



<b>Title:</b> Adoption of Assets on Town Owned Property	<b>Policy Number:</b>
<b>Effective Date:</b> 2/3/26	<b>Pages:</b> 4
<b>Enabling Actions:</b>	<b>Revised Date:</b>
<b>Approved:</b>	

## PURPOSE

This policy defines the criteria for adopting assets located in Town owned properties.

## SCOPE

This policy may apply to benches, trees, picnic tables, and other assets within town owned spaces for which the Department of Parks and Public Works has developed and established an adoption program and for which the Town Council has adopted a fee. This policy does not apply to the planters in the Downtown area.

With respect to assets identified in the scope of this policy, this policy takes precedence over Policy 2-17 “Solicitations and Donation”; and Resolution No. 1996-133 “Naming of Town Owned Facilities” since these policies do not include specific guidelines to address the amenities contemplated in this policy. This policy governs commemorative amenities and does not modify naming requirements for structures, buildings, or large park features governed by Resolution 1996-133.

## DEFINITIONS

For purposes of this Policy, the following definitions apply:

**Adoptable Asset:** A physical amenity such as a bench, tree, picnic table, or other Town-approved site furnishing.

**Adoption Term:** The time period during which the plaque and dedication remain in place.

**Director:** The Director of Parks and Public Works or their designee.

**Donor:** The individual or family financially sponsoring the installation and plaque recognition.

**Life Expectancy of Asset:** The useful life of which an asset can serve the public. This shall vary from asset to asset.

**Town Owned Spaces:** May include parks, streets, sidewalks, or other areas where adoptable assets may exist.

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## POLICY

The Policy is designed to allow the public to honor people or events in their lives and provide long-lasting beautification to Los Gatos owned spaces. Through this program, any individual, family, business, or community group can provide a donation to adopt assets within a Town park or other Town property. Adoption of assets is permitted only if the Department of Parks and Public Works has mapping of the assets, has identified which assets are available for adoption, and has a prescribed application form available for that amenity.

The Department of Parks and Public Works will accept donations for assets that commemorate or recognize a person, provided that all provisions of this Policy are met. Recognition is limited to individuals or families with a documented connection to the Town of Los Gatos. No organizations or groups will be considered. Only one asset shall be dedicated to any single person or family, unless there is a compelling reason for additional dedications as shall be determined by the Director of Parks and Public Works or staff designated by the Director.

The Director of Parks and Public Works or staff designated by the Director shall establish a procedure for applying to adopt assets and has the authority to approve or deny any adoption donation.

## PROCEDURES

The following procedures shall be followed for the adoption of Town assets identified in this policy.

**Assets for Adoption:** The Town will identify the location and classes of assets available for adoption. The Town will purchase a standard item (bench, table, etc.) and a plaque to maintain consistency through the park system and to ensure quality. Following installation, all assets will be recorded in the Town's asset management system software. This will serve to track the installation date and maintenance history of the asset.

**Location of Adoptable Assets:** Asset locations and adoption status will be available via publicly accessible mapping tools maintained by PPW. Adopted assets will be positioned to maximize their benefit to an area. The number of assets will be limited so as to not interfere with normal use or maintenance operations of the area. The Town reserves the right to limit or prescribe asset locations as determined by the Director of Parks and Public Works. The Town reserves the right to remove any assets that have been damaged and which are, in the view of Town staff, beyond repair. The Town accepts no liability for damages to any asset from vandals or third parties.

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**Plaques:** A bronze dedication plaque with a personalized inscription will be mounted on or near each adopted asset. The standard dedication plaque dimensions are determined by the Director. Sentiment on the plaque shall be one of the following, selected by the donor:

- *The Town of Los Gatos recognizes and appreciates \_\_\_\_\_ (Donor Name) for their donation of this \_\_\_\_\_ (type of asset) in memory of \_\_\_\_\_ (Honoree Name).*
- *The Town recognizes and appreciates \_\_\_\_\_ (Name) for their donation of this \_\_\_\_\_ (type of asset).*
- *The Town recognizes and appreciates the donation of this \_\_\_\_\_ (type of asset) in memory of \_\_\_\_\_ (Name).*
- *In memory of \_\_\_\_\_ (Name). (Recommended for longer names)*

Upon installation, all assets and plaques will become the property of the Town of Los Gatos and will be maintained by the Parks and Public Works Department. The donor does not have any claim to ownership of the donated asset or the plaque.

**Term of Dedication:** The asset dedication will have a term of 10 years with 10-year renewal options. Should the original applicant decline to rededicate the asset or fail to notify the Department of Parks and Public Works of an intent to rededicate an existing asset within 60 days of the expiration date of the original 10-year term, the applicant will be contacted to pick up the commemorative plaque from the Town. The retired asset will not be available to the applicant and will be reused or recycled, or it will remain in service and be eligible for adoption by a new applicant.

It is the responsibility of the applicant or their designated representative to retrieve the removed plaque within 60 days after the end of the agreement.

**Maintenance:** During the adoption term, the Department of Parks and Public Works will provide the following routine maintenance of the asset as required based on the type of asset: Wash the donated item as needed; remove minor graffiti; replace broken or splintered boards; mow turf or remove weed growth as necessary; resurface and reseal as determined necessary by maintenance staff; touch up paint; prune as needed as determined necessary by maintenance staff; and make reasonable attempts to water trees during the establishment period (first 3 years). The Department will be under no obligation to repair or replace any donation item that has been damaged beyond reasonable repair, in the sole opinion of the Department. The Department will be under no obligation to replace vandalized, defaced, weathered, or stolen recognition plaques. If Donor so elects, Donor is responsible for repairing or replacing a donation that has been damaged beyond reasonable repair during its life expectancy and/or replacing

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vandalized, defaced, weathered, or stolen recognition plaques. If the donor elects to fund the replacement of the adopted asset, the 10-year term of the adoption shall start again.

**Fee:** The fee for the installation and maintenance of each asset for the 10-year adoption period shall be set by the Town Council through the Fee Schedule located here: <https://www.losgatosca.gov/1252/Comprehensive-Fee-Schedule>. The fee shall include all costs for procurement and installation of the asset and associated plaque, including concrete pads and footings (if required), material costs of the asset and plaque, and staff time to procure and install the asset, plus 10-year sponsorship of the donated asset. Additional ten-year terms can be acquired for a renewal fee as set by the Town Council at the expiration of the first ten-year agreement. Costs will adjust annually. No refunds will be given for payments made.

**Approval Process:** The applicant must submit an application to the Town's Parks and Public Works Department. Applications are processed on January 1<sup>st</sup> and July 1<sup>st</sup> of each year. Applications received between those times will be held for batch processing on the dates noted. The Director will review and approve or deny the proposed adoption and plaque. Town staff will order the asset and plaque and perform the installation.

APPROVED AS TO FORM:

Gabrielle Whelan, Town Attorney