



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution approving the Parks and Recreation Memorial Tree and Park Bench Policy

MEETING DATE: September 17, 2003

PREPARED BY: Parks and Recreation Director

RECOMMENDED ACTION: That City Council adopt a resolution approving the Parks and Recreation Memorial Tree and Park Bench Policy.

BACKGROUND INFORMATION: The initial Memorial Tree and Park Bench Policy was presented to the City Council at their August 20, 2003, City Council meeting. After review of the Policy several Councilmembers had language changes they wanted to see incorporated into the Policy.

At the September 2, 2003, Parks and Recreation Commission meeting the Commissioners reviewed the proposed changes requested by the City Council. After review, the policy was approved unanimously.

Tony Goehring
Parks and Recreation Director

Prepared by Terri Lovell, Administrative Secretary

TG:tl

cc: City Attorney
Steve Dutra, Park Superintendent

APPROVED: _____

H. Dixon Flynn - City Manager

09/11/03

Lodi Parks and Recreation Department
Memorial Tree & Park Bench Policy

It is the policy of the City of Lodi to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion.

I. OBJECTIVE

To establish a uniform policy and procedure for the acceptance of donations for park amenities and the naming thereof.

II. POLICY

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting of trees and for purchasing and installing park benches approved by the City.
- B. ~~Memorials shall be self-supporting; all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary. However the City shall water and maintain donated trees. The City will be responsible for repairs, replacement, and maintenance of memorial plaques, trees and benches. The City will make all attempts to relocate any memorials if necessary as appropriate.~~
- C. The tree must be chosen from a list provided by the Parks Superintendent. The City must approve the final choice of tree.
- D. Memorial tree(s) and bench(es) are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- E. Memorial tree(s) and bench(es) are permitted only at sites approved by the City.
- F. Memorial donations may be accompanied by a memorial plaque customized to City specifications. The plaque may be displayed at a site approved by the City.

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, and plaque language and size approved by the City.

The City will have available a list of recommended park benches and trees for memorial use including their descriptions. At the request of staff, City Council, or the Parks and Recreation Commission the list of recommended benches and trees for memorial use will be reviewed and amended as deemed necessary.

- G. A ceremony of gathering at the time of a tree planting is permitted but must be arranged in advance with City staff.
- H. The City does not guarantee tree survivability.
- I. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name who is being memorialized, tree location, and type of tree, etc.

III. PROCEDURE

- A. Any person or group wishing to make donations of or for park amenity must submit a proposal in writing to the Park Superintendent.
- B. The Park Superintendent shall review the proposal and make a determination of appropriateness, need, and feasibility of request.
- C. The Park Superintendent and Parks and Recreation Director shall forward a recommendation on those proposals which fall under item F of the Policy to the Parks and Recreation Commission. The Parks and Recreation Commission shall review the proposal and forward a recommendation to the City Council.

Lodi Parks and Recreation Department
Memorial Tree & Park Bench Policy

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RESOLUTION NO. 2003-173

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
THE PARKS AND RECREATION DEPARTMENT MEMORIAL
TREE AND PARK BENCH POLICY

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby adopt the Parks and Recreation Department Memorial Tree and Park Bench Policy as shown on Exhibit A attached hereto and made a part of this Resolution.

Dated: September 17, 2003

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I hereby certify that Resolution No. 2003-173 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 17, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land,
and Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

Lodi Parks and Recreation Department
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