Parks and Recreation Master Plan. The hope is to have a final Parks and Recreation Master Plan by the end of March or early April.

A few calendar events were mentioned. The Falkirk 2023 Winter exhibition is still going on through February 24th. On February 19th the Age Friendly San Rafael organization is having a celebration for ages 85 and older. March 10th is the 2nd Friday Art Walk.

Staff is continuing to work on the Pickleweed Park enhancement project. They are in the planning and design phases.

The Sun Valley park playground replacement project is ongoing. Once there is an official date for a grand re-opening ribbon cutting ceremony the Commission will be notified.

The Terra Linda Pool is planning to open for lap swim on February 21st. Last Fall and Winter we had a pilot program to extend the seasonal hours for the Fall. It will be continued for the Spring.

The Spring 2023 Activities guide arrived in San Rafael residents' mailboxes during the last week of January and we're excited that people are already registering for classes that will begin in March. We've also opened up Summer Camps registration as people are ready to schedule summer activities for kids.

Staff attended the CPRS banquet where Carol Jacobs-Courtz was acknowledged as well as Tiffany Haley was elected to Director at large.

On February 2, a team of California Parks and Recreation Society (CPRS) District 1 volunteers from neighboring Cities assisted the City of San Rafael at a community service day at Albert Field! More than 15 volunteers helped clear the dugouts, paint the baseball and softball dugouts, and help prepare the baseball stadium for the upcoming season.

There was some water damage to the Pickleweed Preschool. The scope was significant, and the entire building will need to be demolished. The Public Works team started to clear out the vegetation and prepped the building for demolishing, and the recreation staff went in and cleared out the inside of the building. Demo will take place next week and there will be a temporary portable module in place to get staff through the remainder of the school year.

Public Comment: None

ADJOURNMENT

Vice Chair Sandoval adjourned the meeting at 6:35 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**March 16, 2023
Item #4**

TITLE: 2022 ANNUAL REPORT OF THE PICKLEWEED ADVISORY COMMITTEE AND ALBERT J. BORO COMMUNITY CENTER/PICKLEWEED PARK PROGRAM REPORT

RECOMMENDATION:

That the Parks and Recreation Commission receive the 2022 Annual Pickleweed Advisory Committee and Albert J. Boro Community Center/Pickleweed Park Program Report 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 has prepared a joint report that includes both areas. Additionally, the presentation provides an opportunity for members of the Commission and the Committee to meet one another.

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 responsibility 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. Added to their responsibilities in 2022, the Pickleweed Advisory Committee will serve as an additional layer of review in the City's new Public Art Review Process for all proposals related to the Albert J. Boro Community Center and Pickleweed Park. The Committee also 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.

For years, the Albert J. Boro Community Center and Pickleweed Park have been referred to as the center of the Canal as they serve as a gathering place for the Canal neighborhood. The Community 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 2022, budget figures reflect the City's 2021/2022 Fiscal Year.

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 vital programs being offered to the community by providing space, which also saves the City staffing expense had the City implement the proposed program itself. The Pickleweed Advisory Committee has the authority to accept or reject rental fee reduction/waiver requests for the Center and Park, not exceeding a combined total of \$140,000 annually, through the co-sponsorship program. This ability, combined with the City Council setting the Boro Community Center's nonprofit and resident rental rates at approximately half the cost of the City's other community centers, has proven successful in allowing multiple agencies to also provide a variety of programs to the community.

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

The Pickleweed Advisory Committee is currently comprised with 10 members (7 voting), including a vacant alternate position that is currently under recruitment by the City Clerk. These members include: Jairo Ceballos, Miguel Hau-Gutierrez (Youth Member), Nancy Palacios, Kate Sprague, Janet T Sanchez, Rosa Vasquez, Louise Yost, Mark Machado (Park & Recreation Commission Representative), and Steve Mason (Staff/Chair). Five regular meetings are scheduled annually on the first Wednesday of February, April, June, August, and October at 7:00 pm, with additional meetings scheduled if necessary due to pressing matters.

Co-sponsorship applications are accepted twice a year to accommodate program seasons so that the Committee can more fairly evaluate the applications against each other.

