



# TAMALPAIS COMMUNITY SERVICES DISTRICT

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## TCSD PARKS AND RECREATION COMMISSION (PARC) MEETING AGENDA

THURSDAY, AUGUST 10, 2023

SPECIAL MEETING AT 3:00PM

TAM VALLEY COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY

### 1. CALL TO ORDER

### 2. ROLL CALL

Commissioners: Chair Erin Rosenblatt, Vice-Chair Pam Keon, Michael Bogart, Valerie Jordan, Michael Wisner

### 3. APPROVE AGENDA

### 4. PUBLIC EXPRESSION

*Members of the public are invited to address PARC concerning topics which are not listed on the Agenda (If an item is agendaized, interested persons may address PARC during the PARC's consideration of that item). Speakers should understand that except in very limited situations, State law precludes PARC from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. PARC reserves the right to limit the time devoted to this portion of the Agenda and to limit the duration of speakers' presentations to no more than 3 minutes per speaker.*

### 5. REGULAR BUSINESS

- A. Discuss topics/issues discussed by the TCSD Board at their special meetings held in Kay and Eastwood Parks on July 26<sup>th</sup>.
- B. Discuss park management and maintenance schedules, programs, and policies.
- C. Discuss/consider PARC short and long terms goals and priorities.
- D. Discuss/consider options for the TCSD memorial bench/furnishing policy.

### 6. CONSENT CALENDAR

- A. Approve July 7, 2023 meeting minutes.

### 7. FUTURE PARC AGENDA ITEMS

### 8. ADJOURNMENT



**TAMALPAIS COMMUNITY SERVICES DISTRICT**  
**Staff Report**  
**Parks and Recreation Commission Special Meeting**

**TO: PARKS AND RECREATION COMMISSION (PARC)**  
**FROM: GARRETT TOY, GENERAL MANAGER**  
**SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, & 5D**

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This is the staff report for Agenda Items 5A, 5B, 5C and 5D

**5A. Discuss topics/issues discussed by the TCSD Board at their special meetings held in Kay and Eastwood Parks on July 26<sup>th</sup>.**

The TCSD Board held special meetings in Kay and Eastwood Parks to discuss operations, maintenance, improvements, uses, policies, rules/regulations, and other related issues in the parks and provided direction to staff. We will provide an oral report of the Board's discussions and their direction to staff. Two PARC members were able to attend one or both of the special meetings and they could also share their thoughts at the meeting.

**ACTION:** Provide input/direction to staff.

**5B. Discuss park management and maintenance schedules, programs, and policies.**

Staff will make an oral report. Josh Everhart, Senior Park Maintenance Worker, will also attend the meeting to be introduced to PARC and answer any questions.

**ACTION:** Provide input/direction to staff.

**5C. Discuss/consider PARC short and long terms goals and priorities.**

At its July 7<sup>th</sup> meeting, PARC discussed short and long-terms goals and priorities for PARC. Based on the discussions, staff prepared the attached list of FY23-24 PARC goals and priorities. If approved by PARC, the list of goals and priorities would be brought to the Board for review and consideration.

**ACTION:** Motion to approve FY23-24 goals and priorities for the TCSD Board's review and/or provide direction to staff

**5D. Discuss options for the TCSD memorial bench/furnishing policy.**

At its July 12<sup>th</sup> meeting, the TCSD Board discussed a draft memorial bench/furnishing policy. The attached policy does reflect the Board's input from their meeting. At the meeting, staff indicated we would bring the draft policy to PARC for comment. Staff will

make an oral report at the meeting and discuss options at that time.

