



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, January 21, 2021
6:00 P.M.**

Watch on Zoom:

<https://tinyurl.com/PRC-1-21-2021>

Telephone: Telephone: (669) 900-9128
Meeting ID: 857-8558-0921#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of December 17, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Approve Draft San Rafael Community Garden Guidelines
5. Review of the Proposed Donation Policy for the Falkirk Cultural Center
6. Review of the Park & Recreation Commission's Annual Work Plan for 2021

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: February 25, 2021

ADJOURNMENT

Notice

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. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@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.



Watch on Zoom:

<https://tinyurl.com/PRC-12-17-2020>

Telephone: (669) 900-9128
Meeting ID: 857-8558-0921#

CALL TO ORDER

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

ROLL CALL

Present: Commissioner Emerson
Commissioner Gutierrez
Commissioner Laumann
Commissioner Machado (left meeting at 7:00 p.m.)
Commissioner Reisinger

Absent: None

Also Present: Susan Andrade-Wax, Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Catherine Quffa, Assistant Library & Recreation Director
Steve Mason, Senior Recreation Supervisor
Habad Ahmad, Program Coordinator
Debbie Younkin, Senior Recreation Supervisor
Tiffany Haley, Program Coordinator

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of October 15, 2020

Commissioner Reisinger noted in the October 15th minutes that it was not the first term of two of the members of the Park and Recreation Commission's term that expired.

Commissioner Machado moved, and Commissioner Emerson seconded, to approve the corrected meetings minutes of October 15, 2020.

AYES: Commissioners: Emerson, Gutierrez, Laumann, Machado, Reisinger
NOES: Commissioners: None
ABSENT: Commissioners: None
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

New Commissioners Oath of Office – Lindsay Lara, City Clerk

Library and Recreation Director Susan Andrade-Wax introduced City Clerk Lindsey Lara. Ms. Lara swore in Robert Sandoval and Kela Cabrales as Commissioners to the Park and Recreation Commission.

Commissioner Sandoval and Commissioner Cabrales gave a brief introduction of themselves.

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

None.

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Review of the Updated Guidelines for the Canal and Terra Linda Community Gardens

Library and Recreation Director, Susan Andrade-Wax introduced Assistant Library and Recreation Director, Catherine Quffa who introduced Debbie Younkin, Senior Recreation Supervisor at the Terra Linda Community Center, Steve Mason, Senior Recreation Supervisor at the Albert J Boro Community Center, Tiffany Haley, Program Coordinator at the Terra Linda Community Center, and Habad Ahmad, Program Coordinator at the Albert J Boro Community Center.

Ms. Younkin and Ms. Haley gave their presentations for the Terra Linda Community Garden. Mr. Mason and Mr. Ahmad gave their presentations for the Canal Community Garden.

Staff responded to questions from Commissioners.

5. Selection of Commission Chair, Vice Chair and Committee Assignments

Ms. Andrade-Wax gave an overview of the Chair, Vice Chair, Committee Assignments timeline and expectations.

Chair Laumann asked the Commissioners for interest in serving as Chair.

Commissioner Emerson nominated Commissioner Machado as Chair, and Commissioner Gutierrez seconded the motion.

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

Chair Laumann asked the Commissioners for nominations in serving as Vice Chair.

Commissioner Gutierrez nominated Commissioner Emerson as Vice Chair, and Commissioner Reisinger seconded the motion.

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

Ms. Andrade-Wax noted the Library and Community Center Conceptual Design Working Group needs one new representative. She gave an overview of the position, and asked for interest from the Commission.

Chair Laumann asked the Commissioners for nominations in serving on the working group.

Commissioner Machado nominated Commissioner Cabrales to serve on the Community Center Conceptual Design Working Group, and Commissioner Emerson seconded the motion.

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

Ms. Andrade-Wax reaffirmed that Commissioner Reisinger would like to be reappointed to the Pickleweed Advisory Board. Commissioner Reisinger stated that yes, she would like to be reappointed. Ms. Andrade-Wax asked Commissioner Gutierrez if she would like to continue to be the alternate for the Pickleweed Advisory Board. Commissioner Gutierrez stated that yes, she would like to continue as the alternate.

Chair Laumann asked the Commissioners if they would like to have new nominations in serving on the Pickleweed Advisory Board and there were none.

Commissioner Machado nominated Commissioner Reisinger to serve on the Pickleweed Advisory Board with Commissioner Gutierrez as the alternate, and Commissioner Emerson seconded the motion.

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

6. Review of the Commission Meeting Schedule for 2021

Ms. Andrade-Wax gave the background of the meeting dates for the Park and Recreation Commission and proposed the monthly meeting dates on the third Thursday of each month.

Commissioner Emerson suggested we move the February meeting to the 25nd instead of the 18th due to Winter Break for the schools. Ms. Andrade-Wax stated that yes, the February meeting can be moved to the 25th pending there are no conflicts with other boards or commission meetings.

Chair Laumann asked the Commissioners to make a motion to accept the 2021 meeting calendar with amendments.

Commissioner Gutierrez made a motion to accept the calendar, and Chair Laumann seconded the motion.

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

COMMISSION REPORTS AND COMMENTS

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

Commissioner Emerson shared that she has been working in the Emergency Operations Center in public health for the county. They gave the first doses of the COVID vaccine today and yesterday. There are also new testing resources. There is a new vendor called Curative. Their business model is done by insurance, and they will be here five days a week in Marin in different locations except for San Rafael.

Commissioner Gutierrez shared that the Library and Community Center Conceptual Design Working Group went through 18 architect proposals. The group has narrowed it down to five proposals.

Chair Laumann wanted to recognize the Public Works Department who have been deployed from their regular parks positions to help on the streets. She has noticed staff out working hard.

STAFF COMMENTS

8. Schedule of Upcoming Meetings and Events of Interest

Director of Library and Recreation, Susan Andrade-Wax reminded everyone that the libraries and community centers will be on a furlough schedule from Sunday, December 20th through Sunday, January 3rd.

Assistant Library and Recreation Director, Catherine Quffa stated that with the new shelter in place guidelines the department needed to shift and close indoor programming. The Childcare facilities are continuing to run through the holidays and serve their community as it is an essential service.

Ms. Andrade-Wax added the Marin County of Education has been partnering with us since September to offer learning hubs at the San Rafael Community Center and the Albert J Boro Community Center. They will continue the program in January and possibly through February. They are also contacting the School District to find out if there is an overflow need for the San Rafael High School or Davidson to have at the San Rafael Community Center as an overflow site to them. We will know more about that when we return in January.

ADJOURNMENT

Chair Laumann adjourned the meeting at 7:20 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director

DRAFT



**January 21, 2021
Item #4**

**TITLE: APPROVE THE DRAFT SAN RAFAEL COMMUNITY GARDEN
GUIDELINES**

RECOMMENDATION

That the Commission review and approve the draft San Rafael Community Garden Guidelines.

BACKGROUND

The City of San Rafael owns and operates two community gardens, the Canal and the Terra Linda Community Garden(s).

In managing both gardens, the City is responsible for the rules and regulations for the use of the gardens and the expectations of the community participants. In the past, both gardens had their own set of guidelines that had been established in coordination with their respective garden committees. Staff is proposing to establish a set of common guidelines that will provide consistency across the two gardens, while still recognizing the unique needs and differences of each site.

The Terra Linda Garden composed of a group of garden members, created a working group to develop previous bylaws for governing the garden through a Garden Steering Committee. Previously, the Garden Steering Committee was voted in by garden members and overseen by the Garden Administrator, which is the Terra Linda Community Center Senior Supervisor.

The last revision of the Terra Linda Community Garden bylaws was done in 2010 and is included as Attachment 6 for your reference. Over the years, the lack of continued interest in the steering committee, continued involvement by the same members, and the need to follow through with compliance issues in a timelier manner has led to challenges with the bylaws. In addition to the bylaws, the Terra Linda Community Garden also had developed a set of guidelines. With the support of the Garden Committee members, the garden guidelines have been updated over the last couple of years to reflect the best policies for managing the Terra Linda Community Garden. The guidelines are sent out to garden members with the annual application; the 2020 guidelines are included as Attachment 5 to this report. For the above stated reasons, staff are recommending that the bylaws be retired and that the guidelines be the primary governing document for the Terra Linda Community Garden.

The Rules and Regulations for Canal Community Garden participants were originally developed by the participating gardeners with the direction of the original managing partner, Canal Alliance. They have received minor updates annually with input from the garden's advisory group and are also sent out to gardener members on an annual basis along with the annual application. Both the Canal Garden guidelines and application are included as Attachment 3 and 4, respectively, to this report.

The new proposed guidelines reflect updated policies and procedures that pertain to both the Canal and Terra Linda gardens and create a more unified approach to management of both by the City of San Rafael. The new guidelines will move away from an elected body that is often difficult to achieve, to a volunteer working group, that could involve more gardeners in different capacities who can better support the needs and interest for both gardens.

Staff from both gardens have worked collaboratively to adapt their individual guidelines into an updated San Rafael Community Garden Guidelines document. Staff presented the revision to the Park and Recreation Commission at their December 17, 2020 meeting for their review. Based on the Commission's feedback, the draft guidelines were sent to all garden plot members of both gardens for public input on December 18, 2020 with a reply deadline of January 13, 2021. Eight comments were received from gardeners and are included in Attachment 2.

The updated draft of the Guidelines, Attachment 1, is now before the Commission for their final review and consideration.

ANALYSIS

The proposed guidelines largely align with what has been created in collaboration with the Garden Committees in years past and clarify the rules, regulations, and expectations around use of the City's community gardens. The primary changes in combining the guidelines of both gardens, as presented to the Commission in December, included:

- Requiring that all gardeners be San Rafael residents. Staff recommend allowing the current non-resident plot holders in each garden keep their plots until they no longer desire to renew their membership.
- Limit gardeners to having only one plot in only one City garden.
- Transition the Terra Linda Community Garden Steering Committee from an elected body to a volunteer working group.