Season	Application Due	Application Presentation	Award Announcement
Summer (June – Aug)	January 10, 2022	February Board Meeting	April Board Meeting
School Year (Sept. – May)	March 14, 2022	April Board Meeting	June Board Meeting

Applications approved by the Pickleweed Advisory Committee in 2022 include:

Program	Organization	Co-Sponsorship Amount
Afterschool Program (Winter/Spring 2022)	YMCA/SRCS	\$20,437
Canal FC	Canal Alliance/Marin Football Club	\$9,000
Youth Summer Day Camp	YMCA/SRCS	\$23,560
Troop 2000	Boy Scouts	\$4,140
DrawBridge Weekly Expressive Art Group	DrawBridge	\$1,410

Tamalpais Adult School ESL	Tamalpais Adult School/Bahia Vista Elementary School	\$2,057
Afterschool Program (2022/2023 School Year)	YMCA/SRCS	\$61,020
Aprendiendo Juntos	Parent Services Project	\$10,260
Zumba	Vivalon	\$2,060
	Total Co-Sponsorship 2022	\$133,944

In addition to co-sponsorship application review during the year, on August 3, 2022, the Pickleweed Advisory Committee received a presentation on the Public Art Review Board by Assistant Library & Recreation Director Craig Veramay, as well as a presentation from Canal Arts on their proposed Public Mural for the front of the Albert J. Boro Community Center. Committee Member Kate Sprague served as the Committee’s liaison to the City’s Parks and Recreation Master Plan Steering Committee.

Albert J. Boro Community Center & Pickleweed Park

The Albert J. Boro Community Center and Pickleweed Park provide a variety of recreational opportunities to the Canal community, greater San Rafael, Marin County and beyond through staff led activities, collaborative programs and events, co-sponsored programs, and through rentals to organizations and individuals.

In 2022, the Center offered the following contract and staff led programs:

- Adult Introduction to Merengue, Salsa, and Bachata – 15 participants
- Adult Open Gym Sports (Basketball and Volleyball) - 479 participants
- Ballroom, Latin & Fitness Camp – 8 participants
- Canal Karate (8 sessions) - 347 participants
- Canal Mini Soccer League (3 seasons) – 349 participants
- Champions Soccer Camp – 11 participants
- Introduction to Ballroom and Latin Dance (4 sessions) – 45 participants
- Junior Giants Baseball Program - 91 participants
- Pickleball classes - 5 participants
- San Rafael Basketball Academy (2 sessions) – 54 participants
- Technology Classes (multiple topics) – 12 students
- Weekly Multicultural Older Adult Program and Lunch - 227 participants
- Voice Over Classes – 5 students
- Volleystart Summer Camp (2 sessions) - 77 participants
- Weekly Multicultural Older Adult Program and Lunch - 227 participants

Additional programs were provided though co-sponsored programs and rentals.

Staff were also involved in special events held at the Center and Park in 2022, most notably:

- Movies in the Park: Traditionally Pickleweed Park hosts one of the Department’s Movies in the Park series dates and has partnered with the Pickleweed Library to read a story or conduct an activity prior to the sunset showtime. This year the event coupled with the City’s Community Outreach Event and was an even bigger success. The Canal community received updates from nearly every department on City projects and resources while enjoying free popcorn, snow cones, drinks, and snacks. Youth participated in making crafts and shooting baskets before watching Encanto in Spanish under the stars.

- Día de los Muertos: San Rafael's 34th Annual Day of the Dead Celebration was held on Saturday, November 5, 2022. The free event hosted art workshops for the entire family; 28 altars for public viewing; traditional food was sold; music by Pan Rafael (steel pans), Enriching Lives through Music, Cascada de Flores, and dancing to Sang Matiz; cultural performances by Danza Azteca Mixcoatl and Ballet Folklorico Netzahualcoyotl; and a walking procession through the Canal neighborhood. Thirteen additional altars were placed in downtown storefront windows and a Día de los Muertos car procession was held through downtown San Rafael on Saturday, October 22nd.

During the year, the Community Center and Park also waived fees and provided space for SF/Marin Food Bank's weekly food distribution, Marin County's COVID-19 vaccinations clinics, and served as a polling center for eight days (two elections) for the Marin County Elections Department.

The Albert J. Boro Community Center also started a collaboration with the City's Parking Services Department, where office space is being shared allowing Parking Services to have office hours in the Canal with bilingual staff on Mondays and Fridays from 10:00 am to 5:00 pm. This collaboration has been so successful that the City's Community Development's Code Enforcement division began having a presence in the Center on Wednesdays in 2023.

In 2022, the Recreation Division was approved to transition the two part-time clerical positions at each community center to one full-time office assistant per center. This has greatly helped with both staff retention as well as consistency in our customer service.

Recreation Division staff, along with staff from the Department of Public Works, pursued a Land and Water Conservation Fund grant in 2022 to help fund the Pickleweed Park Enhancement Project. This community identified/supported project will convert the Pickleweed Soccer Fields to all-weather turf, allowing them to stay open and better serve the community year-round, as well as the construction of a new outside basketball court, an additional playground feature, fitness area, a gazebo, renovation of the park restroom facilities, additional parking spaces, lighting and landscaping. The State has recommended that the City receive this \$4.2 million grant, and the City is optimistic that the National Park Service will officially announce the award in 2023. The City has contracted with GATES +Associates landscape architecture, land planning and urban design to lead the project with construction potentially beginning in September of 2023. Another round of community outreach for the project is expected to take place virtually in late March and early April 2023, and in person surveys will be performed at events at the facility on April 1 and April 8, 2023. A specific project update to the Parks and Recreation Commission is scheduled for the Parks and Recreation Commission's April 20, 2023, meeting.

