



## UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

**Meeting Date:**  
1/20/2026

**Item Type:**  
Work Session

**Subject:** Parks and Recreation Memorial Program Overview

**Prepared By:** Sean Johnson, Parks and Recreation Director

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### **Background:**

Over the past 20 years, residents have had the opportunity to participate in the UP Parks and Recreation Memorial programs to commemorate family members and assist with improvements in our parks. The Parks and Recreation Department currently manages four major memorial programs:

- Memorial Tree Program / Trees for UP
- Memorial Bench Program
- Elena's Children's Park Sidewalk Engraving Program
- Playground Border Stone Engraving Program.

Each of these programs provides residents with opportunities to honor loved ones and create lasting tributes within University Park's public spaces.

Staff has developed a draft Sponsorships, Donations, and Memorial Policy to provide guidelines for the solicitation, administration, and acceptance of sponsorships, donations, and memorials received by the City of University Park. This policy was provided for PAC member review at a meeting last year that outlined authority, approval, and specific guidelines for memorials, sponsorships, and donations.

Staff will provide a comprehensive update on each of these programs, outlining current operational considerations. In addition, staff is requesting feedback from City Council regarding potential fee adjustments for certain programs. These adjustments would reflect increased labor, installation, and materials costs, ensuring program sustainability and quality in the years ahead.

### **Fiscal Impact:**

- ☒ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue

☐ Proposed Expenditure

Funding Source:

**Master Plan Goal:**

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input checked="" type="checkbox"/>	Affirming Sense of Place	6.1
<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input type="checkbox"/>	Not Applicable	

**Recommendation:**

Staff will seek feedback from City Council regarding next steps for fee considerations to be considered at a future meeting.

**Committee Review (optional):**

**Attachments:**

Memorial Program Order Forms