



RESOLUTION 2020-005

ADOPTING THE PARK DONATION AND MEMORIAL PROGRAM POLICY AND REPEALING RESOLUTION 2001-980

WHEREAS, in 2001, Resolution 2001-980, Establishing a Citizens of Note Program, was adopted; and

WHEREAS, the program was established with the intent of allowing benches to be purchased to recognize citizens who had made a significant contribution to the City; and

WHEREAS, the Citizens of Note Program has been found to have restrictive guidelines which make the program difficult to implement; and

WHEREAS, the Park Donation and Memorial Program will provide opportunities for citizens and organizations to make donations and purchase items such as benches to enhance the City's park system; and

WHEREAS, the Parks and Recreation Advisory Board has reviewed the Park Donation and Memorial Program Policy and supports the Park Donation Program replacing the Citizens of Note Program; and

WHEREAS, it appears to the City Council that the Citizens of Note Program should be replaced with the Park Donation and Memorial Program, and that Resolution 2001-980 should be repealed and replaced by the policy adopted by this Resolution.

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1. The Park Donation and Memorial Program Policy, attached hereto as Exhibit A, is hereby approved.

Section 2. Resolution 2001-980 is hereby repealed.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 21st of January, 2020.


Tim Rosener, Council President

Attest:


Sylvia Murphy, MMC, City Recorder

CITY OF SHERWOOD

PARK DONATION AND MEMORIAL PROGRAM POLICY

PURPOSE

The City of Sherwood receives numerous inquiries from individuals and organizations about donations to and memorials in the City's park system. The intent of the Park Donation and Memorial Program is to create a program that is flexible and responsive to the needs of our community's donors and to establish policies and procedures for accepting donations intended to benefit or enhance the City's parks system.

POLICY

- A. The Community Services Department shall be responsible for administering the Park Donation and Memorial Program, including establishing a review process for approving and installing donations. The Community Services Department may coordinate with other City departments where needed or designate other departments to oversee certain aspects of the program.
- B. Donations may be accepted from public and private sources for the purposes of enhancing City parks and park pathways and will become the property of the City.
- C. The donor will cover all costs associated with the donation request. The Community Services Department may, on a case-by-case basis, determine an appropriate administrative cost of no greater than 15% of the value of the donation to coordinate the project. For projects of large value, a reasonable administrative cost may be negotiated.
- D. Proposed donations may be accepted and incorporated into the landscape and facilities of parks and pathways based on criteria including but not limited to the following:

General Criteria:

1. Benches may only be placed in City parks or along City maintained trails.
2. Donations must be compatible with and meet a specific park amenity or need identified in the approved Park Master Plan.
3. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.
4. Age and anticipated general condition of the donation.
5. Anticipated maintenance requirements.

Specific Criteria:

Benches

A memorial bench will include one (1) bronze memorial plaque, staff coordination, and installation. Costs will depend on the type of bench selected at the specific park. Benches must match existing park benches and furnishings. If no furnishings exist at the park or location, staff will determine the most appropriate bench for the area and take in to consideration aesthetic appeal as well as maintenance.

Cash Donations

Unspecified cash donations may be used to build, repair, or upgrade existing or new facilities at the City's discretion.

Structures and Site Furnishings

The City has established general aesthetic standards for furnishings in parks. Donations of structures or furnishings should maintain this aesthetic. Occasionally a donor identifies a specific park for a donation, yet the park has no need for additional amenities. In this case, donors may choose to contribute funds towards an existing park amenity.

Plant Donations

Donation of plant material may be allowed if the donation is purchased from a nursery and approved by the Public Works Director. Acceptance of plant material by the City is based upon whether the plant material furthers the design theme established in the park and a need exists for additional plants. The City's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed.

Plant material occasionally must be relocated, or conditions may lead to the demise of some plants. Therefore, donations will only be accepted if donors accept that plants may be relocated and that the City may not replace plant material that does not survive.

Other furnishings

Other furnishings such as fountains, plazas, and landscapes will be reviewed on a case-by-case basis.

E. Memorial and Donor Recognition

Individual memorial or donation plaques may be placed directly on donated items (i.e. benches, drinking fountains, etc.). Memorial or donation plaques will not be placed on or around landscape materials. Plaques shall be of a size and format determined by the City.

F. Damages and Other Changes

The City reserves the right to relocate or remove donations and memorials in accordance with the needs of the City. The City will generally endeavor to repair damaged donations and memorials, in the City's sole discretion. However, the City is not responsible for repairing or replacing items, including plaques, due to excessive damage or loss. In the case of such damage or loss, the City will make a reasonable effort to inform the donor. The donor may replace the item and/or plaque at their own expense, provided the replacement item meets the requirements of the applicable policies in effect at that time.