

## Legislation Details

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<b>File #:</b>	16-4565	<b>Version:</b>	1	<b>Name:</b>	P&R Donation Policy/Procedure/Guidelines
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Passed
<b>File created:</b>	10/20/2016	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	10/27/2016	<b>Final action:</b>		<b>Final action:</b>	10/27/2016

**Title:** PARKS AND RECREATION UPDATED DONATION/GIFT/MEMORIAL ACCEPTANCE POLICY, PROCEDURE, AND GUIDELINES

COUNCIL INITIATIVE ADDRESSED:  
Address Quality of Place Issues

CITY ATTORNEY REVIEW: Required

**SUMMARY STATEMENT:**

One of the deliverables in the 2016 work plan is to review and update parks and recreation commemorative donation program policies. It falls under the initiative to address quality of place issues and strategy to construct recreation facilities that are currently not available or are in need of improvement because updating the commemorative donation program policy is one avenue to allow for a broader scope of future opportunities within the parks and recreation system.

The purpose of updating the Donation, Gift, and Memorial Acceptance Policy is to establish policies and procedures for considering proposals, accepting, and receiving gifts and donations along with applicable recognition requests. Donations are important to the vitality of the City of Longview and its mission to preserve, enhance and strengthen the quality of life in the community. The update provides a more comprehensive policy that provides additional structure and guidelines for potential donors, city staff, and the Parks and Recreation Advisory Board.

The updated document defines and establishes a process for accepting gifts and donations along with celebrating and commemorating events or lives of individuals who have lived in Longview or significantly contributed to the City. This policy covers all monetary, property, endowment, and memorial donations. This policy does not cover signage, display boards, banners or public artworks. Donations of artworks are to be submitted to the Longview Visual Arts Commission through the Parks and Recreation Department.

The Parks and Recreation Advisory Board worked with staff during the drafting process by providing comment and input. The Board made a motion to recommend approval of the updated Donation/Gift/Memorial Acceptance Policy, Procedure, and Guidelines at their regular meeting on October 17.

**RECOMMENDED ACTION:**

Motion to direct the City Attorney to draft a resolution approving the updated Donation/Gift/Memorial Acceptance Policy, Procedure, and Guidelines for council consideration.

**STAFF CONTACT:**

Jennifer Wills, Director of Parks and Recreation

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Donation, Gift, Memorial Acceptance Policy & Procedure, 2. Donation, Gift, Memorial Acceptance Guidelines

Date	Ver.	Action By	Action	Result
10/27/2016	1	City Council	approved	Pass