Fiscal Analysis

Below, for comparison, are the expense and revenues for the Albert J. Boro Community Center and Pickleweed Park for the past four fiscal years. It is important to note that the totals are based on the fiscal year (July-June), not the calendar year.

Revenue	FY 2019	FY 2020	FY 2021	FY 2022
Classes, Rentals, and Fees	\$276,551	\$195,742	\$137,168	\$205,080

Expense	FY 2019	FY 2020	FY 2021	FY 2022
Personnel Costs	\$516,820	\$524,089	\$485,057	\$494,825
Services	\$101,199	\$65,425	\$47,703	\$77,904
Supplies	\$4,600	\$1,260	\$456	\$1,604
Utilities	\$37,684	\$34,839	\$30,426	\$38,241
Total Expenses	\$660,303	\$625,613	\$563,642	\$612,574

Expenses and revenues both show a rebounding trend from the hit received as a result of the COVID-19 pandemic.

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



**March 16, 2023
Item #5**

TITLE: 2022 MARIN BOCCE FEDERATION ANNUAL REPORT

RECOMMENDATION

That the Commission receives the Marin Bocce Federation 2022 Annual Report and provide comment.

BACKGROUND

In 1993, 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 (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. 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.

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 installed \$1.1 million in improvements to the Bocce Complex (Complex) between 1994 and 2012. During that time, the Federation and the City amended and extended the original Agreement to add site improvements and an enhanced program scope.

In 2011, the City entered into a new Agreement with Marin Bocce with a term expiration of November 30, 2030. Upon expiration, the term of the Agreement may be renewed for an additional 15 years.

In accordance with the Agreement, the Federation has several responsibilities, including:

- Maintaining its private, non-profit corporation status
- Assuming responsibility for managing the Complex at its sole expense
- Organizing, promoting, and conducting all programs, event management, rules, procedures, fees, rentals, personnel, permits, and plans

Under the Agreement, the City permits the Federation to use the Complex for its organized activities pursuant to the submitted schedules and subject to the provisions outlined in the Agreement. The City cooperates with the Federation in the promotion and

supervision of is organized activities and would be responsible for rebuilding and/or repairing the 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

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.

Marin Bocce Federation has provided the Park and Recreation Commission with an Annual Program and Financial Report for 2022 (Attachment 1). These reports include more detailed information on the Federation's program status and attendance, facility improvement/repair projects, and financials.

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

- Facility upgrades including court refinishing, court drainage and improved signage
- Presented a proto-type shade structure to the Parks and Recreation Commission and was approved for installation
- New classes including bocce bootcamp
- Player survey
- Employee benefits enhanced
- Cloud-based storage for documents

2022 Participation Statistics:

- Hosted 5 In-House Tournaments and 3 United States Bocce Federation Tournaments
- The Bocce Facility was reserved for 18 contracted events.
- Open Play attracted 125 players a week from June-December.
- Leagues were full in the beginning of 2022's Spring season with 160 teams across 5-night leagues and 3-day leagues. Leagues dropped to 152 by the fall due to COVID and new teams dropping out last minute.

Contracted Events for 2022:

- Weekly standing reservation for Jewish Family Services Memory Care.
- Special Olympics practice. 2 courts every Saturday are donated for practice for 15 players.

The Federation's Financial Report (Attachment 1, addendum 2) provides the financial summary illustrating a net gain of \$49,660 for 2022.

Table 1: Summary of Federation's Expenses and Revenue – 2018-2022

	2018	2020	2021	2022
Operational Income	\$262,815.51	\$87,725	\$179,983	\$269,412
Covid Relief Income	-	\$19,335	\$62,573	\$0
Other Revenue/Interest	-	-	-	\$119
Expenses	\$191,647.48	\$113,436	\$152,126	\$219,870
Net (Gain/Loss)	\$71,168.03	(-\$6,376)	\$90,431	\$49,660

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.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Darcie Chellew

Darcie Chellew
Recreation Supervisor

Attachments:

1. Marin Bocce Federation 2022 Annual Program and Financial Report

The Marin Bocce Federation 2022 Annual Report

**Presented to City of San Rafael
Park and Recreation Commission**

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

March 16, 2023

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

Marin Bocce is a special place. We boast 10 premiere, state-of-the-art bocce courts nestled amid beautifully landscaped surroundings. Our facilities are open year-round. We feature active leagues from March through October, public open play all year, host tournaments, and rent out our facilities on weekends to nonprofits and local businesses.

