

# **CITY OF FORT THOMAS**



**POLICIES AND PROCEDURES  
FOR  
THE DONATION AND PLACEMENT  
OF BENCHES OR TREES ON PUBLIC  
PROPERTY  
OR WITHIN THE  
PUBLIC RIGHTS-OF-WAYS**

March 1, 2023

## **STATEMENT OF INTENT**

The purpose of these policies and procedures is to establish a process and organization tool that will clearly establish internal controls, procedures and requirements relating to the receipt of private donations for the placement of benches and trees on public property or within the public rights-of-ways.

### **I. Responsibility**

The receipt of orders for the placement of benches or trees purchased in whole or in part with private donations shall be coordinated through the City Clerk. The City Clerk shall:

- A. Maintain lists of (1) existing benches and trees available for donations, (2) the locations of benches and trees donated and placed within the public rights-of-ways, and (3) the names and contact information of donors.
- B. Procure a purchase order from the Finance Office for the purchase of all benches, trees, and plaques after receiving appropriate payment from donor(s).
- C. Serve as the point of contact for the donor for all questions relating to the benches and plaques.

### **II. Policy**

- A. When a public improvement plan, including but not limited to a streetscape improvement plan or a park redevelopment plan, has been adopted by the city; and where such plan has identified the location(s) of public benches, private donations equal to the sum of \$2,500.00 may be received from private individuals, corporations, organizations, etc., on a first-come, first-served basis. The donor shall provide the city with a \$1,000.00 deposit, once the bench and plaque are completed, the balance will be due in full. This cost includes the bench as well as the plaque and any concrete, soil, mulch or hardware needed. Prices are estimates; final costs will be based on current price of the bench, plaque, shipping and material costs.
- B. When a public improvement plan, including but not limited to a streetscape improvement plan or a park redevelopment plan, has been adopted by the city; and where such plan has identified the location(s) of public trees, private donations equal to the sum of \$750.00 may be received from private individuals, corporations, organizations, etc., on a first-come, first-served basis. The donor shall provide the city with a \$325.00 deposit, once the tree and plaque installation are completed, the balance will be due in full. This cost includes the tree as well as the plaque and any concrete, soil, mulch or hardware needed. Prices are estimates; final costs will be based on current price of the bench, plaque, shipping and material costs.

- C. Park benches in our system have a reasonable life span of about 10 years. The City will provide normal maintenance and repair of the bench during its useful life. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting. If after the ten (10) year period, the donor will have the option to purchase another bench and plaque at the cost of the bench and plaque or whichever is greater.
- D. Trees installed by the City are guaranteed for five (5) years. In the event that the tree dies after the five (5) year period and the city elects not to replace it, the donor has the option of paying to replace the tree. If the plaque is damaged or stolen, the city will replace it within the five (5) year period. After this time, it will be the donor's responsibility to pay for the replacement plaque. All trees are located on public property and as such may not be decorated, lighted or otherwise altered unless directed/performed by the City.
- E. The city reserves the right to deny a special request for the placement of a bench or tree on public property. The city will not purchase or place benches or trees for private property owners.
- F. The purchase of a memorial tree, bench, and/or plaque is deemed a donation to the City of Fort Thomas, and does not constitute ownership of the item, the land upon which it is situated, or the surrounding lands.

### **III. Selection of Bench Style**

The selection of the style, color, material and exact location of bench and plaque shall be at the sole discretion of the city.

### **IV. Language on Plaque**

The language inscribed on the plaque shall not contain any inappropriate or offensive content, and is subject to approval or rejection at the sole discretion of the city.

These policies and procedures for the donation and placement of benches and trees on public property or within the public rights-of-ways replaces and supersedes all previous policies to the extent of any conflict.

The effective date of this policy shall be March 1, 2023.

Approved as to form and content:

