



Gift Acceptance Policy

11/3/2022

Formerly: Park Improvement, Gift Acceptance, and Donor Recognition Policy

Examples of Gifts



Outcomes from previous meeting

- Encouraging public and private gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island.
- Ensuring gifts complement the proposed locations.
- Limiting gifts, donor recognitions, or improvements which detract from the character of a space or the characteristics of our parks.
- Soliciting community engagement and input.
- Removing reference to memorial language. Staff recommends memorials be assessed and reviewed under the same requirements as gifts.
- Removing language in the policy relating to works of art, which will be a separate policy document.



Matrix Of Recommendations



Staff Recommendation

Move to endorse the Parks and Recreation Gift Acceptance Policy to include updates discussed during the Nov. 3, 2022 Parks and Recreation Commission Meeting.



Development of Procedures

- Development of processes and procedures is a staff responsibility; however, staff believes input from a citizen advisory board will reflect and address community needs.
- This will be an open discussion, as staff will review all input from the Commission when moving forward with procedure development. The following questions are to help guide the discussion.



Should the level of community engagement differ depending on the size or type of Gift?





Is the Commission supportive of a more automated process of Gift solicitation and acceptance, and the encouragement of staff to identify and advertise Gift opportunities?



Should an appeal/reapplication process be established, and should the Parks and Recreation Commission be a part of the appeal/reapplication process?



Should Gifts which aren't included in the City's budget or the Gift Needs Inventory be reviewed at/on established dates (Ex. Annually, biannually, certain months)?



Does the Commission support standardized Donor Recognition Objects for items on the Gift Needs Inventory? (Ex: A plaque of a specified size, and a limited number of characters.)



When establishing the cost of a piece of equipment for donation, should the fee include just the initial investment (equipment + install) or should it include just equipment price, or should it include equipment + install + maintenance for established useful life?