FACILITY UPGRADES

Court Refinishing – Originally scheduled for October, our court refinishing project began in November 2022 because the 10 pallets of materials shipped from Italy were delayed in transit. A great deal of prep work to the courts was completed before rains and cold weather stopped work. The workers from Italy will return in early March to finish the prep and apply the new surface coating. Weather permitting, they expect to fully complete the work before the start of league play. The outdoor court surfaces were seven years old and the indoor courts 15 years old. It is our intention to refinish the outdoor courts every five years to improve play and lessen the repairs needed.

Court Drainage – Along with refinishing of the court services, we also brought in contractors in October to replace the drains at the ends of each court. The new drains are a substantial upgrade.

Along with the new drains, we are also having improved steel platforms installed at the ends of each court to cover the expanded drains. These platforms are being custom made and should greatly reduce tripping hazards over the prior configuration. The steel platforms are being manufactured now and will also be installed before leagues start.

Increased Shade – Another priority has been to increase the amount of shade available for players. We have designed a shade structure with a retractable awning attached to a permanently installed metal frame. This new prototype structure will be installed at the end of court D , the court nearest the children’s playground, prior to leagues starting in March.

In addition, we have purchased large, rectangular umbrellas to augment the umbrellas that were already at each table.

OTHER HIGHLIGHTS OF 2022

Classes – Jessica created and conducted new classes including basic skills, advanced skills, and strategy. There was even a bocce bootcamp that people thoroughly enjoyed. Feedback has been great, and the caliber of play continues to improve.

Signage – Improved signage has been installed at each entrance to the courts with the intention to make Marin Bocce more welcoming to local residents.

Player Survey – We conducted our first online satisfaction survey among our players, and the results showed high levels of satisfaction. Areas needing attention included court surfaces (in progress) and good sportsmanship between teams (to be addressed in annual Captain’s meeting). We intend to conduct additional surveys every year in October.

Employee Benefits Enhanced – Marin Bocce employees one full-time General Manager and five part-time staff. All employees now have a SIMPLE IRA with a 3% match. Our one full-time employee now has a health reimbursement plan funded by the organization.

Cloud-based Storage – We have implemented a cloud-based online storage system for all essential organizational documents.

CONTRACTED EVENTS FOR 2023

The bocce courts are a great resource for local nonprofit organizations, social clubs and businesses. On most weekends you will find the facility being used for fundraisers, social events, or tournaments.

The following organizations are signed up to hold events at Marin Bocce this year.

- | | |
|---------------------------------|---|
| 1. Central Marin Sanitary | 15. Rotoplast |
| 2. St. Vincent de Paul | 16. San Rafael HS Boosters |
| 3. God Squad | 17. Davidson Middle School |
| 4. Mattuecci's | 18. Dominican University |
| 5. Salesian Boys and Girls Club | 19. Good Shepard Lutheran School |
| 6. SFIAC | 20. Coleman School Fundraiser |
| 7. Scacciapensieri | 21. SIRS Bocce Party |
| 8. Marin Tip Club | 22. Ross Valley Women's League |
| 9. Women's Council of Realtors | 23. Gerstle Park Neighborhood Day |
| 10. Glenwood School Fundraiser | 24. Salesian's Kids Camp |
| 11. Casa Allegra | 25. Our Lady of Loretto Fundraiser |
| 12. Curry Senior Center | 26. Equator Coffee Staff Appreciation Day |
| 13. Golden Gate Breakfast Club | 27. San Domenico Fundraiser |
| 14. Gilead House | 28. Shurig Center Fundraiser |

More events will be added as the year progresses.

- We also have a weekly standing reservation for Jewish Family Services Memory Care. Bocce helps Alzheimer's and dementia patients with motor skills and is vital to their recovery as well as fun!
- The Special Olympics is back this year from March 25-June 5. We donate two courts every Saturday to the Special Olympics for practice. We have about 15 players.
- We donate 10 gift certificates per year to local charities and school fundraisers. The certificate is worth \$275 and includes two courts for three hours plus a propane barbecue. This is a highly sought-after silent auction item in Marin County.

TOURNAMENTS FOR 2023

Marin Bocce is hosting four United States Bocce Federation sanctioned tournaments this year and seven in-house tournaments. The USBF tournaments bring players in from all over Northern California. The in-house tournaments are limited to our own league players.

