



**PARK AND RECREATION COMMISSION  
NOVEMBER 16<sup>TH</sup>, 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-11-16-2023>  
Listen by phone: (669) 444-9171  
ID: 841 0672 5048#

**AGENDA**

**CALL TO ORDER**

**MINUTES**

1. Approve regular meeting minutes of September 21, 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. No Special Presentations

**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. 2023 Annual Youth Enrichment Report

*Recommended Action: Receive and Comment*

- b. 2023 Annual Childcare Report

*Recommended Action: Receive and Comment*

- c. Selection of Commission Chair and Vice Chair

*Recommended Action: Nominate Committee Member for Chair and Vice Chair Responsibilities, and Pickleweed Advisory Committee Representative responsibility.*

- d. Review of Commission Meeting Schedule

*Recommended Action: Review and Approve the 2024 Meeting Schedule.*

- e. Review 2024 Draft Park and Recreation Commission Work Plan

*Recommended Action: Receive and Comment.*

**STAFF LIAISON REPORT**

4. Schedule of Upcoming Events and 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](mailto: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-10-19-2023>  
**Telephone: (669) 900-9128**  
**Meeting ID: 841 0672 5048**

**CALL TO ORDER**

Chair Gutierrez called the meeting to order at 6:01 p.m.

**ROLL CALL**

**Present:** Commissioner Cabrales  
Commissioner Emerson (Arrived at 6:10)  
Chair Gutierrez  
Commissioner Sandoval

**Absent:** Commissioner Machado

**Also Present:** Craig Veramay, Assistant Library & Recreation Director  
Becky Ordin, Senior Administrative Assistant  
Joanna Kwok, Assistant Public Works Director/City Engineer  
Debbie Younkin, Senior Recreation Supervisor  
Tiffany Haley, Program Coordinator  
Cristina Farhang, Program Coordinator

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve regular meeting minutes of October 19, 2023**

Commissioner Sandoval moved, and Commissioner Cabrales seconded, to approve the meetings minutes of October 19, 2023.

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

ABSENT: Commissioners: 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**

None.

## **SPECIAL PRESENTATIONS**

### **2. Introductions/Awards/Recognitions/Presentations**

None.

## **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. Other Agenda Items**

#### **a. Biannual Park Projects and Maintenance Status Report**

Mr. Veramay introduced Joanna Kwok who presented the Biannual Park Projects and Maintenance Status Report.

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

Public Comment: None

Commissioner Cabrales moved, and Commissioner Sandoval seconded to accept the Biannual Park Projects and Maintenance Status Report.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Machado

ABSTAINED: Commissioners: None

*Motion passes.*

### **3. Other Agenda Items**

#### **b. Community Garden Annual Report**

Mr. Veramay introduced Debbie Younkin who introduced Cristina Farhang who presented the Community Garden Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Cabrales seconded to accept the Community Garden Annual Report.

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

*Motion passes.*

**3. Other Agenda Items**

**c. Terra Linda Community Center Annual Report**

Tiffany Haley presented the 2023 Annual Aquatics Program Review.

Debbie Younkin presented the Terra Linda Community Center Annual Report.

Staff responded to questions from the Commission.

Public Comment: None.

Commissioner Emerson moved, and Commissioner Cabrales seconded to accept the Terra Linda Community Center Annual Report.

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

*Motion passes.*

**STAFF LIAISON REPORT**

**4. Staff Liaison Report.**

Both Ms. Haley and Ms. Farhang have taken on new positions outside of the City of San Rafael. Mr. Veramay and Ms. Younkin gave thanked them for their time with the City of San Rafael. Mr. Veramay stated with the departure of the current program coordinators that there are now two vacant program coordinator positions open that the department is recruiting for.

Mr. Veramay highlighted a few of the upcoming events. Dia De Los Muertos car procession and alter display will be on October 21<sup>st</sup> in downtown San Rafael. The Dia

De Los Muertos celebration will be Saturday, November 4<sup>th</sup> at the Albert Boro Community Center.

On Monday, November 6<sup>th</sup>, Commissioner Machado has been invited to the 7pm City Council meeting to share our appreciation for his 16 years of service as a Park and Recreation Commissioner. The Commission was invited to make any comment or be there to celebrate with Mark as he receives a proclamation from the City.

There will no longer be a childcare program at Coleman Elementary school next school year. We have a new partnership with the Glenwood school. We are bringing in new students through their ELOP program. The childcare program is moving out of the portable building and into the multi-purpose room.

Age-Friendly San Rafael is having an Ageism training. The meeting was attended by approximately 45 City employees, who shared that the material was relevant and engaging.

The City conducted Park & Recreation interviews to fill the vacancies. Cicily Emerson will be continuing with the Commission and Andre Pasternak will fill Mark Machado's position.

For the next meeting we will be looking at filling the Chair and Vice Chair positions and reviewing the 2024 workplan.

Public Comment: None

### **COMMISSIONER REPORTS**

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

Chair Gutierrez shared that she spent a lot of time at Pickleweed this Fall for soccer.

Public Comment: None

### **ADJOURNMENT**

Chair Gutierrez adjourned the meeting at 7:12 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023

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CATHERINE QUFFA, Library & Recreation Director



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**November 16, 2023  
Item #3a**

**TITLE: 2023 ANNUAL YOUTH ENRICHMENT PROGRAM REVIEW**

**RECOMMENDATION**

That the Park and Recreation Commission receive and comment.

**BACKGROUND**

The City of San Rafael Youth Enrichment Program has offered after-school enrichment programs in San Rafael since the mid 1990's. The first after-school program began at Lucas Valley Elementary School, which provided a single after-school sports class to students three days a week during the school year. In 1998, staff expanded the program to Glenwood Elementary School and offered more classes in arts and science. In 2000, staff saw the potential to continue the growth of the program by offering classes at the other schools within the San Rafael City School and Miller Creek School Districts. In 2003, the Youth Enrichment Program assumed the operations and supervision of the existing after-school program at the Sun Valley Elementary School. City staff partnered with the school to continue to offer the existing classes while the City and school district agreed to share the program revenue derived from class registration fees. Once class programming was proven successful at Sun Valley, Glenwood, and Lucas Valley Elementary Schools, it was then extended to the Coleman, Mary Silveira, and Vallecito Elementary School(s) as well as Davidson Middle School.

In 2008, staff initiated an athletics program at Davison Middle School which included: Basketball, Wrestling, Flag Football, Volleyball, and Tennis. The combined athletic programs were a huge success with hundreds of students participating each season. Based on equity, seven years later the Davison Middle School PTO and Davison Administration wanted to eliminate program fees and decided to discontinue the partnership with the City and assumed supervision over the athletic programs at Davison Middle School. The Youth Enrichment Program continued to offer a few athletic classes during the transition such as tennis and flag football at Albert Park.

With the hiring of additional department staff from 2010 - 2016, the Youth Enrichment Program expanded exponentially offering 200+ courses across the seven (7) school sites each school year as well as expanding the Summer Camp offerings to include 30+ camps each summer. The Youth Enrichment Program also assumed the operations and supervision of an existing Theater Program offering three (3) theatrical productions at the San Rafael Community Center.

From 2017-2022, the Youth Enrichment Program experienced several unique challenges and program iterations in response to changing program needs, COVID-19, staffing challenges, and changes in the partnership requirements of contract instructors. Despite these challenges, staff has continued to find ways to expand the program, reduce expenditures and ensure the continuation of offering enriching opportunities for students to learn, explore, and have rewarding experiences while participating in the City of San Rafael's After-school Enrichment Classes, Summer Camps, and Theater Arts programs.

Currently, the City's Youth Enrichment Program includes the following:

- Operates Afterschool Enrichment classes at six (6) elementary schools in the San Rafael City Schools and Miller Creek School Districts at Coleman , Glenwood , Lucas Valley , Mary Silveira , Sun Valley, and Vallecito. Each school year, we provide opportunities for students to expand their knowledge while participating in extracurricular subject matter such as arts & crafts, dance, drama/performing arts, language, music, science, and sports.
- A total of 119 after-school classes spanning the Fall of 2022 through Winter/Spring 2023 school year (September 2022 – May 2023) and a total of 52 after school classes offered Fall 2023 (September – December 2023).
- Served 1,187 registered school age children between September 2022 – May 2023 and currently serving 511 registered students (September – December 2023).
- Post-Covid enrollment across all class offerings rebounded back to pre-Covid participation levels and many families have expressed their appreciation for the return of in-person courses.
- Changes to the use of facility space at Coleman and Vallecito school campuses have limited the ability to further expand class offerings to students depending on the day of week but creative alternatives such as use of outdoor space when weather permits or shared use of rooms with other onsite school programs has allowed classes to continue to be offered.

### **Fiscal Analysis**

FY23 revenue totaled \$427,291.41 and expenditures totaled \$449,816.11. This led to a net revenue of \$(22,524.70). Generally, this program area is expected to be self-supporting, meaning that revenues cover 100% of the operating costs. The negative net revenue in FY23 is attributable to lower than expected participation in the 2022 Summer Camps program (July – August 2022), as well as no afterschool enrichment classes offered at Mary Silveira school during the 2022/23 season due to limited interest/participation from families.



## Youth Enrichment Program Revenue and Expenditures Comparison 2023-2024

Revenue	2023	2024 (YTD)
1st Quarter	\$83,358.53	\$99,589.90
2nd Quarter	\$127,333.09	\$104,492.64
3rd Quarter	\$114,772.16	NA
4th Quarter	\$101,827.63	NA
Expenditures		
1st Quarter	\$67,224.81	\$74,649.80
2nd Quarter	\$155,544.40	\$31,260.81
3rd Quarter	\$80,910.36	NA
4th Quarter	\$146,136.54	NA

Fiscal Year 2024 is off to a strong start, and enrollments are higher than FY23 for most programs. City staff are optimistic about continued enrollment increases and opportunities to continue to increase programs offered. City Staff are currently onboarding six (6) new contract instructors offering new subject matter including chess, mathematics, homework club, mindfulness, singing & drumming, and special effects/stop motion animation. Staff will continue to maintain and build strong relationships with school districts and elementary school administrative staff to ensure adequate space is available for additional enrichment class offerings.

The City of San Rafael Youth Enrichment Program has supported thousands of San Rafael families since the creation of the program by providing an assortment of educational and enjoyable after-school classes, summer camps, and other various opportunities to engage with families in our community. The program strives to be diverse in its class offerings and will continue to excel at delivering quality classes and camps. Partnerships with contract instructors and school districts have allowed the Youth Enrichment Program to flourish and benefit all involved. Moving forward, staff intend to increase course offerings year-round specifically at Mary Silveira Elementary & summer camp programming to ensure the enrichment program operates at 100% cost recovery.

### FISCAL IMPACT

There are no costs associated with accepting this report.

### ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

*Jason Fong*

Jason Fong  
Program Coordinator



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**November 16, 2023**  
**Item #3b**

**TITLE: 2023 ANNUAL CHILDCARE PROGRAM REPORT**

**RECOMMENDATION**

That the Park and Recreation Commission receive the report and comment.

**BACKGROUND**

The City of San Rafael Childcare Division has been providing preschool and school-aged childcare since 1963. The first preschool program served twenty-four (24) students at San Rafael Community Center. As it expanded, it moved to Laurel Dell and then to the Davidson Annex before finding a home at the Short School campus in the Gerstle Park Neighborhood.

From 1974 – 2001, the Short School location provided both preschool and school-aged programs and was licensed to serve 150 children daily. The program was so popular at Short School, that both the San Rafael City Schools and Miller Creek School District(s) requested it for their elementary school campuses. In the beginning, the City's childcare program utilized surplus classroom space at various elementary schools. In the early 1990's, the city began purchasing modular classrooms to accommodate the growing program.

In 1998, the Pickleweed Children's Center expanded the preschool program to include a half-day program for children from three to five years old. The program is currently funded through the Department of Education, Marin First 5 and Community Development Block Grant. The free preschool program is licensed to serve 68 children daily, and all families must qualify to participate.

In 1999, the San Rafael City Schools district notified the city that the Short School campus would re-open as an elementary school in 2001. As a result, the city-built the Parkside Children's Center in Albert Park to accommodate the preschool and school-aged programs.

Currently, the City of San Rafael's Childcare programs include the following:

- Six (6) School-Aged programs - Coleman Elementary, Glenwood Elementary, Lucas Valley Elementary, Mary Silveira Elementary, Vallecito Elementary and Parkside Children's Center in Albert Park.

- Two (2) Preschool programs - Pickleweed Preschool at the Albert J. Boro Community Center in the Canal Neighborhood and Parkside Preschool located in Albert Park.
- Serves approximately 485 children in the school-aged programs.
- Provides preschool programming to 68 children at Pickleweed Preschool and 36 children at Parkside Preschool.
- Staffing consists of 25 Permanent Part-time & Full-time staff and 45 Temp/Seasonal staff.

2023 marks the 60<sup>th</sup> anniversary of the City childcare program which has served approximately 40,000 children.

### **School Age Programs**

Enrollment in the City's school age childcare program has increased as the program rebounds from the covid-19 pandemic. At the start of the 2024 season, all school age sites are at full capacity based on current staff availability, and each site is maintaining an active waitlist. Our popular Kid's Camp summer program runs during holiday and summer months. In summer of 2023 Kid's Camp served 1,638 children TK-5<sup>th</sup> grade.

#### Staffing Challenges in school-age program

The City employs Childcare Directors and Childcare Instructor I/II staff to operate the school-age childcare program. These classifications are full-time and require employees to maintain certain Early Childhood Education (ECE) credits, aligned with current state licensing requirements. The City has struggled to recruit employees into the Childcare Instructor I/II classifications for nearly a decade. Potential applicants who seem otherwise well qualified have shared that they have not applied for these positions because they do not possess the educational minimum qualifications, are not interested in pursuing them, or that they are not interested in working full-time. This is an industry-wide trend that many other childcare agencies statewide have identified as a significant challenge to operating childcare programs.

City staff have been more successful in finding temporary seasonal employees to work in the program as Childcare Specialists and Childcare Aides; classifications that are considered temporary/seasonal employees and do not require maintenance of ECE credits. Although these staff have performed the duties of the job successfully, they don't count toward satisfying the State Licensing staff to student ratio requirements.

Starting September 1, 2023, the City decided to no longer seek State of California licensure for the school-age childcare program. This change will allow the program to expand our team and better cater to all the needs of our programming. Ultimately, this change should help the program serve more children.

## Changes at Coleman and Glenwood

In May 2023, San Rafael City Schools (SRCS) notified the City of several changes impacting our Coleman and Glenwood school-age childcare programs. SRCS is moving to a model where they have a single afterschool program on each of their school campuses. As part of that vision, SRCS and the City of San Rafael have been working together to manage costs and ensure that our after-school programs are affordable and equitable for all families.

Beginning in the 2024-25 school year, there will be one after-school program at Coleman, and SRCS is partnering with Bay Area Community Resources (BACR) to run that program. BACR is currently running Coleman's LEAP program and is planning to host the new program using a sliding scale fee. SRCS is a beneficiary of a State grant for expanding learning that will help support the program. Their goal is to consolidate and integrate their programs and this shift will allow them to do that.

This means that the upcoming 2023-24 school year will be a transition year with the City of San Rafael program preparing to exit the Coleman Campus after more than 40 years.

We're grateful we have had the opportunity to support the Community at Coleman, and we are working with SRCS and BACR to support this transition. We are all committed to ensuring a smooth process for families and students. The Coleman team will be reassigned to vacant positions at our other school-age sites.

Glenwood Children's Center moved to an agreement with San Rafael City Schools (MOU) to continue to run the existing after-school program in a blended model serving full fee children with ELOP (Expanded Learning Opportunity Program) funded Children. This change in programming supports San Rafael City Schools direction of having one provider on each school campus. Glenwood has expanded enrollment this year from 55 to 93 children. Glenwood has implemented a stronger academic assistance to the program along with our existing play-base model focusing on the social, emotional needs and interests of children.

## Childcare Program Fund 208 - Fiscal Year 2023 Revenue and Expenses

Childcare Center	FY23 Budget	FY23 Actual Revenue	Percent (%) of Budget
Parkside Preschool	\$750,000	\$555,433	74%
Coleman Center	\$400,000	\$464,680	116%
Glenwood Center	\$300,000	\$372,209	124%
Lucas Valley Center	\$375,000	\$509,948	136%
Mary Silveira	\$375,000	\$372,948	99%
Parkside	\$330,000	\$408,129	124%
Vallecito	\$450,000	\$524,085	116%
Childcare Admin		\$9,687	
<b>Revenue Total</b>	<b>\$2,980,000</b>	<b>\$3,217,122</b>	<b>108%</b>

	<b>FY23 Expense Budget</b>	<b>FY23 Expense Actual</b>	<b>Percent (%) of Budget</b>
<b>Parkside Preschool</b>	703,809	669,440	95%
<b>Coleman Center</b>	371,252	341,853	92%
<b>Glenwood Center</b>	274,520	282,941	103%
<b>Lucas Valley Center</b>	356,684	341,190	96%
<b>Mary Silveira</b>	303,126	236,361	78%
<b>Parkside</b>	298,671	309,103	103%
<b>Vallecito</b>	437,762	316,194	72%
<b>Childcare Admin</b>	576,616	573,698	99%
<b>Expense Total</b>	<b>3,322,444</b>	<b>3,070,925</b>	<b>92%</b>
	<b>FY23 Budget Forecast</b>	<b>FY23 Actual</b>	
<b>Net Revenue</b>	<b>\$(342,444)</b>	<b>\$146,197</b>	<b>+234%</b>

