



**September 15, 2022
6:00 P.M.**

Watch on Zoom:
<https://tinyurl.com/PRC-09-15-2022>
Telephone: Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of August 2, 2022

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*
3. Introductions/Awards/Recognitions/Presentations
 - Parks & Recreation Master Plan Update #2

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. Sponsorship of Minor Park Amenities Draft Policy

COMMISSION REPORTS AND COMMENTS

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

STAFF COMMENTS

6. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: October 20, 2022

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-08-02-2022>

Telephone: (669) 900-9128
Meeting ID: 841 0672 5048

CALL TO ORDER

Chair Emerson called the meeting to order at 6:02 p.m.

ROLL CALL

Present: Commissioner Cabrales
Chair Emerson
Commissioner Gutierrez
Commissioner Machado
Commissioner Sandoval (arrived 6:05 p.m.)

Absent:

Also Present: Catherine Quffa, Library & Recreation Director
Craig Veramay, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Steve Mason, Senior Recreation Supervisor
Stephen Rogers, Program Coordinator
April Miller, Public Works Director
JC Agcaoili, Junior Civil Engineer
Tsumugi Fujimura, Gates + Associates
Melonie Reynolds, Gates + Associates

AGENDA AMENDMENTS

None.

MINUTES

- 1. Approve regular meeting minutes of June 22, 2022**

Commissioner Machado moved, and Commissioner Cabrales seconded, to approve the meetings minutes of June 22, 2022.

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

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Chair Emerson and Catherine Quffa, Park & Recreation Director recognized and thanked Commissioners Laumann and Reisinger for their service on the Commission.

Craig Veramay, Assistant Library & Recreation Director, introduced Stephen Rogers who gave a presentation of the upcoming recreation event for Movies in the Park.

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

Diane Pollock addressed the Commission regarding a memorial bench.

Mr. Veramay gave an update on the process development of the memorial bench policy for the City.

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 Proposed Design for Sun Valley Playground Renovation

JC Agcaoili, Junior Civil Engineer for the Public Works Department gave a brief overview and will be overseeing the project. Mr. Agcaoili introduced Melonie Reynolds and Tsumugi Fujimura from Gates + Associates who gave their presentation.

Staff responded to questions from the Commission.

Public Comment: Maura addressed the Commission.

Commissioner Machado moved, and Commissioner Gutierrez seconded to approve the proposed design and preferred playground equipment for the Sun Valley Park Playground renovation.

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

Motion passes.

5. Discuss Wooden Gazebo at Sun Valley Park

Catherine Quffa gave an overview of the wooden gazebo at Sun Valley Park for discussion.

Staff responded to questions from the Commission.

Public Comment: Chrise de Tournay Birkhahn addressed the Commission

Commissioner Sandoval moved, and Commissioner Machado seconded, to remove the wooden gazebo.

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

Motion does not pass.

6. Review Measure A Workplan

Craig Veramay presented the Measure A Workplan for July 1, 2022 – June 30, 2023.

Staff responded to questions from the Commission.

Public Comment: None

Commissioner Machado moved, and Commissioner Gutierrez seconded, to accept the Measure A Workplan report.

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

Motion passes.

7. Selection of One (1) Commissioner to Serve as Liaison and One (1) Commissioner to serve as Alternate to the Pickleweed Advisory Committee

Craig Veramay gave a brief overview of the requirements of the Pickleweed Advisor Committee liaison and requested a commissioner to serve as Alternate to the Pickleweed Advisory Committee.

Staff responded to questions from the Commission. Commissioner Machado volunteered to be the liaison and commissioner Gutierrez volunteered to be the alternate.

Public Comment: None

Commissioner Machado moved, and Commissioner Cabrales seconded, for Commissioner Machado to serve as the Liaison for the Pickleweed Advisory Committee.

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

Motion passes.

