

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2017-11**

3 **INTRODUCED BY:**

4  
5 Councilor Signe I. Lindell

6 Councilor Ronald S. Trujillo

Councilor Renee D. Villarreal

7 Councilor Christopher M. Rivera

Councilor Carmichael A. Dominguez

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9  
10 **A RESOLUTION**

11 **ADOPTING GUIDELINES AND REGULATIONS FOR THE ACCEPTANCE OF**  
12 **MEMORIAL DONATIONS FOR PLACEMENT IN CITY-OWNED PARKS, OPEN SPACES**  
13 **AND TRAILS.**

14  
15 **WHEREAS**, gifts, memorials, and dedications have augmented Santa Fe parks, open spaces  
16 and trails for many years and historically the Parks, Trails and Watershed Division has accepted such  
17 donations; and

18 **WHEREAS**, the City currently has in place policies that outline the criteria and conditions for  
19 the naming of parks and City facilities, accepting donations of real property and locating art objects in  
20 public spaces; and

21 **WHEREAS**, such policies do not apply specifically to memorial donations in the City's parks,  
22 trails, and open spaces; and

23 **WHEREAS**, the City currently does not have established guidelines that regulate receiving  
24 and placing donated memorials in City-owned parks, open spaces and on trails; and

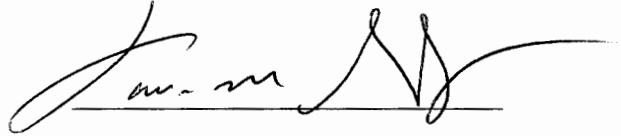
25 **WHEREAS**, there is a need for guidelines for site-appropriate amenities that don't detract

1 from the visual aesthetics of the surrounding natural environment or place an undue burden on the City;  
2 and

3 **WHEREAS**, the Governing Body desires to establish guidelines for the consistent decision-  
4 making process related to the acceptance, placement and long-term maintenance of public requests for  
5 memorial donations in city-owned parks, open spaces and trails.

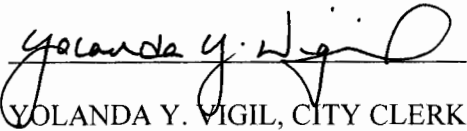
6 **NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
7 **CITY OF SANTA FE THAT** the Governing Body hereby adopts the *Parks, Trails and Watershed*  
8 *Division Memorial Donations Guidelines and Regulations*, attached hereto as Exhibit "A". Such  
9 guidelines and regulations shall be used by City staff when accepting memorial donations for placement  
10 in City-owned parks, open spaces and trails.

11 PASSED, APPROVED, and ADOPTED this 25<sup>th</sup> day of January, 2017.

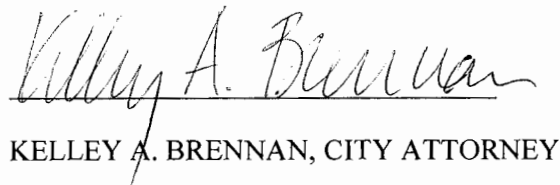
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14 JAVIER M. GONZALES, MAYOR

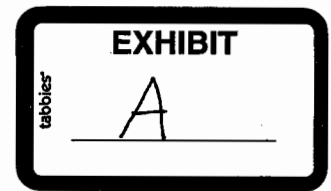
15 ATTEST:

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18 \_\_\_\_\_  
19 YOLANDA Y. VIGIL, CITY CLERK

20 APPROVED AS TO FORM:

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22 \_\_\_\_\_  
23 KELLEY A. BRENNAN, CITY ATTORNEY

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25 *M/Legislation/Resolutions 2017/2017-11 Park Memorial Donations*



*City of Santa Fe Guidelines and Regulations, for:  
Memorial Dedications Donations to be placed in City Parks and Public Spaces*

