



**PARK AND RECREATION COMMISSION
SEPTEMBER 21ST, 2023 AT 6:00PM**

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

Participate Virtually:
Watch on Zoom Webinar: <https://tinyurl.com/PRC-9-21-2023>
Listen by phone: (669) 444-9171
ID: 841 0672 5048#

AGENDA

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of June 15, 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. Library Foundation Support for a New Downtown Library

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. San Rafael Girls Softball Annual Report
Recommended Action: Receive and Comment

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-06-15-2023>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

Chair Gutierrez called the meeting to order at 6:05 p.m.

ROLL CALL

Present: Commissioner Cabrales
Chair Gutierrez
Commissioner Sandoval

Absent: Commissioner Emerson
Commissioner Machado

Also Present: Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Steve Mason, Senior Recreation Supervisor
Darcie Chellew, Recreation Supervisor
Kara Riley, Program Coordinator
Diana Lopez, Age-Friendly
Carol Cox, Co-President San Rafael Goldenaires
Donna Robertson, Co-President San Rafael Goldenaires

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of May 18, 2023

Commissioner Sandoval moved, and Commissioner Cabrales seconded, to approve the meetings minutes of May 18, 2023.

AYES: Commissioners: Cabrales, Gutierrez, Sandoval

NOES: Commissioners: None
ABSENT: Commissioners: Emerson, Machado
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN FOR PUBLIC EXPRESSION

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

Larry Andow from the Peacock Gap Neighborhood Association addressed the Commission.

Mr. Veramay advised that he will follow up with Mr. Andow.

SPECIAL PRESENTATIONS

2. Introductions/Awards/Recognitions/Presentations

Diana Lopez shared a presentation about the Age-Friendly San Rafael Task Force.

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. Goldenaires Older Adult Program Annual Report

Kara Riley presented the Goldenaires Older Adult Program Annual Report.

Staff and Ms. Riley responded to questions from the Commission.

Public Comment: None

Commissioner Cabrales moved, and Commissioner Sandoval seconded to accept the Goldenaires Older Adult Program Annual Report.

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

Motion passes.

b. Tennis Court Access Pilot Program

Mr. Veramay introduced Darcie Chellew who presented the Tennis Court Access Pilot Program.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Cabrales seconded to accept the Tennis Court Access Pilot Program.

AYES: Commissioners: Cabrales, Gutierrez, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Emmerson, Machado

ABSTAINED: Commissioners: None

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Mr. Veramay shared that there was a recent Library Board meeting. There was a recent poll that was released. It was a split poll asking the community for their support for potential renovate the existing Carnegie Library or to explore a joint community center library at the San Rafael Community Center location. They are still reviewing the results to decide about a potential ballot measure.

Mr. Veramay went through the upcoming schedule of events.

The Sun Valley Park and playground reopened. The ribbon cutting ceremony will be Wednesday, July 12th at 3:30pm.

There have been changes to the Glenwood and Coleman Childcare centers. The City of San Rafael will continue to operate the Glenwood Center. Bay Area Community Resources will operate the Coleman Center beginning in the Fall of 2024, and the City will no longer offer childcare services at the school campus.

Measure A Work Plan was approved by City Council on June 5th. The plan includes the Terra Linda Park Master Plan, trails existing condition and feasibility study, the Peacock Gap play area design, and the Albert Park field fencing project.

Lastly the Fall/Winter Aquatics Pilot program fees was put in place last season. Staff are continuing to explore long-term viability of offering fall/winter pool hours at the Terra Linda Pool. While we haven't finalized recommendations, we are considering extending the pilot program an additional season to continue to assess impacts and community demand.

Public Comment: None

COMMISSIONER REPORTS

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

Commissioner Gutierrez attended a San Rafael Pacific's Game.

Public Comment: None

ADJOURNMENT

Chair Gutierrez adjourned the meeting at 7:31 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**September 21, 2023
Item #2a**

**TITLE: LIBRARY FOUNDATION SUPPORT FOR NEW DOWNTOWN
LIBRARY**

RECOMMENDATION:

That the Commission receive the Special Presentation and provide comment.