MBF In-House:

1. Mixed Singles
2. Men's Singles
3. Women's Singles
4. Mixed Doubles
5. Dolly Nave Day (fundraiser for SRHS Athletic Dept)
6. Battle of the Sexes
7. End of Year Night League Tournament

USBF

1. Mixed Singles
2. Men's Doubles
3. Women's Doubles
4. Mixed Doubles

ACTIVITY RECAP BY YEAR

	2021	2022	2023 Est
In-house Tournaments	5	5	7
USBF Tournaments	3	3	4
Open Play Players/Week	100	125	130
Contracted Events	15	18	30+

- Leagues were full in the beginning of 2022's spring session with 160 teams across 5 night leagues and 3 day leagues. However, we were down to 152 teams by the fall session due to Covid and new teams dropping out.
- We are starting 2023 with 160 teams again this year and are taking steps to build up a waiting list in case new teams drop.

ADDITIONAL INFORMATION

Appendix 1 - Results of 2023 Planning Session – Our Board met in February to establish aspirational goals for 2023.

Appendix 2 - 2022 Financials – Preliminary financials as prepared by our accounting firm.

Appendix 1 - Results of Marin Bocce Board 2023 Planning Session

Executive Committee – Brian, Jim, Larry, Jeff & Julie

- **Succession Planning** – Establish a plan to replace Board officers and key staff when turnover happens.
- **Revise Bylaws** – Update MBF bylaws to reflect current operations and staffing
- **Board/GM Roles** – Better define the roles and responsibilities of Board Members and the General Manager. What functions are fully turned over to the GM to manage and where should the Board be focused?
- **Legal Review** – Review potential legal liabilities and insurance coverage.
- **Boost Diversity** – Explore ways to increase diversity within the Bocce community, staff and the Board. How can we make MBF more welcoming and how can we increase outreach across all sectors of Marin County?

Human Resources Committee – Steve & Larry

- **Human Resource Procedures** – Review our existing employee manual and HR procedures to ensure they are in compliance with state and federal regulations. Recommend changes.

Outreach Committee – Brent, Debbie, Jessica & Brian

- **Event Promotions** – Staff tables at community events (such as senior fairs, farmer’s markets, town carnivals) to raise awareness of Marin Bocce.
- **Neighborhood Open Day** – Plan an open house day featuring free bocce to introduce bocce to Gerstle Park residents. Alternatives would include senior facility free day, Canal neighborhood day, etc..
- **E-Newsletter** – Launch of a monthly newsletter via email. Topics to be included and review process to be put in place.
- **Press Releases** – Increase number of press releases issued by Marin Bocce. Determine review process.
- **Senior Homes** – Contact senior facilities and invite them to make Marin Bocce a weekly activity for their residents.
- **Website Redo** – Update website content and integrate with league management system.
- **Video Social Media** – Create a series of videos introducing Marin Bocce, covering rules, tournaments, etc.

Merchandise – Larry & Jessica

- **Merchandise** - Supply merchandise that promotes Marin Bocce brand.

General Manager - Jessica

- **League Mgmt System** – Roll out new league management system. Require captains and encourage players to participate. Build reporting and cash controls.
- **Increase Events** – Outreach to nonprofits and corporations to increase the number of events held at MBF.
- **Youth Program** – Evaluate potential youth programming, solicit feedback from community, determine liability issues, promote, and execute.
- **Skills Classes** – Expand available skills and strategy classes and increase number of individuals capable of delivering the classes.

Finance Committee – Jeff, Brian, Jessica, Stuart, Tom and Jolene

- **Internal Controls** – Review controls over handling of cash, payroll, and player information.
- **Sustainability** – Review long-term viability of MBF facilities and financials.

Facilities and Grounds – Jessica, Steve, Rich, Jim, Ralph & Julie

- **Court Safety** – What can be done to reduce tripping hazards? Are we prepared for other medical emergencies?
- **Beautification** – Improving the facility in ways which are consistent with current style.

Rules Committee – Al Brewster & Steve

- **Mini Leagues** – Launch new afternoon league. Draft new rules, establish pricing, and solicit players.
- **New Team Mentors** – Assign an experienced captain to mentor a new captain and/or new team.
- **Code of Conduct** – Draft guidelines addressing sportsmanship and code of conduct for league play.

Fundraising Committee - Brian & Jessica

- **Corporate Sponsors** – How can we solicit local businesses to sponsor teams, sponsor tournaments, and donate goods, services and cash?
- **Scholarships** – So that no players are turned away for lack of funds, establish a scholarship program which will use donated funds to subsidize league and daily use fees.
- **Planned Giving** – Design and rollout opportunity for players to include Marin Bocce in their wills.
- **Fundraising** – Should we solicit donations from our bocce community and local businesses? Are grants available?

