

## Policies

1. City Staff is responsible for purchasing and installing all park elements and shall not change the character of the park or facility.
2. Donated elements become city property. The city maintains the memorial donation only for the expected life cycle of the item. If current information is on file, the donor has the opportunity to take action at the end of the life cycle.
3. It is the donor's responsibility to provide the Parks & Recreation Department with a current address and/or phone number for notification purposes.
4. Donors are notified, if current information is on file, of any changes related to the status of the donation, such as the need to remove, relocate or comply with other conditions.
5. Donated elements must be of high quality for a long life and to be resistant to the elements and normal use in its location. Repair parts & materials must be readily available at a reasonable cost. Maintenance must not negatively impact staff's routine, budget or other facilities.
6. Donors cover the full cost for purchase, freight, site prep and acknowledgment plaques. Payment is due prior to installation.
7. Park & Recreation's Maintenance Manager will manage and approve all donations and their locations with the assistance of park staff. Additional review may be necessary from the Park Board or West Hills Commission. All naming requests must go through the City Council and adhere to the naming policy.
8. Memorials must (a) meet a true need of a park or facility, (b) not interfere with the intended current or future use of a park or facility, and (c) not require the relocation of other equipment or infrastructure.
9. All elements are ordered by park staff through specific manufacturers and vendors to maintain consistency within the park system.
10. Any plaque requested with a memorial and its wording shall be approved by the city.
11. Installation is completed by city personnel or contractors at a time so as not to interfere with routine park or facility maintenance and activities.
12. (for existing and new memorials) The city reserves the right to remove or relocate donated elements and their acknowledgments when they interfere with site safety, maintenance or construction activity. As stated previously, the City will contact the donor, notifying them of any action related to the disposition. In certain situations, such as safety or emergency situations, the notification may be made after the action has been taken. In the event that a memorial donation must be permanently removed, the City will seek an alternative location consistent with these policies.
13. (for existing and new memorials) The city reserves the right to remove a donated park element if the maintenance and repair costs become too high.
14. (for existing and new memorials) At the end of the sustainable life cycle, the donor may choose to extend the donation by paying the current value of a new memorial donation. The city reserves the right to seek a new donor for the memorial donation at the end of the sustainable life cycle should the original donor choose not to renew the memorial donation or if the city has been unable to contact the original donor.



## PARK MEMORIALS & DONATIONS



EXPECTED USEFUL LIFE MAY BE LONGER THAN LISTED, BUT NOT GUARANTEED



USEFUL LIFE - 15 YEARS

**STIX BENCH**  
6 FOOT, BLACK  
PLAQUE ADDITIONAL  
**\$3,650**



USEFUL LIFE - 15 YEARS

**ADA DRINKING FOUNTAIN**  
GREEN, PLAQUE INCLUDED  
PET FOUNTAIN - OPTIONAL

**\$4,250 / \$5,100**



USEFUL LIFE - 5 YEARS

**ADA FIREPIT WITH GRATE**  
COLOR OPTION - BLACK  
PLAQUE AVAILABLE FOR ADDITIONAL COST

**\$650**



USEFUL LIFE - 5 YEARS

**PET WASTE STATION**  
GREEN  
PLAQUE ADDITIONAL

**\$325**



USEFUL LIFE - 15 YEARS

**PARK BENCH**  
6 FOOT, BLACK  
PLAQUE INCLUDED  
**\$2,750**



USEFUL LIFE - 10 YEARS

**BIKE REPAIR STATION**

COLOR OPTION - BLUE  
PLAQUE AVAILABLE FOR ADDITIONAL COST

**\$3,900**



USEFUL LIFE - 15 YEARS

**ADA TABLE**  
BLACK, 3 SEATS WITH  
CONCRETE APPROACH  
PLAQUE ADDITIONAL

**\$3,000**



USEFUL LIFE - 10 YEARS

**ADA PICNIC TABLE**  
6 FOOT, NATURAL /  
PAINTED TO MATCH PARK  
PLAQUE ADDITIONAL

**\$1,520**



USEFUL LIFE - 10 YEARS

**ACCESSIBLE GARDEN**  
WHEELCHAIR ACCESSIBLE  
RAISED FLOWER GARDEN  
TAN - PLAQUE ADDITIONAL

**\$ varies**



USEFUL LIFE - 5 YEARS

**ADA PARK GRILL**

COLOR OPTION - BLACK  
PLAQUE AVAILABLE FOR ADDITIONAL COST

**\$750**



**LANDSCAPING**

MEETING WITH PARK MAINTENANCE REQUIRED

MANY DIFFERENT OPTIONS ARE AVAILABLE  
PLAQUE AVAILABLE AT ADDITIONAL COST

**\$ varies**

**DOG PARK AMENITY**

