

5.2 City's Parks Donation & Memorial Program

Public Works Analyst Schoch presented a staff report and gave a PowerPoint presentation. The Donation Program was adopted by the City Council in 2015 and includes benches (backed and backless), picnic tables, refuse receptacles, and trees. There have been several donations of drinking fountains although they are not a part of the official program. The program has been very successful! In 2017 the program was extended to include a formal Tree Donation Program. Most of the donations occur at Piper Park or the Corte Madera Creek pathways. She discussed the process that includes a resident contacting the Public Works Department with a request, the type of donation and possible location, execution of an agreement along with payment, ordering of the item, and installation upon delivery. Most of the items have sunset dates. She noted there were wooden picnic tables at the south end of Niven Park along the Corte Madera Creek trail that are in terrible condition and need to be replaced. The donation of a bench seems to be more popular than the donation of a picnic table. Residents who attended the Niven Park Community Town Hall Meeting expressed interest in the smaller café style tables as opposed to traditional picnic tables. The donation amount covers the cost of the item, tax, shipping and handling, installation, and a 10% to 15% reserve to cover maintenance. She stated costs have gone up and it is time for an increase. She displayed a slide with the costs. She would like to include the donation schedule into the annual Fee Schedule which is set by Resolution. The Commission would review it annually and make a recommendation to the City Council. She asked the Commission if they would like to include the café table as a donation offering, do the price increases, and include the Donation Schedule in the Fee Schedule.

Commissioner Koepfel asked about the materials for the café style tables. Public Works Analyst Schoch stated it was concrete with a wood grain look to it. It looks like wood and is very durable. Commissioner Koepfel asked if it would be the same color as the tables in the Piper Park Picnic area. Public Works Analyst Schoch stated “yes”.

Commissioner Harrison stated some benches have arm rests and some do not. Public Works Analyst Schoch stated this has to do with ADA requirements. They would be placed in an accessible location.

Chair Blauvelt asked if the pandemic has affected the donation program- people might have less money to spend. Public Works Analyst Schoch stated donations have been steady. Chair Blauvelt noted there were a lot of donations for that path along the creek. Public Works Analyst Schoch agreed and stated it was a beautiful path near the water. She gets a lot of calls for the trail on the other side of Bon Air which is County property.

Chair Blauvelt asked if the Donation Program, along with the fees, was posted on the City Website. Public Works Analyst Schoch stated “yes”.

Commissioner Harrison asked if donors were allowed to select the location or if there were pre-determined locations. Public Works Analyst Schoch stated “yes and no”. The creek trail is pretty maxed out but there are a couple of spaces coming up for renewal. Other locations like Piper Park and the Sandra Marker Trail are done on a case-by-case basis. Most of the time she is able to accommodate a request.

M/s Friedel/Sunshine, to recommend to the City Council approval of the price increases and to include the Donation Schedule in the Fee Schedule.

Ayes: Friedel, Harrison, Koepfel, Sunshine, Chair Blauvelt
(through a roll call vote)

M/s Friedel/Sunshine, to include café tables as a donation offering.

Ayes: Friedel, Harrison, Koepfel, Sunshine, Chair Blauvelt
(through a roll call vote)

6. Director's Oral Report

Community Services Director Escobedo reported Recreation Supervisor Stone continues to work on the Super Cool Summer School Program and is in the process of confirming instructors. Staff will talk about the status of Kinder Camp, which is held at Bacich, as a part of the summer program. Staff is talking about how to handle programming etc. when Marin County goes into the Orange Tier. People are asking for adult sports to start up again Youth sports are currently happening. Staff is also anticipating and planning for fall programming.

Commissioner Koepfel how quickly staff can pivot when going from one tier to the other. Community Services Director Escobedo stated very quickly since they have been doing a lot of planning.

Commissioner Sunshine asked if the loss of revenue is quantifiable and what steps staff is taking to make up for it. Community Services Director Escobedo stated staff is planning to implement an additional fee in the summer (COVID fee). They are currently trying to hold the line. Staff is talking about hiring someone to patrol the park on the weekends to help enforce the rules, check on permits, etc. He noted there has been revenue from field rentals but not any from classes.

7. Commissioner's Reports

There were no reports.

8. Adjourn Meeting

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Parks and Recreation Commission.

Franklin Escobedo

Franklin Escobedo, Community Services Director