Commissioner Gutierrez moved, and Commissioner Machado seconded, for Commissioner Gutierrez to serve as the alternate Liaison for the Pickleweed Advisory Committee.

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

Motion passes.

COMMISSION REPORTS AND COMMENTS

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

Commissioner Sandoval shared that he has taken his 7-month-old to the Terra Linda Community pool this week. Commissioner Cabrales added that her son is a lifeguard there.

Commissioner Machado attended the downtown bike race.

Public Comment: None

STAFF COMMENTS

9. Schedule of Upcoming Meetings and Events of Interest

Ms. Quffa shared that the City's application for the Land and Water Conservation Fund for the project at Pickleweed Park has been recommended from the state for funding. We will start on a multi-month process to get through the federal grant process.

Commissioner Machado asked what the general timeline would be for that to happen. Ms. Quffa replied that we will hear by next Summer or Fall that the funds have been approved.

There will be an update on the Parks and Recreation Master Plan at the next Park and Recreation Commission meeting. There will be a Steering Committee meeting August 31st, and a Community Meeting Sept 8th. At those meetings staff will be bringing forward the criteria for prioritizing the projects.

Ms. Quffa gave an update on funding options for the City's deferred infrastructure needs. Given the current economic outlook, the City has decided it's not the right time to look at a tax measure.

Mr. Veramay reported out that we were approaching the end of the summer season, and to date, the summer programs filled 86% capacity overall and 84% of registered participants in the summer programs are San Rafael Residents. The Fall Activity Guide is expected to be delivered to San Rafael households on Thursday. This year, the Recreation Division has approved 32 youth scholarships to attend Recreation Division programs, and as a reminder, we have additional funds available to provide more scholarships.

Mr. Veramay gave a few personnel updates. In mid-July, we welcomed our new Pickleweed Preschool Center Director, Maria Velarde. We are in the 2nd round of interviews to fill the San Rafael Community Center Recreation Supervisor position and have a strong field of applicants. We are currently accepting applications for a vacancy in our Program Coordinator classification. The first review of those applications will be August 22nd.

Mr. Veramay continued with program highlights from the department. The school age child-care program will resume at the start of the school year, and our staff are gearing up in preparation for the new season. The aquatics program has had a great summer despite facing the challenge of recruiting and training enough staff during a nationwide lifeguard shortage. The Canal Mini Soccer League at the Albert J. Boro Community Center will receive an \$8,000 grant from Marin County Parks to make the program even more accessible to low-income youth in the Canal neighborhood and to purchase new equipment for the League. More than 156 children are enrolled in our current summer

session of Canal Mini Soccer. Lastly the Kendall C. King exhibit just wrapped up on Friday at the Falkirk Cultural Center, and there is currently a Call for Artists for a Juried Exhibition by Susan Press themed “Art to Amuse & Delight”.

Public Comment: None

ADJOURNMENT

Chair Emerson adjourned the meeting at 8:00 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS _____ DAY OF _____, 2022

CATHERINE QUFFA, Library & Recreation Director



**September 15, 2022
Item #4**

TITLE: DRAFT POLICY: SPONSORSHIP OF MINOR PARK AMENITIES

RECOMMENDATION:

That the Commission review and provide comments on a new draft policy regulating sponsorship of Minor Park Amenities.

BACKGROUND:

The Library and Recreation Department and the Department of Public Works collaboratively manage a wide array of minor park amenities such as park benches, picnic tables, drinking fountains, trees, commemorative plaques and markers, and bike racks.

The City routinely receives requests from community members to make donations towards the purchase and installation of park amenities. Community members typically want to install a plaque on the amenity to commemorate an individual, group, or event that has special meaning to them.

The City desires development of a robust sponsorship program that will provide community members an opportunity to commemorate individuals or groups in a meaningful way, while contributing valuable park amenities to the City that can be effectively maintained and managed. City staff drafted a new 'Sponsorship of Minor Park Amenities' policy (Attachment 1) and draft minor park amenity sponsorship application (Attachment 2) to administer that process.

