



Council Agenda Report

To: Mayor Riggins and the Honorable Members of the City Council

Prepared by: Kristin Riesgo, Community Services Director

Approved by: Rob DuBoux, Interim City Manager

Date prepared: January 21, 2026 Meeting date: February 9, 2026

Subject: Park Enhancement and Donation Program

RECOMMENDED ACTION: At the recommendation of the Parks and Recreation Commission, approve revisions to the Park Enhancement and Donation Program.

FISCAL IMPACT: There is no fiscal impact associated with the recommended action.

STRATEGIC PLAN IMPLEMENTATION: N/A.

DISCUSSION: In 2011, Council reviewed and approved the Park Enhancement and Beautification Program (Program) for City parks and facilities. The Program outlines guidelines for accepting private donations, as well as options for the public to purchase memorial benches, memorial rocks, and trees to add at various City parks.

In 2018, Council approved modifications to the Program that limited the number of memorial items in each park, based on a recommendation from the Parks and Recreation Commission. The Commission determined limits based on park space and amenities. Additional requests for native trees, planting, and gardens were promoted as “acceptable items” over memorial benches. The Program also included language allowing requests for memorial items or enhancements exceeding the maximum limit, provided they were reviewed by the Parks and Recreation Commission and approved by Council.

At the Regular meeting on October 21, 2025, the Commission reviewed the Program and recommended the following modifications, as well as an option to add the Malibu Skate Park to the Program.

- Add donation options at the Malibu Skate Park and Charmlee Wilderness Park
- Allow memorial plaques on the picnic tables at Malibu Bluffs Park

- Create a new application process, which would include questions about memorial items, such as the individual’s connection to Malibu and why the park location is important to the family
- Create a new park donation agreement that emphasizes the seven (7) year timeframe that the City will keep the donation at the park site
- Create a minimum donation requirement of \$2,000. Donations would be higher based on the direct costs of materials, installation, and maintenance
- Following the initial seven (7) year period, the cost to keep a memorial item or plaque for an additional seven (7) year period(s) will require donors to pay 50% of the original donation amount
- The Parks and Recreation Commission would review the park enhancement and donation requests at a Regular meeting

Additionally, the Commission recommended retaining all existing memorial items at the parks and requested that staff work with all families to gather signatures on a revised donation agreement.

Staff recommends a modified allowance of donation and enhancements at City parks that align with the Commission’s goals.

Location	Total Items/Enhancements
Charmlee Wilderness Park	4*
Las Flores Creek Park	4
Malibu Bluffs Park	20 general items; 12 picnic table plaques*
Malibu Skate Park	4*
Trancas Canyon Park	4
Legacy Park	0

*changes from the 2018 Program

The Department receives approximately eight memorial requests each year. An additional ten families are on the waitlist to add memorial items at Malibu Bluffs Park but were not approved because the City has reached the maximum allowable items (20). The Commission recommended adding the 12 picnic table plaques (listed above) to provide options for those on the waitlist.

ATTACHMENTS:

- 1) 2026 Park Enhancement and Donation Program Guidelines
- 2) 2018 Redline Park Enhancement and Donation Program Guidelines



Park Enhancement and Donation Program

Community organizations and individuals may donate money and needed equipment to the City of Malibu for park enhancements and beautification projects. The City accepts enhancements, such as native plants, trees, or other items, earmarked for a specific project at City parks or facilities.

All donations become the property of the City of Malibu, which will oversee, maintain, and manage them. Over time, a park may be redesigned or renovated, requiring the removal or relocation of a donated item. The City will determine how to manage a donation, with no guarantee of retaining the item for any length of time. The City will make every effort to notify the donor if the item is removed, relocated, replaced, altered, or otherwise changed. It is the donor's responsibility to notify the City if their contact information has changed.

The following must be approved by the Community Services Director:

- The need for the item or equipment
- The make, model, and type of item or equipment
- The installation location of the item or equipment
- Donor recognition

All park enhancement and donation requests will be reviewed by the Parks and Recreation Commission at a Regular meeting. The Commission will make a recommendation to approve or deny applicants, based on the factors outlined in the Program. A limited amount of memorial items and donations are permitted at each park. Once the park reaches the maximum capacity for items, additional items will not be accepted unless it is recommended by the Parks and Recreation Commission and approved by City Council.

