



**PARK AND RECREATION COMMISSION
MARCH 21, 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-3-21-2024>
Listen by phone: (669) 444-9171
ID: 841 0672 5048#

AGENDA

CALL TO ORDER

MINUTES

1. Approve regular meeting minutes of February 22, 2024

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. San Rafael Girls Softball Annual Report
Recommended Action: Receive and Comment
 - b. 2023 Annual Report of the Pickleweed Advisory Committee
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 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-2-22-2024>
Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

Chair Cabrales called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Chair Cabrales
Commissioner Gutierrez
Commissioner Pasternak
Commissioner Sandoval

Absent: Commissioner Emerson

Also Present: Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Steve Mason, Senior Recreation Supervisor
Darcie Chellew, Recreation Supervisor
Azadeh Honarmand, Program Coordinator
Laurie Vermont, Program Director Goldenaires Club
Donna Robertson, Co-President Goldenaires Club
Carol Cox, Co-President Goldenaires Club
Jessica Libien, Executive Director Marin Bocce Federation
Larry Clayman, President Marin Bocce Federation
Jeff Tremolada, Treasurer Marin Bocce Federation

AGENDA AMENDMENTS

None.

MINUTES

- 1. Approve regular meeting minutes of January 18, 2024**

Commissioner Pasternak moved, and Commissioner Sandoval seconded, to approve the meetings minutes of January 18, 2024.

AYES: Commissioners: Cabrales, Gutierrez, Pasternak, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: 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 ensure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Other Agenda Items **a. Goldenaires Annual Club Report**

Mr. Veramay thanked the Goldenaires for the work they have done over the years. Darcie Chellow introduced Azadeh Honarmand who introduced the Goldenaires representatives that were present. Laurie Vermont presented the 2023 Goldenaires Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Gutierrez moved, and Commissioner Pasternak seconded to accept the Goldenaires Annual Club Report.

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

Motion passes.

3. Other Agenda Items
b. Marin Bocce Federation Annual Report

Larry Clayman, President Marin Bocce Federation, introduced Jeff Tremolada, Treasurer Marin Bocce Federation and Jessica Libien, Executive Director Marin Bocce Federation. Ms. Libien presented the 2023 Marin Bocce Federation Annual Report.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Sandoval moved, and Commissioner Pasternak seconded to accept the Marin Bocce Federation Annual Report.

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

Motion passes.

STAFF LIAISON REPORT

4. Staff Liaison Report.

Mr. Veramay reported on a few upcoming events which included the Marin Arts and Crafts Show at the Exhibit Hall. It is the Chinese New Year and Black History month. The City is planning a lunch and learn on February 28th for City Employees to talk more about Black History Month.

Mr. Veramay shared that the Spring/Summer Activity guide is out. The Department wanted to offer more Summer programs earlier this year and registration begins on March 6th. The second Friday art walk is on March 8th. March 10th the Age Friendly partnership is hosting a 90 and better celebration at the San Rafael Community Center. 92 residents have RSVP'd so far. The professional services agreement with Gates and Associates for consulting services for the Terra Linda Park and Community Center Plan was approved on Tuesday at the City Council meeting. The Peacock Gap Park design is planned to move forward in March. Pickleweed Park is still in the design process and getting ready to go to bid. Second round interviews took place for the Program Coordinator at the Terra Linda Community Center. We received resignation from the Library and Recreation Assistant Director for the Library. We will be going out for recruitment, and we are hoping to have an Interim Assistant Director for the Library until the position is filled. The CPRS annual conference is happening next week. Two of our staff will be attending the conference.

Public Comment: None

COMMISSIONER REPORTS

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

Commissioner Pasternak attended his first Pickleweed Advisory Meeting.

Public Comment: None

ADJOURNMENT

Chair Cabrales adjourned the meeting at 7:08 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2024

CATHERINE QUFFA, Library & Recreation Director



**March 21, 2024
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. Unfortunately Area Printhouse has gone out of business so SRGS is currently looking at alternate vendors. Coaches are given a shirt, sweatshirt, and hat. Players and parents can purchase merchandise.

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.

Submitted by:



Darcie Chellew
Recreation Supervisor



**March 21, 2024
Item 3b**

TITLE: 2023 ANNUAL REPORT OF THE PICKLEWEED ADVISORY COMMITTEE

RECOMMENDATION:

That the Parks and Recreation Commission receive the 2023 Annual Pickleweed Advisory Committee Report and comment.

BACKGROUND:

Annually, the Park and Recreation Commission is to receive a report from the Pickleweed Advisory Committee. Additionally, the presentation provides an opportunity for members of both the Commission and the Committee to meet together.

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 being responsible 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. They also serve as an additional layer of review in the City's Public Art Review Process for all proposals related to the Albert J. Boro Community Center and Pickleweed Park.

The Committee additionally 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 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.

DISCUSSION:

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. In 2021, the City established a total annual fee waiver of \$140,000 for the Co-Sponsorship Program, which is to be increased proportionally to any rental fee increases. The first such increase went into effect in January 2024, with a 3% fee increase to all rental fees and increasing the fee waiver limit to \$144,200. This Co-Sponsorship program, 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 of 11 members (7 voting). These members include: Jairo Ceballos, Miguel Hau-Gutierrez (Youth Member), Nancy Palacios, Kate Sprague, Janet Tanchez, Rosa Vasquez, Louise Yost; Andre Pasternak (Commission Representative as of January 2024), and Steve Mason (Staff/Chair). The City Council also appointed Darlin Ruiz and Mydung Nguyen as alternates to the Committee at the end of 2023. 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 were accepted twice in the year to accommodate program seasons so that the Committee could more fairly evaluate the applications against each other.

Season	Application Due	Application Presentation	Award Announcement
Summer (June – Aug)	January 9, 2023	February Board Meeting	April Board Meeting
School Year (Sept. – May)	March 13, 2022	April Board Meeting	June Board Meeting

Applications approved by the Pickleweed Advisory Committee in 2023 include:

Program	Organization	Co-Sponsorship Amount
Youth Day Camp Program (Summer 2023)	YMCA/SRCS	\$22,400
Weekly Expressive Art Group	DrawBridge	\$1,320
English As A Second Language Class	Tamalpais Adult School/Bahia Vista Elementary School	\$2,835
Canal FC at Marin FC	Marin FC/Canal Alliance	\$9,500
Apreniendo Juntos	Parent Services Project	\$10,260
Troop 2000	Scouts BSA	\$3,960
Afterschool Program (2023/2024 School Year)	YMCA/SRCS	\$55,095

Zumba	Vivalon	\$2,010
	Total Co-Sponsorship 2023	\$107,380

All programs listed for 2023 received a full rental fee-waiver for use of the Albert J. Boro Community Center and/or Pickleweed Park.

In addition to reviewing co-sponsorship applications, the Committee received presentations on the Pickleweed Park Enhancement Project, the Canal Arts Albert J. Boro Community Center Mural Proposal, and program updates and overviews provided by Center staff.

Submitted by:



Steve Mason
Senior Recreation Supervisor

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