BACKGROUND:

The Library Foundation

The San Rafael Public Library has 3 active support groups: The Friends of the San Rafael Public Library, The Library Foundation, and the Board of Library Trustees. The Friends raise money through book sales to fund library enrichment in the areas of programming, outreach, and collections. The Board of Library Trustees is an advisory board appointed by City Council and comprised of members of the public that reviews library business and offers feedback in a monthly public meeting. The Library Foundation is a non-profit with the mission to assist the City in efforts to pursue a new library building. Each group plays a crucial role in supporting the work of the library and is comprised of community members who are passionate about the San Rafael Public Library.

The Library Foundation was founded in 2004 by San Rafael Public Library Director Vaughn Stratford, along with Chuck Stuckey and Robert Barnett, and continues to be comprised of community members, councilmembers, and staff liaisons. For 19 years, the Foundation has been actively raising funds and advocating for a new library. The funds the Foundation raises have been used towards efforts such as community surveys, outreach, and educational campaigns. Earlier this year, the Foundation hired a film crew to develop a short documentary about the need for a new library in San Rafael, followed by an advertising campaign to promote the film on various social media platforms.

The Downtown Library

The Downtown San Rafael Public Library (1100 E St) was constructed in 1909 with funding from Andrew Carnegie. The building has been modified significantly with an addition in 1960 to the north-facing side and in 1976 the addition's parking garage was

enclosed to increase public space; the building has not undergone significant modifications or upgrades to expand public space in 37 years. In 2006, the Pickleweed Library opened as part of the Albert J. Boro Community Center, and in 2018 the Northgate branch was opened in the Northgate mall.

Since 1976, there has been interest in increasing capacity and upgrading facilities at the Downtown Library, and the City has worked with outside consultants to perform numerous needs assessments and studies, which can be found on the [City website](#) dating back to 2003. Additionally, the City has hired 3rd party research firms to conduct surveys to assess community support for different funding avenues for a large-scale project.

DISCUSSION:

A 2017 [Service and Facilities Vision Report](#) performed by Group 4 found that the Downtown Library was lacking the appropriate amount of space for a community the size of San Rafael, and that the existing facility had substantial issues. Based on a comparison of similar sized Bay Area cities, Group 4 recommended that San Rafael have 40,000 to 45,000 square feet of usable library space, compared to the existing 17,500 square feet across 3 locations.

In 2019, the City commissioned Noll & Tam Architects to prepare a [Library Facility Planning Study](#) to propose long-term options to address San Rafael's need for additional library space throughout the City, including an expanded Downtown location. Three options were identified for Downtown: an expansion of the current Carnegie site, a new facility located in what is now Boyd Park, and a new combined library and community center at Albert Park.

The City has commissioned several surveys performed by outside research firms to determine potential funding avenues for a new library project. Most recently, in 2023, an outside research firm surveyed a split sample of likely voters to assess support for a parcel tax measure to fund a new library in Downtown. Half of the respondents were presented with the option for an expanded and renovated Carnegie Building, and the other half were presented with the option for a new combined library and community center at Albert Park.

The survey found that both options had viable support through different avenues. Members of the Foundation have expressed support for building a combined library and community center at Albert Park and are considering pursuing a citizen led initiative to fund the project. The Foundation is interested in presenting their perspective and receiving feedback about this option from other stakeholder groups including the Park and Recreation Commission.

Submitted by:

A handwritten signature in black ink, appearing to read "Jill Tokutomi". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Jill Tokutomi
Assistant Library & Recreation Director / City Librarian



**September 21, 2023
Item #3a**

TITLE: SAN RAFAEL GIRLS SOFTBALL ANNUAL REPORT

RECOMMENDATION:

That the Park and Recreation Commission receive the San Rafael Girls Softball annual report and provide comment.

BACKGROUND:

In 1997, the Miller Creek School District notified the City of their intent to sell a parcel of surplus school property known as Bernard Hoffman Field. Since there were no comparable facilities in the Terra Linda Valley for girls softball, no neighborhood park facilities in the immediate area, and very high community interest in preserving the facility, the City purchased Bernard Hoffman Field from the Miller Creek School District.

As part of the purchase of Bernard Hoffman Field, the City came to an agreement with San Rafael Girls Softball that they would absorb a significant portion of the maintenance and upkeep of the field in exchange for priority use of the facility. This agreement has been in place since 1997, with the current agreement set to expire on June 30, 2026.

Through their annual programming, San Rafael Girls Softball serves an estimated 800 San Rafael youth and provides them with critical recreational and skill-building opportunities. They strive to offer inclusive programming and are committed to providing scholarships and equipment to make participation accessible.

DISCUSSION:

San Rafael Girls Softball is the local district league for Girls Fastpitch Softball, and the league has existed for more than 25 years. In 1997, the City of San Rafael agreed to keep Bernard Hoffman a softball only facility. The fields are maintained by San Rafael Girls Softball for 12 months as specified in the agreement.

San Rafael Girls Softball objective is to provide a positive learning environment where young and developing players can learn about and participate in the sport of fastpitch softball, while boosting their self-esteem, self-confidence, and learning about being part of a team. Their goal is to provide each of these girls with a positive youth sports experience that they can carry with them for years to come.

This report reflects September 2022-August 2023. San Rafael Girls Softball serves PreK-15 years old participants. Bernard Hoffman Fields hosts three seasons per year (January-June, June-August, and September-November).

San Rafael Girls Softball is also part of the larger Marin Girls Softball League, which is made up of the districts of San Rafael, Novato, Tiburon, Kentfield, Mill Valley, San Anselmo, and Twin Cities. This means that San Rafael Girls Softball has the opportunity to host games with not only their own teams but also with all of the 800+ players from around the County.

San Rafael Girls Softball hosted the 10u (age 10 or under) All Star Tournament at Bernard Hoffman Field for a two-day tournament with players and families from across Marin County. SRGS all-star team was coached by three female coaches and won the tournament for the second year in a row. SRGS also hosted a variety of playoff games for different age ranges, including 10u/12u/15u playoff games for the Marin Girls Softball League at Bernard Hoffman Field.

San Rafael Girls Softball provides every player who wants to play the opportunity to do so. Any player who is financially unable is given a scholarship and access to equipment if they need. No player is ever turned away. This past 2022 season, 6% of the participants received a full scholarship.

San Rafael Girls Softball provides free clinics to all of the players starting in January and offers them through the majority of the season. The past few seasons, Kat Lawrence offered pitching clinics, for a small fee, to help players with their development. Kat was a four-year Division 1 pitcher for St. John's University and she is the former head coach of Terra Linda High School Softball team. SRGS also used Division 1 pitcher, Madie Augusto for beginner pitching clinics. San Rafael Girls Softball only hires female coaches for their skills clinics. SRGS strives to have as many female head and assistant coaches as possible. The program feels it is important for players to see and have positive female role models and to learn from women as much as possible.

San Rafael Girls Softball's reach extends into many of the high school programs in Marin. There are 8 high schools in the Marin County Athletic League (MCAL) and San Rafael Girls Softball accounted for 4 of those high school's starting pitchers and all 4 were voted either 1st team, 2nd team, or honorable mention All-League. Two other SRGS pitchers in non-starting MCAL roles were also voted to All League. SRGS also produced 3 of the 8 starting catchers for the MCAL schools, two of which were also voted All League. In all, the program produced 9 of the 27 All League selections for the 2022 high school season. That's 1/3 of the All-League high school selections coming from one district. All League players are individuals voted the best players in high school in the county high school athletic league. There are 9 players selected for each level of 1st Team, 2nd Team, and Honorable Mention.