**ACTION:** Provide input/direction to staff.

**ATTACHMENTS**

- A. Goals and Priorities
- B. Memorial Bench/Furniture Policy

## **ATTACHMENT A- AGENDA ITEM 5A**

### **PROPOSED FY2023/24**

#### **GOALS & PRIORITIES FOR THE PARKS & RECREATION COMMISSION (PARC)**

- Explore enhanced programming in TCSD facilities
  - Senior programs/activities
  - Commissioner “sponsored” events and/or activities such as a local speakers’ series or a book club.
  - Evaluate if there is a programmatic need to be served or gap to be filled for Tam Valley residents
  - Sustainable-related activity or programming
  - Program/class/activity ideas include, but are not limited to,
    - Human Society classes
    - Community Garden
    - Choral group
    - Farmers’ Market
- Conduct Community Survey
- Enhance Volunteer Programs
  - Use volunteers for Senior assistance and services program such as “Senior Companion”
  - Volunteer driven programs
  - Create list of volunteer opportunities
  - Engage the “new generation” of Tam Valley residents to volunteer
- Explore concepts for new community gathering place
- Create an Adopt-a-Park program
- Enhance Community Outreach
  - Discern community interests
  - Evaluate usage of the parks and other TCSD facilities
  - Provide education on park rules, policies, and management of facilities

## **ATTACHMENT B- AGENDA ITEM 5D.**

### **Commemorative and Memorial Bench/Furnishing Policy**

#### **Purpose**

The purpose of this policy is to establish guidelines for the installation and care of commemorative and memorial benches, picnic tables, chairs, plaques, and boulders in TCSD parks and open spaces.

#### **Intent**

Parks and public open space areas are to be open, aesthetically pleasing, and usable by the public. Memorials that commemorate or remember a special individual can be part of the open space experience provided they are designed and located appropriately. However, because public open space is a precious commodity, and the integrity of the District's natural and recreational areas must be protected, the design, installation, and maintenance of memorials requires standardized policies.

Requests for placing memorials in public parks and/or open space areas are to be coordinated through the General Manager's Office and may involve the Parks and Recreation Commission (PARC) and/or others directed by the General Manager to solicit input from appropriate District staff to evaluate the design, site selection, installation, and maintenance of memorials. TCSD has established the following policies.

#### **Memorial Criteria**

A memorial bench or other project installations may honor and memorialize a person or persons.

The location of memorials shall not interfere with maintenance activities, existing and proposed circulation and use patterns in the park or open space and shall not impact any historic/cultural resource or sensitive habitat.

Specific locations for the placement and display of memorials may be determined from time to time by TCSD. Designated memorial locations may reach a saturation point at which time the District may consider closing a location to additional memorials, expanding the defined area of memorials at that location, or removing memorials to create room for new memorials and making a reasonable effort to return past memorials to their donors.

Only one choice for the memorial bench design, or other furnishings, is available. Every effort will be made to accommodate a donor's choice of location. If the location of choice is not available, TCSD staff will work with the donor to find an acceptable alternative location. If an alternative location cannot be determined, the application may be withdrawn by the donor and the administrative fee shall be fully refunded.

TCSD reserves the right to remove or relocate any memorial for any reason. A reasonable effort will be made to contact the donor prior to the removal.

Memorial benches or other project installations shall be maintained by TCSD for a period not-to-exceed five (5) years from the date of installation. Maintenance shall include and be limited to cleaning and minor repairs. After the initial five years, TCSD would offer the option of coordinating the effort to bring in a third-party for maintenance, paid for by the donor.

TCSD shall not be held responsible for the loss or damage to the memorial including but not limited to theft, vandalism, weather, or earthquake. If a bench or other furnishing is vandalized or lost it may be repaired or replaced. The donor shall be notified and may elect to replace or repair the item that was damaged by theft, vandalism, weather, or earthquake. The installation and application fees may be waived at the discretion of the District. TCSD may consider replacement of a memorial if it is damaged or destroyed by an extreme weather event or earthquake, contingent on a successful claim filed to the TCSD risk management pool.

The total memorial fee, including the cost of the plaque, all shipping fees, transportation to the site and installation of the memorial, and all necessary materials and hardware, shall be paid in full by the donor following the notification of the approval of the application. The total memorial fee is not refundable under any circumstances once the plaque and memorial have been ordered. TCSD requires the donor to purchase “white glove” service to include delivery, assembly, and installation of the item.

If a donor wishes to purchase a new memorial picnic table, TCSD may consider splitting the cost of the purchase and installation of the table if it substitutes a current table in need of replacement.

