



**CITY OF MARTINEZ
PARK, RECREATION, MARINA & CULTURAL COMMISSION AGENDA**

AGENDA DATE: October 20, 2015
TO: PRMCC
FROM: Tim Tucker
SUBJECT: Memorial Pathway

RECOMMENDATION:

Provide direction to staff.

DISCUSSION:

Councilmember Avila Farias inquired about the possibility for converting one of sidewalks at Mt. View Park to a memorial path. Staff has reviewed the memorial policy (attached.) Some of the pertinent points:

1. **Section 1. Purpose** - Brick pathways are envisioned in the policy
2. **Section 2. Authority** - Park and Recreation staff review application and administer policy and make recommendations to the PRMCC for final approval
3. **Section 5. Cost and Fees** – Fees established on a “cost recovery” basis
4. **Section 6.E. – Miscellaneous Donations and Park Amenities**- Addresses pathways and other amenities specifically.

Mt. View Park has a baseball field dedicated as “Brandon Borman Field.” Brandon was a youth who he and his family were very involved with Pee Wee League baseball and passed away of cancer. The park also has a tree near the new play area that was dedicated to a young child that passed away (attached photo “1”.) Staff recommends that if a brick “pathway” is desired, it could go along the main pathway through the park, between the trash receptacle and bench shown on the attached photo “2”. As an option trees could continue to be donated and planted in the park.



Photo 1

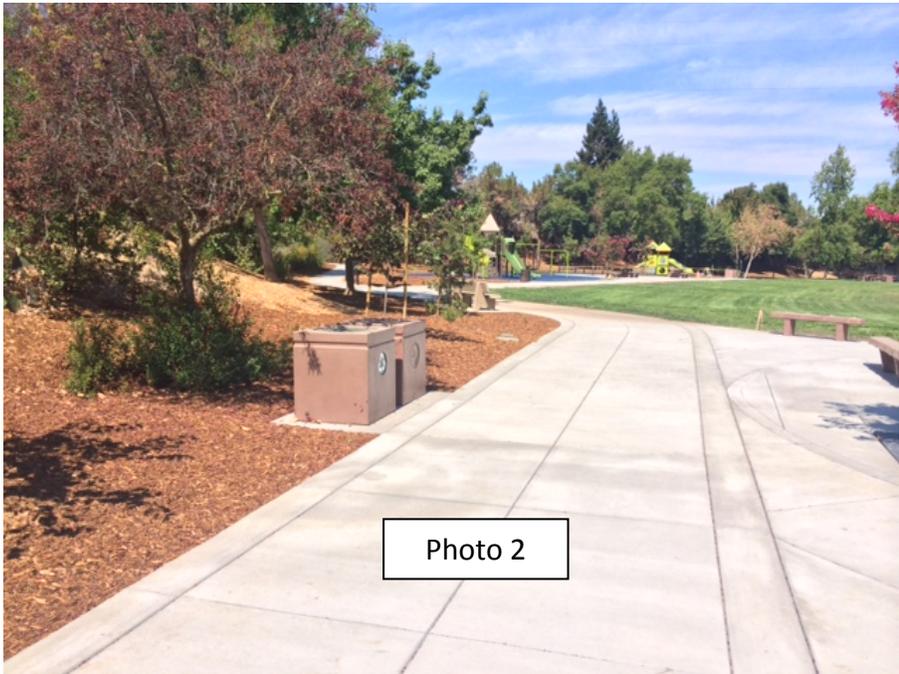


Photo 2

City of Martinez
MEMORIAL, GIFT, & DONATION POLICY

1. PURPOSE:

The City of Martinez adopts the following *Memorial, Gift and Donation Policy* in order to provide guidelines to prospective donors and city staff. It is a fitting public service to preserve the memory of Martinez residents and acknowledge the contributions of community members. The City of Martinez welcomes public participation in the funding of specific benches, trees, gardens, picnic tables, tile or brick pathways, and other park and recreation amenities.

