

# City of Dexter Donation Policy

Adopted by City Council on February 27, 2017

## Introduction

The City of Dexter truly appreciates the generosity of donors who wish to make Dexter a nicer community for all. The residents of the City of Dexter have a proven track record in donating their time and resources to bettering the community. These efforts often make the difference between a good community and a great community.

A gift to the City of Dexter will assist in the enhancement of City parks, facilities, programs, and the experience of visitors. The City takes pride in maintaining and improving public facilities, and any level of donation - time, effort, or gift - is appreciated.

The City of Dexter offers several opportunities for contributing to the beautification and enhancement of the City's parks and facilities. It is the City's goal to ensure that public resources are preserved and accessible to the City's residents.

The City of Dexter is a government entity and therefore all donations are tax deductible.

The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of gifts to the City, including the installation, long-term maintenance and operation of donated elements to the City, which will enhance quality of life. The City of Dexter desires to encourage donations, while at the same time considering aesthetic impacts and on-going maintenance and operational costs. While this policy predominantly focuses on material donations to the City's park operations, this policy should be considered to have broad applicability for unseen future donations. This policy shall not be applicable to individuals and organizations responding to a request for donation generated by City staff towards a specific project.

These Donation Guidelines have been developed to acquaint citizens, friends, and environmental stewards of Dexter with various projects, equipment, facilities, and plantings for which the City has an established need and how they can contribute or assist in meeting those needs. The guidelines will also assist the City in publicizing opportunities available for donation and recognition within the City.

## Guidelines

Gifts intended to be incorporated into City parks, as well as gifts of equipment, vehicles, boats or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:

1. Need – There must be a demonstrated need for the City to accept any donation. The City may provide a list of pre-approved donations that meet current needs.

- a. Donations that do not meet a demonstrated need must be approved by the respective Committee.
- b. Does the proposed donation have utility that will benefit the City or its residents?
- c. Does the proposed donation have the potential to attract visitors to the community?

2. Aesthetics - The City and community have an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations and their recognition shall reflect the City's character and be consistent with the intended surroundings.

3. Requirement of Maintenance/Repair - Since donated elements and their associated recognition become City property, the community has an interest in ensuring that all elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.

4. Requirement of Consistency with Current and Future Use - Does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located?

- a. Will the proposed gift require relocation, removal or installation of other equipment or infrastructure to accommodate the donation?
- b. If the gift is to be placed on existing City property, has an alternative use of the site been identified?

5. Absence of Substantial Impact on Public Health and Safety and/or Welfare – What impact could the proposed donation have on the City's residents? Could the proposed gift negatively impact the health, safety, or welfare of the City's residents?

6. Costs Associated with the Proposed Gift - The City also has an interest in knowing in advance the full cost that may be associated with a gift, namely those which may relate to purchase, installation, maintenance and operation during the gift's expected life cycle. In the ordinary course the amount of the gift should be sufficient to cover all such expenses.

- a. Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.
- b. As to gifts requiring on-going operation and maintenance, amounts which are estimated to exceed \$5,000 on an annual basis, the gift shall include an endowment sufficient to defray them, i.e. 20x the estimated amounts.
- c. In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.

Additional guidelines for donations of public art may be found in the Arts, Culture, and Heritage Committee's Master Plan. The link to the ACH Master Plan is: <http://dextermi.gov/arts>.

## **Donation Process**

To promote an efficient review process and prevent disappointment, prior to preparing a written proposal the donor or donor's representatives should contact the City Manager's Office to discuss the proposed gift. This pre-application meeting shall assist both the prospective donor and the City in determining whether a gift will meet the criteria contained in this policy. City Staff or City Council may request additional information.

1. Complete Donation Form.

- Select type of donation.
- Enter amount of donation.
- Enter other relevant details
- Enter honoree or commemoration.

2. Submit Form to the City Office (8123 Main St., 2<sup>nd</sup> Floor).

3. Details of donation are considered by the most relevant committee or City Council at the next regularly scheduled meeting if time allows.

- For art donations, please see the Arts, Culture, and Heritage Committee Master Plan.

4. Input from additional Boards or Committees may be requested. The item may be forwarded to City Council for consideration based on the action of the relevant committee.
5. City Council will consider the donation.
6. If City Council approves the donation, Staff contacts donor to schedule donation installation and other details.
7. Donation installation occurs.
8. Receive acknowledgement for donation.  
Please make checks payable to:

City of Dexter  
8140 Main St.  
Dexter, MI 48130

### **Commemorative Tree Program**

This program is an excellent way to honor someone close to you or to remember a special occasion or achievement, such as the birth of a child, graduations, weddings, anniversaries, or "in memory of."

