

RIVERDALE CITY MEMORIAL AND COMMUNITY PROJECT DONATION POLICY

I. Purpose

To establish a policy for non-artistic donations proposed in public parks, facilities, open space and trails on City property or on public easements.

II. Authorization

The City Council shall retain final authority for accepting donations and/or authorizing any use of City owned property.

III. Objectives

- Ensure uniformity and a timeline for requests
- Facilitate and encourage contributions to the city
- Protect the integrity of City property
- Provide opportunities for residents to augment the provision of City services and create a vested connection to place and community
- Provide customer service consistent with open and responsive government

IV. Qualifying Donations

- Community project enhancements and/or services, such as eagle scout and youth program projects, civic club projects, etc.
- Memorial items, such as benches, picnic table or trees
- Artistic donations **will not be considered** as part of this policy but will be managed separately through the City Council.
- Third party consideration discouraged. Unless specifically approved by the City Council, third parties, including non-profit organizations, may not market or include donations to the City as part of a donation or additional consideration to that party or organization. The City Council may only approve such arrangements where the consideration is used to offset costs or enhance existing services or donations directly provided by that organization to the city (such as Adopt a Trail programs).

V. RIVERDALE CITY 'Donation List'

RIVERDALE CITY has created a list of items (see Attachment A) that may represent a benefit to the community but are not currently funded within the budget. It is recommended that all proposals review this list of approved items. Donations identified on this list have a higher probability of being approved.

VI. Process

The purpose of this policy is to establish a uniform process for donations in public parks, facilities, open space and trails on City property or public easements.

The following guidelines will be used when donating items:

A. Written Proposal and Letter of Intent

A written proposal (Exhibit B) must be submitted to the Executive Office at Riverdale City Municipal Corporation for review. The proposal submitted should include: an explanation or scope of the proposed donation; specifications, including type, dimensions, material and proposed location; estimated value of the donation; and any other pertinent information. Additionally, a draft Letter of Intent (Exhibit C), detailing the general criteria and obligations for a donation needs to accompany the proposal.

B. General Criteria

In general, the following criteria will be considered: Any existing agreements, regulations or deeds, proposal, scope, easements, utilities, existing structures, quality and/or quantity of an object(s), size, future or ongoing maintenance, public safety, estimated value, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, environmental concerns, visibility and accessibility and if the item is identified on the RIVERDALE CITY "donations list."

All applications may be reviewed by such city agencies as Engineering, Finance, Public Works, Recreation, Legal, Administration or Planning before making a recommendation. Should the donation be proposed for a historic building, site or district, RIVERDALE CITY will consult with the Planning staff and the appropriate departments and organizations. Finally, donations made on property with a conservation easement or deed restriction shall require approval from the easement holder if required per the applicable easement or deed.

The City Council shall retain final authority for all use of City owned property.

C. Timeline and Review Process

Once an application is considered complete, (verified in writing) staff will process and respond to each application within 60 days of submittal. One of the following responses will be provided:

1. Application acceptance and prepare for Council approval.

2. Application denial due to the applicant not meeting the terms of agreement of general criteria.
3. Application modification request which may include a general modification to the scope of the project.
4. No timeframe shall be set for Council approval.
5. Donations under 2500.00 with no long-term financial requirement will be approved by the Public Works Director.

D. Implementation

The following guidelines are provided for the installation, construction or placement of any donation:

1. Project and Process

All projects/donations shall follow all provisions of this policy and shall have the location, scope and project approved prior to work or installation beginning.

2. Funding

All costs including initial installation, labor and materials are the responsibility of the donor. All donations with an estimated value over \$5000 need to be reported to the Finance Department.

3. Installation

Riverdale City Public Works Department will oversee the installation of all donations. Donations requiring installation services outside of the Public Work's regular duties may require an outside contractor at the applicant's expense. Furthermore, the Public Works Department shall approve final locations and the installation timeline for all donations.

4. Location

RIVERDALE CITY reserves the right to amend and/or reject any location provided by the applicant, based on any existing agreements, regulations or deeds, scope, proposal, easements, utilities, existing structures, quality and/or quantity of an object(s), size, maintenance, public safety, relationship to the natural environment, users of the proposed site, future development plans, landscape design, existing infrastructure, proximity to other donations, environmental concerns, visibility and accessibility and if the item is identified on the RIVERDALE CITY "Donations List." Unless specifically agreed to in writing, the City may, at any future date, elect in its sole discretion to remove or relocate the donation. No permanent right, title, or interest of any kind shall vest in the Donor's behalf by virtue of this agreement.

5. Vandalism & Maintenance

All normal maintenance costs are at the City's expense, however, no special maintenance and/or replacement will be undertaken. Special maintenance shall be defined as exceeding normal maintenance as determined and provided by the Public Works Department. The City reserves the right to relocate any donation.

6. Plaques

Upright, free standing signs or plaque donations are discouraged and only allowed with City Council approval. Other details such as materials and wording must be approved by the city as part of the written proposal.

7. Materials

All donated benches, tables, species of trees, etc, must be approved by the Public Works Department. Benches and tables shall be the same manufacture and style currently used by the city. Trees may only be planted between ~~May~~ March 15th to October 1st; weather permitting, approved and coordinated with the Public Parks Department. All trees shall be at least a 2" caliper and a variety approved by the Public Works Director

8. Liability

In no event shall the City be liable for value or tax assertions/claims by the Donor. The Donor(s) agree(s) to hold the City harmless and indemnify the City for any and all claims which might arise from any person, entity or corporation, resulting from the Donor's use of the City property or right-of-way for installation purposes, or arising from the Donor's performance or improvement/item donated pursuant to this policy.

9. Other

This agreement shall be in effect for the life of the donated item in accordance with generally applicable standards.

Attachment A

DONATIONS LIST

All proposed donations must meet City specifications and be approved by the Public Works Department.

- Interior Plants
- Trees
- Shrubs
- Flowers
- Picnic tables
- Benches
- Playground equipment
- Drinking fountains (existing water service must be considered)
- Doggy waste dispensers or bags
- Ball Field Conditioner
- Ball Field Bleachers
- Recreational Equipment – (ball sports, swimming, exercise, etc.)
- Soccer or Lacrosse goals or nets
- Garbage cans
- Shade Structures
- Memorial Markers
- Flags (national or municipal)
- Trailhead (tools) kiosk/informational items
- Signage (informational and without sponsorship)
- Trailhead Kiosk
- Bicycle Racks
- Any other item identified by the Administration as being beneficial to the city and approved by the Public Works Department