The City received a range of feedback from some community garden members, copies of which are provided as Attachment 2. Many of the gardeners had specific recommendations to wording or requested further clarity, which have been addressed in the updated staff report and are summarized in Table 1 below.

Table 1: Summary of Specific Community Recommendations Incorporated into Community Garden Guidelines

Community Comment	City Response
Clearer/stronger wording prohibiting the growing of marijuana.	Incorporated into section C2
Permit those previously allowed two plots at the Terra Linda Community Garden to be grandfathered in.	Incorporated into section A5
Do not require gardeners to winterize their garden plots.	Incorporated into section C14
Only the City should be able to plant trees in common areas of the garden.	Incorporated into section I10

Additionally, there were some points of feedback that staff are not recommending be incorporated directly. One community member requested that drip irrigation be allowed, as the proposed guidelines restricted its use. However, staff would not recommend this change for several reasons. From a resource conservation perspective, water systems are prone to break, and the use of irrigation timers may delay the identification of a leak, which has happened at both gardens previously. Automatic irrigation also waters on rainy days when watering is not needed. Additionally, non-automatic irrigation gardening promotes active gardening which encourages proper upkeep of the total plot and surrounding area. Since receiving the comment, staff have added language to encourage active watering by the plot holders and prohibiting individual drip irrigation systems at the Canal Community Garden.

Another community member recommended that the guidelines specify a 30-day maximum timeframe to bring plots into compliance. Staff purposely left the timeline on compliance, as some issues may require immediate attention while a longer period might be appropriate for others. Staff have added language to the Compliance section clarifying that the timeframe would be “determined by staff due to the severity of the infraction.”

An additional concern was about the City holding events in the garden. However, being City managed facilities, the City retains the right to hold events in either garden. Events would not be common but could potentially be, but not limited to, a gardening workshop that would pertain to plot holders and open to the public or a garden related class offered by the Department for youth and/or adults. All events would be conducted with the health and benefit of the garden and its members in mind.

Finally, two gardeners who have moved out of San Rafael were concerned that they would no longer qualify as residents. However, the general guidelines permit current non-resident plot holders to retain their plots.

FISCAL IMPACT:

There is no fiscal impact associated with adopting the San Rafael Community Garden Guidelines.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:



Steve Mason, Senior Recreation Supervisor



Debbie Younkin, Senior Recreation Supervisor

Attachments:

1. San Rafael Community Garden Guidelines – Draft
2. Public Input
3. Canal Community Garden 2020 Guidelines
4. Canal Community Garden 2020 Application
5. Terra Linda Community Garden 2020 Application and Guidelines
6. Terra Linda Community Garden Bylaws (November 2010)



City of San Rafael
San Rafael Community Garden Guidelines

The following document clarifies the rules, regulations, and expectations around use of the City's Canal Community Garden and Terra Linda Community Garden. All plot holders are responsible for abiding by these guidelines.

A. GENERAL GUIDELINES

1. **Community garden plots are to be used to grow vegetables, fruit, herbs, or flowers only.**
2. **San Rafael community gardens are for use by San Rafael residents only. Starting January 1, 2021, any gardener that moves out of San Rafael will forfeit their plot the following year. Current garden members who moved out of the San Rafael prior to January 1, 2021 will be allowed to continue have a plot in the garden.**
3. **A garden application will be mailed out to gardeners in mid-October. Garden Application, with a proof of residence, and annual fees are due no later than November 15 of each year to either the Terra Linda Community Center or Albert J. Boro Community Center.**
4. San Rafael residents wishing to apply for a community garden plot should contact the garden representative below for the garden they would like to join. Interested residents' names and contact information will be placed on a waitlist. When a plot becomes available, potential gardeners will be contacted in the order in which their interest was received and will be asked to formally apply for a plot.
5. Households are allowed one garden plot at either the Canal Community Garden or the Terra Linda Community Garden. City of San Rafael staff may grant temporary use or maintenance privileges to a garden member for more than one plot with the expectation that those additional plots may be allocated to new garden members at any time. Terra Linda Community Garden members who were previously grandfathered in for having two plots by previous bylaws shall retain that privilege. Gardeners may not have plots at both community gardens.
6. All gardeners are expected to help with tasks to benefit the community garden. For example, each year there will be two to four workdays scheduled plus ongoing opportunities such as weeding and cleaning in the communal areas.
7. The Community Garden Volunteer Working Group and City of San Rafael staff reserve the right to evaluate plots for compliance. Staff reserves the right to issue notices to plots holders and revoke privileges at the community garden without reimbursement of paid fees and lost crops, according to the Compliance section of the garden guidelines.

B. HOURS/SECURITY

1. Garden hours are sunrise to sunset.
2. All gates and structures must be locked, and all water hoses turned off prior to leaving the garden.
3. Plot holders are not allowed give the key or lock combination to any unauthorized individual.
4. Guests, children and hired help may visit the garden only if accompanied by a plot holder.

C. GARDEN PLOTS

1. The community garden adheres strictly to organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening principles are prohibited. If a plot holder is unsure of whether a product is allowed, please check with the Community Garden Volunteer Working Group or City of San Rafael staff. Gardeners must make sure that any product they spray does not come into contact with another gardener's plot.
2. Growing marijuana in the garden for ANY reason, including for medical or recreational purposes, is prohibited.
3. Changing the structure or dimensions of plots is prohibited.
4. Growing plants outside of your plot is prohibited.
5. Weeds must be controlled and must not be allowed to go to seed within or around plots. **Plot holders must clear all weeds within 2 feet of their plot.**
6. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
7. Structures must be no higher than 6 feet and not cast shade on another plot; no permanent or unsightly structures are allowed.
8. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.

9. In order to control fly and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bins. Vegetable scraps used for compost must be buried within the plot.
10. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
11. Crops must be harvested and cannot be left to rot within the plot. This includes dry sunflowers and rotting veggies, which attract rodents. If a gardener is unable to use entire crop, they are encouraged to donate additional produce to the Marin Food Bank.
12. If a garden plot remains undeveloped, unattended, or overgrown for more than 30 days, the plot holder will be notified in writing by the City of San Rafael and the plot may be reassigned, based on the process outlined in the Compliance section.
13. By May 15th, plots are to be cleared of any winter crops and winterization materials and spring crops must be planted.
14. By December 1st, plots must be clear of all spring/summer crops and either have winter crops planted or be winterized.
Definition of winterized – Cover your plot with an approved ground cover, such as newspaper with a straw covering; staff will provide gardeners with a complete list of approved materials. Should a gardener not want to winterize their plot, they must remove all dead plants and ensure that the plot remains weed free all winter.
15. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material, the city will employ an outside landscaper to clear the plot at the plot holder's expense.

D. WATERING

1. The maximum amount of watering for any one plot is 15 minutes per day. This equals about 75 gallons per day, which would be sufficient for the hottest days.
2. Watering must be performed while immediately attended by a gardener.
3. Water conservation and techniques, such as the use of mulch and compost, is encouraged.
4. Gardeners should turn off the hose bib/water faucet, not just the spray nozzle, when they are done watering.

E. SHARED/COMMON AREAS

1. Wheelbarrows must be emptied after use and placed in the proper storage location.
2. On-site storage of personal items is not allowed in walkways or other common areas. Walkways between plots must remain clear.

F. PERSONAL CONDUCT

1. Please respect other gardeners and plots. Do not pick crops or use items from other plots.
2. Children must be supervised at all times. Parents are encouraged to explain the importance of respecting the plots and the harvests of others.
3. No animals, other than service animals, are allowed in the garden. **Official service animals must always remain on leash and under owner's control.**
4. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
5. Consumption of alcohol, tobacco, and other drugs are not permitted inside or within 25 feet of the garden.
6. Do not write on or deface City of San Rafael signage or property.
7. Gardeners are expected to be respectful of other gardeners and guests within the garden.

G. COMPLIANCE

1. City of San Rafael staff respectfully retain the right to create new garden guidelines and make judgments regarding garden conflicts and gardener conduct at any time. City of San Rafael staff retain the right to revoke gardening privileges, based on the compliance process listed below.
2. The compliance process for the community gardens is as follows:
 - a. First instance of non-compliance results in a notification of non-compliance and request to bring plot back into compliance within a certain timeframe as determined by staff due to the severity of the infraction.
 - b. Second instance of non-compliance results in a similar notification, but with a notice that the plot will be revoked if not brought into compliance. If brought into compliance, plot holder will be notified that any further infractions will result in their plot being immediately revoked.
 - c. Third instance of non-compliance results in the plot being revoked.
3. Plot holders that have their privileges revoked will not be reimbursed for fees paid nor crops lost and the individual may not be eligible for future garden opportunities.

H. COMMUNITY GARDEN VOLUNTEER WORKING GROUP

1. Each Community Garden has a Community Volunteer Working Group that is comprised of plot holders who indicated an interest in participating on their annual Garden Application. City staff will strive to engage all interested gardeners in some capacity.
2. Volunteer Working Group members will be expected to help with the following type of activities: working with City of San Rafael staff to conduct periodic walk throughs for compliance, organizing workdays, making recommendations for plot and garden improvements, planning garden renovation and volunteer projects, and connecting with gardeners who have general questions

I. CANAL COMMUNITY GARDEN SPECIFICS

1. The Canal Community Garden has twelve (12) ADA accessible garden plots that are available at the community garden. Individuals with a disability have priority in renting the ADA accessible garden plots.
2. Modification to the existing drip irrigation system is prohibited and individual plot irrigation systems are not permitted.
3. Watering must be accomplished by hose and while immediately attended by a gardener.
4. Gardeners must label their locker with their name and plot number.
5. Personal hand tools may be stored in a locker or in garden plot in a non-hazardous manner.
6. Communal tools must be cleaned and returned to the garden shed after use.
7. Gardeners are expected to participate in at least one workday per year to support site maintenance and work on special renovation projects within the garden. If unable to attend a workday, gardeners can work with City staff to determine alternative opportunities to support the garden.
8. The City of San Rafael has the right to utilize the garden for public events.
9. Report leaking faucets or leaks in the irrigation system to abc.counter@cityofsanrafael.org and/or City of San Rafael staff at (415) 485-3077.
10. Trees are not allowed in individual garden plots. Community trees can only be planted in common areas in approved containers with City permission. (Would it be better to remove previous sentence and add the following: Only the City may determine to plant community trees in common areas.)

J. TERRA LINDA COMMUNITY GARDEN SPECIFICS

1. Full plots are a maximum of 15'x30' (450 square feet). Half plots are a maximum of 15'x15' (225 square feet).
2. Storage items need to be a minimum of 6 inches off the ground. Storage receptacles either need to be tightly closed or fully open to deter rodents from nesting. All items must be kept in a non-hazardous manner.
3. Personal items, including compost bins are to be placed within an individual's plot.
4. Watering may be accomplished by a drip type irrigation system that is connected directly to a hose and while immediately attended by a gardener. **NO TIMERS OR IN GROUND IRRIGATION SYSTEMS ALLOWED.**
5. Dumpsters are for school district and garden use only. No illegal dumping.
6. Gardeners are expected to participate in a minimum of two garden workdays per year. If unable to participate in a garden workday; gardeners may pay a \$20.00 fee per workday missed.
7. No Trees are allowed in the garden. There are fig trees and an herb garden for communal use by plot holders. Gardeners are asked to take only what they need and to leave some for others. Do not step into people's plots to access fig trees or the herb garden.
8. Report leaking faucets, water line break, fence repairs or other general maintenance to terralindapool@cityofsanrafael.org or call (415) 485-3344.
9. The Terra Linda Community Garden land is owned by the Miller Creek School District and operated by the City of San Rafael. Gardeners need to be "good neighbors" to insure a successful relationship. Keep your plots maintained!

All gardeners are required to follow these San Rafael Community Garden Guidelines to ensure a successful, enjoyable garden experience.

City of San Rafael - Library and Recreation Department
Albert J. Boro Community Center (Canal Community Garden)
Contact: abc.counter@cityofsanrafael.org; (415) 485-3077

Terra Linda Community Center (Terra Linda Community Garden)
Contact: terralindapool@cityofsanrafael.org; (415) 485-3344

Steve Mason

From: Kenyon Larsen [REDACTED]
Sent: Friday, December 18, 2020 12:53 PM
To: ABC Counter
Subject: Community Garden Guidelines

Follow Up Flag: Follow up
Flag Status: Completed

Dear City of San Rafael,

I would like to make the following comment on the proposed Community Garden Guidelines:

- For item #2 under the Garden Plots - unless the intent of this rule is to allow the growing of marijuana for purposes other than medicinal or recreational (such as commercial or retail), I suggest re-wording the rule to simply state, "Growing marijuana in the garden for any purpose is prohibited."

Sincerely,
Kenyon Larsen
Canal Garden plot holder

Sent from my iPhone

Steve Mason

From: kappy payne [REDACTED]
Sent: Friday, December 18, 2020 1:52 PM
To: Terra Linda Pool
Cc: Amy Robinson; David Harvard; [REDACTED]
Subject: Regarding proposed San Rafael Community Garden Guidelines

Hello,

I urge you to reconsider the Terra Linda-specific rule regarding the use of drip irrigation systems on timers, which seems to go counter to good gardening practices. There are many benefits to using drip irrigation: it saves water while providing water efficiency (i.e., prevents overwatering), improves growth, discourages weeds and controls disease. It also saves time.

The fact that this is a Terra Linda-specific rule leads me to believe that we are being punished specifically. We had put in our drip irrigation before any timer rule was written - and in fact it seems to have been written in specially because we installed drip irrigation, which frankly makes no sense. We were accused of having a leak, but in fact there was none.

If the worry about a leak is the problem, then they should be dealt with when and if they occur. I think encouraging communication and cooperation with our plot neighbors is a better overall solution which promotes the "community" in community garden, rather than being punitive. Rather than adding a rule to ban the use of timers, why not take a more positive approach and simply verify that the system has been installed and works properly?

I also believe that not allowing the use of timers is prejudicial to those of use who work for a living and may not have the opportunity to spend as much time gardening as our retired or non-working gardening friends.

The most obvious reason in favor of using timers is that we are in the midst of a pandemic, and we are encouraged (and currently mandated) to stay at home as much as possible.

I cannot think of any reason why timers should not be allowed. If the irrigation system is installed properly, the instances of leaks would be rare, could be corrected swiftly, and are a small risk when compared to the benefits afforded by the use of drip irrigation on timers.

Sincerely,

Kappy Paynd and David Harvard
Plot 29

Steve Mason

From: Robert Moe [REDACTED]
Sent: Thursday, December 24, 2020 9:37 AM
To: Terra Linda Pool
Subject: Community garden rules

In the compliance section 2a I think a 30 day maximum time frame should be added to bring the plot in compliance

Sent from my iPhone

Steve Mason

From: Aruldas Rajaputhiran [REDACTED]
Sent: Wednesday, January 6, 2021 10:30 PM
To: ABC Counter
Subject: Terra Linda Existing Community Gardner Feedback

Happy New Year City Council,

This is Aruldas Rajaputhiran. I lived in Terra Linda for about 12 years with my wife Gowri and Son Varun and got the Garden Plot 2 years back. After receiving the plot in Terra Linda Community Garden, as a family we slowly cleaned and started planting the seeds/seedlings. Every day we go and water them during the Summer time. It's not easy to express in words on how much we enjoyed seeing the growth of each and every plant. Every season we tried different vegetables and learned a lot about Gardening by chatting with other Gardeners. If we go out, we always look for nursery or places where they sell seeds/seedlings to plant in the plot. In the past two years we have planted almost all the vegetables. Last winter we planted Onions and Garlic and made a good harvest. As we got lot of Garlics there is no need for us to buy Garlic for at least 6 months.

We not only grew vegetables, we also planted flowers such as Sunflower, wild flowers, Rose... My son, Varun loves Sunflower so we tried different colors/varieties and most of them bloomed and made us happy. It was so much fun to see the big, giant Mammoth sunflowers and we always receive compliments from co-gardeners. Varun is in Boys Scout and through this gardening he was able to complete Gardening Merit Badge easily.

Gardening made us to leave the house and kept us physically active by Weeding, watering, planting in the plot. Community volunteer cleaning day gave us a chance to mingle with other gardeners. As per the new policy we couldn't able to continue this enjoyment because we live in Larkspur now. Since we live in the apartment this is the only way to do gardening. If you are able to allow us to keep the plot for the existing gardeners this will be a great thing for us in this new year 2021. We as a family hope the city council will allow us to keep the garden.

Thank you.

Aruldas

Gowri

Varun

Steve Mason

From: [REDACTED]
Sent: Friday, January 8, 2021 10:15 AM
To: Terra Linda Pool
Cc: ABC Counter
Subject: San Rafael Community Garden Guidelines.

Good morning,

My name is Zerene Soans. I am an avid and productive gardener in Terra Linda gardens. First and foremost, I appreciate the always excellent support and kind help from Ms. Debbie Younkin.

About the new guidelines. The rules are excellent for us to maintain good community gardens. However, I will greatly appreciate if the rules will allow more diversity, by permitting out of San Rafael gardeners to continue in their plots. I currently reside in Novato since last 7 years having moved from Terra Linda. I have been gardening in Terra Linda gardens for more than 33 years. I am a senior citizen and an active participant in the Marin County fair. I have been able to enter about 40 or so flowers, vegetables and fruits each year for the last many years. I have won each year about an average of under \$300.00 each time, which has included an honor award of \$50.00 for the last 3 to 4 years from the Marin Agriculture department for the most horticulture items.

Each year the exhibit items have to be at the county fair as early as 7.00am to 10.00am. The location of the Terra Linda gardens is very very convenient.

In closing, I will greatly appreciate to please grant permission for all the current non San Rafael gardeners to continue after next year 2021 and onwards.

I will be happy to participate in the zoom meeting on January 21, 2021 at 6.00pm. if you could kindly provide the zoom code for that. Unfortunately, my zoom works quite erratically. Nonetheless, I will try to attend virtually.

Looking forward to an acknowledgement of this email and anticipating your favorable approval.

Thanking for your time.

Best regards.

Zerene Soans

Terra Linda community gardens.

Plot # 14.

January 11, 2021

To: San Rafael Park and Recreation Commission
Cc: Susan Andrade-Wax, Library and Recreation Director
Debbie Younkin, Senior Recreation Supervisor
Lindsay Lara, City Clerk

Re: proposed changes to Terra Linda Community Garden Guidelines

Dear Commissioners,

I am writing to you on a matter of extreme importance to me and my family. The proposed uniform guidelines for the Canal Community Garden and the Terra Linda Community Garden, which you will consider at your January 21, 2021 meeting, contain provisions that are unkind and unfair to a small number of senior citizen gardeners who have participated in the Terra Linda Community garden for many years. In particular, Policy 5 of the proposed revised guidelines allows City staff, at any time at their discretion, to take away half of the garden of any gardeners who have a "double plot" and to give it to another gardener.

When the Terra Linda Community Garden was established in the 1970s by a group of citizens who negotiated with school district and the City to convert a dis-used kickball field into a community garden, there were more garden plots available than gardeners, and many gardeners cultivated two plots. Over the years, as gardeners died or moved away, the number of gardeners with "double plots" decreased. Currently there is **only ONE** remaining "double plot" in the TL Community Garden—the garden plot in which our family has grown flowers and vegetables for 40 years.

I request that you remove the second sentence of policy 5 "City of San Rafael staff may grant temporary use or maintenance privileges to a garden member for more than one plot with the exception that those additional plots may be allocated to a new garden member at any time." and insert a grandfather policy to the first sentence "Starting January 1, 2021, households are allowed one garden plot at either the Canal Community Garden or the Terra Linda Community Garden."

