



Item No. 4A Town of Atherton

PARK AND RECREATION COMMITTEE – REGULAR AGENDA

TO: PARKS AND RECREATION COMMITTEE

FROM: SALLY BENTZ-DALTON – PARK MANAGER

DATE: JANUARY 12, 2022

SUBJECT: REVIEW AND RECOMMEND THE MEMORIAL AND DONATION POLICY FOR HOLBROOK-PALMER PARK

Background

In 2008 Park & Rec adopted and approved the donation policy. Then in 2013 under staff member Steve Tyler the Park & Rec Committee began revising the document and then again in 2014, 2017 and 2018. The policy has been found to never been approved by City Council. Thus, the Committee can rewrite and reconen an updated policy to City Council.

Discussion

Park & Rec will need to review/update/rewrite the policy and make a recommendation. Then it will need to be presented to City Council for final approval of the policy.

After tonight's meeting and discussion staff is requesting that Committee members review the policy in total, redline and make amendments. Please send tracked changed documents to staff liaison Sally Bentz for incorporation into one document for a future meeting to be reviewed.

Items for consideration:

- Donation amounts. The cost of items is more expensive now and the donation amounts should reflect that. The cost should include the cost of a plaque if approved.
- List of type of benches that can be for donation.
- Approved memorial tree species
- Other items that can be donated
- List of items not to be donated
- Does the Foundation want to take in the donation?
- Do you want the Appendix to be updated with new monetary accurate values?
- Review and update donation process:

Is this the process the Committee wishes to recommend:

Application: Applications are available through the mail or in person at the Towns Public Works counter located at 80 Fair Lane, Atherton, Ca. 94027. For a donation to be considered, the donor will complete the application form (see Appendix B). Completed applications and payment will be made to Public Works for review, processing and acceptance by the Parks and Recreation Committee.

The Town can take in the donations as it has been, or the P&R Committee can recommend the below.

“The Holbrook Palmer Park Foundation will manage all monetary donations to the park. Once the dollars are procured, the Foundation will put forward a request for installation to the Parks and Recreation Committee. Once approved by the Park and Recreation Committee, a formal request will be issued to the Public Works Department and the work will be carried out by staff. Once completed, staff will invoice the Park Foundation for the costs of all work associated with the installation and administration of the donation.

Is there a certain amount or does the Committee want to recommend benches and trees and smaller donations go through the Town?

“j) Donations of \$2500 or less of personal and memorial items will be brought by the Holbrook-Palmer Park Foundation to the Parks and Recreation Committee for approval and placement. Donations of items greater than \$2500 will be brought to the Parks and Recreation Committee for approval and then the Atherton City Council for final acceptance.

1. Monetary donation for a memorial item: 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. Donations of items not purchased by the City are subject to the acceptance by the Park and Recreation Committee as to their useful condition, suitability in the park and maintenance requirements.

Monetary donations for the purpose of purchase and installation of a specific appurtenance or tree in the park need to follow the following donation schedule:

Currently the policy states the below:

Tree (common):	\$2000
Tree (specimen):	\$2500
Furniture (Park bench, picnic table, park convenience item)	\$2500

Park Bench	Recycled plastic planks or natural wood	\$2500.00
Picnic Table	Recycled plastic planks	\$3,200.00
Tree (Native only)	Live Oak Valley Oak White Oak Blue Oak Red Oak	\$2000.00
Tree (specimen)	ie-Magnolia	\$2500.00
Bike Rack	Forest green 6 bike model	\$2000.00

For MCE to install a bench or picnic table and install plaque, etc. it is \$39 per hour. For MCE to water trees in the first 3 years it is \$34 per hour.

I found the most expensive picnic table is around \$2600 and a bench is \$1000.

How does the Committee wish to address plaques? Only for benches and picnic tables?

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques will be utilized only in the cases of donations of benches, picnic tables, and park convenience items. Donation acknowledgements and memorial plaques, as approved by the parks and Recreation Committee, are to be directly affixed to the donation and are to be purchased through the Town. Donation acknowledgements/memorial plaques will be of a standard size (2.5 inches by 6 inches) and material established by the Town of Atherton. The Parks and Recreation Committee will approve all text for donation acknowledgements/memorial plaques. Acknowledgements and/or memorials may be limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: “Donated by _____,” “In memory of _____,” or “Dedicated to _____.”