Every player who plays for San Rafael Girls Softball receives a jersey and sweatshirt to keep with their registration. The sweatshirt has their team's sponsor logo on the back that can be worn all year long for sponsor visibility. Nineteen local businesses sponsored a team and the league in 2023. Uniforms and league merchandise are all printed locally at T&B Sports and Area Printhouse. Coaches are given a shirt, sweatshirt, and hat. Players and families can purchase additional SRGS merchandise through Area Printhouse to wear around town.

The fields are also booked six days a week and used on weekends for clinics starting mid-September.

As part of our agreement with the City of San Rafael, San Rafael Girls Softball does the field maintenance and improvements throughout the year to keep the fields in good condition. A standard year would include maintenance such as:

- 1) Yearly Field Day to get all coaches and available families out before the season to help with extra maintenance for our push to opening day. It gives everyone a sense of being part of the league and contributing to the league.
- 2) Continuous playing surface maintenance. Dragging the fields to keep the playing surface well maintained and even distribution of dirt.
- 3) Continuous playing surface weeding. If left unchecked many fields across the county have weeds take over their playing surface within weeks.
- 4) Replacing the clay in the batters' boxes, pitching circles, and bullpen areas a couple times a year. This must be done as cleats wear holes in the surface and must be replaced.
- 5) Adding yards of dirt to the playing surface as it blows off during the year.
- 6) Weeding fence lines and bullpens.
- 7) Clearing of the drainage ditch in the outfield as it fills with weeds.
- 8) Repainting fences, benches, and storage containers every season.
- 9) Mowing the grass.
- 10) Contracting with a gopher service.
- 11) Providing a port-a-potty year-round.
- 12) Prepping the fields before each game. This includes dragging and lining of the fields for each game.

The field is constantly maintained to be playable all year.

To date for 2023, San Rafael Girls Softball has spent \$8,723.85 for field maintenance and supplies. Their Field Coordinator has roughly \$3,600 more in receipts to submit to their accountant to close out the 2023 fiscal year. These expenses are for items such as dirt, clay, paint, netting, field tools, gasoline, gopher abatement services, refuse dumpsters, tractor maintenance, locks and key replacement, and skilled labor when necessary.

Field Maintenance Costs:	\$12,300 (est.)
Clinics Provided Free to Players:	\$1,420
Scholarships:	\$2,600
Equipment Upgrade:	\$1,300
Total Expenses: (est.):	\$17,620

SRGS has been supported by 50 volunteers so far during the 2023 season, donating more than 1,200 hours of their time. Volunteers support the organization in a variety of ways, including field maintenance, coaching, serving on the Board, and other tasks needed to keep the league running smoothly.

Looking ahead, SRGS would like to complete the following tasks and projects:

- 1) Continue to support amazing young athletes.
- 2) Continue to increase the number of players registering for the program across age divisions. Registration for the new season opened on October 1, 2023.
- 3) Update, extend and cover the four dugouts – SRGS is exploring ways to raise money to supplement the project expenses associated with this work.
- 4) Determine additional field usage needs and capacity within San Rafael – Currently, the league has one 15U game played once per week at San Rafael High School.
- 5) 24/7 access to the field. There is a shared parking lot with Marin County Office of Education (MCOE) who have reportedly been challenging to work with as the program needs emergency field access when players are on the field.

FISCAL IMPACT:

Receipt of this report has no fiscal impact. The current agreement between the City and San Rafael Girls Softball recognizes San Rafael Girls Softball's ongoing maintenance of the Field and relevant equipment at a cost of approximately \$12,300 annually through direct expenses and an additional 1,200+ hours of volunteer and staff time, and their longstanding contribution to recreational programming for San Rafael youth, the City waived facility use fees for the Field for the term of the Agreement.

ALTERNATIVE ACTIONS:

None.

Submitted by:

A handwritten signature in blue ink, appearing to read 'D. Chellew', is written over a light blue horizontal line.

Darcie Chellew
Recreation Supervisor

