



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.