## **Preschool Programming**

### **Parkside Preschool**

Enrollment has declined at Parkside Preschool due to the expansion of Transitional Kindergarten. Children whose fifth birthday falls between September 2, 2023, to April 2, 2024, are eligible for Transitional Kindergarten. Parkside Preschool has transitioned to enrolling younger children because of this change. Parkside Preschool is licensed for 48 children and currently has 36 children enrolled for the 2023-2024 school year.

### **Pickleweed Preschool**

Pickleweed Preschool serves sixty-eight (68) students ages three (3) and four (4) years old. Pickleweed provides part-day preschool services to income eligible families. Currently Pickleweed provides two (2) AM classes and two (2) PM classes running 3-hour programs.

Pickleweed Preschool has been recognized for its intensive work with the California Center on Social and Emotional Foundations of Early learning. All teachers have been trained on the Teaching Pyramid Framework that focuses on supporting healthy and positive social-emotional growth in children.

Pickleweed preschool is facing some challenges due to aging facilities. In Winter 2023, one of the portable buildings suffered extensive water damage, and City staff determined it needed to be demolished. A temporary portable unit was installed in its place, however, long term planning includes replacing aging portables. City staff are in the planning phase of that project.

<b>Pickleweed Preschool Fund 260 – Fiscal Year 2023-24 Budget</b>	
<b>Revenue Sources:</b>	
<i>California State Department of Education State Preschool Program</i>	\$466,229
First 5 Marin	\$100,000
Community Development Block Grant (Federal)	\$21,500
Safety Net (Marin Childcare Council)	\$20,000
Available (Prior Year) Fund Balance	<u>\$66,763</u>
<b>Total Revenues</b>	<b>\$674,492</b>
<b>Expenditures:</b>	
Personnel	\$620,453
Non-Personnel	\$54,040
<b>Total Expenditures</b>	<b>\$674,492</b>

**Conclusion**

City of San Rafael, Childcare programming continues to run high-quality programs starting at the earliest age of 2.5 through 12 years of age. We believe our programs have lasting impacts and truly serve as a catalyst for children’s success later in life. Our warm, safe, and supporting environments offer so many opportunities to play and engage in hands-on experiences. We look forward to continuing to provide childcare services to the San Rafael residents for years to come.

**FISCAL IMPACT:**

There is no predicted fiscal impact associated with receiving this report.

**ALTERNATIVE ACTION:**

Any other action as determined by the Commission.

Submitted by:

*Kelly Albrecht*

Kelly Albrecht  
Senior Recreation Supervisor



**November 16, 2023  
Item #3c**

**TITLE: SELECTION OF COMMISSION CHAIR, VICE CHAIR, AND COMMITTEE ASSIGNMENTS**

**RECOMMENDATION:**

It is recommended that the Commission select a new Chair and Vice Chairperson and review committee assignments for the period January – December 2024.

**BACKGROUND**

Annually, the Parks and Recreation Commission meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Commission, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Commissioners so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Commissioner would not serve as Chair more than once in seven consecutive years. The Park and Recreation Commission is also requested to fill any vacancies or make amendments to any other committee assignments as needed on annual basis.

As a result, the Commission is being tasked with selecting a new Chair and Vice Chair for 2023, one (1) commissioner to serve as the representative to the Pickleweed Advisory Committee, and one (1) commissioner to serve as alternate to the Pickleweed Advisory Committee.

The representative to the Pickleweed Advisory Committee from the Park and Recreation Commission shall serve a term of one (1) year, but not more than two (2) consecutive terms. However, if there is a vacancy, the Park and Recreation Commission has the authority to extend the current representative's term at their discretion.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Park and Recreation Commission.

Submitted by:

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Craig Veramay  
Assistant Library and Recreation Director



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**November 16, 2023  
Item #3d**

**TITLE: REVIEW OF THE COMMISSION MEETING SCHEDULE FOR 2024**

**RECOMMENDATION:**

It is recommended that the Commission review its meeting schedule for 2024 and revise as necessary.

**BACKGROUND:**

The Park and Recreation Commission currently meets on the third Thursday of each month at 6:00 p.m. Annually, the Park and Recreation Commission reviews a proposed annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Proposed 2024 Park and Recreation Commission Meeting Schedule

- January 18, 2024
- February 15, 2024
- March 21, 2024
- April 18, 2024
- May 16, 2024
- June 20, 2024
- July 18, 2024
- August – **Dark**
- September 19, 2024
- October 17, 2024
- November 21, 2024
- December - **Dark**

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:

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

Craig Veramay  
Assistant Library and Recreation Director





**November 16, 2023  
Item #3e**

**TITLE: REVIEW OF THE PARK AND RECREATION COMMISSION'S ANNUAL  
WORK PLAN FOR 2024**

**RECOMMENDATION**

To review and comment on the draft 2024 Park and Recreation Commission work plan.

**BACKGROUND**

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

As a result, staff drafted a one-year work plan designed to inform the community and the Commission of the City's Park and Recreation facilities, programs and services, and policies scheduled to be discussed at future meetings. The Work Plan is subject to changes at the discretion of staff and at the direction of the Commission and is designed to help facilitate and generate agenda items that will be scheduled for future Park and Recreation Commission meetings.

City staff seek the Park and Recreation Commission's assistance in refining or amending the draft work plan and will bring a refined work plan to the Park and Recreation Commission for review and approval at the regularly scheduled January 2024 meeting.

**FISCAL IMPACT:**

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

**ALTERNATIVE ACTION**

Any other action as determined by the Commission.

Submitted by:

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

Craig Veramay  
Assistant Library and Recreation Director

Attachment:

1. Park and Recreation Commission Draft Work Plan for 2024

**Park and Recreation Commission  
Work Plan – 2024**

<b>Meeting Date</b>	<b>Agenda Items</b>
January 18	<ul style="list-style-type: none"> <li>• CPRS District I – Community Service Award Nominations</li> <li>• San Rafael Girls Softball Annual Presentation</li> </ul>
February 15	<ul style="list-style-type: none"> <li>• Age-Friendly San Rafael Presentation</li> <li>• Goldenaires Older Adult Program Annual Report</li> <li>• San Rafael Community Center, Albert Field, Tennis Courts Program Report</li> </ul>
March 21	<ul style="list-style-type: none"> <li>• Peacock Gap Play Area Design Review (concept plan)</li> <li>• Marin Bocce Federation Annual Report</li> <li>• Albert J. Boro Community Center and Pickleweed Park and Field Program Report</li> <li>• Pickleweed Advisory Committee Annual Report</li> </ul>
April 18	<ul style="list-style-type: none"> <li>• Winter/Spring Aquatics Pilot Program Assessment</li> <li>• Parks Maintenance &amp; Projects Biannual Status Report</li> <li>• Review Measure A Work Plan</li> </ul>
May 16	<ul style="list-style-type: none"> <li>• Marin Master Gardeners Presentation</li> <li>• Falkirk Cultural Center Program Report</li> <li>• Downtown San Rafael Art District Special Presentation</li> </ul>
June 20	<ul style="list-style-type: none"> <li>• Movies in the Parks Informational Presentation</li> <li>• Peacock Gap Play Area Design Review (Final)</li> </ul>
July 18	<ul style="list-style-type: none"> <li>• On-Site Parks Tours – current &amp; upcoming parks projects               <ul style="list-style-type: none"> <li>○ TBD</li> </ul> </li> </ul>
August	<b><i>No Meeting - DARK</i></b>
September 19	<ul style="list-style-type: none"> <li>• Terra Linda Community Center and Aquatics Program Report</li> <li>• Terra Linda Master Plan presentation</li> </ul>
October 17	<ul style="list-style-type: none"> <li>• Parks Maintenance &amp; Projects Biannual Status Report</li> <li>• Community Gardens Program Report</li> </ul>
November 21	<ul style="list-style-type: none"> <li>• Childcare &amp; Youth Enrichment Programs Annual Report</li> <li>• Selection of Chair, Vice Chair and Committee Assignments</li> <li>• Review of Park and Recreation Commission Meeting Schedule 2025</li> </ul>
December	<b><i>No Meeting - DARK</i></b>

**Other possible topics with date TBD:** Possible Library Foundation Joint Meeting; Downtown San Rafael Art District; Other Commissioner recommended projects.

**Park and Recreation Commission  
Work Plan – 2024**

- Terra Linda Master Plan presentation (placeholder)
- Peacock Gap Play Area Design Review (if 75% or 100% CD's - placeholder)

DRAFT