

Presentation

Agenda Item #	1
Meeting Date	October 19 2015
Prepared By	Jessie Carpenter City Clerk
Approved By	Suzanne Ludlow City Manager

Discussion Item	Report of the Commemoration Commission
Background	<p>The City Council established the Commemoration Commission to “document, maintain, and preserve past, present, and future memorials, commemoratives, and recognitions in the City; recommend to the City Council procedures and programs to honor and commemorate individuals, organizations and businesses that have made significant contributions to the social, cultural, historical, political, economic, or civic life of the City as a whole or to a neighborhood/local area as well as programs for individuals to honor others; implement such programs within its scope and budget; and decide on recognitions after opportunity for public review and comment.” (Takoma Park Code, Chapter 2.16 Boards and Commissions, Article 4)</p> <p>On October 19, Commission members will present a series of commemorative programs developed to serve as personal recognitions. The Commission requests that Council review and comment on the programs by November 15, 2015.</p>
Policy	The Council wishes to honor and commemorate individuals, organizations and businesses that have made significant contributions to the community and to provide the opportunity for individuals to honor others.
Fiscal Impact	The program is expected to pay for itself.
Attachments	<ul style="list-style-type: none"> • Report of the Commemoration Commission – September 21, 2015 • Takoma Park Code, Chapter 2.16, Article 4
Recommendation	Listen to the presentation and ask clarifying questions.
Special Consideration	

REPORT OF THE COMMEMORATION COMMISSION

To: Takoma Park City Council

Date: September 21, 2015

Background

The Commemoration Commission was established in November 2014 by the City Council. The Commission has met six times since March, 2015. The Commission proposes to adopt the following commemorative programs: 1) Commemorative Bench and Plaque Program, 2) Tree and Commemorative Plaque Program, 3) New Bench and Plaque Program, and 4) New Tree and Plaque Program. These commemorative programs will be adopted as Personal Recognition Programs under the Commission's Recognition Levels.

Process

A person eligible for recognition shall be nominated by a relative, friend, neighbor or community organization. Only community organizations which operate in the City of Takoma Park shall be eligible to nominate an individual. The applicant shall apply to the Commission for a commemorative certificate under one of the Commission's Personal Recognition Programs. The person (alive or deceased) to be recognized must have resided in or been associated with the City of Takoma Park prior to the filing of the application for a commemorative certificate.

Programs

1. Bench & Commemorative Plaque Program

There are over 65 benches throughout the City of Takoma Park which could be designated as personal memorials by individuals or community organizations to display commemorative plaques. Businesses or for-profit institutions will not be eligible for this program. Individuals, or a representative of a community organization may apply to the Commission for a commemorative certificate to adopt a numbered bench and display a commemorative bronze plaque on the bench.

Certificate Cost: \$350 per plaque for five (5) years.
 \$500 per plaque for ten(10) years
 \$750 per plaque for twenty (20) years

At the end of the certificate period, the purchaser has the option to renew the certificate for a set period of time. If the certificate is not renewed, the plaque and bench certificate will be offered for purchase by another person or community organization.

Plaque Size: 5" x 2" engraved bronze plaque. Plaque will be installed by Commission staff and the purchaser can have up to three (3) lines. All plaques will be approved by the Commission. Two plaques can be purchased by the same individual or community organization. There is no discount for the second plaque.

Number of Plaques: Two per bench.

Maintenance Fee: \$75 for five (5) year certificate
\$130 for ten (10) year certificate
\$250 for twenty (20) year certificate

The maintenance fee will be paid at the time the certificate is purchased. The City of Takoma Park will maintain the bench and plaque at no additional cost to the purchaser. Maintenance will include regular cleaning of the bench and plaque. The bench and plaque will only be replaced, during the certificate period, if totally destroyed due to an accident or natural occurrence.

2. Tree and Commemorative Plaque Program

The Commission will designate areas in the City where individuals or community organizations (businesses and for-profit institutions are not eligible for this program) can purchase a commemorative certificate to adopt an existing tree and place a commemorative bronze plaque in front of the tree.

Cost: \$300 for five (5) year certificate
\$500 for ten (10) year certificate
\$700 for twenty (20) year certificate

At the end of the certificate period, the purchaser has the option to renew the certificate for a set period of time. If the certificate is not renewed, the plaque space will be offered for purchase by another person, or community organization. Certificate includes a stone marker with a 5" x 2" bronze plaque. Stone marker and plaque will be installed in front of the base of the tree. Purchaser can have up to three (3) lines on the plaque.