DISCUSSION:

Historically, the City has accepted donations for Park Benches and trees, and there are existing park benches that have commemorative plaques located throughout the park system. The City has an existing policy that pertains to the donation of park amenities:

- Donation of Park Trees and Bench Guidelines, CC Resolution #8923, 1993 (Attachment 3)

This policy is outdated, and no longer accurately reflects the current needs of the City to effectively administer a minor park amenity sponsorship program. The policy includes outdated expenses and minimum sponsorship amounts and doesn't accurately reflect the administrative process that would be required for amenity sponsorship.

In recent months, multiple community members have expressed a desire to sponsor minor park amenities, and that they are ready to make a donation to the City. These community members want to commemorate individuals or groups, and most have

indicated they would like to sponsor the installation of park benches that include a commemorative plaque. Some have asked to repair existing park benches that already include a commemorative plaque. Library and Recreation Staff reviewed existing policies and determined that they do not adequately reflect the current expenses or operational procedures of the City.

Additionally, the initial information the City has received as part of the Citywide Park and Recreation Master Plan indicates that some existing minor park amenities throughout the parks system are approaching the end of their service life. The City is in the process of inventorying and better understanding the current condition of these amenities, but there are indications that a sponsorship program may assist the City with supplemental funds to replace those amenities.

Other regional agencies maintain sponsorship or donation policies for minor park amenities, and staff consulted several other agencies and reviewed their policy documents while drafting this policy, including Mill Valley, Novato, Petaluma, Marin County, and other California Municipalities.

The goals of this new policy will be to:

- Update the existing policy to reflect current City needs more accurately
- Clearly define a framework for public sponsorship of minor park amenities
- Encourage the community to donate towards sponsorship of amenities that will improve the experience of park users in San Rafael.
- Develop opportunities to fund replacement or repair of aging minor park amenity infrastructure system wide.

While there is an interest in accepting a variety of sponsorship donations in the future, the City would first focus on sponsorship that would replacement existing park benches or picnic tables. As the program is further developed and the City builds capacity, other amenities, such as trees, drinking fountains, bike racks, or other amenities will be considered and added as sponsorship options. These other amenities have additional planning components that will be more challenging for staff to develop accurate expenses and sponsorship program parameters and will require additional planning time.

Staff are also recommending allowing a limited number of plaques to be purchased for *existing* amenities specifically for low-income residents for whom the cost of a bench or picnic table would be prohibitive. This is a pilot program and, depending on how many of these requests the City receives, staff would work with the Commission to determine the appropriate number and placement of these plaques.

We are asking the Park and Recreation Commission to review this draft policy and provide feedback. In addition to the policy, a draft minor park amenity sponsorship application is attached for reference (Attachment 2). This document would not be incorporated as part of the policy and would be updated as program needs dictate. The application would be an internal department document that would be updated routinely to reflect accurate amenities, expenses, and procedures.

Once Park and Recreation Commission feedback has been incorporated into the draft policy, a final version would be sent to City Council for review and approval.

FISCAL IMPACT:

There is no direct fiscal impact associated with reviewing this draft. If the policy were approved, any sponsorship donations received would help offset Department of Public Works or Library & Recreation Department operating expenses. Staff estimate the City may receive between 5-10 sponsorship applications annually.

ALTERNATIVE ACTION:

1. The Commission may make comments and request staff to revise the draft for further review at a future meeting date.
2. The Commission may approve the draft policy and recommend Staff submit the policy without comment to City Council for review and approval.
3. The Commission may approve the draft policy with comments, and recommend Staff submit the policy to City Council for review and approval.

