



Memorial and Donation Policy Parks and Trails

Purpose: The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated park improvements. These donations may include park benches, picnic tables and trees. Acceptable donations are dependent upon the specific needs of the City of Pleasanton. The City encourages donations and seeks to manage aesthetic impacts and mitigate on-going maintenance costs.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.

Scope: This policy applies to City of Pleasanton owned parks and trails. *This policy does not apply to City buildings and Open Space Parcels.*

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated park benches, picnic tables and trees can interfere with routine maintenance and the appearance of the donated item. Nothing shall be hung or tied to park benches, picnic tables or trees. Because landscaping installed in and around picnic tables and park benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclists, or pedestrians. The sponsor will remove any temporary decorations within seventy-two hours. Any temporary decorations left beyond seventy-two hours will be removed by the City.

Maintenance: Maintenance of the landscaping at tree donation sites is the responsibility of the City. All landscaped sites will be maintained debris-free. Donated park elements (i.e. benches, picnic tables) become City property. Donations made previous to the adoption of this policy are to be maintained by the City during their life spans.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that park benches, picnic tables and trees purchased and installed be of high quality related to style,

appearance, durability, and ease of maintenance. City staff will be responsible for the purchase and installation of all park benches, picnic tables and trees.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance of their public parks and trails. Park benches, picnic tables, trees, and/or their associated donation acknowledgements should reflect the character of the park or trail. These site furnishings will adhere to existing City standards and/or will match existing site furnishings. All park benches, picnic tables and trees will be installed in such a manner that will not substantially change the character of a park or trail and its intended use.

Maintenance: Donated park benches, and/or their associated donation acknowledgements, become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation.

Repair: The community has an interest in ensuring that all park benches and picnic tables remain in good repair. Repair parts and materials must be readily available. Donated park benches, picnic tables and trees must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the cost of the purchase and installation of the donated park bench, picnic table or tree. The City will detail costs for donations and installation. This fee schedule, Appendix B, shall be subject to changes in the San Francisco Bay Area Consumer Price Index.

PROCEDURE FOR MAKING A DONATION

The City's Library and Recreation Department will manage all donations located on City park property, with the assistance of the Operations Services Department.

Application: The donor must contact the Library and Recreation Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form (Appendix A). Applications are available through the City website or in person at the Library and Recreation Department. Completed applications and payment will be reviewed and processed by the Library and Recreation Department.

CRITERIA FOR ACCEPTANCE

Park or Trail Site Plan: To accept donation of a park bench, picnic table or tree for a specific park or trail, a site plan must exist showing available locations found on the Memorial and Donation – Parks and Trails Map on the City website. If no plan exists, then a donation may be made to another park or trail that is included on the Memorial and Donation - Parks and Trails Map. If a plan exists, but does not identify a particular park bench, picnic table or tree proposed for donation, the City may accept the donation under the following conditions: the donation must: 1) meet a true need of the park or trail; 2) not interfere with the intended current or future use of the park or trail; and 3) not require the addition or relocation of equipment or infrastructure to accommodate the donation. In the opinion of the City, a park or trail may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques are only available for benches and picnic tables. Donation acknowledgements and memorial plaques, as approved by the City, are to be directly affixed to the donation and are to be purchased through the City. Donation acknowledgements/memorial plaques will be of a standard size (four inches by six inches) and material established by the City of Pleasanton. The Library and Recreation Department will review all text for donation acknowledgements/memorial plaques and will purchase these items from a City-approved vendor to ensure highest quality, life, and durability.

No memorial plaques will be installed for tree donations.

Notification: These criteria are requirements for both existing and new donations. It shall be the responsibility of the donor to provide the Library and Recreation Department with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will attempt to send a certified letter to the donor, through provided current contact information, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES AND PICNIC TABLES

Park benches and picnic tables may be sited in locations approved by the Library and Recreation Department in accordance with an available site plan as displayed on the City website. Items donated become City property at the time of purchase.

TREES

Landscaping and plant selection for park facilities is critical. Accordingly, the size and species of a donated tree (or trees) shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place. Availability of tree planting locations will be determined by the City. Trees damaged beyond salvage from storms or vandalism will be removed and the replacement, if any, will be determined by the City. The same will apply to trees that die due to disease or natural causes. Trees are planted yearly in the late fall or early winter only.

MONUMENTS

Other memorials, plaques, and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a City park or trail. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park or facility. This includes, but is not limited to stones, plaques, pillars, and gardens.

OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Parks and Recreation Commission and/or City Administration. The City may, at its discretion, bring any donation proposal to the Parks and Recreation Commission and/or City Administration for review and approval.

CONDITIONS

Installation: Installation of donated park benches, picnic tables and trees, including the donor acknowledgement/memorial plaques, will be completed by the City. The installation will be scheduled at a time and date as determined by the Library and Recreation Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park benches and picnic tables and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will attempt to send a certified letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park benches, picnic tables and trees are important to both the donor and the City.

Life-Cycle Care: Maintenance and repair during the scheduled 15 year life-cycle of the donated bench or picnic table will be the responsibility of the City.

At the end of the life-cycle term, the City may choose to extend the life-cycle term of the donation or remove the donation.

ATTACHMENTS

Appendix A: Memorial and Donation Application

Appendix B: Approved List of Donation/Memorial and Donation Fee Schedule

Distribution approved: _____
Nelson Fialho, City Manager

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