



**PARK AND RECREATION COMMISSION
JANUARY 18TH, 2024 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-1-18-2024>
Listen by phone: (669) 444-9171
ID: 841 0672 5048#**

AGENDA

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of November 16, 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. Review of the Annual Commission Work Plan for 2024

Recommended Action: Receive and Comment

- b. Selection of Commission Chair and Vice Chair

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

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 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-11-15-2023>
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 (Arrived at 6:10)
Chair Gutierrez
Commissioner Pasternak
Commissioner Sandoval

Absent: Commissioner Cabrales

Also Present: Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Kelly Albrecht, Senior Recreation Supervisor
Jason Fong, Program Coordinator

AGENDA AMENDMENTS

None.

MINUTES

1. Approve regular meeting minutes of October 19, 2023

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

AYES: Commissioners: Gutierrez, Pasternak, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Cabrales, Emerson
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. 2023 Annual Youth Enrichment Report

Mr. Veramay introduced Kelly Albrecht who introduced Jason Fong who presented the 2023 Annual Youth Enrichment Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Emerson moved, and Commissioner Pasternak seconded to accept the 2023 Annual Youth Enrichment Report.

AYES: Commissioners: Emerson, Gutierrez, Pasternak, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Cabrales

ABSTAINED: Commissioners: None

Motion passes.

3. Other Agenda Items

b. 2023 Annual Childcare Report

Kelly Albrecht presented the 2023 Annual Childcare Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Pasternak moved, and Commissioner Sandoval seconded to accept the 2023 Annual Childcare Report.

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

Motion passes.

3. Other Agenda Items

c. Selection of Chair and Vice Chair

Chair Gutierrez recommended moving the agenda item for the next meeting so that Commissioner Cabrales can attend and have feedback.

Mr. Veramay suggested the Chair and Vice Chair remain the same for the next meeting. If there is a change during the meeting

Public Comment: None

Commissioner Emerson moved, and Commissioner Pasternak seconded to continue with the Chair and Vice Chair and bring the agenda item to the January meeting.

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

Motion passes.

3. Other Agenda Items

d. Review of Commission Meeting Schedule

Mr. Veramay presented the Commission Meeting Schedule for 2024.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Pasternak moved, and Commissioner Sandoval seconded to accept the Commission Meeting Schedule for 2024.

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

Motion passes.

3. Other Agenda Items

e. Review 2024 Draft Park and Recreation Commission Work Plan

Mr. Veramay suggested bringing the 2024 Draft Park and Recreation Commission Work Plan back to the January 2024 meeting for discussion. Mr. Veramy reviewed the Draft Park and Recreation Commission Work Plan with the Commission.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Pasternak moved, and Commissioner Sandoval seconded to receive the 2024 Draft Park and Recreation Commission Work Plan.

AYES: Commissioners: Emerson, Gutierrez, Pasternak, Sandoval

NOES: Commissioners: None

ABSENT: Commissioners: Cabrales

ABSTAINED: Commissioners: None

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Mr Veramay reported the Dia Los Muertos celebration was a success. He thanked Steve Mason and his team for all of their work.

Mr. Veramay shared that tomorrow, November 16th, is last day of Terra Linda Pool fall pilot program season. The pool will reopen in the Spring of 2024.

Interviews for the Program Coordinator Recruitments will be happening in the next couple of weeks.

Important dates coming up:

November 20: City Council Meeting

November 25: Holiday of Lights and Winter Wonderland – Downtown

December 6th Boards and Commissions Holiday Party.

December 8: 2nd Friday Art Walk

December 11: Call For Artist Deadline – Falkirk “A Gathering of Color” Juried Art Exhibit

December 16th: San Rafael Lighted Boat Parade

Public Comment: None

COMMISSIONER REPORTS

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

Commissioner Sandoval attend the Public Art Review Board meeting on November 14th and gave an update.

Commissioner Pasternak attended the Library Foundation on November 13th.

Chair Gutierrez requested for the joint use agreement plan for the San Rafael City Schools to be expedited since the Pickleweed fields are going to be closed when the school campuses are closing for remodels.

Public Comment: None

ADJOURNMENT

Chair Gutierrez adjourned the meeting at 7:14 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2023

CATHERINE QUFFA, Library & Recreation Director



**January 18, 2024
Item #3a**

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

RECOMMENDATION

To review and approve 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.

At the November 2023 Park and Recreation Commission meeting, staff shared a draft work plan for review and comment. The proposed 2024 work plan reflects feedback received from Commissioners at that meeting and staff recommendations to adopt a 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.

For 2024, staff recommend that the Commission receive reports and presentations about the below programs areas every other year unless notable changes have occurred in these program areas. Since the Commission received reports on these programs in 2023, staff would plan to report on these program areas again in 2025:

- Albert J. Boro Community Center and Pickleweed Field Programs
- Childcare and Youth Enrichment Programs
- Community Garden Programs
- Falkirk Cultural Center Programs
- San Rafael Community Center Programs
- Terra Linda Community Center and Aquatics Programs

Staff have included a 'Recreation and Childcare Program Review' in the work plan for July 2024, intended to update the Commission on annual program changes and highlight new Recreation programs. Additionally, staff included a 'Citywide Park and Recreation Master Plan Update' on the work plan in July to update Commissioners and the public on the status of those projects.

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 Commission's review and approval of the draft 2024 work plan.

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', is written over a horizontal line.

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**

Meeting Date	Agenda Items
January 18	<ul style="list-style-type: none"> • Selection of Chair, Vice Chair and Committee Assignments • Review of Park and Recreation Commission Work Plan for 2024
February 15	<ul style="list-style-type: none"> • Goldenaires Older Adult Program Annual Report • Marin Bocce Federation Annual Report • San Rafael Girls Softball Annual Presentation
March 21	<ul style="list-style-type: none"> • Pickleweed Park Enhancement Project and Field Program Report • Pickleweed Advisory Committee Annual Report
April 18	<ul style="list-style-type: none"> • Parks Maintenance & Projects Biannual Status Report • Peacock Gap Play Area Design • Winter/Spring Aquatics Pilot Program Assessment • Review Measure A Work Plan
May 16	<ul style="list-style-type: none"> • On-Site Parks Tours – current & upcoming parks projects <ul style="list-style-type: none"> ○ Tennis Courts - Albert Park, Freitas Park ○ Additional Locations TBD
June 20	<ul style="list-style-type: none"> • Terra Linda Park and Community Center Plan • Tennis Court Locks Pilot Program Update • Peacock Gap Play Area Design Review (Final)
July 18	<ul style="list-style-type: none"> • Citywide Park and Recreation Master Plan Update • Downtown San Rafael Art District Special Presentation • Recreation & Childcare Program Review
August	<i>No Meeting - DARK</i>
September 19	<ul style="list-style-type: none"> • Parks Maintenance & Projects Biannual Status Report
October 17	<ul style="list-style-type: none"> • Marin Master Gardeners Presentation • Terra Linda Park and Community Center Plan
November 21	<ul style="list-style-type: none"> • Selection of Chair, Vice Chair and Committee Assignments • Review of Park and Recreation Commission Meeting Schedule 2025
December	<i>No Meeting - DARK</i>



**January 18, 2023
Item #3b**

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 2024, 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:

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

Craig Veramay
Assistant Library and Recreation Director