

Mercer Island Policy and Procedure
Parks and Recreation Gift Acceptance Policy



Effective Date: 2023	Last Updated: 10/28/2022	Approved By:
Code and Statutory Authority: 2.50.020 4.44.010 3.53.020	Related Polices: Strategy for MICEC and Recreation Programs and Services	

Purpose

The City of Mercer Island Parks and Recreation Department welcomes and encourages support from private individuals and entities that support the programs and services the Department and its assigned advisory boards, commissions, councils, and groups provide to the public.

The purpose of this policy is to establish criteria and guidelines for considering and accepting gift proposals of assets, projects, or programs that will, in the judgment of the Director, modify park and recreation facilities use, appearance, or overall aesthetics.

Definitions

- I. Parks and Recreation Department consists of the Park Maintenance Division and Recreation Division within the Public Works Department under the direction of the Chief of Operations (Director).
- II. Assigned advisory boards, commissions, councils, or groups are any working or advisory board or committee created by City Council action or initiated by the Mayor or City Manager’s Office and assigned to or administratively supported by the Parks and Recreation Department.
- III. Gifts are bequests or donations to include, but not be limited, to endowments, real property, structures, or portions of structures; money or negotiable securities; materials; equipment, flora, or fauna; improvements to facilities or land; graphics and/or signs; or recreation and cultural arts program instruction, equipment, and supplies; and park improvement proposals (see VIII).
- IV. Donor is a private individual, for-profit company, non-profit organization, or public agency wishing to donate gifts, funds, park proposals, or equipment to the Department.
- V. Donor Recognition Object is a physical object placed in a park or on a gift to acknowledge a donor.
- VI. Donor Recognition Project is a proposal and plan for placing a donor recognition object at a park or park facility.
- VII. Gift Needs Inventory is a list of identified Department operational and capital needs which would make appropriate gifts.

VIII. Park Improvement Proposal may include a funded, partially funded, or unfunded capital project(s) request consisting of real property, structures, or portions of structures; materials; equipment; plans; flora or fauna; improvements to facilities or land and other non-art items.

Policy

It is the policy of the City of Mercer Island:

- 1.1 To facilitate and solicit publicly and privately funded gifts and encourage public and private gifts, that enhance, beautify, improve, supplement, support, or otherwise benefit the park and recreation system and community of Mercer Island.
- 1.2 To accept only those gifts which are consistent with the mission, policies, park property restrictions, park master plans and most current Parks, Recreation, and Open Space Plan and associated trails plans of the Mercer Island Parks and Recreation Department and the mission and policies of its assigned advisory boards, commissions, councils, or groups.
 - 1.2.1 To accept only those gifts with the donor's full understanding that a gift become the property of the City and are subject to the laws, policies and procedures that govern the Parks and Recreation Department and its assigned advisory boards, commissions, councils, or groups.
 - 1.2.2 To accept gifts of land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities when City ownership will further the objectives of the City as identified in the Parks, Recreation, and Open Space Plan and associated trails plans.
 - 1.2.3 To accept gifts, other than land, from private individuals, for-profit corporations, not-for-profit organizations, and public entities which:
 - 1.2.3.1 Are given with no contingencies other than that they be used for a specific program, activity, or area of programming.
 - 1.2.3.2 Are given with the understanding that the City is not obligated to replace if the gift is stolen, vandalized, worn out, irreparably damaged, or destroyed. The City, in its sole discretion, may at any time relocate or remove, sell, or transfer a gift and or recognition object.
 - 1.2.3.3 Maintain fundamental aspects of the quality of life on Mercer Island, and to limit gifts to those which maintain or enhance the character of the space and/or meet identified objectives within the Parks, Recreation, and Open Space Plan and associated trails plans.
- 1.3 To accept donor recognition projects and donor recognition objects for gifts which align with the parks and recreation facilities' characteristics, as determined by the Director.
- 1.4 To limit, as much as possible, all gifts to items that complement the proposed location, e.g.,

turf/fall surfacing/sand/benches/tables/play equipment for play areas;
turf/backstops/bleachers/scoreboards/fences for ballfields; nets/posts for tennis courts;
backboards/nets/scoreboards for basketball courts.

- 1.5 To limit, as much as possible, the number of gifts and donor recognition objects that involve installations which detract from characteristics of park and recreation facilities. Such gifts may require additional community engagement and a verifiable demonstration of community support.
- 1.6 To reject gifts that, in the judgment of the Director, are incompatible with the park or facility location, other facility uses or users.
- 1.7 To reject gifts and/or donor recognition objects which, in the judgment of the Director, do not advance the sense of community, health, wellness, or safety of the public, or which are inconsistent with the Parks and Recreation Department's mission to enhance the livability for all Mercer Island residents.
- 1.8 To maintain and update periodically a Gift Needs Inventory document.
- 1.9 To solicit and provide community engagement and input opportunities for gift proposals which are not identified within the Gift Needs Inventory or within the adopted City Budget.
- 1.10 To ensure that all gifts and donor recognition objects are consistent with all applicable provisions of the City of Mercer Island City Code.
- 1.11 To review separately gifts which are works of art, gifts which are proposed to be donated with additional contingencies not referenced in this policy, and/or which have a corporate sponsorship requirement, as determined by the Director.

Procedure(s)

Additional procedures will be established and approved, administratively, by the department director and division manager, following approval of the policy.