**PART 1: TYPES OF MEMORIALS**

- 1.1 Memorial donations can include:
  - 1) Landscape donations including trees and shrubs.
  - 2) Park benches, tables, or similar items.
- a. Memorial plaques identifying the donation may be provided for donations of benches, tables, or similar items.
- b. Size of plaque will be determined by the Parks Division Director.
- 1.2 Other Types of Memorials: Other types of memorials may be considered on a case-by-case basis by the Parks Division in consultation with the Parks and Recreation Advisory Commission and City staff.
  - a. A proposed donation of a fixed asset shall be coordinated with the Director of Parks and Recreation and staff of the Parks Division. Design specifications must be compatible with existing management and operation plans, as found in the Parks Master Plan, Traffic, Drainage, or Development Plans, or any other relevant planning document. Consideration for resource management and sustainability of natural landscapes will be taken into consideration when placement of the donation is decided.
  - b. Depending on the scope of the memorial, the Parks and Recreation Department may refer the project to the Governing Body for final authorization, after presentation to the appropriate Council Committee(s), based on inter-departmental review, archeological and historic review, and environmental assessment. Other investigations and/or coordination may be required, as determined by the City Manager, under counsel of City Attorney and the Parks and Recreation Director, as well as the Director of Public Works.
  - c. Non-designated monetary memorial donations to the City of Santa Fe Parks and Recreation Department will be used to meet current needs of the Department, as recommended by the Parks and Recreation Department Director.
- 1.3 Memorials may not have a commercial appearance or corporate label. Recommendation for a desired location of a donation may be requested by those providing the donation, but final placement will determined by the Parks Division.
- 1.4 All donated items become City property at time of donation.

**PART 2: MEMORIAL DONATION PROCESS:**

The following describes the steps necessary for application and approval of a memorial donation.

- 2.1 Initial Contact
  - a. All inquiries should be addressed to the Office of the Director, Department of Parks and Recreation.
  - b. The Director shall coordinate with the Parks Division Director to meet with those parties requesting permission to have a memorial dedication and/or donation (donation) placed in a City park, or City owned and controlled public space.
  - c. The Parks Division Director or their designee shall schedule a site visit to discuss the proposed donation, the site limitations, and the guidelines and regulations. The party will be responsible for purchasing memorial donations as well as the plaque wording.
  
- 2.2 Determination
  - a. The Parks Division Director shall make an initial determination based on the above scope of work, such that landscape element and installation may be authorized by the Director and approved for donation and installation. Landscape elements should reflect thoughtful consideration of a plant's suitability or adaptability, with respect to temperature ranges, humidity and available soil moisture to provide for the plant's vigor and vitality.
  - b. All determinations will be presented to the Parks and Recreation Advisory Commission, or its successor commission, for their review and advice.
  - c. Recommend list of acceptable trees and scrubs available thru the Parks Division.
  
- 2.3 The City shall be responsible for the installation, maintenance, and protection of the work, within reason.
  
- 2.4 Permanency
  - a. Permanency of a memorial is not guaranteed by the City of Santa Fe. Permanency may be affected by natural or man-made pressures beyond the City's control. Such pressures include, but are not limited to, lack of water, vandalism, and natural decay.
  - b. Memorials that succumb to natural or manmade pressures will not be replaced at the expense of the Department, unless such replacement is within the existing budget, and in accordance with current Department policies.
  - c. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the donor's last known address.
  
- 2.5 Inventory and details of such donations will become part of the permanent inventory of the Parks Division.
  
- 2.6 Appeal Process
  - a. The Parks Division Director's determination may be appealed to the Director of Parks and Recreation or the City Manager, whose determination may be appealed to City Council. Such appeal would be filed with the City Clerk, for placement on the City Council Agenda.

### **PART 3: INFORMATION**

- 3.1 Information regarding the City of Santa Fe Parks Memorial Program is available from the Parks Division during business hours, or from the City's website. Copies of these policies and other related information will be provided by the Division at a price determined by the City.
- 3.2 Donations made to the City of Santa Fe Parks Memorial Program may be tax deductible. Please check with a qualified accountant for more information.

### **PART 4. AMENDMENTS TO THESE GUIDELINES AND REGULATIONS**

- 4.1 Amendments to these policies may be approved by the City Manager upon recommendation of the Parks & Recreation Director and the Parks Division Director, in coordination with the Parks and Recreation Advisory Commission (PARC) or its successor commission.