Recognition Tree or Shrub – For a donation of \$350, a donor may select a tree (or \$150 for a shrub) from the City's select plantings list, help select the planting site (based on need), and take part in a planting ceremony. The honoree will receive a certificate commemorating the planting of the tree. Plantings will only take place in the spring, and donation applications for this purpose are due by February 15<sup>th</sup>.

For a full list of acceptable tree and shrub donations, please see section 6.11 of the zoning ordinance. The appropriateness of certain types of trees/shrubs shall be determined by the surrounding landscape and design. Donated trees intended to be planted outside of City parks shall fall under the purview of the City's Tree Board. The Parks and Recreation Commission may request input from the City's Tree Board or other professional arborist with regard to tree donations.

### **Gifts for Parks Program**

The "Gifts for Parks" program assists in the development of quality facilities, programs, and resources through the park system. It allows individuals or groups to donate a variety of items, including money, equipment, materials or time. Any monetary donation is helpful to improving the quality of Dexter parks. Donors may also identify specific programs to receive their donation if they choose. The donor will receive a special certificate (donations over \$5,000), or a plaque (donations over \$10,000). For example, you may request that your donation to be used to purchase land, develop sites, or manage projects at any park.

### **Art in the Park Program**

Donations to the "Art in the Park" program assist in improving the aesthetic, cultural, and historical experience of open spaces and recreation in the City. In collaboration with the Arts, Culture and Heritage Commission and the Art Selection Committee, donations of public art may be placed within City parks. Approval of a donation is required by the Parks and Recreation Commission, Art Selection Committee, and City Council. The donor will receive a special certificate (donations over \$5,000), or a plaque (donations over \$10,000).

The Arts, Culture, and Heritage Committee and the Art Selection Committee serve as recommending bodies to City Council relating to the selection or acceptance of art in Dexter. With regard to art-related donations, the Arts, Culture, and Heritage Committee's Master Plan will serve as a conjunctive document to this Donation Guidelines document. The Committee's Master Plan document will provide detail regarding the process for donating art.

## **Other Categories of Acceptable Gifts**

- Cash (and cash equivalents – checks, CDs, savings accounts)
- Marketable securities (publicly traded stocks, bonds, U.S. government securities)
- Tangible real property
- Life Insurance
- IRA rollovers
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Annuity Trusts
- Charitable Lead Trusts
- Bequests

## **Acknowledgement of Donation**

### Bronze Level – All Donations

All accepted donations will receive recognition through a social media post, E-mail Update article, and a thank you letter.

### Silver Level – \$5,000 and Above

Donations of \$5,000 and above will receive all of the acknowledgements listed under the Bronze Level, as well as a certificate of recognition presented at a public meeting of City Council.

### Gold Level – \$10,000 and Above

Donations of \$10,000 and above will receive all of the acknowledgements listed under the Bronze and Silver Levels, as well as a plaque or commemorative signage honoring the donation.

### Plaques and Signage

The City recognizes that plaques and signage affect the aesthetic of public places. There is a difference between a plaque intended to label a piece of art, a monument, or a historic structure and plaques honoring a donor. Though implementing labelling signage should be at the will of City Council or the Committee most closely related to a particular project, there should be guidelines for commemorative signage and plaques.

Plaques and commemorative signage shall be no larger than 3" x 5" and shall be limited to say either "In honor of" or "Special thanks to" followed by the name and suffix of the honoree or donor. No additional information is to be included.

## **Rejection, Removal, or Relocation**

The City Council shall have the full and final authority to approve or deny all gift proposals. City staff or City Council may request additional information, including but not limited to scaled drawings, artist's renderings or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate board or committee for review with subsequent recommendation to City Council.

While the City will give consideration to special requests (desired placement location, tree type, plaque, etc.), the City reserves the right to reject a donation for any reason. Any Commission may also recommend that donated resources be re-directed to an established need. This applies to both past and future donations.

Once an item is donated to the City of Dexter, it becomes the property of the City of Dexter. The City reserves the right to remove, alter, sell, or otherwise dispose of City property as it sees fit. The City is not obligated to replace the gift or park improvement if it is stolen, vandalized, worn-out, irreparably damaged, destroyed or expires. No returns or refunds shall be given for monetary or physical donations once the check or cash is deposited or a physical item is installed.