These are some of the reasons why this policy change is so important to our family:

My husband and I moved to our house on Cermenho Court in 1980. Two of the reasons we purchased that house was that it had a big yard and that it was across the street from the Terra Linda Community Garden. We applied for and received assignment of our first garden plot in 1981, when our first child was born. We have been gardening in the Community Garden ever since. In fact, as our family grew, and we twice seriously considered moving, it was the importance of the community garden in our daily lives that kept us in the neighborhood. Our garden, which occupies two plots, provides about a third of our food for the year and it is a major focal point in our lives.

Over the years, our engagement with the garden has contributed to the TL Garden and the surrounding community in many ways. Here are a few examples:

- 1) In the early years of the TL garden, the community was very active in governing the garden, creating work days, social events, newsletters, and working with each other to help new gardeners and to maintain the garden. My husband and I participated in all these activities.
- 2) When our family first began gardening in the Terra Linda Community Garden, there was no fence around the garden, so deer and other animals browsed on the produce at their leisure. My husband and I participated in the fully volunteer effort to build the fence that to this day still encloses the garden.
- 3) In the early 2000s I served on the TL Garden Steering Committee for several years and helped organize potlucks, volunteer work days, and presentations from master gardeners at the annual Terra Linda Community Garden membership meetings.

- 4) From 2003 to 2012, I published a quarterly *Terra Linda Community Garden Newsletter*, which included gardener profiles, gardening tips, favorite recipes, and other garden news. (Electronic copies of these newsletters are available upon request.)
- 5) In 2004, under the guidance of TLCC Director Jay Ingram, a subcommittee of myself and Valerie Stilson created the first bylaws for the TL Community Garden, bylaws which have been in effect since that time and which the new proposed rules will supplant.
- 6) From 1989 to 1992 I taught cooking and nutrition classes, *Kids in the Kitchen*, at Vallecito Elementary School and in the San Rafael Recreation Department afterschool program, using produce from our garden to teach young children where food comes from and how delicious foods such as "fried flowers" (broccoli and cauliflower) can be.
- 7) I and other community gardeners have bolstered the vegetable section of the Marin County Fair with our entries for many years. Squashes, beets, onions, pickles, and preserves from my family's garden have won 53 ribbons, including nine "Best of Show" awards.
- 8) Four years ago, I took over the volunteer job begun by gardener Carol Peterson of taking excess produce from the garden to the Marin County Food Bank. I put up signs and purchased a box where gardeners could leave produce donations. Twice a week throughout the year, gardener John Slater and I take these donations to the Food Bank. This year, under COVID19 restrictions, this has been a challenging task, since the Food Bank would not accept private garden donations, but John and I located other agencies where the produce could be given to people with food insecurity.
- 9) For the last 3 years, I have also taken over a volunteer task started by long-time gardener, Nina Russe. For many years, Nina drove to a nursery in Santa Rosa to purchase onion plants of a variety well suited for the Terra Linda climate. She took orders from other gardeners and also purchased onion plants for them. As Nina aged, I helped out, partnering with her so she could sustain her activity as long as possible. This year I and my husband followed in Nina's footsteps, supplying 1300 onion plants to 26 community gardeners. (At this time, in January, we are still eating onions from our summer harvest).
- 10) In 2004 the City of San Rafael approved General Plan 2020. At that time the Terra Linda Community Garden was being considered for a Housing Opportunity Area. I and several friends successfully lobbied for the TL Community Garden to be retained as a local food production and recreation resource for the community rather than a potential housing site.
- 11) Last month I made a similar effort with the current revision of San Rafael's General Plan 2040, noting that the TL Community Garden was omitted from the list of Special Use Parks and requesting that the City include the TL garden in this list. (Per the staff report to the SR Planning Commission on 12/15/20, this will be done.)

As you can see, the Terra Linda Community Garden has played a major role in my life and the life of my family. Throughout our time in the garden, I have shared extra produce, seeds, plants, and gardening tips with many new and old gardeners. My husband has helped other gardeners till their plots in the spring time. Our two sons grew up gardening in the TL Community Garden and, after they completed their education in the Miller Creek and San Rafael District schools and UC Berkeley, they have gone on to teach the art of gardening to our grandchildren. Over the 40 years that we have participated in the garden, my husband and I have consistently followed all the garden rules and we have never received a warning letter or any indication that our garden was not in compliance with garden rules.

When administration of the TL Community Garden rules was changed a few years ago to allow new gardeners to have only one full plot or one half-plot, our family and several other gardeners who historically had two plots (including Nina Russe, who had gardened there since 1983) were "grandfathered in" to be allowed to retain use of our garden plots.

Now, under the proposed change in the garden rules, our family will have to give up half of the garden that we have nourished, used, invested in and improved for forty years. Or we will have to live under the threat half our garden can be taken away at any time.

Which half of our garden do you want us to give away? The half that grows squashes, onions, beets, kale, chard, and fava beans that feed us throughout the winter and the UC Davis thornless blackberry and boysenberry plants that we have tended for 40 years? Or the half of our garden that grows zucchini, tomatoes, cucumbers, beans, peppers, and lettuce that we eat and share with others and with the Marin Food Bank?

What benefits will be derived from taking away half of our garden? This **ONE** plot will have almost no impact on mitigating the long waiting list of people seeking garden plots. These long waiting lists have existed for at least two decades. In some ways this interest in gardening is wonderful news for our community, since gardening provides excellent outdoor recreation and a source of healthy food, particularly in this year when many people are experiencing confinement and financial insecurity.

However, the solution to increased demand for gardening opportunities is **NOT** to take gardens away from responsible gardeners, particularly senior citizens, and give them away to other people. The answer to an increased demand is to increase the supply. This is the best long-term solution. Even in these times of tight budget constraints, the City of San Rafael can do much more to encourage and promote community gardening throughout the City. And certainly, the City should not deprive City residents of the use of existing gardens that enhance their physical and mental health.

I respectfully request that you revise Policy 5 as requested to protect our ability to continue to garden in the Terra Linda Community Garden and to give back to the community, as we have for the last 40 years.

I also request that you re-instate a version of Sec B.1.A of the Terra Linda Community Garden Bylaws (attached) into the Garden Guidelines to allow gardeners in good standing who need to move out of San Rafael for family or health reasons to have an option to maintain use of their gardens. While policy 2 of the proposed guidelines does have a provision to "grandfather" 3 gardeners in good standing who have had to move a short distance away from San Rafael for the above reasons, there are other long-standing committed community gardeners who may need to similarly relocate from San Rafael as they grow older or face extenuating family or health circumstances. These gardeners should be granted the courtesy of a case-by-case evaluation rather than a stark cut-off date that will automatically deprive of their gardens. Accommodating these gardeners for a few additional years will not significantly impact the length of the waiting list and would compassionately afford nutritional and health benefits to citizens who have contributed to the Community Garden.

Finally, I also request that the Park & Recreation Commission give serious consideration to how collaboration between garden members and City administration can be improved in the Terra Linda Community Garden and how community gardens can be promoted and expanded throughout the City to meets the needs of residents who want to garden for their physical, mental, and spiritual well-being.

Sincerely,
Shirley R. Fischer

A blacked-out redaction covering the signature area, likely containing a name and contact information.

Steve Mason

From: Terra Linda Pool
Sent: Wednesday, January 13, 2021 9:53 AM
To: Steve Mason
Subject: FW: TL Garden News and New Rules

-----Original Message-----

From: GJ Stilson [REDACTED]
Sent: Wednesday, January 13, 2021 9:15 AM
To: Terra Linda Pool <TerraLindaPool@cityofsanrafael.org>
Subject: TL Garden News and New Rules

Hi Debbie,

Thanks for the information. The new rules look great. I'm very grateful for the community garden and appreciate all the administration needed to keep it moving forward.

Again, thanks for all the time and energy to keeping it running. It's such a benefit to our community and to me!

Take care,

Jenine Stilson #42

Steve Mason

Subject: San Rafael Community Garden Guidelines Input

From: Lora Newton [REDACTED]
Sent: Wednesday, January 13, 2021 12:23 PM
To: Habad Ahmad <Habad.Ahmad@cityofsanrafael.org>
Cc: Margaret Wallace [REDACTED]
Subject: Re: San Rafael Community Garden Guidelines Input

Hi Habad, and thanks for all your hard work on developing the guidelines for the two gardens! Here is some feedback on three of the items:

Garden Plots #14:

In my opinion, the issue of "winterization" is problematic. While I wholeheartedly agree with the part about clearing out spent crops, I disagree with the requirement to have either something growing all winter or have the soil covered. Soil is a living, breathing ecosystem, and there are benefits to having fallow periods between plantings to re-establish nutrients and beneficial organisms, and to break the life cycle of certain pests. Some gardeners take advantage of a winter break in growing to let the soil "rest" while also fortifying it by adding compost periodically – which would be difficult, if not impossible, if the soil had to be covered. Additionally, if anyone covers the soil with a nonporous material, it would actually degrade the health of the soil. This rule would also be the only one that requires gardeners to make a purchase (such as newspaper and straw) and would be difficult to enforce.

Canal Community Garden Specifics #9:

Gardeners have never previously been allowed to plant trees anywhere in the garden. I believe only the city, not individual gardeners, should be allowed to plant something as large and permanent as a tree. Also, there is no room in any of the common areas for any more trees. We are already working to curb the problem of some people planting crops outside of their assigned plots, calling them community crops, and I'm afraid that this new rule could open the door to the same thing happening with trees - which will be much more difficult to remove. (I know it states that they must have permission, but you know how humans can be...) There is also the chance of someone inadvertently damaging or blocking irrigation lines that are hidden under mulch or soil by putting a heavy container with a tree on top of them. My suggestion would be that instead of rule #7 in the Terra Linda section and rule #9 in the CCG section, to have a common rule for both gardens that prohibits gardeners from planting trees, and encourages them to share the fruit of community trees.

Canal Community Garden Specifics #7:

A few people have expressed concern about the city holding public events at the garden, and have wondered just what is meant by that. Concerns include the limited number of parking spaces at the garden, event attendees taking food from the plots, an increased possibility of theft, and other consequences of a large number of people in the garden at once. There hasn't been any such event since I have been part of the garden (maybe this was just something written into the original rules that keeps getting carried over?) so I'm not worried about it. However, I can see how a little clarification wouldn't hurt, and thought I should pass along the concerns some others have expressed to me.



City of San Rafael Library and Recreation Department

Canal Community Garden Guidelines

January 1, 2020 – December 31, 2020

Keep for your record

ANNUAL AGREEMENT

1. All gardeners who are able are expected to help with chores to benefit the community garden as a whole. For example, each year there will be four group workdays scheduled plus ongoing opportunities such as weeding and cleaning in the communal areas and keeping the shed clean and organized.
2. The Garden Committee and City of San Rafael staff reserve the right to evaluate, issue notices to plot holders, and revoke privileges at the community garden without reimbursement according to the garden guidelines.
3. **Garden Enrollment Form and Annual Fees are due no later than February 28, 2020.**

HOURS/SECURITY

4. Garden hours are sunrise to sunset.
5. All gates and the shed must be locked and all water hoses turned off prior to leaving the garden.
6. Do not give the lock combinations to any unauthorized individual.
7. Guests may visit the garden only if accompanied by a plot holder.

GARDEN PLOTS

8. The community garden adheres strictly to Organic gardening principles, concepts, and practices. Use of pesticides, herbicides, chemical fertilizers, or other such substances or practices inconsistent with organic gardening are prohibited. If you are unsure of any product, please check with the Garden Committee or City of San Rafael Staff. Make sure that any product you spray does not come into contact with another gardener's plot.
9. It is prohibited to grow medical or recreational marijuana in the garden.
10. Changing the structure or dimensions of plots is prohibited.
11. Growing plants outside of your plot is prohibited.
12. **Plot holders must clear all weeds within 3 feet of individual plots.**
13. Individual garden plots are to be fully utilized, with no less than 75% planted, and no more than 25% used for storage.
14. Only one full plot per resident is permitted in the garden. Garden Committee and City of San Rafael Staff may grant temporary use or maintenance privileges to a garden member for more than one plot with the expectation that additional plots may be allocated to new garden members at any time.
15. Twelve (12) ADA accessible garden plots are available at the community garden. Individuals with a disability have priority in renting the ADA accessible garden plots.
16. Trellises must be no higher than 6 feet and not cast shade on another plot; no unsightly structures are allowed.
17. Trees are not allowed in individual garden plots.
18. Creating a sunlight obstruction for adjacent plots is not allowed. Tall crops must be positioned in a way that does not cast shade on neighboring plots.
19. In order to control fly and rodent populations in the garden, meat scraps, kitchen oils, bread, etc. are not allowed in garden plots or compost bins, and all vegetable scraps must be buried.
20. Trimmings and plant material not being used as compost must be removed and put in the green compost bins.
21. If plastic is used for ground cover, poke holes in it to avoid standing water and mosquitoes.
22. Crops must be harvested, not left to rot within the plot. Dry sunflowers and rotting veggies attract rodents.
23. If your garden plot remains undeveloped, unattended, or overgrown for more than 30 days you will be notified.
24. If you are not growing anything during the winter months, you must clear your plot by removing all traces of previous plantings and voluntary weeds. We suggest you plant a cover crop like legumes to fortify your soil.
25. When vacating a plot to move to a new plot or discontinuing garden participation, the plot holder must clear the area of plant material, weeds, and any equipment so that the plot is ready for the next gardener. If a plot holder fails to remove material a minimum \$25 fine will be charged, and or the individual may forfeit future garden opportunities in community gardens managed by the City of San Rafael.

(Continued on other side)

WATERING

26. The maximum amount of watering for any one plot is 15 minutes per day. This equals about 75 gallons, more than enough for even the hottest days.
27. All watering must be accomplished by hand-held hose only.
28. Modification to the existing drip irrigation system is prohibited.
29. Water conservation, such as the use of mulch and compost is encouraged.
30. Please be sure to turn off the hose bib/water faucet, not just the spray nozzle when you are done watering.
31. Report leaking faucets or leaks in the irrigation system to canalgardencommittee@gmail.com and/or City of San Rafael Staff at (415) 485-3077.

SHARED/COMMON AREAS

32. Please label your locker with your name and plot number.
33. Personal hand tools may be stored in your locker or in your garden plot in a non-hazardous manner.
34. Communal tools must be cleaned and returned to the garden shed after use.
35. Wheel barrows must be emptied after use and placed behind the shed standing on end.
36. On-site storage of personal items is limited to each gardener's locker and individual plot, and not allowed in walkways or other common areas. Walkways between plots must remain clear.
37. The City of San Rafael has the right to utilize the garden for public events.

PERSONAL CONDUCT

38. Please respect other gardeners and plots. Do not pick crops from other plots!
39. Children must be supervised at all times. Please explain the importance of respecting plots and harvests of others.
40. No animals, other than service animals, are allowed in the garden. **Service animals must remain on leash always.**
41. The use of radios or other audio equipment is prohibited, except for individuals listening on headphones.
42. Consumption of alcohol, tobacco and other drugs are not permitted inside or within 25 feet of the garden.
43. Do not write on or deface City of San Rafael signage or property.
44. The Garden Committee, under the supervision of City of San Rafael Staff, respectfully retain the right to create new garden guidelines and make judgments regarding garden conflicts and gardener conduct at any time. The City of San Rafael staff retain the right to revoke gardening privileges.
45. **There is zero-tolerance for disrespectful behavior.** If you do not comply, you will first be issued a notice by the Garden Committee or City of San Rafael staff. Further offense may result in immediate removal from the garden with no reimbursement and the individual may not be eligible for future garden opportunities.

All gardeners are required to follow the Canal Community Garden Guidelines to ensure a successful, enjoyable garden. Plot holders who do adhere to the Garden Guidelines listed above will be notified by the Garden Committee or City of San Rafael staff. If a plot holder is issued multiple notices within one year, the plot will be revoked with no reimbursement and the individual may not be eligible for future garden opportunities.

City of San Rafael Library and Recreation Department: (415) 485-3077
Garden Committee Contact: canalgardencommittee@gmail.com

*The Canal Community Garden is owned and operated by the City of San Rafael.
Gardeners need to be "good neighbors" to insure a successful relationship. Keep your plots maintained!*

Plot # _____



City of San Rafael Community Services Department
2020 Canal Community Garden Enrollment Form

Last Name _____ First Name _____

Address _____

City _____ Zip _____ Email _____

Cell Phone _____ Landline _____

May the City of San Rafael share your contact info with fellow garden members? ____ Yes ____ No

Languages spoken: English Spanish Other _____

If fluent in more than one language, are you willing to volunteer occasionally as a translator? ____ Yes ____ No

List the name and email or phone number of family/friends that you authorize to care for your plot:

PLOT FEES (REQUIRED BEFORE A PLOT CAN BE ASSIGNED)

San Rafael Resident fee: **\$70** full plot **\$35** half plot or accessible plot

Non-Resident fee: **\$80** full plot **\$40** half plot or accessible plot

PAYMENT accepted by CASH, CHECK OR DEBIT/CREDIT CARD with a completed application.

- **CHECKS** are made payable to: *City of San Rafael*
- **CHECKS** may be sent either via mail or in-person at the Albert J. Boro Community Center.
- Visa and Mastercard are accepted for **CREDIT/DEBIT CARD** payments in-person only at Albert J. Boro Community Center.
- **CASH** payments will be accepted in-person only at the Albert J. Boro Community Center.

RETURNING GARDENERS WITH ASSIGNED PLOTS MAY BRING THIS COMPLETED FORM AND PAY IN PERSON AT:

Albert J. Boro Community Center
50 Canal Street, San Rafael, CA 94901
Monday – Friday from 9:30am-1:30pm and 2:00pm-6:00pm

Community/Plot Holder Participation

Working together keeps the garden functional and beautiful and fosters a sense of community as we cooperate in its maintenance and upkeep. There will be quarterly community work days scheduled each year. All gardeners who are able are expected to help with chores such as keeping the common areas and pathways clean and free of weeds.

In addition to the community work days, volunteer help is needed for the following tasks. Please check any that you are willing to do:

- Take the waste bins (compost/trash/recycling) out to the street on Wednesday afternoons or evenings (this would be for a designated period of time, ideally 2-3 months)
- Spoken English to Spanish translation for presentations given at garden events

If you have specific skills, tools or equipment that you would like to make available to the garden, please list below:

GARDEN GUIDELINES & HOLD HARMLESS AGREEMENT

I hereby certify that I have read all rules, regulations and bylaws concerning the participation in the Canal Community Garden Program and agree to abide by all the conditions set forth. In addition, I hereby agree to indemnify and hold harmless the City of San Rafael or their representatives, against any loss whatsoever the nature or kind arising from damage to person or property as a result of my participation in this program.

I understand that failure to meet the Canal Community Garden Guidelines or to maintain my garden area will result in forfeiture of gardening privileges. No refunds will be issued. An additional amount may be assessed should water usage exceed the estimate this year's fees are based on. Water restrictions may be mandated by the Marin Municipal Water District at any time.

It is the commitment of the undersigned to make this payment annually and maintain garden plot or discontinue gardening. The City of San Rafael retains authority to revoke garden plot privileges at any time.

Signature _____ Date _____

OFFICE USE:			
2020 PM Reg. Code: 10446	Date received _____	Initial _____	Plot # _____

Course code: 9520

Plot #(s) _____

San Rafael Community Services Department
2020 Terra Linda Community Garden Application

January 1, 2020 – December 31, 2020

APPLICATION & FEES DUE by February 18, 2020

Last Name _____ First Name(s) _____

Birthdate _____ Primary Phone _____

Address _____ City _____ Zip _____

E-mail: _____

Please check if you do not want your name & phone number published on a community garden phone list roster available to other gardeners.

Fees: Full Plot \$71/plot (San Rafael Resident), \$75/plot (Non-Resident)

½ Plot \$36/plot (San Rafael Resident), \$38/plot (Non-Resident)

Garden Guidelines & Hold Harmless Agreement

I hereby certify that I have read all garden rules and guidelines concerning the participation in the Community Garden Program and agree to abide by all the conditions set forth. In addition, I hereby agree to indemnify and hold harmless the City of San Rafael, Miller Creek School District or their representatives, against any loss whatsoever the nature or kind arising from damage to person or property as a result of my participation in this program.

