



PARK AND RECREATION COMMISSION
JUNE 15TH, 2023 AT 6:00PM

In-Person:
SAN RAFAEL COMMUNITY CENTER LOUNGE
618 B STREET, SAN RAFAEL, CALIFORNIA
AGENDA

Participate Virtually:
Watch on Zoom Webinar: <https://tinyurl.com/PRC-6-15-2023>
Listen by phone: (669) 444-9171
ID: 841 0672 5048#

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of May 18, 2023
Recommended Action – Approve as submitted

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Commission at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than three minutes and should be respectful to the community.

SPECIAL PRESENTATIONS

2. Special Presentations:
 - a. Age-Friendly San Rafael Programs

OTHER AGENDA ITEMS

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

3. Other Agenda Items:
 - a. Goldenaires Older Adult Program Annual Report
Recommended Action: Receive and Comment
 - b. Tennis Court Access Pilot Program
Recommended Action: Review and Approve

STAFF LIAISON REPORT

4. Staff Liaison Report

COMMISSIONER REPORTS

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

ADJOURNMENT

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 and in the San Rafael Community Center, 618 B St., San Rafael, CA 94901 placed with other agenda-related materials on the table in front of the San Rafael Community Center prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@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. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



Watch on Zoom:
<https://tinyurl.com/PRC-05-18-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Emerson
Chair Gutierrez
Commissioner Machado
Commissioner Sandoval

Absent: Commissioner Cabrales

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of April 20, 2023

Commissioner Machado moved, and Commissioner Sandoval seconded, to approve the meetings minutes of April 20, 2023.

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

Minutes approved as submitted.

MEETING OPEN FOR PUBLIC EXPRESSION

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

None

SPECIAL PRESENTATIONS

2. Introductions/Awards/Recognitions/Presentations

Christina Farhang presented the Summer 2023 Movies in the Park Series

Commissioner Sandoval moved, and Commissioner Machado seconded to accept the Movies in the Park presentation.

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

Motion passes.

OTHER AGENDA ITEMS

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

3. a. Proposed Greenhouse Installation – Marin Master Gardeners

Craig Veramay introduced Lillian with the Marin Master Gardeners. Mr. Veramay presented the Proposed Greenhouse Installation request. Ms. Gave additional information regarding the greenhouse.

Staff and Ms. responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Emerson seconded to accept the proposed Greenhouse installation.

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

Motion passes.

b. Falkirk Cultural Center and Marin Master Gardeners Annual Report

Cristina Farhang presented the Falkirk Cultural Center and Marin Master Gardeners Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Emerson seconded to accept the Falkirk Cultural Center and Marin Master Gardeners Annual Report.

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

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Mr. Veramay highlighted some of the upcoming events. The Sun Valley playground ribbon cutting ceremony has been postponed and Mr. Veramay gave an update on the status of the park. The Falkirk exhibit is the Marin Open Studios and will be open from May 5th - June 9th. The Pacifics just had their tryouts, and opening day will be May 26th. The next City Council meeting will be May 30th. The Downtown San Rafael Summer Farmer’s Market begins June 1st at 5:30. The last day of school is June 9th and the summer programs will begin the week after.

The Department is planning to submit an application for a Cal Trans grant next week. The hope is to receive matching funds for the Pickleweed Park Enhancement Project, and lastly the capital improvement project including measure A will be taken to City Council.

Public Comment: None

COMMISSIONER REPORTS

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

Commissioner Emerson shared this is the second year for the Fire Safe Marin Ember Stomp event at the Civic Center on May 20th. Also, there will be a fruit and veggie festival at the Wellness Center in the Canal neighborhood on June 10th.

Public Comment: None

ADJOURNMENT

Chair Gutierrez adjourned the meeting at 6:52 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**June 15, 2023
Item #3a**

TITLE: 2022 SAN RAFAEL GOLDENAIRES ANNUAL REPORT

RECOMMENDATION

That the Commission receives the San Rafael Goldenaires 2022 Annual Report and provide comment.

BACKGROUND

The San Rafael Goldenaires is a non-profit 501(c)3 organization dedicated to serving adults age 62 and older with social, recreational, cultural, educational, and enrichment services. The organization is co-sponsored by the City of San Rafael Library and Recreation Department and was originally formed in May, 1968.

