

Subject: **Memorial Donation and Gifts Policy**

Approved: 
City Manager

Date: 7/13/15

Purpose

The purpose of this policy is to establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for Memorial Donation and Gifts for public areas located in the City's facilities, downtown streetscape, parks, natural areas and trail system in accord Chapter 340-8E4 of the Codified Ordinances.

Background

Monetary donations for the express purpose of purchasing tangible items to be placed in public areas as a memorial or tribute (Memorials and gifts) have augmented City of Warren Parks and Recreation Department properties and facilities. At the same time, it is considered pragmatic in a time of shrinking public dollars to seek outside funding in order to maintain valued and important community assets. Although the City Council has policies that outline criteria for the establishment and use of parks these policies do not apply to memorial donations within the City's parks system. Corporate and community sponsorships from which there is no recognition including grants and unsolicited donations are distinct from Memorial Donations and Gifts. This policy is not applicable to events.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the City of Warren Parks and Recreation Department may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved. Design specifications will be compatible with existing management and operation plans. Final decision on the placement of memorials will be made by the Parks and Recreation Department. Memorials cannot have a commercial appearance or corporate logo.

Approval Criteria

All proposals will be evaluated by the Parks and Recreation Commission in consultation with the Department of Public Works staff and the Parks and Recreation Department staff according to the following:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing parks management plan and/or capital improvement plan of the Department;
- The final decision as to location will be determined by the Parks and Recreation Commission in consultation with the Department of Public Works staff and the Parks and Recreation Department staff;
- Memorial shall not detract from or overpower the scenic or architectural values of the existing environment;

- All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department;
- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department director;
- Memorial Donations and Gifts that require naming or plaque placement shall be available to individuals, corporations or external organizations.
- Plaques shall not express a political or religious point of view, but instead are meant to pay tribute or memorialize a particular person or event.
- Memorial Donations and Gifts, along with naming and plaque placement, must comply with all Federal, State and municipal laws, statues, ordinances and policies.

Procedures

1. The donor talks/meets with Department staff to share ideas then submits a completed Memorial Donation Agreement Form to the Parks and Recreation Department
2. Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria. Department staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval
3. Memorial donations that are part of a commemorative bench, table or living tree require approval for exact location, species for tree (if applicable) of the desired memorial donation.
4. With a positive review decision, Department staff will finalize the Memorial Donation Agreement Form between the City and donor and submit it to the Parks and Recreation Department director for final approval.
5. If consideration is for placement of a plague on an existing bench, the cost for the sponsorship will be consistent with the original cost of the bench.
6. The City will be responsible for installation of the bench and placement of the plaque. The maximum plaque size is 5" X 11" and can be purchased by the donor. Prior approval of the inscription by the City is required before installation will occur.
7. Order time for benches is approximately six (6) weeks and installation two (2) weeks following delivery depending on season of the year and weather conditions.
8. The City does not guarantee permanency of the memorial. The City takes no responsibility to replace stolen, vandalized plaques or for the maintenance or replacement of trees. The sponsor is responsible for replacing the plague if it is damaged or vandalized.
9. The approval of the Parks and Recreation Commission in consultation with the Department of Public Works staff and the Parks and Recreation Department staff must be received before ordering and installation of the memorial may proceed. The City shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes City property. The City does not guarantee permanency of the memorial.

Review and Update

This policy may be reviewed annually by Department staff and updated as indicated.