

**City of North Port
Parks and Recreation Division**

Tribute Program

Tree, Bench and Paver Donation Guidelines

Purpose: The purpose of these guidelines is to establish standards, procedures and criteria for the installation and care of donated features in City owned properties managed by the General Services Department, Parks and Recreation Division. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. The Tribute Program is designed to enable residents and patrons to support the City of North Port through a tax-deductible contribution. Contributions will be acknowledged by plaque (as applicable) or letter of completion. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated feature. Donated features include tree, bench, paver and other features as approved by the General Services Director or designee.

Standards:

- a. Purchase – The City and the community have an interest in ensuring that features purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of features.
- b. Appearance – The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. The features or their associated donation message should reflect the character of the park or facility. All features will be installed in such a manner that will not substantially change the character of a property or its intended use.
- c. Maintenance – Donated features and plaques become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the donation.
- d. Cost – The City has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the donation period. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City parks or facilities. The cost includes tree, bench or brick; installation; plaque, if applicable; routine maintenance during the established donation period; and a letter of completion. If a tree or bench is damaged beyond repair due to a catastrophic storm, vandalism, or other unforeseen circumstances it will be replaced once with a similar type, if available.

Procedures:

Donations will be accepted from public and private sources for the purposes of enhancing City parks and opens spaces and will become property of the City. The City's Park and Recreation Division, in cooperation with the Property Maintenance Division and the City Arborist, will make all final decisions regarding locations, style and availability and will be responsible for reviewing and approving donations. A completed application form and payment must be submitted to the Parks and Recreation Division, Morgan Family Community Center, 6207 West Price Boulevard, North Port, FL 34291, for review and processing. A member of the Parks and Recreation Division will contact donors by phone to discuss and finalize details. Donated features will be ordered and installed after they have been paid for in full.

Criteria:

- a. Site – Donations must meet a need of the property; not interfere with the intended current or future use of the property; and not require relocation of other equipment or infrastructure to accommodate the donation.
- b. Plaques – For Trees, a 4"x6" cast aluminum donor recognition plaque will be installed and mounted in the ground near the base of the tree. Up to 6 lines of text and 30 characters/spaces per line accepted. For Benches, an 8"x2" bronze donor recognition plaque will be installed and directly affixed to the seatback. Up to 3 lines of text and 18 characters/spaces per line accepted. Text used on plaques is subject to approval by the City. Plaques will be purchased by the City using an approved vendor to ensure the highest quality, life and durability.
- c. Tree Selection – New tree donations may be shade or ornamental. Planting will be site specific based on park needs and conditions. All new trees will be approximately 8-10 feet with a 2-3 inch caliper upon planting. Trees include Live Oak, Sycamore, Sweet Gum and Bald Cypress.
- d. Bench Selection – New bench donations consist of an eco-friendly 6' recycled plastic bench with green boards and black base.
- e. Paver Selection – Memorial bricks will be available on a limited basis at select parks or facilities. Finished 4"x8" brick pavers have a smooth surface and beveled edges. Up to three lines of text and 15 characters/spaces per line accepted. Text used on pavers is subject to approval by the City. Pavers will be purchased by the City using an approved vendor to ensure the highest quality, life and durability.
- f. Donation Period – The donation period for tree and bench features will last ten (10) years. After that period, the donated element will be available for renewal with the first right of refusal given to the original donor at the same cost and time period as the initial donation. Plaques will be held by the Parks and Recreation Division for the donor to collect should they decide not to renew. The donation of pavers will remain in perpetuity.
- g. Installation – The installation timeline will be set by the City based on availability, delivery window, and staffing.