Since the Goldenaires moved to the San Rafael Community Center in 1975, the Goldenaires and the City have had an agreement allowing their use of the facility in exchange for offering valuable older adult community programming and sharing personnel costs. The agreement has been amended five times since 2007 to adapt to program and personnel changes, and underwent changes in response to the facility closure during the COVID 19 pandemic.

In 2023, the City entered a new Agreement with the Goldenaires with a term expiration of August 31, 2024. Under the current Agreement, Goldenaires responsibilities include:

- Maintaining its self-governing, non-profit status with elected officers and members.
- Offering recreational, educational, cultural and social services, special events and classes to senior adults aged 62 and over. The Goldenaires members and volunteers are responsible for planning, organizing and conducting all such activities.
- Providing at its sole cost, all independent supplies, materials, equipment and consumable materials necessary for the conduct of Goldenaires programs, services, activities, and events.
- Payment of \$4,000 per month, or \$48,000 annually, toward Program Coordinator salary and benefits.

Under the Agreement, the City permits the Goldenaires free access to the Community Center for its activities on weekdays during regular business hours and access to facilities for a set number of after-hours and weekend events, paying only applicable

facility attendant fees. The City recruits, hires, trains and supervises the Program Coordinator that provides part-time assistance, currently 18.75 hours a week, in the planning, promotion and production of senior adult programs and activities in cooperation with the Goldenaires Executive Board of Directors. In recent years, the City has experienced turnover in the Program Coordinator position, which has led to challenges maintaining consistency in program delivery. Because of a vacancy in the Program Coordinator position for much of 2022 and a portion of 2023, the City waived the Goldenaires monthly payments for the period June 2022-May 2023.

The Goldenaires provide the City with a comprehensive status report and a copy of its annual financial statement by March 1 each year. (Attachment 1)

DISCUSSION

The Goldenaires' senior program is open to Marin County residents for an annual fee of \$35. Members participate in a variety of classes, social events, special interest groups, trips, informational workshops and assistance services.

In 2022, the Goldenaires offered weekly volunteer-led classes in watercolor painting, mahjong, contract bridge, woodworking, crafts, dominoes, acrylic painting, cooking and duplicate bridge. They also hosted ten themed luncheons with live performances. The luncheons averaged 70-100 attendees and continue to increase in popularity this year. The Goldenaires also hosted four Monday Night Bingo and Dinner events, its annual Holiday Gala and Craft Fair, as well as ten Sunday "B Street" Ballroom dances.

The Goldenaires partner with the Marin County Department of Health and Human Services, Aging and Adult Services, to administer a congregate meal program which returned in October and is staffed weekly by Goldenaires volunteers. In addition, San Rafael Goldenaires is one of the founding organizations that helped create the Marin Senior Information Fair held at the Exhibition Hall of the Marin County Civic Center. After a three-year hiatus due to Covid 19, the Senior Fair is returning in 2023 and the Goldenaires will be providing volunteers to staff the fair throughout the day.

Goldenaires volunteers led numerous northern California day trips throughout 2022 with destinations including theatres, museums, festivals, concerts, casinos, wineries and other points of interest.

Seniors have access to the lending library and socializing opportunities in the Goldenaires office/lounge inside the Community Center. Assistance services also provided include financial and estate planning.

Additionally, the Goldenaires sponsored several fundraising events to support low or no additional fees for the programs the organization sponsors.

The organization produces a large and balanced program utilizing many member volunteers. In 2022, the Goldenaires provided over 4,000 hours of volunteer service toward its operations.

FISCAL ANALYSIS

Since the closure of the Community Center in 2020, the Goldenaires have struggled to bring membership totals to pre-Covid levels, despite participation having slowly increased in all events, trips and classes throughout 2022. Consequently, the program is having difficulty keeping pace with its operational costs. This deficit is compounded by the loss of two grants that the Goldenaires have depended upon for past financial support. The Executive Board enacted cost-cutting measures throughout 2022 and voted earlier this year to increase program fees (membership dues will increase to \$40 in 2024 and fees for lunches, trips, Bingo and dances have also been increased).