Location	Total Items/Enhancements
Charmlee Wilderness Park	4
Las Flores Creek Park	4
Malibu Bluffs Park	20 general items; 12 picnic table plaques
Malibu Skate Park	4
Trancas Canyon Park	4
Legacy Park	0

Once a memorial item or donation is approved, costs are determined, payment is received, and the donation agreement is signed, Community Services Department staff will order the item or equipment and install it at the identified facility. Ongoing maintenance and upkeep of the equipment or materials shall become the City's responsibility.

Modifications to existing facilities that result in a significant visual, functional, or land use change may require special permits and must be approved by the City of Malibu's Community Development Department.

POLICY

A. General Provisions for Donated Items

1. A donation must be consistent with the needs of City parks and facilities.
2. A donation must provide benefit to the City and the community.
3. A cost analysis will be performed prior to the acceptance of the donation to ensure the cost associated with the item does not outweigh the value to the City. The City retains the right to refuse a donation if the cost exceeds the community benefit.
4. Donated items must be in safe, durable, and usable condition.
5. Donated items intended for an exclusive user group or that are associated with a specific group will require approval before a donation can be made.
6. Once a donated item has been accepted, it becomes City property. The City may replace or dispose of the item as it deems appropriate.
7. Facility naming rights must follow City Council Policy #52 and will be approved by City Council.

B. Facility Donation Items

1. The donation must fit the style or current aesthetic plan of the facility.
2. Permanent modifications to facilities will be approved by City Council.
3. The City reserves the right to limit or deny donations based on the need and available space.

C. Acknowledgment of Donor

1. Donor acknowledgment requests that will be permanently displayed with or on the donated item will be considered under the guidelines:
 - a. The plaque or plate will be placed on the item or near it at the City's discretion
 - b. The plaque or plate will not be obtrusive or detract from the donated item
 - c. The message on the plaque or plate will be limited to name, date, and a short phrase

- d. The City will approve the written message on the plaque or plate. A plaque will be maintained by the City for a total length of 7 years. If the plaque is damaged or missing after 7 years, the City retains the right to remove it without a replacement
- e. After the initial seven (7) year term, the donor may renew the donation for an additional seven-year period(s) by paying a renewal fee equal to 50% of the original donation amount. If the renewal fee is not paid, the City reserves the right to remove the plaque or donated item
- f. In the event a location for a plaque or plate is not feasible, City staff will work with the donor to determine alternative recognition options.

D. Payments and Processing

The City requires full payment for all donations. The minimum cost for a plaque or memorial item is \$2,000, with additional charges potentially applied for materials, installation, and maintenance. No items will be ordered until full payment has been received and processed. The City will issue the donor an invoice along with a Tax Identification number. Installation will be completed within 6 months.

Donation renewals, following the initial seven (7) year period, must be paid within thirty (30) days of City notification (reference C.1.e.).

CITY FACILITIES, PARKS, AND NEEDS

The City will accept donations for the facilities and parks listed below. The items listed for the facility are the highest-priority or most requested donation options. The City restricts the number of memorial donations at each location. Memorial and recognition plaques will be placed on existing benches or picnic tables. The list will be updated on an ongoing basis.

Charmlee Wilderness Park - 2577 Encinal Canyon Road

Maximum Memorial Donations: 4

- 1. Tree donation (no plaque)
- 2. Native plant donation (no plaque)
- 3. Memorial or recognition plaque

Las Flores Creek Park - 3805 Las Flores Canyon Road

Maximum Memorial Donations: 4

- 1. Native plant donation
- 2. Tree donation
- 3. Memorial or recognition plaque

Malibu Bluffs Park - 24250 Pacific Coast Highway

Maximum Memorial Donations: 20

Maximum Picnic Table Plaques: 12

- 1. Native plant donation
- 2. Sports field upgrades
- 3. Equipment for community recreation programs
- 4. Upgrades to the Michael Landon Center / monetary donations
- 5. Memorial or recognition plaque

Malibu Equestrian Park - 6225 Merritt Drive

1. Picnic tables
2. Arena care and upkeep / monetary donation

Malibu Senior Center - 23825 Stuart Ranch Road (located in Malibu City Hall)

1. Equipment (computers, books, games, printers)
2. Educational materials
3. Kitchen items (serving platters, utensils, etc.)

Malibu Skate Park - 24250 Pacific Coast Highway

Maximum Memorial Donations: 4

1. Native plant donation
2. Memorial or recognition plaque

Trancas Canyon Park - 6050 Trancas Canyon Road

Maximum Memorial Donations: 4

1. Native plant donation
2. Tree donation
3. Memorial or recognition plaque



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