### **Memorial Options**

1. Plaques – for all memorials shall be 2”x 8” bronze, up to three (3) lines of text. The plaque shall be affixed in the center on the top slat on the front of the bench or chair or in the middle of the table on a picnic table. New plaques are allowed on non-memorial furnishings in parks at a cost to be determined. Additional plaques are allowed, at a cost to be determined, on existing memorial furniture if requested by the same party who purchased the furniture.
2. Park Furnishings – include benches, picnic tables and chairs. Benches and chairs shall be teak and of the same style, while picnic tables shall be redwood. All items shall be the TCSD approved style and design. All donors are to contact the General Manager’s Office to discuss the style, design, and price of acceptable furnishings.
3. Other – memorial boulder.

### **Application and Approval Process**

An application for a bench, chair, picnic table or boulder memorial shall be completed in writing on forms provided by TCSD and shall be submitted to the General Manager with any application fee as may be established. Requests submitted consistent with this policy shall be reviewed administratively by the General Manager or designee. The suitability of the requested memorial

location shall be determined by TCSD. An alternative location may be identified as more appropriate.

Applicants may request other, unique memorials. Such an application must include as much detail as possible including: the design, size, preferred location, materials, colors, maintenance plan, installation information, timeframe, purpose or historic significance, and such other information as the General Manager deems necessary for an evaluation of the application.

The General Manager may request comments from Board members, Commissioners or District staff. Upon approval of a memorial request, the donor shall be responsible for the costs to fabricate and install the memorial and shall coordinate all work with the designated TCSD staff.



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### **TCSD PARKS AND RECREATION COMMISSION (PARC) SPECIAL MEETING MINUTES FRIDAY, JULY 7, 2023, 3:00 PM**

#### **1. CALL TO ORDER**

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:05pm on Friday, July 7, 2023, by Chair Rosenblatt.

#### **2. ROLL CALL**

Commissioners: Michael Bogart, Valerie Jordan, Michael Wisner, Vice-Chair Pam Keon, and Chair Erin Rosenblatt

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear

Others Present: Dorta Bot

#### **3. APPROVE AGENDA**

##### **MOTION TO APPROVE THE AGENDA**

**M/S: V. JORDAN/P.KEON**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

#### **4. PUBLIC EXPRESSION**

Chair Rosenblatt invited public expression on non-agenda items

There was no public expression.

#### **5. REGULAR BUSINESS**

A. Discuss/consider PARC short- and long-term goals and priorities including items for PARC's annual workplan.

GM Toy summarized the current effort underway to conduct a District-wide survey of Tam Valley residents on all services offered by TCSD, including Parks and Recreation. The results of the parks and recreation-related survey questions will help formulate additional goals and priorities of the Commission.

The Commissioners conducted a goal-setting session for short and long-term goals.

Staff took notes on a flip chart and indicated we would summarize the notes into a list of goals and priorities for PARC's consideration at the next meeting.

A couple of Commissioners mentioned touring the park facilities on their own or with another Commissioner to better familiarize themselves with the facilities.

Chair Rosenblatt invited public expression

Under public comment, Dorta Bot suggested bringing back the Farmers' Market to Tam Valley



**B. Establish regular Commission meeting day and time**

The Commission discussed possible days and times to meet on regular frequency. The Commission selected the meeting schedule until the end of 2023. All meetings are the second Friday of the month at 3:00 PM in the Community Center, unless noted otherwise. The schedule is as follows:

-August 10 (Thursday)

-November 10

-September 8

-December 8

-October 13

There was no public expression

**6. CONSENT CALENDAR**

A. Approve minutes of June 9, 2023 meeting

**MOTION TO APPROVE THE CONSENT CALENDAR**

**M/S: M. WISNER/V. JORDAN**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

There was no public expression

**8. FUTURE PARC AGENDA ITEMS**

Communication plan to promote TCSD events and services.

Topics for the Commission to work on during the next year.

Next meeting of the Commission will take place on August 10, 2023, at 3:00 P.M.

**9. ADJOURNMENT****MOTION TO ADJOURN**

**M/S: M. WISNER/V. JORDAN**

**AYES: 5**

**NAYS: 0**

**ABSENT: 0**

**MEETING ADJOURNED AT 4:35 P.M.**

Approved by Commission on: \_\_\_\_\_