Table 1: Summary of Goldenaire's Revenue and Expenses 2019-2022

	2019	2020	2021	2022
Income	185,978.83	48,724.21	80,488.87	153,959.30
Operating Expenses	55,286.63	30,823.16	32,033.21	49,579.59
Cost of Goods Sold	145,716.16	15,158.54	29,868.76	74,280.03
Net (Gain/Loss)	-15,023.96	2,742.51	18,585.90	30,099.68

FISCAL IMPACT

None.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Kara Riley
Program Coordinator

Attachments:

1. Goldenaires 2022 Annual Financial Report

San Rafael Goldenaires
Profit & Loss
 January through December 2022

	Jan - Dec 22
Income	
4000 · INC	
4300 · Office Supplies	-842.94
4005 · Arts & Crafts	5,601.15
4010 · Classes	105.00
4030 · Donations	28,282.05
4040 · Dues	13,685.00
4050 · Badges	206.00
4060 · Fund Raising	32,018.89
4100 · Special Events	
4110 · Bar	968.12
4120 · Events	11,025.76
4100 · Special Events - Other	15,987.00
Total 4100 · Special Events	27,980.88
4200 · Trips	47,035.79
4800 · Interest Earned	34.79
4000 · INC - Other	-147.31
Total 4000 · INC	153,959.30
Total Income	153,959.30
Cost of Goods Sold	
50000 · Cost of Goods Sold	500.00
5000 · COS	
5005 · Classes Expenses	196.00
5010 · Events	21,070.92
5100 · Refreshments	697.48
5200 · Membership	
5210 · Badges	175.25
5230 · Newsletter	1,050.00
Total 5200 · Membership	1,225.25
5300 · Purchases for fundraising	10,953.17
5800 · Supplies	
5820 · Kitchen	846.96
5800 · Supplies - Other	399.98
Total 5800 · Supplies	1,246.94
5900 · Trip Costs	38,390.27
Total 5000 · COS	73,780.03
Total COGS	74,280.03
Gross Profit	79,679.27
Expense	
6000 · OH	
6005 · Bank Service Charges	75.21
6040 · Donations	4,522.00
6050 · Insurance	3,616.98
6150 · Office Supplies	4,755.87
6200 · Postage	265.00
6300 · Professional Services	
6311 · Program Director	17,540.00
6300 · Professional Services - Other	17,090.00
Total 6300 · Professional Services	34,630.00

3:00 PM
06/05/23
Accrual Basis

San Rafael Goldenaires
Profit & Loss
January through December 2022

	<u>Jan - Dec 22</u>
6350 · Taxes	579.00
6999 · SUSPENSE	0.00
6000 · OH - Other	<u>1,135.53</u>
Total 6000 · OH	<u>49,579.59</u>
Total Expense	<u>49,579.59</u>
Net Income	<u><u>30,099.68</u></u>



**June 15, 2023
Item 3b**

TITLE: ALBERT AND FREITAS PARK TENNIS COURT PILOT PROGRAM

RECOMMENDATION

That the Parks and Recreation Commission approve a pilot program to remove the locks at the Albert and Freitas Park Tennis Courts to allow free, first come first serve access and explore implementing a fee based hourly court reservation system at select courts at the two facilities.

BACKGROUND

The City of San Rafael manages an inventory of eleven (11) outdoor tennis courts at six (6) different park locations. The City manages access to the tennis courts at two of those park locations – Albert Park, and Freitas Park, by locking the gates and selling tennis court access keys to community members on an annual basis.

The City recently adopted a new Park and Recreation Master Plan that proposed several near-term policy recommendations, including a recommendation (26.14) for staff to evaluate the City’s existing tennis court access program and explore alternative approaches. This recommendation was proposed in response to community outreach and City staff concerns regarding challenges with the existing access program.

DISCUSSION

Currently, the City manages access to the tennis courts at Albert Park and Freitas Park only. All other courts are open to the community on a first-come first-served basis. The gates at Albert Park and Freitas Park are locked, and accessible only to individuals who have a tennis court key.

Tennis Court keys are sold annually in alignment with the City’s Fiscal Year (July 1-June 30), and keys are valid for the full year. Keys provide access to both Albert Park and Freitas Park courts, and cost \$50 for San Rafael residents, or \$75 for non-residents. At the beginning of each fiscal year, the locks for the tennis courts are changed and tennis players must purchase a new key to access the courts.

Staff have identified several challenges associated with the current tennis court key system, including high incidences of vandalism to the gates, the gates being propped open or broken, a decline in community members purchasing keys, and little incentive for users to purchase a key toward the middle or end of the season since fees are fixed for an annual term.

In light of these challenges, City staff are recommending the City explore a new tennis court access pilot program. Staff assessed regional operational models and operational capacity, and evaluated two viable alternatives:

- Alternative 1: Remove the gate locks at Albert Park and Freitas Park and make the courts free for all users on a first-come first-served basis.
- Alternative 2: Remove the gate locks at Albert Park and Freitas Park and make the courts free for all users on a first-come first-served basis, but also explore implementing an hourly court reservation system at some Tennis Courts.

Between May 24-June 5, 2023, staff conducted an online survey to collect opinions and feedback about the two alternatives described above. The survey was sent to individuals who purchased a tennis key from 2017-2023 and was posted at Albert Park and Freitas Park tennis courts with a link to complete the survey. The survey reached more than 400 community members and received 79 responses. 57 respondents (72%) were in favor of the City removing the locks allowing free, first-come first-served access. Within the group in favor of removing the locks, 16 respondents (20%) were also in favor of implementing an hourly reservation system for the courts. 20 respondents (30%) were not in favor of removing the locks.

Based on the survey results and internal staff conversations, City Staff recommend that the Park and Recreation Commission approve a pilot program to remove the locks at the Albert and Freitas Park Tennis Courts for the Fiscal Year 2023-2024 season. Additionally, Staff recommend exploring implementation of a new hourly reservation fee system for 1 or 2 of the Albert Park Tennis Courts to give community members the opportunity to reserve specific times they can guarantee court access if they choose. The City would likely allow community members to reserve the courts through the City's online registration system. If approved, City staff would implement the new system beginning July 1, 2023, and would collect community input and feedback about the program throughout the course of the year.

Some survey respondents expressed concerns about whether the removal of the locks would increase unauthorized use or increase maintenance. City staff have assessed this concern, and do not anticipate an increase to unauthorized use or maintenance, however, Staff would monitor court usage throughout the pilot period and modify the pilot program as needed to ensure the courts were maintained appropriately.

Survey respondents also expressed interest in the City improving and enhancing the City's existing tennis court system. Respondents requested resurfacing of several courts, and improving maintenance to ensure courts were of a high quality. The City's new Park and Recreation Master Plan has prioritized as a near-term policy recommendation the development of a systemwide tennis court resurfacing schedule. Outside the scope of this pilot program proposal, the City intends to develop a systemwide policy approach for tennis court resurfacing and striping. Implementation of this pilot program is not expected to influence or impact the City's plans to develop a systemwide resurfacing schedule, or the City's allocation of maintenance or operations resources to the tennis courts.

Fiscal Analysis

The table below shows an overview of the number of tennis court keys sold in the past five years and the related revenue:

	Tennis Court Key Program Revenue FY2018-2023				
Fiscal Year	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
# of Keys Sold	98	100	166	82	73
Revenue	\$4,010.00	\$5,130.00	\$7,900.00	\$4,475.00	\$3,975.00

The City doesn't currently track direct expenditures associated with tennis court maintenance and operations. Staff do track revenue and expenses directly associated with tennis court key sales administration, including re-keying gates and locks and purchasing new keys. In Fiscal Year 2022-2023, the key access program administration expenses totaled \$3,112, meaning the net revenue for the program totaled \$863. It should be noted that this does not include associated expenses that aren't specifically tracked, such as personnel expenses, repairs due to broken gates or vandalism, routine tennis court maintenance, sports court equipment and supplies, or other expenses.

If the City were to explore implementing a new hourly court rental fee, the City may generate a small amount of revenue for the Recreation Fund. Additional analysis would be required to better understand the amount of revenue this program would generate, and the impact to the Fund.

FISCAL IMPACT

Approving the pilot program of removing the locks on the two tennis facilities would result in the loss of approximately \$863 in net revenue. This amount could potentially be offset with the implementation of an hourly court reservation fee system.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Darcie Chellew
Recreation Supervisor



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: June 15, 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
June-August	5:30pm-8:30pm	Thursdays - San Rafael Summer Market	Downtown San Rafael
June 13	6pm	Library Board Meeting	City Council Chambers
June 18	11am-1pm	Drag Story Time	Carnegie Branch Library
June 19	NA	Juneteenth – City Holiday	NA
June 20	7pm	City Council Meeting	City Council Chambers
July 1-31	NA	Parks Make Life Better Month	Citywide!
July 4	NA	Independence Day – City Holiday	NA
Early July	TBD	Sun Valley Playground Ribbon Cutting Ceremony	Sun Valley Park
July 12	6pm	Public Art Review Board	SRCC
July 17	7pm	City Council Meeting	City Council Chambers
July 20	6pm	Next July Park and Recreation Commission Meeting	SRCC