

Parks Memorial and Donation Policy

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, picnic tables, monuments (by exception only), and other types of park accessories. This policy does not apply to buildings or land. The City desires to encourage donations while at the same time manage 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.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.

STANDARDS FOR NEW DONATIONS

Definition of New Donation: New donations are those made after the adoption of this policy.

Purchase and Installation: 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 acknowledgments 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.

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Maintenance: Upon donation, park elements and/or their associated donation acknowledgement become City property. Accordingly, the City has the duty to maintain the donation until removal and/or relocation is necessary (See CONDITIONS Section).

If information on file continues to be current or is updated by the donor, the donor will be informed and given the opportunity to have input before the removal and/or relocation of donation.

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 purchase and installation. 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 may assess, at the time of donation, 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 Parks Director will manage all donations located on City park property, with the assistance of the park maintenance staff.

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Application: The donor must contact the Parks Director to determine whether a donation is acceptable 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 or in-person at City Hall. Review and approval must be done by the Parks Director and further review and approval may be needed from the Park Beautification Committee and/or City Commission. Once approved, the donor will be contacted and payment must be made through the Parks Department prior to purchase or installation of the donated park element.

ACCEPTANCE OF A DONATION

Criteria: To accept a donated park element, the donation must meet certain conditions.

The donations shall:

- 1) Meet a true need of a park or facility.
- 2) Not interfere with the intended current or future use of a park or facility.
- 3) Not require the relocation of other equipment or infrastructure.

The City reserves the right to determine whether a park or facility is fully developed and therefore, no donations would be accepted for that park or facility.

PARK BENCHES AND PICNIC TABLES

Park benches and picnic tables may be sited in locations approved by the Parks Director. Items donated must be of a product approved by the Parks Director, and these items become City property at the time of acceptance.

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TREES

Location, size and species of trees donated shall be limited to those predetermined by the Parks Department. Tree selection along with planting windows for park facilities are critical due to the environment in Clovis, NM.

OTHER DONATIONS

Donations, other than those expressly listed or contained within this policy may be possible. The City may accept such donations, subject to a review by the Parks Director, Parks and Beautification Committee and/or the City Commission.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement, memorial or plaque, will be completed by City personnel. If City personnel are unable to install the donated park elements, then the City will hire a contractor to perform the installation. The installation will be scheduled at a time and date as determined by the Parks Director 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 site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, the City will send a letter to an 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 has been taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy.

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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. The City will reasonably maintain the donation until removal and/or relocation is necessary. The City reserves the right to remove a donated park element if the maintenance and repair cost become too high.