

San Rafael Park and Recreation Commission

Meeting Minutes: October 15, 2015

Chair Ralph Mihan called the meeting to order at 7:00 p.m. at the San Rafael Community Center

Roll Call: Commissioners: Mark Bustillos, Eric Holm, Jeff Jones, Stacey Laumann, Mark Machado, Ralph Mihan, Chair, Tom Oblatz, Cicily Emerson, Alternate

Commissioners Present: Jones, Laumann, Machado, Mihan, Oblatz

Commissioners Absent: Bustillos, Emerson, Holm,

Staff Present: Carlene McCart, Community Services Director, Dean Allison, Public Works Department Director, Dave Davenport, Parks Superintendent, Risa DeFerrari, Falkirk Program Coordinator

1. Action Items

A. Introduction to Dean Allison, Director, San Rafael Public Works Department

Newly appointed Director of Public Works Dean Allison was introduced to the Commission. After providing his professional background in municipal public works, Allison spoke to the appeal of the San Rafael Directorship as large projects in a vibrant city with a focus on customer service. He responded to Commission questions on the City's readiness and strategy for dealing with El Nino storm conditions this year, the proposed sidewalk replacement partnership with the residents of the Gerstle Park neighborhood, and future large Capital Improvement projects for the Department of Public Works.

The Commission introduced themselves, commented on their role and welcomed the new Director.

B. Falkirk Cultural Center Annual Report

Falkirk Program Risa DeFerrari was introduced. After serving in her capacity for 10 months she reported progress on the following issues and projects

- Rental processing updated procedures
- Web site, social media updating and initiation of Facebook for marketing
- Art collection inventory
- Waste stream management
- Wedding Garden venue renovation
- Formalized standing facility user agreements
- Developed and scheduled Gallery shows and events for 2016
- Instituted a web site jury service for art show exhibits
- Included Falkirk as a venue for the 2016 Marin Open Studios exhibit
- Formalized agreement with Dominican University for student gallery management
- Included Falkirk as a venue for the 2016 Sculpture Walk program

These initiatives are in addition to the management of Falkirk mansion and grounds, along with the oversight of the non-profit partners that operate from the Cultural Center.

Commissioners inquired about compliancy with ADA accessibility, marketing Falkirk as an art venue, standing facility users, participation in the First Friday Art Walk (tried, but not well attended), expense and revenue comparisons and the Cultural Assistance Service League. A discussion ensued on the comparison of Falkirk to Boyd Gate House and possible uses for the latter.

The Commission accepted the report and congratulated DeFerrari on a productive first 10 months.

C. Boyd Park After-Action Report

McCart reported that since the closure of Boyd Park in January of 2015, and the re-opening in April the park has seen resurgence in public interest and interaction. Highlights of the City's actions to restore the park for general public use are:

- Initial debris and garbage removal
- Contractual tree trimming and removal
- Contractual brush removal
- Initial painting and re-securing the permanent restroom building
- Removal of non-functional concrete fixtures
- Planting of trees at the front of the property
- Planting of trees in conjunction with Arbor Day
- Re-landscaping of the entry
- Installation of new benches and picnic tables
- Initiation of concentrated, consistent maintenance
- Contractual security patrols, 3x daily
- Initiation of programmed activities such as children's play, classes, Library music and storytelling
- Initiation of free reservations for children's birthday parties
- Replacement of ADA accessible portable restroom, increased cleaning service and daily locking and opening of the facility
- Demolition and removal of the permanent restroom
- Engagement of community volunteers – Boy Scouts, Eagle Scout projects

Over \$120,000 has been spent to date to repair, renovate and improve Boyd Park. The result of the money and effort has been a dramatic decrease in criminal activity, from 55 incidents January - April, to 11 contacts by the contractual security staff resulting in 2 citations, May-October, calls for emergency services and maintenance requests. The park is used by neighbors, school groups, and downtown workers and visitors.

Staff will recommend to the City council that security services be continued, a permanent restroom be installed and programming be continued and new park features for play, seating and interpretive signage be considered.

McCart concluded her report with a suggestion that the same strategy be applied to Albert Park with the inclusion of a new children's' playground to attract more community users and less criminal behavior.

The Commission accepted the report.

2. Commission Items

A. Director's Report

McCart reported on the Child Care Program report to the City Council Finance Sub Committee; the request for reduced rental fees by the San Rafael Pacifics, the next youth theater production: Cinderella; the Community Services software transition; closure of the pool and aquatics season; request for information regarding an off leash area in Peacock Park; request for re-stripping of City tennis courts for Pickleball; upcoming Day of the Dead celebration; status of Youth Enrichment classes; Thanksgiving food give aways at Pickleweed Park.

B. Falkirk Report

The report was incorporated into the Action Item earlier in the meeting.

C. Parks Report

Parks Superintendent, Dave Davenport reported Parks Division was focused on preparation for the storm season, teaming with the Streets Division for leaf removal, drain and culvert clean out, work to improve the ballfields at Albert Park: infield leveling, re-sodding and light bulb replacement; conversion of irrigation system to solar in Boyd Park; Arbor Day observance; Eagle Scout work on the playground at Boyd Park; cooperation with the Pool House Project; tree planting; and the contribution of \$100,000 for the improvement of the girls' softball facilities at Bernard Hoffman Park.

Commissioner Oblatz reported on the negotiations with the International Brotherhood of Electrical Workers for donation and installation of a new scoreboard for Albert Park baseball field.

D. Approval of Minutes, Meeting of September 17, 2015

M/s Oblatz/Machado to approve the minutes

AYES: Jones, Laumann, Machado, Mihan, Holm, Laumann, Oblatz, Emerson

NOES: None

ABSENT: Bustillos, Holm, Emerson,

3. Adjournment

The meeting was adjourned at 8:40 p.m.