

Park and Recreation Outdoor Facilities Donation Policy

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the instillation and care of donated park improvements, 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, play equipment, public art, monuments (by exception only), drinking fountains, flags, and other types of park accessories. The City desires to encourage donations while at the same time managing aesthetic impacts and mitigate on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also 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 this policy will apply to purchase of maintenance, equipment, installation techniques, donation acknowledgements, decoration and long-term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated items, if not cared for on a regular basis and installed properly, may serve to negatively impact the appearance and aesthetics of the surround property. Nothing shall be hung or tied to trees, with the exception of the memorial tree charms. Landscaping must be approved. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclists, or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time, within 30-45 days, as they can weather and become unattractive and detract from the image of the community.

Donated park elements (i.e. benches, trees, plaques, etc.) become City property. Donations made before the adoption of this policy are to be maintained by the city during its effective life span.

STANDARDS FOR NEW DONATIONS

Definitions of New Donations: 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 are of high quality related to style, appearance, durability, and ease of maintenance. The Donor will be responsible for the purchase and installation of all park elements following approval by Park and Tree Board and City Council.

Appearance and Aesthetics: The City and community have an interest ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgement 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 a facility or 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, donors will be informed and given the opportunity to recondition or replace the donated item 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, and be resistant to the elements, wear and tear, and 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 the 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 of other City park facilities. Consequently, the City will assess, at the time of the purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The City's Building and Zoning Department will manage all donations located on City park property, with the assistance of appropriate City staff.

Application: The donor must contact the City Building and Zoning Department to help determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available at the Building and Zoning office. Completed applications and payment will be made to the City of Louisburg for review and processing.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donations of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet the true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the City, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements, as approved by the City, and memorial plaques are to be directly affixed to the donation and/or are to be bronze and purchased by the donor. In cases where bronze plaques are not feasible, other alternative types can be submitted and accepted upon review of the City. All donor acknowledgements and memorial plaques will be in character with the intent of this section and shall be tasteful, and subtle. To prevent obscene or potentially offensive text from being displayed on city property, the City must approve all text for donation acknowledgement/memorial plaques.

In park bench applications the donation acknowledgement will be routed into the seat back of the bench. With the exception of the small metal plaques within current standards.

In picnic table applications the donation acknowledgement will be inserted into the concrete pad installed under the picnic table or can be routed into the middle plank of the tabletop. Multiple donors (up to 6 per table) will be allowed.

In tree installation applications the donation acknowledgement can be installed in a flush mounted concrete pad, or a medallion may be erected. This is also with the exception of the memorial tree charm.

Notification: This criteria is a requirement for both existing (at the expiration of its life-cycle period) and new donations. It shall be the responsibility of the donor to provide the Building and Zoning Department with a 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 the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be placed in locations approved by the Park and Tree Board and City Council in accordance with an available site plan. Items donated must be of a product approved by the Park and Tree Board and City Council, and these items become City property at time of purchase.

TREES

Landscaping and plant selection for park facilities shall be limited to the size and species of tree determined by the City and Park and Tree Board.

MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City park facility. Exceptions to this policy are for monuments installed by the City commemorating the history and/or dedication of a park facility.

OTHER DONATIONS

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by the Park and Tree Board. The City may, or its discretion, bring any donation proposal to the Park and Tree Board, Planning Commission and City Council for review and approval.

BUILDINGS, STRUCTURES, AND PUBLIC ART

Donated buildings, structures and public art are subject to full review and approval of the Park and Tree Board, Planning Commission, and City Council and are not considered as part of this policy.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgment/memorial plaques, will be completed by the donor upon approval by City personnel. The installation will be scheduled at a time and date as determined by Building and Zoning Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with the site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the memorial may be, at the donor's request, located on a memorial plaque set aside for this purpose at a designated location. For any memorial plaque, the City will make effort to contact the original donor on file to work with the donor to see if it can be placed in a different park with Park and Tree Board and City Council approval or the return of the memorial plaque to the original donor. If no donor is on file or the City cannot contact the donor within a month, the plaque will be placed into the care of the City until the Park and Tree Board and City Council may approve for its safekeeping, relocation or destruction.



City of Louisburg
215 S. Broadway, Louisburg, KS 66053
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MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Cost: Prior to accepting the donation, the donor must provide the annual upkeep on the donation which would include estimate of cost of yearly maintenance and repair until the end of the donation's life span. This information will be provided to the Park and Tree Board and City Council prior to accepting the donation for approval. The Park and Tree Board and City Council have the right to refuse the donation if they so choose or make recommendations they see needed for future uses.

If the donation is accepted, the City will accept all costs for future maintenance and repair for the duration of the donation's life span.

While the donation is being constructed by the donor, the City will not manage the funds associated with the donation. If the donor chooses to provide the City with the remainder of the funds they did not utilize, it will be placed in a general fund for the Park and Tree Board budget to use for all City parks and donations for maintenance costs and repairs as they deem appropriate.



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<u>Parks and Recreational Outdoor Facilities Memorial and Donation Application</u>		
Name of Donor		
Address of Donor		
Phone Number: Work:	Home:	Fax:
Email:		
Description of Donation:		
Location of Donation:		
Wording on Memorial Acknowledgement:		

Donation Cost Calculations		
Element Type		
Cost of element *		\$
Life Cycle Term	Years	
Annual Life Cycle Cost	\$ (=)	
Life Cycle Cost		\$
Total cost of Donated Element		\$ **

*Includes purchase, tax, shipping, and installation.

** A 50% deposit of the total cost must be paid at the time of application, with the remainder due prior to installation

I have read the Memorial and Donations Policy

Requested by: _____

Date: _____

Reviewed by: _____

Date: _____

Park and Tree Board Approval:

By: _____

Date: _____