

CITY OF PORT ANGELES

Park and Recreation Outdoor Facilities

Memorial and Donation Policy

Adopted by Parks Commission 10/20/05



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 City 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 city 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.

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 elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.



Materials: If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a six (6') foot border around the tree i.e. (one row of rocks no larger than eight inches in diameter). Prior approval of the landscaped area must be obtained from the Recreation Division.

Maintenance: Maintenance of the landscaping at tree donation sites is the responsibility of the donor. All landscaped sites will be maintained weed and debris free. All dead flowers and shrubs will be removed and disposed of by the donor. Donors must request direct supervision by City Parks Maintenance staff during pesticides, fertilizers or herbicidal application to manage the proper type and amount of pesticides, fertilizers, or herbicides. If a donor determines that he or she can no longer maintain the donor site, the donor is requested to contact the City in order that City staff may restore the site to its original condition. Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made previous to the adoption of this policy are to be maintained by the city during its salvageable life span.

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 elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all park elements.

Appearance and Aesthetics: The City 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 acknowledgments 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.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city 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.

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.

Cost: The City 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 City will detail costs for donations, installation,



and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently the City 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.

PROCEDURE FOR MAKING A DONATION

The City's Recreation Division office will manage all donations located on City park property, with the assistance of the Parks Maintenance Operation staff.

Application: The donor must contact the Recreation 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 Recreation Division office. Completed applications and payment will be made to the Recreation Division office for review and processing.

CRITERIA FOR ACCEPTANCE

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 City 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. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgments, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation acknowledgements/memorial plaques will be a maximum 5 x 7 or 2 x 18 (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 City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgements/memorial plaques.

In park bench applications the donation acknowledgment will be routed into the seat back of the bench.



In picnic table applications the donation acknowledgment 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 acknowledgment will be installed in a flush mounted concrete pad.

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 Recreation Division with a current address for purposes of notification regarding their donation. For the purposes of notification the City will send a certified letter 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).

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 Recreation Division in accordance with an available site plan. Items donated must be of a product approved by the Recreation Division, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities is critical due to the marine coastal environment in Port Angeles. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.

MONUMENTS

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

FLAGS

Flags may be sited in locations approved by the Recreation Division 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 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 City park personnel determine replacement is needed.



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.

OTHER DONATIONS

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

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures (including playgrounds) and public art (with the exception of public art placed at the Port Angeles Fine Art Center and the Art Outside Program) are subject to full review and approval of the Parks, Recreation and Beautification Commission and the City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance Operations section 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 elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter 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 City 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.

MAINTENANCE AND REPAIR

The long term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City 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 sufficient based upon 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 City 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 City 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 City has not been able to contact the original donor.

It is in the City'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 Recreation Division determines replacement is needed. This policy shall not apply to land or building donations.

Adopted and approved by the City of Port Angeles Parks, Recreation and Beautification Commission:

Adopted by Parks Commission 10/20/05_

CITY OF PORT ANGELES

Recreation Division
 321 East Fifth Street / Port Angeles, WA 98362
 Phone: 360-417-4550 Fax: 417-4559



PARKS AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION APPLICATION		
Name of Donor:		
Address of Donor:		
Phone Number: Work:	Home:	Fax:
Email:		
Description of Donation:		
Location of Donation:		
Wording on Memorial Acknowledgement:		

Donation Cost Calculations		
Element Type		
Cost of element (1)		\$
Life Cycle Term	Years (x)	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total Cost of Donated Element		\$ (2)

* Includes purchase, tax, shipping and installation.
 **A 50% deposit of the total cost must be paid at the time of the application, with the remainder due prior to installation.

I have read the Memorial and Donations Policy

Requested by: _____ Date: _____

Reviewed by: _____ Date: _____
 Parks Maintenance

Recreation Division Approval:
 By: _____ Date: _____