Submitted by:



Craig Veramay
Assistant Library and Recreation Director

Attachments:

1. Draft - Sponsorship of Minor Park Amenities policy
2. Draft - Sponsorship of Minor Park Amenities Application
3. Donation of Park Trees and Bench Guidelines, CC Resolution #8923, 1993



DRAFT - Policy for the Sponsorship of Minor Park Amenities

Purpose

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance of donations to fund the installation and care of minor park amenities in City of San Rafael Parks and Open Space.

The City desires to encourage sponsorship while at the same time manage aesthetic impacts and mitigate ongoing maintenance cost. The development of public facilities is expected to be the result of careful planning and quality construction, and public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration, and long-term care of all donations made after the adoption of this policy.

This policy does not apply to the naming of places on City Parks or Open Spaces, and does not apply to the placement of public art. Those categories are covered under separate policies.

A. Program Administration

The Minor Park Amenity Sponsorship program will be administered by the Library and Recreation Department in coordination with the Department of Public Works. The City will develop an application form that establishes an annual application and installation schedule, outlines the amenities and locations where the City is currently accepting donations, and provides specifics on approved amenities and plaques. Donations will be accepted on an annual schedule and donors must complete an application and release form.

B. Amenity Selection, Contribution Amounts and Ownership

The City will maintain and publish a list of standardized amenities that are available for sponsorship. This may include amenities such as park benches, picnic tables, bike parking racks, trees, or other amenities at the discretion of the City. The City will only accept donations for amenities that are determined to be a current priority.

Minor park-amenity gift contribution amounts will reflect the full cost for purchase, installation, routine maintenance, repair, and administrative costs.

Amenities will be purchased, installed, and maintained by City staff, contractors, or subcontractors. Amenities become property of the City of San Rafael once they are purchased.

C. Amenity Placement, Maintenance, and Repair

The minor park amenity program will predetermine locations where amenities require replacement or where placement is planned. Priority will be given to donations that help the City replace minor park amenities that have exceeded or are approaching the end of their useful life. Placement will align with existing systemwide planning documents or park-specific plans. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Placement of minor park amenities on City property or within the City right of way is controlled by and limited to areas determined by the City. Amenities are to be part of the park landscape and the final decision rests with the Library and Recreation and Public Works Departments.

The City reserves the right to reset or remove an amenity if it becomes a hazard, liability, or it becomes inconsistent with park plans. The City will determine the level of maintenance required for the sponsored amenity based upon available budget funding and the type of care needed to reasonably maintain the amenity or until such time the City determines that it must be removed and/or relocated.

Installation, maintenance, and repair of sponsored park elements, including the sponsorship acknowledgement/commemorative plaques, will be completed by City staff or other qualified personnel. Work will be scheduled on an as-needed basis at the City's sole discretion, so as not to unnecessarily interfere with routine park maintenance activities. Attempts to maintain, repair, paint, stain, or lacquer park amenities without express permission from the City is not allowed.

D. Commemorative Plaques

A standard plaque template and size will be used for all commemorative plaques installed on park amenities. The City will establish guidelines that provide simple language options commemorating a person, group, or events the sponsor wishes to commemorate. Commemorative Plaques cannot include language or messages that may be interpreted as derogatory as to race, religion, sexual orientation, natural origin, or physical or mental disability; any content considered obscene or indecent by community standards will be denied. Donors wishing to remain anonymous may choose to install a small ***Friend of San Rafael Parks*** plaque that does not identify an individual (i.e. "Donated by a Friend of San Rafael Parks").

The City will attempt to restore to good appearance any commemorative plaque that has been damaged, however, some plaques may be damaged beyond repair and require removal. The City cannot use City funds to purchase a replacement of plaques that are damaged or stolen.

Commemorative plaques are merely symbolic of sponsorship; they do not provide the donor ownership of the bench.

E. Term

The sponsorship term for most minor park amenities is ten (10) years or the end of the useful life of the amenity, whichever comes first. The City has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources or staff time available for maintenance of other City park facilities.