I understand that failure to meet the garden rules and regulations or to maintain my garden area will result in forfeiture of gardening privileges. No refunds will be issued, and any fees required to clear your plot of any items after you are asked to leave the garden will be billed to you.

An additional amount may be assessed should water usage exceed the estimate this year's fees are based on. It is the commitment of the undersigned to make this payment and maintain my garden plot or discontinue gardening. Water restrictions may be mandated by the Marin Municipal Water District at any time.

Signature _____ **Date** _____

Please return signed garden application form to the Terra Linda Community Center by Fax/Email/Mail or In Person:

Payment options: Cash/Check/Visa/Mastercard/Discover (please call to pay by phone)

Please make checks payable to: City of San Rafael

Mail to: Terra Linda Community Center

phone: (415) 485-3344

670 Del Ganado Rd.

fax: (415) 485-3345

San Rafael, Ca 94903

email: terralindapool@cityofsanrafael.org

PLEASE KEEP

2020 Community Garden Rules and Regulations

1. Required workdays will be **April 25 & May 2** from 9am-11am. Each gardener will sign in and work with a specific supervisor on tasks that need to be completed. **If you cannot attend and participate, you may pay a \$30 fee by April 20. No special assignments will be assigned if you are unable to make a work day.**
2. **Effective January 1, 2020** – all plots containing trees need to be removed or the plot will be out of compliance and you will forfeiture the plot for the coming season.
3. Dogs, smoking, vaping and alcohol are not permitted in the garden or on school district property. Growing of cannabis is not allowed. Please do not leave dogs unattended or tied to the fence.
4. Permanent structures or installations in the garden are not permitted. Any special requests for changes to a garden plot need to go through the Terra Linda Community Garden Steering Committee for consideration. Any work without approval can result in forfeiture of garden plot. Effective January 2019, concrete and pressure treated wood are not permitted. A 6 foot non-permanent growing structure is permitted. A metal fence; maximum height of 5feet; is see through and non-permanent is permitted.
5. Only **organic herbicides, pesticides, insecticides** may be used in the Community Garden. Please do not overspray and remove products from the garden after use.
6. Garden plots are a maximum of 15'x30' (450 square feet) or 15'X15' (225 square feet) for a ½ plot. Plot borders cannot be extended or rearranged to extend past the assigned plot borders.
7. Each plot must have the plot number clearly posted at his/her garden plot. It is up to the plot holder to ensure the plot number is posted and clearly visible. Any plot not providing proper signage may be fined the cost of a number sign that will be placed in the garden plot.
8. Weeds will not be allowed to become uncontrolled or go to seed within plots. Borders between plots must be maintained by both plot holders. If your plot borders a fence, the distance between border and fence needs to be maintained by the plot holder. Plots that border the area under the big trees need to maintain up to 18" off the border towards the open area. Any bushes including but not limited to blackberry and rose bushes must be pruned back and not impede on the walk way.
9. Garden plots are to be fully utilized with no less than 75% planted and 25% for storage. Hand tools including but not limited to rakes, hoes, spades and shovels may be stored in your garden plot in a non-hazardous manner. Empty vegetable plastic containers should be recycled or removed from your plot.
10. Storage items need to be a minimum of 6 inches off the ground and storage either needs to be tightly closed or open to deter rodents from nesting in the garden.
11. Compost bins are to be placed within a plot. Trimmings and garden refuse, not being used as compost, must be removed and placed in one of the garden dumpsters. No meat scraps, kitchen oils, or bread (attracts rodents). All kitchen vegetable scraps need to be buried or covered with wood chips to keep out flies and rodents.

12. Crops must be harvested and are not to be left to rot within the plot. If unable to use entire crop, sharing with others or donations to the Marin Food Bank are appreciated.
13. Please respect the garden. Make an effort to instruct guests and children to stay on walkways while in the garden. No animals, please. Lock gates upon exiting the garden and make sure no one is left in the garden before locking the gate.
14. If a Garden Plot remains unplanted or unattended for 30 days, as evidenced by the condition or lack of living plant material, soil preparation, weed growth in a Plot or in a prescribed adjacent pathways, debris collection, failure to seasonally prepare or clear a Plot on the Seasonal Schedule, etc. the assigned gardener will be notified by the Community Services Department, in writing. A new date by which the indicated remedial work must be completed will be set. Gardeners are encouraged to contact the Department immediately if circumstances prevent the completion of the work by the date assigned. **Failure to complete the work, or to consistently maintain a plot according to the Garden Guidelines and Seasonal Schedule will result in a forfeiture of Garden privileges and reassignment of the Garden Plot affected.**
15. Everyone is to be out of the garden area within one (1) hour after sundown.
16. Plots are to be cleared of any winter crops and any winterization materials including but not limited to straw or plastic covering in preparation of planting for a spring plot by May 1, 2020. Spring crops are to be planted and tended by May 15, 2020 (weather permitting) or plots are subject to reassignment. Plots must be clear of all spring/summer crops including all vegetation and either have a winter plot planted or winterized by December 1, 2020. **Definition of Winterized** - plot(s) must have all traces of summer crops and voluntary weeds removed, as well as winter cover crops planted or cover your plot(s) with approved ground cover (newspaper with straw, or black or white anchored plastic (with poked holes).
17. Do not write on or deface City of San Rafael signage or property.
18. Guests may be present in the garden as long as they are accompanied by a plot holder. **If you give out the key, your plot will be reassigned.** All gardeners may not be in other garden plots without the plot holder present, unless prior consent has been given and the office has been notified. **Any violation or gardeners found picking or taking items from other plots will forfeit their plot.** There are three fig trees and one herb garden that is communal for plot holders. Gardeners who hire help to assist with their garden, must be present while the work is being conducted or forfeit their plot.
19. Dumpsters are for school district and garden use only. No illegal dumping.
20. **All watering must be accomplished by hand-held hose or drip type irrigation systems when immediately attended by a gardener, timers are not allowed. Should you have a drip system, you will need to provide a “Y” type faucet connector that will allow other gardeners the use of the faucet while a drip system is on. No overhead watering or use of oscillating sprinklers. Trench watering is not allowed.**

Follow all gardening rules and regulations will ensure a successful, enjoyable garden season. Failure to meet above requirements or maintain garden plot(s) will result in forfeiture of gardening privileges.

Additional Important Information

The Community Garden land is owned by the Miller Creek School District and through an agreement, the City of San Rafael is allowed to utilize the property for a community garden. Gardeners need to be “good neighbors” in order to ensure the continuing relationship with them. Please keep plots maintained, respect parking and traffic in and out of the school district parking lot; park in designated spots and help keep the area around the fence cleaned up.

Four (4) to five (5) hours a week of care are required to keep a plot properly maintained.

Watering – The maximum amount of watering for any one plot on any day is fifteen (15) minutes. This equals about 75 gallons, more than enough for even the hottest summer days. Water conservation measures and techniques are encouraged.

Repair or replace your hose if it leaks. The City will replace hoses once a year if needed.

Any maintenance issues such as leaking faucets, leaks in the irrigation system, water line break, fence repairs or any other general maintenance, please call the Terra Linda Community Center, 415- 485-3344 during business hours or email terralindapool@cityofsanrafael.org .

If there is a water leak that is causing significant water loss after normal business hours, please contact the Non-Emergency Police number to report the issue;
415-485-3000.

In 2021, all plot holders will need to be residents of San Rafael.

Approved Nov. 2010

BYLAWS
OF THE TERRA LINDA COMMUNITY GARDEN

ARTICLE I – PURPOSES of the Terra Linda Community Garden

A. Name

The name of this organization shall be the Terra Linda Community Garden.

B. Mission

The Terra Linda Community Garden exists to create and maintain a community-operated garden in Terra Linda. We are committed to nurturing the land; growing and sharing healthful, *pesticide-free, organic* food; developing caring and supportive relationships among gardeners; and sharing our skills, knowledge and experience. By means of the garden, people of diverse cultures, ages, and abilities demonstrate the positive effect, to individuals and the community, of joining together as tillers and preservers of the land.

C. Goals

The goals of the Terra Linda Community Garden are:

1. To establish and maintain a site upon which members can engage in gardening and related educational and social activities.
2. To grow healthful food and flowers for our families and to share those with community members who are in need.
3. To preserve a productive green space and surrounding environment for future generations, honoring the agricultural heritage of the Las Gallinas Valley.

D. Site Property Supervision and Uses

The Terra Linda Community Garden will be responsible for developing and maintaining the community garden on property at 380 Nova Albion Way leased by the Dixie School District to the San Rafael Community Services Department.

The Terra Linda Recreation Supervisor (hereafter in these bylaws referred to as the Garden Administrator) shall be responsible for general oversight of the garden site and program.

Use of this property by the Terra Linda Community Garden shall be for the purposes and goals stated in Article I, Section B & C, and in accordance with the bylaws, rules, and policies of the Terra Linda Community Garden as well as pertinent regulations of the San Rafael Community Services Department.

The Terra Linda Community Garden shall have areas designated for the following uses according to a garden site plan approved by the Garden Administrator and the Garden Steering Committee:

1. ***Individual Garden Plots, to be fully utilized with no less than 75% planted and 25% for storage, and maintained by individual members of the garden and their immediate families.***

The border up to 18” surrounding the plot is to be maintained by plot holder and is to be free of garbage, weeds and grass.

2. Large Garden Pathways, Fences, and Common Areas, to be maintained by all members of the garden.
3. Small Pathways between two garden plots or between a plot and the garden fence, to be maintained by the members assigned to those plots.

ARTICLE II – MEMBERSHIP

A Definition of Membership

1. Member in Good Standing: Members who have paid their plot rental fees and who adhere to all garden rules, policies and bylaws.
2. Probationary Members: Members who have not abided by the garden rules and policies and who have received one official notification within one membership year regarding noncompliance with garden rules or policies. See Section H.

B. Membership Requirements

1. Residence in the City of San Rafael or in unincorporated neighborhoods in the northern San Rafael area.
 - A. “Grandfather” Clause: Current “Members in Good Standing” who reside outside the City of San Rafael or outside the unincorporated neighborhoods of the northern San Rafael area, may maintain their membership in the garden. At such time that their membership is discontinued for any reason, their plots shall be distributed according to these bylaws.
2. Payment of annual fee and agreement, in writing, to abide by the Hold Harmless Agreement and the Terra Linda Community Garden Rules and Regulations and to treat fellow gardeners, visitors, and others with respect and good will.

C. Membership Responsibilities

1. Pay annual membership fee by the deadline date.
2. At any, if gardener fails to clean their plot to rules and regulation standards, they will be given opportunity to correct the infraction. If the gardener chooses not to correct the infraction by the given deadline, they will be required to pay for the clean-up services provided by the City of San Rafael. Payment must be paid within 30 days of clean-up and the plot will be given to someone on the waiting list.
3. Comply with Terra Linda Community Garden bylaws, rules, and policies, as well as San Rafael Community Services Department regulations.
4. Maintain assigned individual garden plots, pathways, fence areas, and common areas as specified in the garden rules and policies.

5. Contribute to the Terra Linda Community Garden mission and goals by participating in one of the two scheduled clean-up days.
 - a) If a member is unable to do this, the members name shall be put on a list to help with special projects during the year.
6. Assist with maintaining the safety and security of the garden site by locking gates when leaving the garden and by notifying the Garden Administrator of any hazardous conditions. ***Please check to make sure no one is left in the garden before locking the gates. Please make sure no one is left unattended in the garden that does not belong in the garden.*** If an urgent public safety situation exists, the San Rafael Police Department should be immediately notified, and the Garden Administrator informed as soon as possible.

D. Privileges of Members in Good Standing

1. Right to vote in Community Garden elections and annual meetings (see Section F)
2. Eligibility to be elected to the Garden Steering Committee
3. Eligibility to participate on or chair standing or ad-hoc committees.
4. Assignment of an individual garden plot (one plot per household/family)
 - a. Current members have priority to be reassigned to the same plot(s) they had in the previous year
 - b. Current members have priority to be reassigned to a different plot(s), if available, in the order in which the requests are received by the Garden Administrator. In all cases, requests for reassignment must be received by the Garden Administrator
 - c. New members will be assigned to the remaining available garden plots in the order in which their names appear on a waiting list kept by the Garden Administrator.
 - d. ***Individual plots will be assigned. One plot per household unless approved prior to 2008. Plot holders with two plots who give up a plot are not re-eligible for two plots.***
5. Access to the garden site from sunrise to sunset.
6. Use of water, wood chips, compost and other resources provided at the garden site according to garden rules and policies.
7. Eligibility for use of common garden space(s) for project(s) approved by the garden steering committee, as an individual member, the leader of a group project, or as a participant in a group project.

E. Membership Dues

The San Rafael Community Services Department shall determine annual membership fees, in consultation with the Garden Steering Committee. Annual membership begins April 1st of each year and ends March 31st of the following year. Membership dues are nonrefundable and are due by March 15th of each year.

F. Membership Meetings

1. Annual Meetings There shall be an annual meeting in September/October of all members to review the past year's activities, to preview the upcoming year, and to vote on matters requiring decisions of the full membership, including approval of policies submitted by the Garden Steering Committee. At each annual meeting, the Garden Steering Committee and the chair of each standing and ad-hoc committee shall give reports of their activities in the previous year and anticipated business for the coming year.

Written notice of time, date and place of this meeting shall be given by first class mail, to each member.

2. Special Meetings Special meetings of the membership may be held upon the call by a simple majority of the Garden Steering Committee, by the Garden Administrator, or by one-fourth (1/4) of the Members in Good Standing. Written notice of time, date and place of such meetings shall be given by first class mail to each member.
3. Quorum and Organization of Meetings At all general membership meetings, one fourth (1/4) of the Members in Good Standing, present in person, shall constitute a quorum for the transaction of business. Designated members of the Garden Steering Committee shall preside and take minutes at all membership meetings.

G. Voting Procedures

For the election of members of the Garden Steering Committee and at any membership meeting, each Member in Good Standing shall be entitled to one vote. Upon demand of any member present, voting on any question at general membership meetings shall be by secret ballot. A simple majority of the votes cast in person by Members in Good Standing at any membership meeting where a quorum is present shall be sufficient to authorize approval of policies. A plurality of votes cast on election ballots shall be sufficient to elect members of the Garden Steering Committee.

H. Termination of Membership

1. Initiation of Complaint of Violation of Rules

Complaints of a member's violation of garden rules and policies must be made in writing to the Garden Committee Administrator. Complaints can be initiated by any member in good standing or by the Garden Administrator. The identity of the person filing the complaint shall be kept confidential unless permission is given by that person to the Garden Administrator either verbally or in writing.
2. First Notification of Noncompliance with garden rules or policies
 - a. The Garden Administrator and members of the Garden Steering Committee shall investigate any complaint of a member's violation(s) of garden rules and policies.
 - b. Results of the investigation shall be discussed at a regularly scheduled meeting of the Garden Steering Committee and, if it is determined by simple majority vote that the member is not complying with Garden rules or policies, a Notification of Noncompliance, including a deadline for remedying the violation(s), shall be sent by first class mail to the member.

- c. If the Garden Administrator and members of the Garden Steering Committee determine that the violation(s) have not been remedied by the specified deadline, a final Notification of Noncompliance shall be sent by first class mail to the member, and the member shall be requested to attend the next scheduled meeting of the Garden Steering Committee to present a plan for coming into compliance with Garden rules and policies or be evicted from the garden. . The member may also present additional information pertinent to the evaluation of the violation(s) and may request assistance in remedying the violation(s), if special circumstances apply. This notification automatically conveys Probationary Member Status on the member.
- d. The Garden Administrator and members of the Garden Steering Committee shall verify whether the violations(s) have been remedied by the specified deadline. If the violations have been corrected, the gardener will return to “Member in Good Standing.”

3. Notification of Noncompliance and Revoking of Garden Membership

- a. If it is determined by majority vote of the Garden Steering Committee that the violation(s) has been rectified, a letter shall be sent to the member confirming continuing status as a “Member in Good Standing.”
- b. If it is determined by majority vote of the Garden Steering Committee that the violation(s) has not been rectified by given deadline, a final letter shall be sent notifying the member of the continuing noncompliance and of the termination of the individual’s membership in the Community Garden.
- c. ***If a gardener received three notifications of non-compliance within a period of two years, their membership will be terminated. Extenuating circumstances can be brought to the attention of the steering committee for special consideration.***
- d. Membership can be immediately terminated for direct violation of garden rules pertaining to theft and use of herbicides in the garden.
- e. Termination of membership shall be the sole decision of the Garden Steering Committee and the Garden Administrator.
- f. In case of termination of membership, there will be no return of membership fees.

ARTICLE III—GARDEN STEERING COMMITTEE

A. Composition, Qualifications, Election and Term of Office

- 1. Composition: The Garden Steering Committee is comprised of five elected members. The Garden Administrator also participates on the Garden Steering Committee in an advisory (non-voting) capacity.
- 2. Qualifications: All Garden Steering Committee members shall be Members in Good Standing and at least 18 years of age at the time they are elected.
- 3. Election and Terms of Office: All Garden Steering Committee members shall be elected for a two-year term, on an alternate year schedule so that 2 or 3 members of the Steering Committee are elected each year. Each Garden Steering Committee member shall be elected, or re-elected, by a plurality of votes on ballots cast by Members in Good Standing.

4. Removal From Office and Vacancies: A Garden Steering Committee member may be removed from office by a majority vote of the remaining Steering Committee members after missing four scheduled meetings in one year or after losing status as Member in Good Standing.
 - a. In the case of a vacancy on the Steering Committee, including removal, resignation, illness, or death of a member, a replacement must be elected by ballot at the next annual membership meeting.
 - b. Interim replacements can be appointed by a quorum of the remaining Steering Committee.
5. Quorum and Voting: A quorum of the Garden Steering Committee shall consist of at least 3 members. A simple majority vote of members of the Garden Steering Committee at any meeting where a quorum is present shall be sufficient to authorize approval of rules, policies, and other actions in accordance with garden bylaws, rules, and policies.

B. Powers and Duties of the Steering Committee

1. The Garden Steering Committee shall meet at least 10 times per year.
2. The Garden Steering Committee shall have general responsibility to manage the affairs and operations of the Terra Linda Community Garden and to adopt rules and policies for the garden. The Garden Administrator shall have the right to override any decision made by the Garden Steering Committee and the general membership.

C. Ad hoc and Standing Committees

Ad hoc and standing committees may be established by the Garden Steering Committee as needed.

ARTICLE V—BYLAWS APPROVAL AND AMENDMENTS

1. These bylaws shall be approved by a majority vote of the Members in Good Standing on written ballots distributed to the membership by first class mail.
2. Amendments to these bylaws can be proposed by a majority of the Garden Steering Committee or by petition of one fourth of Members in Good Standing. Proposed amendments shall be discussed at a steering committee meeting and shall be sent by first class mail to each member.
3. Amendments shall be approved by a two-thirds vote of the Members in Good Standing on written ballots distributed to the membership by first class mail.



**January 21, 2021
Item #5**

TITLE: REVIEW OF THE PROPOSED DONATION POLICY FOR THE FALKIRK CULTURAL CENTER

RECOMMENDATION

That the Commission receive and provide feedback on the Donation Policy for the Falkirk Cultural Center.

BACKGROUND

Historical buildings are often at the forefront of community members minds when it comes to donating their heirlooms. The Falkirk Cultural Center is often on the receiving end of this generosity, and receives regular donation offers. However, the City does not currently have a formal donation policy in place, which creates challenges for staff in making decisions about accepting donations, tracking where the items at Falkirk came from, and determining how to properly dispose of items. It also can provide barriers to those wishing to donate items, as there is not process for doing so.

