



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: May 4, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Karen L. Majors, Assistant City Manager
Michelle Wierschem, Recreation Manager
SUBJECT: New Policies and Policy Updating

RECOMMENDATION

Informational item only

BACKGROUND

There are some policies that need updating and creation that staff would like to bring forward in the coming months for the PRMCC review and consideration. Some practices such as the PRMCC waiving park use fees could benefit from a written policy with eligibility criterion to assist PRMCC in the decision making process. The Park Use Fee Waiver policy is being presented for the PRMCC consideration tonight. Other policies staff will be bringing forward include the creation of a park naming policy, updating the park donation policy and revisiting the Special Events permit and policies relative to fees. Below some key considerations for each policy:

- **Creating the Park Naming policy**
 - The City has an unnamed park and currently does not have a naming policy. A policy will be formulated by reviewing other City policies and will proposed a procedure for naming a Park or Recreation Facility
- **Updating the Park Donation Policy**
 - The current policy designates the Park and Recreation Commission as the approving body for donations. Staff wants to update the policy using the PRMCC as approving body and explore creating a nexus between the need a park has for the amenity and accepting the donation.
- **Revisiting the Special Event Use Permit to incorporate fees**
 - The City incurs both administrative and implementation costs for special event permits issued in the City. The Policy calls for an application fee which has not yet been assigned. Staff recommends revisiting this policy and determining an application fee and charge for direct costs associated with providing manpower and equipment to implement events.

The next policy coming up for the Commission's consideration is the Park Naming Policy so the Commission can move forward with naming the park on the corner of Alhambra and Marina Vista. Then the update of the park donation policy will come next and last will be reviewing fee polices related to the Special Events permit. Staff will bring the policies forward for the PRMCC consideration as resources allow staff to complete reports on polices. The PRMCC Agenda Plan has place holder for the policies to come forward to the Commission.