



Paradise Recreation & Park District

Agenda Prepared: 3/24/2023
Agenda Posted: 3/24/2023
Prior to: 5:00 pm

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Recreation & Park Committee (*Bellefeuille/Rodowick*)
Date: Tuesday, March 28, 2023
Time: 2:00 p.m.
Location: Via Zoom and Terry Ashe Recreation Center Room A

Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradisepspd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/85763921525?pwd=alE2bjBJQWpRbmZhWkpmeVZCZUpTZz09>
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 857 6392 1525 Password: 6626

AGENDA:

The Committee will meet to:

1. Review Park Memorial and Donation Policy

CLOSED SESSION:

The Committee will meet in Closed Session:

1. Pursuant to California Government Code Section 54956.8 – Potential Interest in Real Estate Negotiations Related to Park Expansion within the District Boundaries.

ATTACHMENTS

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Rec.Park/2023/RPC_23./RPC_23..Agenda.docx



DATE: 3/24/2023
TO: Recreation and Park Committee
FROM: Sunny Quigley, Administrative Assistant II
SUBJECT: Memorial Donation Policy, Guidelines, and Application Updates

Report in Brief

The Paradise Recreation and Park District's (PRPD, District) Memorial & Donation Guidelines have not been updated since 2010. All Memorial Donation requests have been put on hold since the Camp Fire as the District repairs/rebuilds and re-evaluates its approach. Staff has compared our policy to policies in other areas locally for reference, and created new guidelines and application that reflects a broad-based approach.

Recommendation:

Give direction to Staff on updates for the current Memorial & Donation Policy updates.

1. Background

PRPD's existing Memorial and Donation Policy, as seen in the attachment, is in need of updates and implementation post Camp Fire.

Attachments:

- A. Memorial & Donation Policy 2010 update
- B. Proposed Memorial & Donation Guideline & Application Draft

DONATIONS FOR MEMORIALS

The Paradise Recreation and Park District does allow certain types of memorial donations such as:

1. Cash donations for designated park development or established memorial accounts.
2. Cash donations for park enhancement such as trees, drinking fountains, park benches, picnic tables, barbecues, etc.
3. Paradise Recreation and Park District will review each donation request to be sure it meets the District's objectives.
4. Memorial plaques are allowed as outlined:
 - a. Tree donations, plaques are placed next to the tree for two weeks, plaque is then removed and mailed to donor.
 - b. Drinking fountains, benches, etc. Plaques are installed permanently to the structure.
 - c. Plaque size is usually 3 to 6 inches wide and 6 to 12 inches long. The material the plaque is made of will be determined by Paradise Recreation and Park District.
5. Paradise Recreation and Park District is not responsible for replacement or repair of any donated item. Paradise Recreation and Park District will remove any donated item if it no longer meets District objectives or safety standards.
6. Cost:
 - a. **Tree Donations:** Minimum \$125.00
 - 5-gallon minimum size
 - Tree species selected by Paradise Recreation and Park District
 - b. **Park Bench & Plaque:** Minimum \$400.00
 - Design and construction under authority of Paradise Recreation and Park District plus \$12.00 per word over 13 words
 - Plaque only: \$220.00 plus \$12.00 per word over 13 words
 - c. **Drinking Fountain:** Minimum \$1,200.00
 - Design and construction under authority of Paradise Recreation and Park District.
 - d. **Other Items:**
 - Will be reviewed and cost established on a case by case basis.

Paradise Recreation and Park District Donation and Memorial Policy Guidelines

Purpose and Objectives of the Donation Program:

The Paradise Recreation and Park District encourages donations for parks and memorials, with the objectives and goals to:

- Provide opportunities to families, individuals, or organizations who would like to honor an individual or family; and/or
- Raise funds for the park enhancement and upkeep and for new park development; and/or
- Consider the needs and desires of the community with respect to the natural setting and park environment.

Each donation request will be reviewed on a case-by-case basis to ensure that it meets the District's objectives.

With respect to donations, the Paradise Recreation and Park District states that:

- No individual, family, or organization may sponsor more than one memorial plaque or bench at a time
- The contributor does not retain ownership of a donated object associated with the contribution
- Original donations do not cover the cost of replacement or repair if an object gets damaged. Donor may request to pay for repair costs once determined by PRPD Staff, if donation is still within duration limits.
- Park staff will have the sole discretion to select the material, design, or species of donations for objects.
- Memorial plaque donations will have a duration of placement of XX years, during which it will receive 1 refurbishment.

Types and Costs of Donations:

1. PRPD Donation – Donations are accepted at any time for District-wide or designated park development or enhancement, general or specific activity programs and/or events, or other District projects.
2. Tree Donation - \$XXX.XX
Tree donations are accepted either for memorials or for general park improvements. Donation funds are used for the planting and care of a 5-gallon tree. Selection, placement, and location are decided by the Paradise Recreation and Park District.

Donors will receive a _____ to memorialize and/or in appreciation for the donation made.

3. Park Bench with Memorial Plaque - \$XXXX.XX

Donations for a park bench and memorial plaque are accepted for all parks and trailways within the Paradise Recreation and Park District. Memorial plaques will be limited on size and words. The District reserves the right to remove or relocate park benches for purposes of safety or maintenance, in which the donor will be notified of the location and/or status.

4. Memorial Plaque - \$XXX.XX

Donations are accepted for individuals or families for memorial plaque placement. Requests for placement location will be reviewed on a case-by-case basis. The District will have the sole discretion to approve wording, materials, and design of plaques. Memorial plaques will be limited on size and words.

5. Drinking Fountain with Memorial Plaque - \$XXXX.XX

Donations are accepted for individuals or families for memorial plaque placement. Requests for placement location will be reviewed on a case-by-case basis. The District will have the sole discretion to approve wording, materials, and design of plaques. Memorial plaques will be limited on size and words.

6. Donor Wall - \$XXX.XX

Located at _____, the Donor Wall displays thanks and appreciation for your contribution to PRPD.

7. Planned Giving - \$

For community members interested in donating funds or land to PRPD to assist with future maintenance or expansion of parks, activity and event programming, and/or youth scholarships.

8. Other Items

Donations received for other items (playgrounds, exercise equipment, artwork, picnic sites, structures, etc.) with memorial plaques will be reviewed and cost established on a case-by-case basis.

PRPD Donation & Memorial Application

Donor Name _____ Date of Request _____

Address _____

Phone _____ Email _____

Type of Donation / Memorial _____

Park / Site Request 1st Choice _____

Park / Site Request 2nd Choice _____

Memorialization Name (If applicable) _____

Wording of Memorial (if applicable, XX words):

Donation to specific Park, Program, or Event:

FEES:

Tree Donation – \$XXX.XX

Cement Park Bench w/ plaque – \$XXXX.XX

Wooden Park Bench w/ plaque – \$XXXX.XX

Plaque (Stand alone) - \$XXX.XX

Drinking Fountain w/ plaque – \$XXXX.XX

PRPD Donor Wall Tiers - \$250.00, \$500.00, \$1000.00

For District Use Only

APPROVED

DECLINED

District Manager Signature _____

Date Approved/Declined _____

Park & Rec Committee Review / Approval / Denial Date _____

Board Of Director Review / Approval / Denial Date _____

PAID AMOUNT _____ **DATE PAID** _____

Comments / Notations:
