
Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation 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, trees, picnic tables, public art and other appropriate parkland amenities and accessories. The City of Fairway desires to encourage donations, from both individuals and groups, both public and private, while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy shall apply to all donations to the Fairway Parks & Recreation Department. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements and long term care of all donations.

STANDARDS FOR DONATIONS

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 the 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 a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become City property. Accordingly, the City had the duty to maintain the donation for the expected life cycle of the donation. The City, at its sole discretion, may choose to replace or remove the donated element.

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. Due to factors beyond the City's control, it cannot guaranty the longevity of the donation.

Cost: The City has an interest in ensuring that the donor covers the full cost for the purchase, installation and routine maintenance (if applicable) during the expected life cycle of the donated park elements. The donation cost shall also include the cost of the donation acknowledgement/memorial plaque. A separate fee schedule is maintained in which the City will detail costs for donations, installation and maintenance.

PROCEDURE FOR MAKING A DONATION

The Fairway Parks & Recreation Department will manage all donations located on City park property, with the assistance of the City Public Works Department.

Application: The donor must contact the Parks & Recreation Department to 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 through the mail, in-person or via e-mail. Completed applications and payment will be made to the Parks & Recreation Department for review and processing.

Approval: The Parks and Recreation Director, upon determining that the donation request meets the criteria provided in this policy, may make a recommendation to the City Council for approval of the donation. The City Council may consider the request at its next regularly scheduled meeting or at a time to be determined by the Mayor. The City Council must approve all donation requests prior to the City accepting any donations.

CRITERIA FOR ACCEPTANCE

Park Plan: To accept donations of park elements for a specific park facility, City staff will determine whether or not the donation falls within the scope of a Master Plan. If no plan exists, the City may accept the donation under certain circumstances. The donation must: 1) not interfere with the intended current or future use of the facility, 2) not require the relocation of other equipment or infrastructure to accommodate the donation, and 3) must comply with all deed restrictions as well as local, state and federal guidelines (if applicable). 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/On-line Registry: Donation acknowledgements and memorial plaques, as approved by the City, will be placed on or near the donated element at the sole discretion of the City. Such acknowledgements and plaques will be made of bronze and purchased through the City. The cost for these items is incorporated in the cost of the donation. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgements shall be tasteful and subtle; the City Council must approve all text for donation acknowledgements/memorial plaques. The City will maintain an “On-line Registry” of

all donations to the Parks & Recreation Department. The registry will be located within the Parks & Recreation web pages at www.fairwaykansas.org.

OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to review of the Parks & Recreation Committee.

CONDITIONS

Location: Although suggestions will be considered for a particular location, placement of park elements will be at the discretion of the Parks & Recreation Department.

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by City personnel or a third party chosen by the City. The installation will be scheduled at a time and date as determined by the Parks & Recreation Department so as to not unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, construction activities or if damaged beyond repair. In accordance with previously stated procedures in this policy, the City will send a 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 taken. In the event a donation must be permanently removed, the City will, when feasible, seek an alternate location consistent with this policy. If no alternate location can be found, the acknowledgement/memorial plaque and element (if appropriate), at the donors request, may be given to the donor.



Memorial and Donation Schedule

Park Bench (including acknowledgment Plaque)	\$900.00
Tree (species must be selected from the City's preferred list)	\$300.00
Tree with acknowledgement Plaque	\$405.00

Other memorial and donation requests may be accepted. Staff will add to this list as necessity dictates.

City of Fairway, Kansas
Department of Parks & Recreation
Memorial and Donation Policy



Memorial and Donation Application

Name of Donor: _____

Address of Donor: _____

Phone Number: Home: _____ Other: _____

E-mail _____

Description of Donation: _____

Wording on Memorial Acknowledgement: _____

My signature below indicates that I have received a copy of the Memorial and Donations Policy and agree to all the provisions and procedures as outlined.

Requested by _____

(Please Print)

Signature of Donor

Date

Staff Use Only. Date Received _____ Staff Initials _____

Staff Recommendation to City Council: Approve Deny

Council Review Date: _____ Approved Denied

Order Date: _____ Installation Date _____