No memorial plaques will be installed for tree donations.

Do you want to keep the below language?

TREES

The size and species of a donated tree (or trees) shall be limited to those determined by the Town. Trees will only be accepted for areas that have active irrigation systems in place unless the cost for addition of such facility is included in the donation.

MONUMENTS

Other memorials, plaques, and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.



ATTACHMENT 1

Item No. 4B Town of Atherton

PARK AND RECREATION COMMITTEE – REGULAR AGENDA

TO: PARKS AND RECREATION COMMITTEE

FROM: STEVE TYLER – PARK SUPERINTENDENT

DATE: AUGUST 6, 2014

SUBJECT: PARK DONATION POLICY

RECOMMENDATION

Park and Recreation Committee discuss latest version of Park donation policy.

BACKGROUND

In February 2013, the Park and Recreation Committee began preparing a document to use as a guide for donations of money, trees, artwork and park appurtenances to Holbrook-Palmer Park.

ANALYSIS

The latest version of the policy has all monetary donations going through the Holbrook Palmer Park Foundation. If those donations are for specific requests, such as trees or benches, the Foundation will request the Park and Recreation Committee pick out a specimen (tree) or a piece of furniture (bench) and a location for its placement. The ideal situation will be the development of a list by Park and Recreation to act as a “menu” for these donations. Once this is approved, the Foundation will task our maintenance contractor (MCE) to purchase the specimen, install appropriate irrigation and install the tree. The Town will then send an invoice to the Foundation for the total expense.

For donated artwork (less than \$5000 in value), the prospective donor will make a presentation to the Park and Recreation Committee and Park Foundation of the artwork and its installation requirements. The Committee will then review the artwork and select a fitting location. Our maintenance contractor will then install the piece, and if appropriate, invoice the Foundation for its placement.

For donated artwork of (more than \$5000 in value), the prospective donor will make a presentation to the Park and Recreation Committee and Park Foundation of the artwork and its

installation requirements. The Committee will then review the artwork and select a fitting location. Once chosen and approved by the Foundation and Park and Recreation Committee, the prospective donor will make a presentation to the Atherton City Counsel. If approved, our maintenance contractor will then install the piece, and if appropriate, invoice the Foundation for its placement.

The policy makes clear that once an item is donated, it becomes the property of the Town of Atherton. The Town will make every effort to make sure the donated items last as long as possible, but make no guarantees as to a length of time the object remains in the park. Clarity is also made that the donated item may need to be moved or discarded due to other larger projects in the park.

The policy also makes clear that any money collected and unspent for a donated project will be considered a donation to the Holbrook Palmer Park Foundation and used to fund ongoing projects and maintenance in the park.

ATTACHMENT 2



TOWN OF ATHERTON PARK & RECREATION COMMISSION Memorial and Donation Application

Town of Atherton
91 Ashfield Road
Atherton, Ca. 94027
(650) 752-0500
Fax : (650) 688-6528

Appendix A

(TO BE COMPLETED BY APPLICANT, PLEASE PRINT LEGIBLY)

APPLICANT INFORMATION

Name of Donor		
Address of Donor		
Home Phone	Work Phone	Fax
Email Address		

DONATION INFORMATION:

Donation type
Location preference
Wording on Memorial Acknowledgement
Type of Donation
Total Cost of Donation, Includes purchase, tax, shipping and installation

I HAVE READ AND AGREED TO THE TERMS OF THE MEMORIAL AND DONATION POLICY

Requested by	Date
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(TO BE COMPLETED BY TOWN STAFF)

Reviewed by	Date
Parks Superintendent	
Park & Recreation Commission Approval	Date

ATTACHMENT 2

Appendix A

APPROVED LIST OF DONATION NEEDS/MEMORIAL AND DONATION FEE SCHEDULE				
DONATION TYPE	Specifics	Memorial plaque	Type	Donation required
Park Bench	Recycled plastic planks or natural wood	Yes		\$2500.00
Picnic Table	Recycled plastic planks	Yes		\$3,200.00
Tree (Native only)	Live Oak Valley Oak White Oak Blue Oak Red Oak	No		\$2000.00
Tree (specimen)	ie-Magnolia	No	Same size as above	\$2500.00
Bike Rack	Forest green 6 bike model	No		\$2000.00