



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: MARCH 28, 2012

ITEM NUMBER: 10d

SUBJECT: DONATION OF MEMORIAL TREES AND PLAQUES FOR PUBLIC PARKS

DATE: MARCH 21, 2012

FROM: PUBLIC SERVICES DEPARTMENT / MAINTENANCE SERVICES DIVISION

PRESENTATION BY: BRUCE A. HARTLEY, MAINTENANCE SERVICES MANAGER

FOR FURTHER INFORMATION CONTACT: BRUCE A. HARTLEY AT (714) 754-5123

RECOMMENDED ACTION

Provide staff direction.

BACKGROUND

At the Parks and Recreation Commission meeting of January 25, 2012, Commissioner Vozenilek requested that Staff bring to the Commission an overview of the City's policy on accepting donations of memorial trees and plaques to facilitate a discussion on whether or not the current policy should be amended.

In June 2002, the City Council adopted Council Policy 800-4 to establish a consistent approach to the consideration and acceptance of donations and memorials in City parks and public facilities. See Attachment 1. The policy has been amended four times, with the most recent revision adopted on December 1, 2009.

In 2005, a number of significant amendments were approved that addressed several 'gray areas' in the existing policy at that time. The changes are itemized below:

1. Change title of the Policy to include Circle of Service recognition.
2. Provide direction on how payments/cash donations can be received.
3. Delete the City Council and Mayor acknowledgment of donation.
4. Add standard for minimum 15-gallon size for tree donations.
5. Add reference to disallow plaques memorializing "pets" in City parks.
6. Add standard for the shape, material and size of the memorial and donation plaques.
7. Clarify party responsible for acquisition and installation of donated items and plaques.
8. Clarify installation of the plaques to be flush with the ground.
9. Clarify that park furniture installation will be at locations that are Americans with Disabilities Act (ADA) accessible.
10. Delete reference to application forms for tree and park furniture donations.

11. Clarify procedure to nominate Circle of Service Honorees.

The most recent amendment, adopted by City Council December 1, 2009, specifically addressed the acceptance of donations as it relates to the “K-9 Clean-Up” program.

ANALYSIS

Staff reviewed Council Policy 800-4 and found that in its current form, the policy does not provide any specific criteria to be applied by the Commission in accepting donations and memorials. The full text of the section that applies to donations of trees and memorial plaques is provided below:

TREE DONATIONS AND THE PLACEMENT OF DONOR OR MEMORIAL PLAQUES

1. All donations of trees or other planting shall be in accordance with the Parks and Open Space Master Plan and/or comply with the approved park-planting palette. Donated trees shall be a minimum 15-gallon size.
2. All requests for placement of plaques memorializing individuals shall be submitted to the Parks and Recreation Commission for approval before installation. Memorial plaques for pets are not allowed within City Parks. However, trees and/or park furniture may be donated in memory of a pet without a plaque.
3. Donor and memorial plaques shall be circular, bronze with a maximum size of six (6) inches in diameter. All plaques shall have standard wording to include “Donated By”, “In Memory Of” or “In Honor Of”. Donors are responsible for the acquisition and cost of the plaque. The City will incur the cost of installation.
4. All donor and memorial plaques for tree donations shall be located in areas specifically designated for this purpose at each park. In the event an area has not been designated for this purpose, plaques may be installed on concrete pads at the base of donated trees. Plaques will be installed flush with the ground for ease of maintenance and liability purposes.

ALTERNATIVES CONSIDERED

No other alternatives were considered for this item.

FISCAL REVIEW

There are no fiscal impacts associated with this item.

LEGAL REVIEW

No legal review is required for this item.

CONCLUSION

The City Council adopted Council Policy 800-4 to establish a consistent approach to the consideration and acceptance of donations and memorials in City parks and public facilities. The policy has been amended four times in the past, improving and refining the program in several areas. The Commission could, upon discussion of the topic, direct staff to return to the Commission with possible revisions for consideration.

BRUCE A. HARTLEY
Maintenance Services Manager

RAJA SETHURAMAN
Acting Director, Public Services Department

ATTACHMENT: 1. [Council Policy 800-4](#)

File Name: Donation/Memorial Policy

Date 3/15/12

Time 10:00 a.m.