Number of plaques per tree: One

Maintenance Fee: \$75 for five (5) year certificate
\$130 for ten (10) year certificate
\$200 for twenty (20) year certificate

The maintenance fee will be paid at the time the license is purchased. The City of Takoma Park will maintain the tree and plaque at no additional cost to the purchaser. The City will make every effort to insure the health of the tree during the term of the license. If a tree dies, or is severely damaged due to natural causes during the term of the certificate, the purchaser will have the right

to move the stone marker to another tree in the same area. The stone marker will be replaced during the certificate period, only if it is totally destroyed or stolen.

3. New Bench and Commemorative Plaque Program.

The Commission shall establish areas in the City where new memorial benches can be installed and a commemorative certificate can be purchased for a memorial bench and plaque . Individuals, or a representative of a community organization (businesses and for-profit institutions are not eligible for this program) may apply to the Commission for a certificate to adopt a new numbered bench and display a commemorative bronze plaque on the bench.

Cost: \$900 for a five (5) year certificate
\$1200 for a ten (10) year certificate
\$1500 for a twenty (20) year certificate

The purchaser of the certificate will receive a four foot bench with back and side rails. Certificate includes a 5" x 2" engraved bronze plaque. Buyer can have up to three (3) lines for each plaque. At the end of the license period, the purchaser has the option to renew the license for a set period of time. If the license is not renewed, the plaque and bench license will be offered for purchase by another person or community organization. Two plaques can be purchased by the same individual or community organization. There is no discount for the second plaque.

Number of plaques: Two per bench

Maintenance Fee: \$150 for five (5) year certificate
\$ 300 for ten (10) year certificate
\$ 500 for twenty (20) year certificate

The maintenance fee will be paid at the time the license is purchased. The City will maintain the bench and plaque at no additional cost to the purchaser. Maintenance will include regular cleaning of the bench and plaque. The bench and plaque will only be replaced, during the certificate period, if totally destroyed due to an accident or natural occurrence.

4. New Tree and Commemorative Plaque Program.

The Commission, in consultation with the City Arborist, shall designate areas in the City where individuals or community organizations (businesses and for-profit institutions are not eligible for this program) can purchase a commemorative certificate to adopt a new tree and place a memorial bronze plaque in front of the tree. The Commission will designate, in consultation with the City Arborist, locations where commemorative trees can be planted in the City.

Cost: \$400 for five (5) year certificate
\$700 for ten (10) year certificate
\$1000 for twenty (20) year certificate

At the end of the certificate period, the purchaser has the option to renew the certificate for a set period of time. If the certificate is not renewed, the plaque space will be offered for purchase by another person, or community organization. Certificate includes a new tree and a stone marker with 5" x 2" bronze plaque. Stone marker and plaque will be installed in front of the base of the tree. New trees can be selected from a list of available trees maintained by the City Arborist. Purchaser can have up to three (3) lines on the plaque.

Number of stone markers and plaques: One

Maintenance Fee: \$150 for five (5) year license
\$ 300 for ten (10) year license
\$ 500 for twenty (20) year license

The maintenance fee will be paid at the time the license is purchased. The City will maintain the tree and plaque at no additional cost to the purchaser. The City will make every effort to insure the health of the tree during the term of the certificate. If a new tree dies, or is severely damaged due to natural causes during the term of the certificate, the City will plant a new tree or the purchaser will have the right to move the stone marker to another tree in the same area.

3. Implementation of Programs

Commission actions:

Hold a public hearing on the proposed commemorative bench and tree programs- by December 1, 2015

Establish a list of existing benches, and existing trees eligible for commemorative certificates- by December 15, 2015

. Designate areas of the City where new memorial benches and trees maybe installed and commemorative certificates issued by Commission - By January 1, 2015

Adopt procedural regulations for accepting applications for the bench and tree memorial programs- by January 1, 2015

Accept applications for bench and tree commemorative certificates - January 15, 2016.