While there is strong community interest in memorials, there are also limited public spaces and funds. Therefore, appropriate public spaces should be identified. Procedures must be established to both honor the integrity of memorialized individuals and respect the aesthetics and intended *public* use of particular Parks, Recreation and Community facilities and amenities.

2. AUTHORITY:

The Martinez City Council designates the Parks and Recreation Commission to hear public comment on memorials, gifts and donations. This shall include, but not be limited to, memorial benches, trees, funds designated or non-designated, and park amenities. Under the general direction of the City Manager, it is the responsibility of the Parks, Recreation & Community Services staff to review applications, implement the policy according to the procedures below and make arrangements for formal recognition by the Parks and Recreation Commission.

3. PERMANENT RECORD:

The Parks & Recreation Commission will note any motion to accept memorials, gifts and donations in the minutes from regular or special meetings. This shall be the official record. The motion shall include the item dedicated, name of the honoree and location.

4. LOCATION, NUMBER AND PLACEMENT:

The Parks and Recreation Commission shall have the authority to approve the location and number of memorials, trees, benches, or other amenities that may be dedicated or donated in each park or City maintained facility. The location and number shall be indicated in the *Parks*

System Master Plan (Master Plan). Revisions shall be adopted and noted in the *Master Plan* update. Numbers and location are developed in consultation with Parks and Recreation staff and follow generally accepted professional standards, site constraints, and health and safety guidelines.

The actual item placed at each site will adhere to the park theme, amenity needed and any restrictions placed upon the site. For example, Susana Street Park is an older neighborhood historic park whose benches, tables and lighting should fit the character of the neighborhood. Therefore, benches with stylized iron work and slats are more appropriate than heavier concrete. Rankin Park is a large community park with a natural elements "theme" and high use may more appropriately specify heavier duty concrete forms of benches.

It should be noted that once an approved site map is finalized and accepted as official record, the site shall be deemed to be CLOSED and further plantings and donations shall be denied. For example: the Marina Memorial Grove is CLOSED to further dedications. This Memorial Grove is located at the Ferry Point Picnic Area. It consists of memorial benches and memorial trees. It was dedicated in 1992. The Parks and Recreation Commission accepted the final Memorial Grove Map as the official record in 1995. The Parks and Recreation Commission will work with applicants to find suitable alternatives.

5. COST & FEES:

Fees are established on a "cost recovery" basis. At a minimum, individuals or groups desiring to purchase an approved item for dedication shall pay for: a) the purchase of the item including taxes, shipping, handling; b) site preparation and installation; and c) a forged bronze dedication plaque. An estimate of the cost and current fees to be charged are listed in ATTACHMENT B: ESTIMATED MEMORIAL FEE LIST. Fees will be updated and set based upon the actual product cost at time of purchase. A discount of 10% may apply to the cost of installation, if the request or donation is for an "unspecified location" to be determined by the City. For example, a memorial tree to be dedicated at a park and location of the City's choosing where a new tree is needed would qualify for the 10% discount on installation. The City will notify donors of the location where an unspecified gift has been placed upon completion of the project.

6. TYPES OF APPROVED MEMORIALS, DONATIONS AND GIFTS:

Memorials, donations and gifts shall be selected from the list below. Descriptions of sample products are contained in ATTACHMENT C: SAMPLE MEMORIAL SPECIFICATIONS LIST. The specification list may be updated by the Park and Recreation Commission as needed, based upon the continued availability of the product or the suitability of a particular park amenity to the specified park theme.

A. Benches and Picnic Tables: Individuals or groups desiring to purchase a memorial bench or picnic table may choose from the available City identified locations. The bench or table has a specific location for the placement of a forged bronze plaque.

B. Memorial Trees: Individuals or groups wishing to have a tree planted in a park shall choose from the list of approved trees as noted in the “*City of Martinez, Tree Planting List and Recommended Standards*” adopted July 1, 1990, pursuant to Resolution 193-87. It is acknowledged that not all species of trees may be available nor will be suitable for every site in Martinez. The donor may choose from the available City identified locations. The Parks Superintendent will identify the actual location of the tree and note it on the approved site map included in the *Master Plan*” Donors will be notified of the exact location following the planting of the tree.