At the end of the sponsorship term, the commemorative plaque will be removed when the amenity is replaced. Donors may request to renew their sponsorship of an amenity by contacting the City's Library and Recreation Department. If the donor chooses not to renew their sponsorship, the City will attempt to return the plaque to the donor.

Once a sponsorship and acknowledgement has been implemented, the City cannot guarantee notification of donors in the future if the amenity must be modified, relocated, or removed. This notification policy applies to both existing and new sponsorships.

F. Low Income San Rafael Residents

A limited number of existing park benches will be available to low-income San Rafael residents for the purpose of commemorating an individual honoree by installing a new commemorative plaque on the existing amenity. In this instance, the donor would only need to purchase the plaque. San Rafael residents may apply by completing and submitting an application, providing documentation of residency, and providing proof of low-income status in alignment with existing City of San Rafael recreation scholarship guidelines.



SAN RAFAEL
THE CITY WITH A MISSION

Commemorative Minor Park Amenity Sponsorship Program Information

The City manages a minor park amenity sponsorship program allowing community members to make donations toward the purchase of a variety of minor park amenities such as park benches, picnic tables, bike parking racks, trees, or other amenities at the discretion of the City. The City will only accept donations for amenities that are determined to be a current priority.

For Calendar Year 2023, the City will consider sponsorship of **Park Benches** or **Picnic Tables**. In future years, sponsorship of other minor park amenities may be possible. Minor park amenity sponsorship amounts will reflect the full cost for purchase, installation, routine maintenance, repair, and administrative costs. Amenities will be purchased, installed, and maintained by City staff, contractors, or subcontractors. Amenities become property of the City of San Rafael once they are purchased.

Through this program, the City desires to encourage sponsorship while at the same time manage aesthetic impacts and mitigate ongoing maintenance costs. The development of public facilities is expected to be the result of careful planning and quality construction, and public facilities are expected to be maintained to a standard acceptable to the community. The City has identified priority locations and a standard bench and picnic table style for donors to choose from.

Anyone wishing to commemorate an event or recognize a loved one may sponsor the purchase of a pre-approved bench or picnic table. To make a commemorative bench or picnic table request, the Donor must complete an application form and submit it to the Library and Recreation Department. Staff will evaluate the request, including the desired park(s), and contact you about your choice of available locations.

Once the City has approved the location, applicants will need to pay the appropriate donation amount in order for the City to purchase the bench or picnic table. Applications are accepted from April through September every year, with the amenities installed the following winter.

Mail or E-Mail Application to:

San Rafael Library and Recreation Department
c/o:
618 B Street
San Rafael, CA 94901
Phone (415) 485-3077
E-Mail: recreation@cityofsanrafael.org



SAN RAFAEL
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Commemorative Minor Park Amenity Sponsorship Application

Donor Contact Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

Name of Person/Event/Group being Commemorated: _____

Desired Amenity to be Sponsored

- Bench (options to be provided)
- Picnic Table (options to be provided)

Commemorative Plaque Language

Commemorative plaques on benches or picnic tables must adhere to language requirements and be approved by the City prior to installation. In accordance with the Minor Park Amenity Sponsorship Policy, the City reserves the right to reject commemorative plaque language deemed inappropriate.

Commemorative plaques should acknowledge an individual, group, or event, not commercial or other advertisements. The plaque must use one of the following introductions:

- "Donated by A Friend of San Rafael Parks"
 - "Dedicated to..."
 - "Donated By..."
 - "In commemoration of..."
 - "In Honor of..."
 - "Commemorating the ___th Anniversary of..."
 - "In Recognition of..."
- Information on the plaque may include the following:
 - Name
 - Date – ex: 12/11/2022

Standard bronze commemorative plaques are 10.5" x 3". All text will be centered top to bottom and left to right, in all upper-case letters. The plaque can accommodate no more than four (4) lines of copy with 28 characters, including spaces.