Appendix 2 – 2022 Financials

Management Report

Marin Bocce Federation

For the period ended December 31, 2022

Prepared by

Accountiful

Prepared on

January 13, 2023

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Financial Statements:1. Statement of Activity by Month

January - December 2022

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
REVENUE													
Bocce Fees (fee for service)													0.00
Clinics			1,390.00	150.00	520.00	190.00		70.00					2,320.00
Daily Fees	2,274.00	4,113.00	4,191.00	997.00	1,567.00	1,977.00	640.00	6,100.00	1,586.00	1,421.00			24,866.00
Events - Contracted		150.00	2,417.50	2,425.00	2,880.00	960.00	3,045.00	1,050.00	1,950.00	1,305.00			16,182.50
Lessons							200.00	350.00	150.00				700.00
Morning Leagues	1,650.00	8,775.00	5,835.00	275.00	4,125.00	12,380.00		11,280.00	275.00				44,595.00
Night Leagues	2,325.00	22,650.00	21,486.00		10,465.00	27,750.00	1,820.00	34,525.00	3,185.00			455.00	124,661.00
Passes purchased	350.00	1,150.00	1,450.00	700.00	510.00	800.00	300.00	620.00	400.00	150.00			6,430.00
Reservations - No Contract		1,555.00	1,645.00	1,155.00	2,280.00	2,435.00	1,965.00	2,385.00	1,620.00	4,370.00			19,410.00
Tournaments		200.00	865.00	790.00	885.00	1,085.00	1,290.00	1,120.00	665.00	-80.00			6,820.00
Tournament Event Expenses						-500.00	-1,771.48	-1,068.44	-400.00	-708.00			-4,527.92
Total Tournaments		200.00	865.00	790.00	885.00	585.00	-481.48	51.56	265.00	-788.00		-80.00	2,292.08
Total Bocce Fees (fee for service)	6,599.00	38,593.00	39,279.50	6,492.00	23,232.00	47,077.00	7,488.52	56,431.56	9,431.00	6,458.00		375.00	241,456.58
Donor Contributions													0.00
Other	20.00		500.00	91.80	25.00			2,395.00		50.00			3,081.80
Total Donor Contributions	20.00		500.00	91.80	25.00			2,395.00		50.00			3,081.80
Other Income													0.00
Merchandise			50.00	2,378.00	445.00	654.00	741.00	212.00	91.00	1,395.50			5,966.50
Raffles			1,224.00	3,213.00	2,364.00	2,210.00	1,873.00	2,815.00	2,831.00	2,129.00			18,659.00
Vending Machine	11.00		80.00		45.00	20.00	37.00	42.00		13.00			248.00
Total Other Income	11.00		1,354.00	5,591.00	2,854.00	2,884.00	2,651.00	3,069.00	2,922.00	3,537.50			24,873.50
Total Revenue	6,630.00	38,593.00	41,133.50	12,174.80	26,111.00	49,961.00	10,139.52	61,895.56	12,353.00	10,045.50	0.00	375.00	269,411.88
GROSS PROFIT													
	6,630.00	38,593.00	41,133.50	12,174.80	26,111.00	49,961.00	10,139.52	61,895.56	12,353.00	10,045.50	0.00	375.00	269,411.88
EXPENDITURES													
62800 Facilities and Equipment													0.00
Facilities Drinking Water									186.65	97.89	44.95		329.49
Furnishings and Eqpt			1,406.49				145.07	649.00		3,337.29			5,537.85
Maintenance and Repairs	929.45	650.00	756.87	2,207.69	2,151.36	1,648.45	1,442.22	2,153.59	3,012.65	1,430.45	128.20	128.20	16,639.13
Maintenance Supplies	144.84	138.33	626.89	594.52	686.13	350.86	604.12	482.93	906.08	340.04		182.46	5,057.20
Security									9.99	9.99	9.99	9.99	39.96
Total 62800 Facilities and Equipment	1,074.29	788.33	2,790.25	2,802.21	2,837.49	1,999.31	2,191.41	3,285.52	4,115.37	5,215.66	183.14	320.65	27,603.63
65000 Operations													0.00
65030 Printing and Copying				198.38	63.87								262.25
Awards and Gifts												185.68	185.68
Board Meals			61.37									2,500.00	2,561.37
Computer Expenses	1,135.06							85.02					1,220.08
Dues and subscriptions	376.00	164.00	172.99	108.99	362.99	380.31	281.76	101.69	101.69	94.00	94.00	210.17	2,448.59
Interest Paid							108.48						108.48
Merchant Fees	79.89	574.51	625.15	104.21	525.86	749.91	96.70	692.35	61.86	1.46		13.50	3,525.40
Square Fees						0.00	0.00	538.81	54.87	155.03			748.71
Total Merchant Fees	79.89	574.51	625.15	104.21	525.86	749.91	96.70	1,231.16	116.73	156.49		13.50	4,274.11
Office Supplies	1,024.27	89.52	412.96	224.66	212.97	246.14		48.43	37.06	108.65			2,404.66
Permits and Fees	30.00	-45.00						30.00			75.00		90.00
Raffle ticket purchase			251.91	28.30	45.76	68.64		133.41					528.02
Total 65000 Operations	2,645.22	783.03	1,524.38	664.54	1,211.45	1,445.00	486.94	1,629.71	255.48	359.14	169.00	2,909.35	14,083.24
65100 Insurance													0.00
Liability and D&O	1,547.53						5,279.00	1,937.00					8,763.53
Total 65100 Insurance	1,547.53						5,279.00	1,937.00					8,763.53
66000 Payroll Expenses													0.00
65160 Work Comp. Insurance	421.69	305.21	-1,389.90										-663.00
Benefits Health (QSHERA)			416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	4,166.70
Benefits Retirement (SIMPLE IRA)			84.46	172.11	173.87	178.19	178.16	178.40	183.64	242.35	196.88	388.46	1,976.52
Payroll Fees	81.00	63.00	63.00	99.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	93.00	1,050.00
Payroll Taxes	483.88	493.08	633.94	711.82	732.63	828.35	1,122.74	985.13	916.71	909.06	509.85	1,021.33	9,348.52
Staff Payroll	6,325.10	6,445.70	8,286.86	9,305.06	9,577.09	10,827.96	9,314.21	10,357.72	10,058.06	10,614.56	6,630.16	13,248.66	110,991.14
Total 66000 Payroll Expenses	7,311.67	7,306.99	8,095.03	10,704.66	10,993.26	12,344.17	11,124.78	12,030.92	11,668.08	12,275.64	7,846.56	15,168.12	126,869.88
Contributions			500.00										3,976.18
Landscape													0.00
Maintenance	1,035.00	1,750.00	1,035.00			2,080.00	1,625.00	1,300.00	2,300.00	2,125.00	1,300.00		14,550.00
Materials						423.99							423.99
Total Landscape	1,035.00	1,750.00	1,035.00			2,503.99	1,625.00	1,300.00	2,300.00	2,125.00	1,300.00		14,973.99
Legal & Professional Fees													0.00
Accounting Fees	950.00	950.00	950.00	710.00	710.00	710.00	710.00	710.00	710.00	710.00	3,260.00	710.00	11,790.00
Website and IT Contractors				1,125.00		25.00							1,150.00
Total Legal & Professional Fees	950.00	950.00	950.00	1,835.00	710.00	735.00	710.00	710.00	710.00	710.00	3,260.00	710.00	12,940.00
Promotions													0.00
Meetings/Conferences	75.00												75.00

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Total
Promotional Video											350.00		350.00
Total Promotions	75.00										350.00		425.00
Service Charge/Late Fee	10.00	5.00	5.00	5.00	5.00	5.00	78.90	5.00	5.00	5.00	35.00	15.00	178.90
Special Olympics Expense					95.69								95.69
Suspense				300.00	-300.00								0.00
Unapplied Cash Bill Payment Expense								0.00	500.00	-500.00			0.00
Uncategorized Expense						-28.00	66.70						38.70
Utilities													0.00
Electric		328.09	473.86		327.61	726.14	43.39		1,202.08	349.21	273.19	361.98	4,085.55
Telephone	284.38	195.03	200.91	200.76	200.76		211.03	401.81	201.05	200.96	200.96	299.96	2,597.61
Water			388.97	194.54	476.50	856.73			570.87		750.96		3,238.57
Total Utilities	284.38	523.12	1,063.74	395.30	1,004.87	1,582.87	254.42	401.81	1,974.00	550.17	1,225.11	661.94	9,921.73
Total Expenditures	14,933.09	12,106.47	15,963.40	16,706.71	16,557.76	20,587.34	21,817.15	21,299.96	21,527.93	20,740.61	14,368.81	23,261.24	219,870.47
NET OPERATING REVENUE	-8,303.09	26,486.53	25,170.10	-4,531.91	9,553.24	29,373.66	-11,677.63	40,595.60	-9,174.93	-10,695.11	-14,368.81	-22,886.24	49,541.41
OTHER REVENUE													
45000 Interest													0.00
45030 Interest - Savings	8.04	7.26	9.51	10.74	11.10	10.73	11.10	11.10	10.74	11.09	10.37	7.28	119.06
Total 45000 Interest	8.04	7.26	9.51	10.74	11.10	10.73	11.10	11.10	10.74	11.09	10.37	7.28	119.06
Total Other Revenue	8.04	7.26	9.51	10.74	11.10	10.73	11.10	11.10	10.74	11.09	10.37	7.28	119.06
OTHER EXPENDITURES													
Reconciliation Discrepancies			0.09										0.09
Total Other Expenditures	0.00	0.00	0.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.09
NET OTHER REVENUE	8.04	7.26	9.42	10.74	11.10	10.73	11.10	11.10	10.74	11.09	10.37	7.28	118.97
NET REVENUE	\$ -8,295.05	\$26,493.79	\$25,179.52	\$ -4,521.17	\$9,564.34	\$29,384.39	\$ -11,666.53	\$40,606.70	\$ -9,164.19	\$ -10,684.02	\$ -14,358.44	\$ -22,878.96	\$49,660.38