City Council Actions-

Review and comment on program - By November 15, 2015

Submitted by:

Voting Members:

Jessica Kessler (Ward 2) Co-Chair
Richard O'Connor (Ward 1) Co-Chair
Daniel Jessop (Ward 6)
Mitchell Tropin (Ward 1)
Jane Yamaykin (Ward 6)

Non-Voting Members

Gelynn Hurt - Arts and Humanities Commission
Diana Kohn - Historic Takoma, Inc.
Howard Kohn - Recreation Committee

Article 4. Commemoration Commission

2.16.070 Establishment.

There is established a Takoma Park Commemoration Commission. (Ord. 2014-63 § 1, 2014)

2.16.075 Statement of purpose.

The Commission shall document, maintain, and preserve past, present, and future memorials, commemoratives, and recognitions in the City; recommend to the City Council procedures and programs to honor and commemorate individuals, organizations and businesses that have made significant contributions to the social, cultural, historical, political, economic, or civic life of the City as a whole or to a neighborhood/local area as well as programs for individuals to honor others; implement such programs within its scope and budget; and decide on recognitions after opportunity for public review and comment. (Ord. 2014-63 § 1, 2014)

2.16.080 Membership, terms, and structure.

A. Membership. The Commission will be comprised of up to nine but not less than five voting members and four nonvoting members.

1. Voting Members. At least one voting member may be nominated by each of the ward Councilmembers and at least one at-large voting member may be nominated by the Mayor. No ward shall have more than two voting members on the Commission. Voting members shall be residents of the City.
2. Nonvoting Members. The four nonvoting members shall include one representative selected by Historic Takoma, Inc., one representative selected by the Arts and Humanities Commission, one representative selected by the Recreation Committee, and one staff liaison selected by the City Manager.
3. Appointments. All voting members and representative nonvoting members shall be appointed by the City Council, except for the staff liaison who shall serve at the pleasure of the City Manager.

B. Terms. The regular term on the Commission shall be three years. However, initial appointments shall be for one, two, or three years to ensure continuity. All terms shall expire on March 31st. Except for the staff liaison, members shall serve for no more than two consecutive full terms.

C. Structure. The Commission shall organize to accomplish its purposes, and elect from its members co-chairs and other officers as it shall deem necessary.

1. Elections. Elections for officers shall be held annually.
2. Meetings. The Commission shall meet at least quarterly. All meetings are subject to the Maryland Open Meetings Act.
3. Quorum. A majority of voting members shall constitute a quorum to conduct business.
4. Annual report. A report on the activities of the Commission shall be submitted to the Council at least once a year.
5. The Commission shall conform to other provisions of Article 1 of this chapter, as may be amended from time to time. (Ord. 2014-63 § 1, 2014)

2.16.085 Duties and responsibilities of the Commission.

A. Inventory and review the status of historical commemoratives, recognitions and memorials in City facilities and other places within the City, including those that have been possibly lost or placed in storage. Recommend action for the disposition of these commemoratives.

B. Develop a digital record of images and information related to commemoratives.

C. Maintain and supervise the City's commemorative archival records. Issue an annual report on the status of these records, listing the content and place of each record maintained by the City. These digital records shall be publicly accessible.

- D. Adopt and maintain a policy/procedure manual for including all commemorative archival records in the digital archive.
- E. Devise a means to include in the digital archive oral or written stories by or about those commemorated.
- F. Create a program of categories and procedures for a variety of permanent and one-time honors, awards and memorials and recommend adoption by the City Council. These honors, awards, and memorials shall include options for individuals to commemorate others (e.g., plaques, memorial trees, benches, and so on). Once adopted, the Commission shall implement the program.
- G. Establish a system of maintenance for commemorative projects.
- H. Recommend a schedule of fees for commemorative services.
- I. Recommend to the City Council an annual budget for Commission operations and programs. It is expected that the Commission will be primarily self-funded from fees charged for commemorative services.
- J. The Commission shall make recommendations to the City Council on the establishment of an endowment fund to support the maintenance and preservation of commemoratives for a reasonable period of time to be determined, including a fee structure to support the endowment that would be charged for each service.
- K. Work collaboratively with other organizations and individuals in the City by sharing information and ensure that commemorative services are complementary and not duplicative.
- L. Recommend to the City Council designated areas in the City where honors may be placed.
- M. Recommend guidelines for fabrication and installation of all commemoratives. Each commemorative shall have the City seal and have a uniform design theme.
- N. Recommend to the City Council proposed memorandums of understanding with other agencies regarding honors on their property (e.g., MCPS and M-NCPPC). (Ord. 2014-63 § 1, 2014)