City of Medina
Donation Acceptance Policy Adopted November 9, 2026

The City of Medina recognizes that residents, families and community members may wish to contribute to the City in a myriad of ways, including making donations for events, to support City services, to provide enhancement of city parks, or commemorate connections to the community. The purpose of this policy is to establish standards for the acceptance and recognition of donations of all kinds, including park enhancement donations.

1. Purpose:

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City for any purpose, including parks enhancements. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

2. Types of Donations

The types of donations that may be offered and accepted by the City of Medina are real property, personal property, and cash donations. Donations may be designated for a specific purpose, may be proposed to a specific City department, and/or may be for the City's discretionary use.

3. City Interests in General

The City of Medina must always consider public interest, adopted policies, and applicable law when considering acceptance of a donation. Donations may only be accepted if their purpose mirrors the City's goals, objectives, and/or long-range plans.

4. City's Interest in Park Donations or Enhancements

The city may accept donations that enhance Medina's parks, improve open spaces, contribute to the overall appearance and long-term sustainability of the City's parks and open spaces. Acceptance of any donation shall be at the sole discretion of the city and shall be based upon consistency with adopted park plans, operational considerations, maintenance and community interest.

The city's interest in accepting donations for Park Enhancements must include and align with the City's goals of preserving the natural character, appearance, maintenance objectives and long-term goals of Medina's parks and open spaces.

5. Priority for Park Donations or Enhancements

Because enhancement donations are intended to recognize individuals and families with a connection to the Medina community, requests shall be considered in the following order of priority, including but not limited to:

- Current residents of the City of Medina
- Immediate family members of current or former Medina residents
- Former residents of the City of Medina
- Other individuals or organizations demonstrating a significant relationship to the Medina community as determined by the City.

The priority categories do not create an entitlement or guaranteed acceptance of any donation request.

6. Park Enhancement Opportunities

Donated improvements shall be limited to enhancement opportunities identified by the City. Public Works and the Park Board shall develop and maintain an annual list of eligible enhancement opportunities and associated contribution amounts based upon:

- Park needs
- Available locations
- Maintenance requirements
- Replacement schedules
- Capital improvement priorities

Only enhancement opportunities included on the annual list shall be eligible for donation consideration. The annual list of eligible donation opportunities shall include benches, picnic tables, memorial trees, and landscape plantings, but shall not be limited to these items.

7. Monetary Donations for Parks

The city may accept monetary donations intended for beautification and improvements to the city, consistent with this Policy.

Monetary donations accepted under this policy shall:

- Be provided without conditions, obligations, limitations, naming rights or requirements regarding expenditure
- Become the sole property of the city upon acceptance
- Be used at the sole discretion of the city in a manner consistent with adopted budgets, maintenance programs and capital improvement priorities.
- The city shall not accept donations that impose maintenance obligations, design requirements, operational restrictions or other conditions upon the city.

8. Large or Non-Monetary Donations for Parks

Donations of real property, land, buildings, structures, vehicles, equipment, artwork, monuments or other items of substantial value may be considered by the city on a case-by-case basis. The city is under no obligation to accept any proposed donation and may decline a donation when acceptance is determined not to be in the best interest of the city.

Prior to acceptance, the city may require an evaluation of the proposed donation, including, as applicable, title and ownership, legal restrictions or encumbrances, condition, environmental considerations, estimated value, maintenance and operating costs, insurance and liability considerations, compatibility with city plans and policies and any ongoing financial or administrative obligations associated with the donation.

Acceptance of real property or other substantial assets shall be subject to approval by the City Council. The city may require the donor to provide, at the donor's expense, such documentation, inspections, appraisals, surveys, environmental assessments or other information as the city determines necessary to evaluate the proposed donation.

The city may accept a donation subject to conditions, restrictions, covenants or other terms when such conditions are determined to be acceptable and consistent with the city's interests. The city reserves the right to reject donations that impose unreasonable costs, restrictions, maintenance obligations, liabilities or other burdens on the city.

Acceptance of a donation does not obligate the city to retain, maintain, display, improve, or use the donated property or item for any particular purpose unless expressly agreed to in writing by the city.

9. Recognition Standards for Park Donations

The city recognizes the importance of commemorating families while maintaining the natural character of Medina's parks and open spaces.

a) Memorial plaques, engraved markers, commemorative stones, signage, naming rights, and other forms of permanent physical recognition shall not be permitted within city parks or park facilities. All existing physical recognition items shall be phased out upon the next required maintenance, repair, or replacement. At that time, the physical recognition item shall be removed and returned to the owner.
b) Recognition of approved donations shall occur through a Friends of Medina Parks recognition page maintained on the City's website.
c) The recognition page may include:
    - The name of the individual being honored
    - The name of the donor, if desired by the donor
    - The park enhancement provided
    - A map identifying the general location of the donated enhancement within the park system.
d) Donors may elect to remain anonymous.

The city will recognize qualifying donations with a listing on the City's official website. Recognition will be provided for donations with a minimum value of $250. Recognition will remain on the City's website for a period of ten years from the date the donation is accepted. At the conclusion of the ten-year recognition period, the listing will be removed.

10. Ownership and Maintenance for Donations

All donated improvements, enhancements, and associated materials shall become the property of the city upon acceptance and installation.

The city retains authority regarding the design, installation, maintenance, replacement, relocation or removal of donated improvements as

determined necessary for operations, maintenance, safety, accessibility and capital improvement purposes. The city does not guarantee replacement of donated improvements that deteriorate, become damaged and/or vandalized or are removed due to changing park needs or conditions.

Acceptance of a donation does not create an obligation for the city to maintain any improvement beyond its normal maintenance practices and available resources.

11. Donation Acceptance Process

All proposed donations to the City must be submitted using the City's Donation Application Form. The proposed donation's use and monetary value determine the required approval process for a proposed donation's acceptance as follows:

a) All unrestricted cash or property donations with a current value of $2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources. (S*ee* 11.c.3 below.)

b) All other proposed donations shall be submitted to the City Council for review and approval as required by Chapter 2.84 MMC.

c) In considering acceptance of a proposed donation, the City will consider the following:

(1) Whether the proposed donation has a purpose consistent with those listed in this document.

(2) Whether the donation conflicts with any applicable law, adopted City policy, or would be in violation of the Medina Municipal Code.

(3) Whether the donation places any burden on the city, including but not limited to requiring future expenditure of time and/or other City resources.

(4) The City reserves the right to decline any donation without cause or explanation. Public recognition of an accepted donation is subject to the direction of the City Council and any applicable adopted City policies and procedures.

12. Acknowledgement of Donations

If a proposed donation is approved for acceptance consistent with this policy, the Donation Application Form will be signed by the City Manager, and a copy will be provided to the Finance Director and the City Council at the next business meeting. All donations will be issued with a tax receipt evidencing the acceptance of the donation subject to the City's determination of value. This acknowledgement is in addition to the recognition for park donations in section 9.

13. Donations Records

Every Donation Application Form will be housed and maintained by the City Clerk's Office, and a copy of all accepted forms will be provided to both the Finance Director and the City Council.