

Donation policy to parks and recreation

PURPOSE:

The purpose of this policy is to establish guidelines and standards for the donation, installation and care of park donations either as a result of a cash or physical property donation. These donations may include, but are not limited to park benches, bicycle racks, picnic tables, public art, monuments (by exception only), drinking fountains, flags, memory plaques, tree planting and other types of park trails accessories. This policy does not apply to buildings or land. [**OPEN – add? *The City desires to encourage donation while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.***] Guidelines established by this policy will apply to all donations made after the effective date of this policy. [**OPEN – add? *Duplicative? This policy is designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation such as a tree, bench or picnic table on city owned property. Standards established by the policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.***]

STANDARDS FOR NEW DONATIONS

Definition of a new donation – new donations are those made after the adoption of this policy.

Acquisition or purchase – The City and the community have an interest in ensuring that park elements 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 all park elements.

Appearance and aesthetics – The city and community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of the park or facility of its intended use.

Maintenance – Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

Repair – The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost – The city has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance for other City park facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

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PROCEDURES FOR MAKING A DONATION

[**OPEN** – need to add an introduction sentence about who manages the donations and where the office is located.]

Application – The donor must complete the donation application, available on line [**OPEN** – or at clerks office?] to determine whether a donation may be accepted upon criteria contained in this policy. Completed applications and payment will be made to [**open? List entity**] for review and processing. Review will include applications presented to the Parks, Recreation and Cultural Resources commission for review and recommendation to City for approval. [**OPEN** – unsure as to process for approval].

CRITERIA FOR ACCEPTANCE

Park plan – [**OPEN** – need to know if there is a park plan in place that lists location of available donation sites – if not available – should one be created? – could we leverage the park master plan listing?]

Donation of memorial plaques – Donation acknowledgements and memorial plaques, as approved by the City, are to be directly affixed to the donation and/or are to be made of [**open** – bronze and purchased through the City **OPEN** – **list size of plaque and letter requirements as well as mfg**]. To prevent potentially offensive text from being displayed on city property the City must approve all text for donation acknowledgments/memorial plaques.

For park bench donations an acknowledgement will be engraved into the seat back of the bench.

For picnic table donation and acknowledgement will be installed into the concrete under the picnic table. [**open** – possible multiple donors per table?]

For tree donations the donation acknowledgement will be installed in flush mounted concrete pad at the base of the tree. [**OPEN** – **add** Trees – list specifications for tree selection due to the city's environment]

Notification – This criteria is required for new donations. It shall be the responsibility of the donor to provide the [**OPEN** – responsible city office] the current address for purposes of notification regarding their donation. For the purposes of notification the City will send a certified letter to the donor notifying the donor of changes related to the status of their donation (i.e., a need to remove, relocate, or comply with conditions set forth in this policy).

OTHER DONATIONS

OPEN -

COST: (Actual equipment cost + installation fee + estimate of maintenance over 8 years)

[**OPEN** – will need actual estimated costs from city]

| | | |
|---------------|------------|------------------------------------------------------------------------|
| Park Bench | \$3,000.00 | (installation & maintenance for 8 years) |
| Picnic Table | \$4,000.00 | installation & maintenance for 8 years) |
| Bike Rack | \$3,000.00 | (installation & maintenance for 8 years) |
| Planting/Tree | \$ XXXX | Cost of planting plus \$1,500 (installation & maintenance for 8 years) |

CONTACT:

OPEN List who within the city to contact for park related donations.

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TYPES:

Living legacy memorial tree donation

Memorial bench donation / Plaque donation

General memorial donation - [OPEN – need to add monetary donation policy above]

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