



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO PARKS AND RECREATION COMMISSION (PARC) MEETING AGENDA FRIDAY, SEPTEMBER 8, 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 TCSO Board at their special meetings held in Kay and Eastwood Parks on July 26th.
- 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 TCSO memorial bench/furnishing policy.
- E. Change 11/10 meeting date and consider regular meeting schedule for 2024.

6. CONSENT CALENDAR

- A. Approve August 10, 2023 meeting minutes.

7. FUTURE PARC AGENDA ITEMS

8. ADJOURNMENT

Special Needs: In compliance with the Americans with Disabilities Act (28 C.F.R. 35.102-35.104, ADA Title II) if you need special assistance to participate in this meeting, please contact the TCSO at (415)-388-6393, x10. Notification 48 hours prior to meeting enables TCSO to make reasonable arrangements to ensure accessibility. In compliance with Senate Bill 343 the law requires writings subject to the Public Records Act to be available for public inspection at the time the writing is distributed to the member of the legislative body
In compliance with Senate Bill 343 materials or writings subject to the Public Records Act is available for public inspection at 305 Bell Lane, Mill Valley, California between the hours of 8:00 a.m. through 4:30 p.m. Monday through Friday.



TAMALPAIS COMMUNITY SERVICES DISTRICT
Staff Report
Parks and Recreation Commission
Special Meeting September 8, 2023

TO: PARKS AND RECREATION COMMISSION (PARC)

FROM: GARRETT TOY, GENERAL MANAGER

SUBJECT: STAFF REPORT FOR ITEMS 5A, 5B, 5C, 5D, & 5E

This is the staff report for Agenda Items 5A, 5B, 5C, 5D and 5E. As background, these items were initially discussed at PARC's August 10th meeting and continued to this meeting. At the August 10th meeting, Josh Everhart, Senior Park Maintenance Worker, and Camille Esposito, Events and Communications Coordinator, attended the August 10th meeting to answer questions. Also, two representatives from Pickleball of Marin attended the August 10th meeting to answer questions.

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

The TCSD Board held special meetings in Kay and Eastwood Parkson on July 26th 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.

ACTION: Provide input/direction to staff.

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

At its July 7th 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. At the August 10th meeting, PARC continued this item.

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 12th 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.

At the August 10th meeting, staff provided a brief overview of the policy and presented issues for PARC to explore and consider at this meeting. Staff will make an oral report at the meeting and discuss options at that time.

ACTION: Provide input/direction to staff.

5E. Change 11/10 meeting date and consider regular meeting schedule for 2024.

PARC approved the following meeting schedule (remaining dates) for 2023:

September 8

October 13

November 10 (veterans day, so PARC will need to change the meeting date)

December 8

Staff recommends PARC begin consideration of meeting dates for 2024.

2024 Availability for Community Center (PARC Meeting)

January 12 (second Friday)

February 16 (third Friday)

March 8 & 15

April 12 & 19

May 17 (third Friday)

June 14 & 21

July 12 & 19

August 9 & 16

September 13 & 20

October 11 & 18

November 8 & 15

December 13 & 20

Please remember PARC can always meet more often, but it does need to establish a regular meeting day and time, subject to Board approval.

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 THURSDAY, AUGUST 10, 2023, 3:00 PM

1. CALL TO ORDER

The Parks and Recreation Commission (PARC) Special Meeting was called to order at 3:09pm on Friday, August 10, 2023, by Vice-Chair Keon.

2. ROLL CALL

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

Absent: Chair Erin Rosenblatt

Staff Present: General Manager, Garrett Toy; Assistant General Manager (AGM) Alan Shear; Events and Communications Coordinator, Camille Esposito; Senior Parks Maintenance Worker, Josh Everhart.

Others Present: Jim Kasper; Pickleball Instructors Lori Riley and Cindy Polenski

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA

M/S: V. JORDAN/M. WISNER

AYES: 4

NAYS: 0

ABSENT: 1 (Rosenblatt)

4. PUBLIC EXPRESSION

Vice-Chair Keon invited public expression on non-agenda items

Lori Riley provided a brief overview of the pickleball lessons at Eastwood Park.

Camille Esposito gave an update on upcoming special events, including Creekside Fridays.

5. REGULAR BUSINESS

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

GM Toy briefly summarized both Board meetings, but due to the length of the PARC meeting, suggested the Commission continue all the items on the Regular Business calendar.

Vice-Chair Keon invited public expression. There was none.

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

Senior Parks Maintenance worker Josh Everhart discussed parks maintenance and operations, and landscaping efforts by TCSD.

Vice-Chair Keon invited public expression.

Jim Kasper mentioned that TCSD owns 54 open space parcels and should devise a maintenance plan for the parcels.

