Peninsula Metropolitan Park District

Memorial and Donation Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P10-105	R2013-017	June 17, 2013	R2008-019 (Adopted 9/15/08)

Policy: **Memorial and Donation**
(Approved by the PenMet Parks Board of Commissioners)

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, flags, and other types of park trails accessories. This policy does not apply to buildings or land. The District desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

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. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on District owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long-term care of all donations made after the adoption of this policy.

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Policy Requirements:

Section 1. Guidelines for Existing Donations

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

2. Appearance and Aesthetics:
   Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item. Accordingly no decoration, ornamentation, or adornment of donations is permitted.

3. Materials:
   No landscaping is permitted by private parties around existing donations. Only landscaping installed by Park District personnel is permitted.

Section 2. Standards for New Donations

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

2. Acquisition or Purchase:
   The District and the community have an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The District staff will be responsible for the purchase and installation of all park elements.

3. Appearance and Aesthetics:
   The District and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

4. Maintenance:
   Donated park elements and/or their associated donation acknowledgement, become District property. Accordingly, the District has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

5. Repair:
The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

6. Cost:
The District has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the District will detail costs for donations, installation, and maintenance. The District also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other District park facilities. Consequently the District will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

Section 3. Procedure for Making a Donation

The District's Parks Maintenance Department will manage all donations located on District park property.

1. Application:
The donor must contact the PenMet Parks office 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. Applications are available through the mail or in person at the PenMet Parks Administrative office. Completed applications and payment will be made to the Parks Maintenance Department for review and processing.

Section 4. Criteria for Acceptance

1. Park Plan:
To accept donation of a park element for a specific park facility, a park plan must exist, showing the available locations for park elements. If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the District may accept the donation under certain conditions. Under this circumstance, the donation must: 1) meet a true need of the facility; 2) not interfere with the intended current or future use of the facility; and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. If in the opinion of the District a facility

may be determined to be fully developed, and the opportunity for donations would not be available.

2. Donation Acknowledgements/Memorial Plaques:
Donation acknowledgements, as approved by the District, and memorial plaques are to be directly affixed to the donation and/or are to be made of bronze and purchased through the District. Donation acknowledgements/memorial plaques will be a maximum 5 x 7 (pending application) inches in size, utilize "cheltenham light" lettering and numbers, have a leatherette background, be of light brown type "A" color (subject to change, due to availability) and manufactured by a District approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, District staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgements shall be tasteful and subtle. To prevent obscene or potentially offensive text from being displayed on District property, the District must approve all text for donation acknowledgements/memorial plaques.

   In wood park bench and picnic table applications, the donation acknowledgement will be routered into the seat back of the bench or the table top of the picnic table.

   In picnic table applications, the donation acknowledgement will be inserted into the concrete pad installed under the picnic table. Multiple donors (up to 6 per table) will be allowed.

   In tree installation applications, the donation acknowledgement will be installed in a flush mounted concrete pad.

3. Notification:
This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Parks Maintenance Department with a current address for purposes of notification regarding their donation. For the purposes of notification, the District will send a certified letter (requesting a return receipt) to the donor, notifying the donor of changes related to the status of their donation (i.e., a need to remove, relocate, or comply with conditions set forth in this policy).

Section 5. Park Benches, Bicycle Racks, Picnic Tables, and Drinking Fountains

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Parks Maintenance Department in accordance with an available site plan. Items donated must be of a product approved by the Parks Maintenance Department, and these items become District property at time of purchase.

Section 6. Trees

Landscaping and plant selection for park facilities are critical due to the varied environmental conditions found on the Gig Harbor Peninsula. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the District. Trees will only be accepted for areas that have active irrigation systems in place.

Section 7. Monuments

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any District park facility. Exceptions to this policy are monuments installed by the District commemorating the history and/or dedication of a park facility.

Section 8. Flags

Flags may be sited in locations approved by the Parks Maintenance Department in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted. Consequently, donated flags must be of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when District park maintenance personnel determine replacement is needed.

Section 9. Interpretive Signs

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

Section 10. Other Donations

There may be other donations possible, other than those expressly listed or contained within this policy. The District may accept those donations subject to a review by the Parks Maintenance Department. The District Administration may, at its discretion, bring any donation proposal to the

Board of Park Commissioners for review and approval. Donations of cash should follow the Comprehensive Financial Management Policy, Section 6, Item D.

Section 11. Buildings, Structures, and Public Art

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the Board of Park Commissioners and are not considered as part of this policy.

Section 12. Conditions

1. Installation:
   Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by District personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Department personnel so as not to unnecessarily interfere with routine park maintenance activities.

2. Removal and/or Relocation:
   This section applies to both existing and new donations. The District reserves the right to remove and/or relocate donated park elements 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 District will send a certified letter (requesting a return receipt) to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken. In the event a donation must be permanently removed, the District will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location.

Section 13. Maintenance and Repair

The long-term care and maintenance of donated park elements are important to both the donor and the District.

1. Life Cycle Care Fund:
   The establishment of the Life Cycle Care Fund ensures that the District will care for the donation for the estimated life of the donation, or until such time the District determines that the memorial donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care

Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance over the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations. Accordingly, the District will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life cycle term, the donor may choose to extend the life cycle term by paying for the current value of a new donation and its associated maintenance cost. The District reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the District has not been able to contact the original donor.

It is in the District's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Parks Maintenance Department determines replacement is needed. This policy shall not apply to land or building donations.