NOTE

1. Donations - Other consists of donations in honor of Dolly Nave; the amount of these donations has been reclassified from Unrestricted to Restricted, but this is probably not necessary, we will discuss in meeting and please note that all Square Donations in August were also classified as Dolly Nave donations
2. 65150 Work Comp. Insurance: credit is a premium reimbursement due to audit
3. Contributions consists of a donation of a portion of remaining Dolly Nave funds donated to another nonprofit organization.
4. Accounting Fees: November includes \$2,550.00 expense for CPA

Accountiful has prepared the accompanying financial statements of as of December 31, 2022 for the December 2022 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:2. Statement of Financial Position

As of December 31, 2022

	As of Dec 31, 2022	As of Dec 31, 2021 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
Bank of Marin/Checking x4464	137,633.51	145,511.56	
BoM/Savings-Facility Improvements x6928	190,383.56	210,264.50	
Total Bank Accounts	328,017.07	355,776.06	
Other Current Assets			
Inventory Asset	9,254.99	750.00	
Receivable SS Credit - COVID-19 Relief	0.00	-4,627.80	
Total Other Current Assets	9,254.99	-3,877.80	
Total Current Assets	337,272.06	351,898.26	
Fixed Assets			
1 Buildings	645,783.51	645,783.51	
1 Equipment	67,706.51	67,706.51	
1 Facilities			
Courts	590,216.67	590,216.67	
Grounds	154,634.61	154,634.61	
Total 1 Facilities	744,851.28	744,851.28	
2022 - Bocce Balls	3,966.61		
2022 - Court Resurfacing	60,020.09		
2022 – Shade Station Prototype	2,604.00		
Accumulated Depreciation	0.00	0.00	
Accum Depr Buildings	-250,406.00	-250,406.00	
Accum Depr Courts	-488,676.00	-488,676.00	
Accum Depr Equipment	-60,595.00	-60,595.00	
Accum Depr Grounds	-147,073.00	-147,073.00	
Total Accumulated Depreciation	-946,750.00	-946,750.00	
Total Fixed Assets	578,182.00	511,591.30	
TOTAL ASSETS	\$915,454.06	\$863,489.56	
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
2300 Bank of Marin Credit Card x2403	757.30		
Total Credit Cards	757.30	0.00	
Other Current Liabilities			
24000 Payroll Liabilities			
Health Payable	235.63		
Retirement Payable	569.66		
Total 24000 Payroll Liabilities	805.29		

	As of Dec 31, 2022	As of Dec 31, 2021 (PY)	Total
Loans (unidentified PG&E payment)	741.53		0.00
Total Other Current Liabilities	1,546.82		0.00
Total Current Liabilities	2,304.12		0.00
Total Liabilities	2,304.12		0.00
Equity			
32000 Unrestricted Net Assets	862,672.62		818,127.31
Restricted Assets-LaVerne Schultz Memorial Bench	27.80		
Restricted Assets-Special Olympics	789.14		789.14
Net Revenue	49,660.38		44,573.11
Total Equity	913,149.94		863,489.56
TOTAL LIABILITIES AND EQUITY	\$915,454.06		\$863,489.56

NOTE

1. Bank of Marin Savings: account reconciled bi-monthly (when statements are available); last reconciled on 12/31/22; next reconciliation on 2/28/2023.
2. Inventory Asset account: to be reconciled per Jessica's email in year end close
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. Restricted Assets-LaVerne Schultz Memorial Bench: bench has been purchased. Please advise on remaining funds

Accountiful has prepared the accompanying financial statements of as of December 31, 2022 for the December 2022 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.



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: March 16, 2023
To: Park and Recreation Commission
From: Craig Veramay, Assistant Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
March 20	7pm	City Council Meeting	City Hall Council Chambers
April 3	7pm	City Council Meeting	City Hall Council Chambers
April 5	7pm	Pickleweed Advisory Committee Meeting	Albert J Boro Community Center / Virtual
April 3-7	NA	California Park & Recreation Society Conference and Symposium	San Diego, CA
April 12	6pm	Public Art Review Board Meeting	San Rafael Community Center / Virtual
April 14	5-8pm	2 nd Friday Art Walk	Downtown San Rafael
April 18	4-5pm	Sun Valley Playground Ribbon-Cutting Ceremony	Sun Valley Park
Mar 10-Apr 21	NA	Articulation: The Art of Playing with Form (Opening reception 3/10, 5-8pm)	Falkirk Cultural Center