The tree will be a fifteen (15) gallon size. The site will be prepared to assure the future health and vitality of the tree, such as soil, irrigation, grading. A forged bronze plaque will be placed in an approved concrete base next to the tree.

Memorial Trees may be planted in groups or “groves” only in designated parks with sufficient open space and according to the growth habits of the approved trees. Generally, one specimen tree of each species will be planted.

C. Memorial Gardens: These are generally small areas identified in the *Master Plan* that serve special purposes. The **Native Plant Preserve** is envisioned to be planted to replace non-native species and provide renewed interest and education to the various eco-systems present in Martinez. **Community Gardens** are envisioned to be planted to provide opportunities for community care taking and renewed interest in the various aspects of the agricultural past, while calling attention to the present beauty of Martinez.

D. Playground Equipment: Children’s playground structures may be donated and dedicated as needed to replace outdated equipment and to meet current safety codes. Locations are identified in the *Master Plan*. Due to the integrated design of separate play equipment elements, individual structures may not be dedicated separately in the same area.

E. Miscellaneous Donations and Park Amenities: Other items may be appropriate for dedication such as pathways, or donation such as vehicles and restroom facilities. Any miscellaneous or non-listed item shall be reviewed on a case by case basis and is to be considered a “special request” item. These requests will be reviewed by the Parks and Recreation Commission. An application is not a guarantee of placement nor acceptance of the gift. Approval shall be recommended or denied based upon criteria including, but not be limited to: the needs and priorities established in the *Master Plan*, generally accepted professional standards, site constraints, and health and safety guidelines, appropriateness of the item, integration with the parks’ natural features and current amenities, and maintenance of the current aesthetics of the site. Costs shall be reviewed and set in accord with Attachment B: ESTIMATED MEMORIAL FEE LIST.

7. CARE, REPAIR AND REPLACEMENT:

A. Benches and Tables: After placement, the care and maintenance of the benches and tables will be by City personnel according to manufacturer specifications and the schedule then in effect. If a table or bench is damaged, reasonable efforts will be made to repair the item.

B. Trees: After planting, the pruning and care of the trees will be the responsibility of the Parks division. The City will replace the tree one (1) time, within the first five (5) years, if for any reason the tree dies. After one replacement, the city resumes no responsibility for replacement.

The City will not be responsible for any accidental damage, vandalism, theft or loss of any donated bench, table, tree, plaque or other dedicated item. While the City of Martinez cares for the health of its parks and the quality of its amenities, damaged or lost memorials may, or may not be replaced according to the available resources, constraints and priorities of City of Martinez. Every effort will be made to repair an item, if it cannot be adequately repaired, it may be removed.

8. INSTALLATION, RELOCATION, & REMOVAL:

Upon installation, donated items become sole property of the City of Martinez. City staff will be responsible for installation or planting of the memorial item and plaque placement. The City reserves the right to relocate a tree, bench, memorial plaque or any other donated dedicated item. If this need arises, the City will attempt to notify the donor at the address indicated on the original application. If the item cannot be relocated for any reason, it may be removed.

9. APPLICATION PROCESS:

A complete application form and deposit are required to initiate the memorial gift process. See Attachment A: APPLICATION FORM. The deposit will be held and applied toward final project cost, unless the request on the application is not approved, in which case the deposit will be returned. All complete applications will be reviewed by staff prior to placement on the Park and Recreation Commission Agenda. *While the City welcomes and will attempt to honor requests and donations, the submission of an application and payment of deposit does not guarantee approval.*

The steps to the application process include: a) customer completes application and pays deposit, b) staff reviews application and site proposal, c) Commission approves or denies request, d) customer pays balance of fees for item, installation and plaque; e) staff orders product, f) staff installs/completes project, g) donor is notified of installation.