

**CITY OF TREASURE ISLAND
ADMINISTRATIVE POLICY**

DATE OF ISSUE: February 24, 2015

POLICY NUMBER: AP # 33

EFFECTIVE DATE: March 1, 2015

SUBJECT: Commemorative Donations

REVISION DATE: March 5, 2020

REVISION DATE: 01.29.2021

APPROVED:



GARRY BRUMBACK, CITY MANAGER

I. PURPOSE / INTENT

The purpose of this policy is to establish the procedures to donate an item or money for an item such as a tree, bench, plaque or engraved brick pavers, and similar items to be placed/installed at a City facility or public property to commemorate a special event or life of a loved one.

II. BACKGROUND

From time to time, the City of Treasure Island may receive a request to plant a tree(s) or to donate money for a bench, plaque or paver on City owned property as a gift or to commemorate special events or the lives of loved ones.

III. POLICY PROCEDURES

The following procedures outline the policies and procedures for having a commemorative item installed, planted or erected at a City facility or public area:

1. A request to donate a commemorative item shall be submitted in writing to the Recreation Director. Commemoratives shall be in honor or in recognition of a current or past resident (or relative of a resident) or business owner of Pinellas County; or an anniversary, birth, or other special event. Any exceptions must receive the approval of the City Manager or City Commission.
2. The request shall be reviewed by the director of the department responsible for the facility where the commemorative item is to be placed. A staff recommendation will be submitted to the Recreation Director for consideration and approval. The Recreation Director may request City Manager or City Commission consideration of the proposed commemorative when he/she believes it to be appropriate to do so.
3. The City prefers to receive a cash donation for the commemorative. The cash donation shall cover the cost of the commemorative(s); the labor and accessories to install the commemorative and any Administrative charges to manage the project. The City will purchase the item. The cash donation for the commemorative and labor for installation shall be paid in full and in advance. The City will not collect monies nor hold donations in escrow. Any funds remaining after the purchase and installation of the commemorative shall be returned to the individual(s) or organization(s) making the donation.

4. A donation of a specific commemorative item, whether or not in honor or celebration of someone, may be accepted with the approval of the City. Acceptance shall be at the discretion of the Recreation Director. This will ensure the item is appropriate for the location where it will be placed, meets City standards for construction soundness, durability and safety, and other considerations such as consistency with other donated items like paver bricks, benches and the like.
5. The donor shall sign a statement that he/she acknowledges and agrees:
 - a. The City has no duty to guarantee or maintain the commemorative beyond the guarantee given by the manufacturer of the item.
 - b. The City has no duty to replace commemorative items that are damaged by vandalism, weather, age, diseased, etc.
 - c. The City has no duty to transport or replace tree(s) or otherwise move or replace a commemorative that has been removed due to construction, paving, change in park design, damage or unsafe conditions, etc.
 - d. The donated item shall become the property of the City and the City has no duty to return the item to the donor.
6. The City may confer with the donor concerning preference regarding the species, size (caliper or spread), and location of the tree(s), bench, engraved pavers or other commemorative item as may be appropriate. The donor shall sign a statement that he/she acknowledges and agrees the final decision concerning the commemorative to be donated and its placement location shall rest with the City.
7. A recognition plaque or a bench, of a size and material approved by the City, may be placed with the donated item and may include such wording as "Commemorating or Celebrating, the life of Jane Doe, or 50th Anniversary of, or the birth of, but may not say "in memory of". The donor shall sign a statement that he or she acknowledges and agrees that the City will have no duty to repair or replace the donated item should it be diseased, damaged, vandalized, removed or stolen. However, the tree(s), plaque, paver or bench may be replaced or repaired by the City upon written request and advance payment by the donor for the cost of the replacement or repair and staff time to replace or repair.
8. For tax purposes, upon request the Finance Department will provide a letter or form indicating only what was donated. It will be the responsibility of the donor to establish the value of the donation to meet the requirements of the Internal Revenue Service.

IV. ADDITIONAL INFORMATION, REQUIREMENTS AND RESPONSIBILITIES

It shall be the responsibility of the Parks and Recreation Department to keep this policy current.

CITY OF TREASURE ISLAND Commemorative Donation Agreement

Pursuant to the City of Treasure Island Commemorative Donation Policy, I hereby acknowledge and agree:

- I will be responsible for the cost of the commemorative item(s) and its installation. Commemorative benches must be purchased new in lieu of using existing park, facility and beach benches.
- The City of Treasure Island has no duty to guarantee or maintain the donated item or tree(s) beyond the guarantee given by the manufacturer or the nursery where the commemoratives were purchased.
- The City has no duty to replace a commemorative item that is stolen or is damaged by vandalism, weather, normal wear and tear, age, diseased, etc.
- The City has no duty to transplant or replace a tree(s) or move and reinstall other commemorative items that has been removed due to construction, paving, change in park design, beach erosion, etc.
- The City staff may confer with me concerning the commemorative item or species, size (caliper or spread) and location of the tree(s); however, the final decision concerning these issues rests with the City of Treasure Island.
- Only native and/or protected trees are permitted to be planted on City property per City Ordinance
- All trees, benches and park furnishings donated through this program are the property of the City of Treasure Island.
- Not all recreational areas or parks are suitable for a tree(s) or bench donations. The Recreation Department will make the final decision regarding tree(s) and bench location, style, and availability.

I hereby acknowledge and agree:

- The proposed commemorative to be installed must be reviewed and approved by the City of Treasure Island.
- I will be responsible for the cost of the proposed commemorative and any associated engraving of the commemorative. Additionally, I will be responsible for the cost of the installation by City staff, and any accessories needed for the installation of the commemorative i.e.: chain/anchor used to secure a bench. An Administrative Fee will be administered to manage the commemorative project and process.
- The City of Treasure Island staff may confer with me concerning the species, brand, model, and location of the commemorative; however, the final decision concerning these issues rests with the City of Treasure Island.
- If any commemorative is diseased, damaged, vandalized, removed, or stolen, the City of Treasure Island will have no duty to repair or replace it.

IF DONATING A TREE, ARE YOU DONATING AN IDENTIFICATION PLAQUE? YES__ NO__

I hereby acknowledge and agree that the plaque must be approved by the City of Treasure Island and that if the plaque is damaged, vandalized, removed or stolen, the City will have no duty to repair or replace the plaque.

Signature of Donor Name _____ Printed Name of Donor _____

Date _____ Requested Location of Proposed Commemorative _____

Email Address: _____ Telephone Number: _____