Please fill in requested Commemorative Plaque Language here:

Line 1: INTRODUCTION... Line 2: _____

Line 3: _____ Line 4: _____

Park Sites

We are currently accepting Commemorative Bench or Picnic Table sponsorship applications at the park locations below. Please choose the top three (3) park locations that you would be interested in sponsoring your chosen amenity:

- Albert Park
- Arbor Park
- Beach Park
- Bernard Hoffman Field
- Boyd Park
- Bret Harte Park
- Freitas Memorial Park
- Gerstle Park
- Hillview Park
- Jean & John Starkweather Shoreline Park
- Jerry Russom Memorial Park
- Los Ranchitos Park
- Munson Park
- Oleander Park
- Oliver Hartzell Park
- Peacock Park
- Pickleweed Park
- Riviera Park
- Santa Margarita Park
- Sun Valley Park
- Terra Linda Park
- Victor Jones Park

Desired Location:

First Choice Park: _____

Second Choice Park: _____

Choice Park: _____

Please note: 1) All locations are subject to the approval of the Library and Recreation Department and Department of Public Works. 2) The City will not be responsible to replace bench or plaques if they are damaged or vandalized beyond reasonable repair. 3) Bench installation/location is based upon availability and City prioritization of need. You will be contacted by Department staff regarding the approved location. Once approved you will need to pay the appropriate fees prior to purchase and installation.

Acknowledgement

I am requesting the City of San Rafael to process this application to accept a donation towards the sponsorship of a minor park amenity to be placed in a City of San Rafael Park. I understand that the City of San Rafael reserves the right to remove the minor park amenity and/or the commemorative plaque at any time in accordance with the Minor Park Amenity Sponsorship Policy, and that the park site selected for placement must be approved by the Library and Recreation Department and the Department of Public Works.

Signature: _____

Date: _____

For Office Use Only

Approved | Denied | Modified as Follows: _____

Approved by: _____ Date: _____

Library and Recreation Director or their designee

_____ Date: _____

Director of Public Works or their designee

Total fees required to complete process \$ _____ GL Code: _____

Paid _____ Date: _____

Examples of Park Benches and Picnic Tables

Note – These costs and photos are shown for example purposes only, and City staff reserve the right to select other equipment. Actual equipment selections will depend upon availability, equipment costs, and suitability for desired park location.

TYPE OF AMENITY	Estimated 2023 Cost*
Park Bench Style #1 – Wood Bench with Back	TBD
Park Bench Style #2 – Steel Bench with Back	TBD
Park Bench Style #3– Wood Bench with No Back	TBD
Park Bench Style #4– Steel Bench with No Back	TBD
Park Bench Style #5– Recycled Plastic Wood Bench with Back	TBD
Picnic Table #1 – Round Steel thermoplastic coated	TBD
Picnic Table #2: Rectangular steel and wood	TBD
Picnic Table #3: Square Recycled Plastic Wood, ADA	TBD
*Price includes materials, labor, installation, maintenance, and administrative program fees	

Park Bench Style #1 – [Dumor 56-80D Douglas Fir Wood Bench with Back](#)



Park Bench Style #2 – [Steel powder coated finish Northgate Bench with Arched Back \(8ft\)](#)



Park Bench #3 – [Dumor Bench 105, 6 or 8ft. No seat back](#)



Park Bench Style #4 – [Metal Bench with No Back](#)



Park Bench Style #5 – [Recycled Plastic Wood Bench with Back](#)



Picnic Table Style #1 – [Stainless Steel thermoplastic coated](#)



Picnic Table Style #2 – [Stainless Steel and Wood](#)



Picnic Table Style #3 – [Recycled Plastic Wood Table with ADA Access and Center Post Mounting](#)



[Plaque example #1: 10.5" x 3"](#)

Can accommodate up to 4 lines of text, and no more than 28 characters per line



Resolution- 8923
Establishing Guidelines for Donations
of Park Trees and Benches

WHEREAS, The San Rafael City Council desires to establish a gift policy to assure that proposed donations are appropriate to park planning, design and maintenance; and

WHEREAS, the Park and Recreation Commission recommends the following guidelines to provide for the administration, design, placement and maintenance of benches and trees in city parks and playgrounds throughout San Rafael,

Now, therefore, be it resolved that the City Council of the City of San Rafael adopts the following guidelines to establish a gift policy.

1) Consistency with existing policies, Master Plans and Park Department Goals

Bench gift acceptance and placement should be in accordance with adopted policy and land use plans for parks for which master plans have been prepared. Benches should be in keeping with general Park Department goals for specific parks, and should enhance the chosen location in a way meaningful to park visitors.

2) Duration of Gift

The name recognition for the memorial bench would last through the life of the bench. Routine maintenance and repair of vandalized parts will sustain the normal life cycle of the bench (10 years). Donors will have an opportunity to renew their contribution, at replacement cost, after the ten year period.

3) Contribution

A gift contribution for a bench should be a minimum of \$2000. A gift contribution for a tree should be a minimum of \$500 for a city standard 24" box size tree. The donation acknowledges the donor and covers the purchase, installation, routine maintenance and repair of the bench or tree and the administrative costs of the program .

A sponsor's agreement will accompany each contribution specifying the conditions of the donation, including replacement costs should the bench or tree be severely damaged.

4. Administration

The Parks Department currently administers our memorial bench program. All requests will be coordinated and approved by the Parks Department and the Recreation Director.

5. Bench Design

The design criteria includes: compatibility with existing park furniture, durability and low maintenance. Benches are typically 8 feet long. The Memorial Bench Program will establish standard designs approved by the Park Division.

6. Plaque Design for Benches

A standard bronze plaque measuring 5 inches high by 8 inches long, with a plain, raised border and classic (or Claredon) raised letters on a brown pebble background will be mounted on the bench seat back. Guidelines for simple language suggestions for commemorative messages will be provided. Plaques are not sanctioned for trees.

ORIGINAL #8923

7. Bench/Tree Location

Although we welcome suggestions for a particular location, the bench or tree is to be part of the park landscape and the final decision rests with the San Rafael Park and Recreation Commission and the Parks Department.

The program will predetermine the locations within parks where new benches or trees are planned or are appropriate, or where existing trees and benches need replacement. Donors will be consulted for preference on the location of their gift.

Patrons will be informed that their preferred location may need to change if the park plan is revised or if excessive vandalism occurs. The Park Department will reserve the right to reset or remove a tree/bench if it becomes a hazard, liability or it becomes inconsistent to any revisions to park plans.

8. Bench/Tree Maintenance

Bench and tree installation and maintenance will be supervised and performed by Park staff and charged to the Park Donation Fund. The activity may be assisted by donors and volunteers.

I, JEANNE M. LEONCINI, Clerk of City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on the 17th day of May, 1993, by the following vote, to wit:

AYES:: COUNCILMEMBERS: Breiner, Cohen, Shippey, Thayer &
Mayor Boro

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

Suzanne M. Drake

For: JEANNE M. LEONCINI
City Clerk



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: September 15, 2022
To: Park and Recreation Commission
From: Catherine Quffa, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
September 15	6:00 pm	Park and Recreation Commission	Zoom
September 18	Noon	Porchfest	Gerstle Park Neighborhood
September 19	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
September 23	7:00 pm	Movies in the Park (Encanto – Spanish)	Pickleweed Park
October 3	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
October 7	7:00 pm	Movies in the Park (Hotel Transylvania)	Terra Linda Park
October 14	5:00 pm	California Watercolor Opening Reception	Falkirk Cultural Center
October 17	7:00 pm	City Council	Hybrid Meeting Format (In-Person & Virtual)
October 20	6:00 pm	Park and Recreation Commission	Zoom