DISCUSSION

Staff have drafted a proposed Donation Policy for the Falkirk Cultural Center with the goal of providing guidance for both staff and the public on the procedure for accepting and managing donations. The policy stipulates that acquisition of new items will be at the discretion of City5 staff and will take into consideration factors such as availability of space and funding to maintain the proposed donations.

The proposed policy sets out a clear donation process and will help staff make decisions on which donations to accept and how to dispose of them when they are no longer needed. It outlines the criteria for accepting donations and provides staff with guidelines on what information needs to be collected and maintained for all donations. Finally, the policy specifies that all donations must be outright and unconditional, and that the City has the right to dispose of the materials at any time. Staff have also developed supportive forms (Attachments 2 and 3) for ease of implementation of the Donation Policy.

Donations to Falkirk are often valuable and meaningful for family members. With this policy in place, we can ensure that donors clearly understand the process and terms of their donations. The policy will help the public understand what kinds of items we accept and give the right to staff to say “no” if the items do not meet the Falkirk Cultural Center’s

needs. It will also ensure that an undue burden is not placed on staff once the Falkirk Cultural Center no longer has use for an item.

FISCAL IMPACT:

There is no fiscal impact associated with adopting Falkirk Donation Policy.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Darcie Chellew, Interim Program Coordinator

Darcie Chellew

Attachments:

1. Draft Falkirk Donation Policy (2021)
2. Draft Falkirk Donation Questionnaire (2021)
3. Draft Falkirk Donation Relinquishment of Ownership (2021)



Falkirk Cultural Center Donation Policy

Falkirk Cultural Center
1408 Mission Ave
San Rafael, CA 94901

www.cityofsanrafael.org/falkirk

This document sets out the donation policy for the City of San Rafael's Falkirk Cultural Center. The policies outlined below allow the donation of relevant items, but do not require the City to accept donations. Acquisition of new items for the Cultural Center collections through donations will always be pursued at the discretion of City staff and after consideration of such factors as availability of space and funding to maintain the proposed donations.

Cultural Center Collection & Donation Criteria

The Falkirk Cultural Center, located in San Rafael, is a California Victorian built in 1888. The mansion is an excellent example of the Queen Anne style and has a variety of Victorian furniture donated over the years.

The collections at the Falkirk Cultural Center consist predominantly of furniture and artwork from the late 19th and early 20th centuries. The City is most interested in donations that add to this collection and that fit within the following criteria:

- Established connection to the history of the Falkirk Cultural Center and the Dollar family
- Fits with the time period and style of the property
- Doesn't duplicate objects already in collection
- Established and unquestioned provenance (proof of ownership)
- Sufficient documentation that it can be interpreted for the public
- Excellent condition and quality of construction/materials

Furthermore, in evaluating potential donations, consideration must be given to the City's ability to provide proper care and storage for any item. No item(s) will be considered as a donation if the future care and preservation needs exceed the City's resources.

Donation Process

To assess the proposed donation, donors must complete and return a Donation Questionnaire, available on the City website and in hard copy at the Falkirk Cultural Center. Photographs of the object(s) are required in order to be considered for a donation.

Once the Questionnaire is received, City staff will evaluate the donation based on the above criteria. Once City staff have completed their evaluation, they will inform the donor of whether the City is able to accept the item(s).

To accept a donation, the City must have and maintain a complete record of the donated item(s), including:

1. Date of acquisition;
2. Name and address of donor;
3. Estimated, appraised, or special value;
4. All available information connecting the item(s) to the Falkirk Cultural Center's history and purpose;
5. All other information establishing provenance.

Federal law prevents the Falkirk Cultural Center from providing appraisal values for donated items. Donors are responsible for appraisals of value prior to donation request.

Donations are fully tax deductible within IRS guidelines. The City will issue a letter of verification confirming acceptance of a donation, but monetary valuations must be issued by a professional appraiser.

Donation Terms

All donations must be outright and unconditional. The Cultural Center cannot guarantee that objects donated will be placed or remain on display, or that they will be exhibited or stored intact as a single collection. Once an item has been donated to the City of San Rafael, the City reserves the right to keep, lend, sell, or otherwise dispose of the donated material. The City cannot make exceptions to this policy. All donations to the Cultural Center's collections are irrevocable upon the physical transfer to the Falkirk Cultural Center.



Donation Questionnaire

The Falkirk Cultural Center located in San Rafael is a California Victorian built in 1888. The mansion is an excellent example of the Queen Anne style and has a variety of Victorian furniture that has been donated over the years.

We have great interest in acquiring objects that relate to the history and background of the Cultural Center. If you have an item that you believe would enhance the property, and you would like to donate it to the Falkirk Cultural Center, please take the time to read our donation policy before completing and submitting this Questionnaire.

Each donation will be considered by City staff, who will make the ultimate decision on whether an item is accepted. Understanding our donation policies and following our guidelines for proposed donations will help make the donation process as smooth as possible for everyone involved. Thank you for your time and attention.

If you are interested in donating items, please fill out the below donation form and submit it, and **photographs of each item to be donated**, to Falkirkart@cityofsanrafael.org. If the items are deemed of interest to the Falkirk collection, City staff will contact you to move forward with the donation process. Please do not send or deliver items until you have been contacted by City staff and instructed to do so.

Name/Donor(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Object(s) name or description: _____

When did you acquire this object? _____

How did you acquire it? _____

Do you have documentation for proof of purchase? _____

From whom did you acquire it?

Name _____ Relationship _____

How did they acquire it? _____

What is the estimated value of this object? _____

How was the value of this object determined? _____

Does the Object contain questionable materials (i.e. ivory, bone, animal, or hazardous materials)?

Was the Object ever altered, broken, and/or repaired? If so, when or where was restoration and/or conservation done? Who did the restoration and/or conservation? What materials were used to repair it?

What (additional) documents (such as photographs, letter, bill of sale, maker's notes, newspaper articles) do you have or are you aware of related to the Object?

Are you able to provide copies of such documentation with your donation?

Additional comments, memories or stories about the Object:

If any of the above information is used in exhibition labels or publications created by the Cultural Center, how do you wish to be acknowledged?

- Name
- Remain anonymous
- Be otherwise acknowledged

Please state EXACTLY how you would like to be acknowledged:

By completing, signing and submitting this document, I confirm that all information presented is true and factual.

Signature

Date

Printed Name



Relinquishment of Ownership

I, _____,
hereby relinquish all rights, titles, and interest in the listed object(s) below for the purpose of
making an unrestricted gift of the object(s) to the City of San Rafael's Falkirk Cultural Center
located at 1408 Mission Ave. San Rafael, CA 94547.

List of items donated:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

If there are more than 7 items donated, please fill out a second form.

Signature

Date

Printed Name

City of San Rafael Representative Signature

Date

City of San Rafael Representative Printed



January 21, 2021
Item #6

**TITLE: REVIEW OF THE PARK AND RECREATION COMMISSION'S ANNUAL
WORK PLAN FOR 2021**

RECOMMENDATION

That the Park and Recreation Commission review the draft work plan and provide input.

BACKGROUND

The Park and Recreation Commission has requested the opportunity to receive more regular reports on the Park and Recreation programs and activities, so that the Commissioners can better understand, provide feedback, and advocate for the full offerings of the division. The Commission has also expressed interest in having a fuller understanding as well as input on the topics that will be brought forward for their consideration. As a result, staff has 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 to be discussed at future meetings.

At this time, City staff is seeking the Park and Recreation Commission's assistance in refining or amending the draft work plan. The Work Plan will help to facilitate and generate agenda items that will be scheduled for future Park and Recreation Commission meetings.

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 blue ink, appearing to read 'Catherine Quffa'.

Catherine Quffa, Assistant Library & Recreation Director

Attachment:

1. Park and Recreation Commission Draft Work Plan for 2021

**Park and Recreation Commission
Work Plan – 2021**

Meeting Date	Agenda Items
January 21	<ul style="list-style-type: none"> • Community Garden Guidelines • Falkirk Donation Policy • Park and Recreation Commission Work Plan
February 25	<ul style="list-style-type: none"> • Parks Status Report from 2020
March 18	<ul style="list-style-type: none"> • Marin Bocce Federation Annual Report • San Rafael Girls Softball Agreement
April 15	<ul style="list-style-type: none"> • Albert J. Boro Community Center Community Use Policy • Parks Quarterly Status Report January - March
May 20	<ul style="list-style-type: none"> • Review Measure A Work Plan
June 17	<ul style="list-style-type: none"> • TBD
July 15	<ul style="list-style-type: none"> • Parks Quarterly Status Report April - June
August 19	<ul style="list-style-type: none"> • Childcare Program Report • Youth Enrichment Program Report
September 16	<ul style="list-style-type: none"> • Pickleweed Advisory Board Annual Report • Albert J. Boro Community Center, Pickleweed Field, and Canal Community Garden Program Report
October 21	<ul style="list-style-type: none"> • Parks Quarterly Status Report July – September • Terra Linda Community Center, Aquatics, and Terra Linda Community Garden Program Report
November 18	<ul style="list-style-type: none"> • San Rafael Girls Softball Annual Report • Falkirk Cultural Center Program Support
December 16	<ul style="list-style-type: none"> • Selection of Chair, Vice Chair and Committee Assignments • Review of Park and Recreation Commission Meeting Schedule 2021
January 20	<ul style="list-style-type: none"> • San Rafael Community Center, Albert Field, Tennis Court, and Park Rentals Program Report

Possible topics with date TBD: Park and Field Rental Policies, Falkirk Art Exhibit Policy, Master Fee Update, Prop 68 Per Capita Grant, Goldenaires, Scholarship Policy, Terrapin Crossroads



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: January 21, 2021
To: Park and Recreation Commission
From: Susan Andrade-Wax, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
Jan. 19	7:00 p.m.	City Council	Zoom
Jan. 21	6:00 pm	Park and Recreation Commission	Zoom
Feb. 1	7:00 pm	City Council	Zoom