

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING**

Tuesday, June 21, 2016 @ 7:00 PM

**Location: Dexter City Offices, 8123 Main St.
PNC Bank, Second Floor – Enter at rear door**

A G E N D A

- 1. CALL TO ORDER**
- 2. ROLL CALL**

Becky Murillo - Chair	Michael Cavanaugh
Toni Henkemeyer	Paul Arnold
Ray Tell – Ex Officio	Joy Gee
- 3. APPROVAL OF THE MINUTES – May 17, 2016**
- 4. APPROVAL OF AGENDA**
- 5. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 6. REPORTS AND COMMUNICATION**
 - A. Chair
 - a. 5-H Coalition
 - B. Commissioners and Ex Officio
 - a. Tree Board
 - b. City Council
 - c. Art Selection Committee
 - C. Staff Report
- 7. NEW BUSINESS**
 - A. Consideration of: Donation and Volunteer Guidelines
 - B. Discussion of: Lions Sculpture
- 8. OLD BUSINESS**
 - A. Discussion of: Park Maintenance Requests
- 9. CITIZENS WISHING TO ADDRESS THE COMMISSION**
- 10. PROPOSED BUSINESS FOR FUTURE MEETINGS**
- 11. ADJOURNMENT**

ANNUAL REVIEW SCHEDULE

March/July – Annual Budget Review

November – Master Plan, Goals, Objectives and Strategies Review

January – Capital Improvements Plan (CIP) Review

**CITY OF DEXTER
PARKS AND RECREATION COMMISSION REGULAR MEETING
MEETING MINUTES
May 17, 2016**

The regular meeting of the City of Dexter Parks and Recreation Commission was called to order at 7:00 pm at the City Offices, 8123 Main Street.

ROLL CALL

Commissioners Present: Becky Murillo, Michael Cavanaugh, Paul Arnold, Joy Gee, Toni Henkemeyer, and Ray Tell

Commissioners Absent: None

Other Present: Justin Breyer, Assistant to the City Manager

APPROVAL OF THE MINUTES

Motion by Henkemeyer, Seconded by Arnold to approve the minutes from April 19, 2016.
Motion Adopted

APPROVAL OF AGENDA

Motion by Murillo, Seconded by Henkemeyer to approve the agenda as presented.
Motion Adopted

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

REPORTS AND COMMUNICATION

A. CHAIR

Becky Murillo reported that the 5-H Coalition had discussed the desire to develop a community center. Discussion followed.

B. COMMISSIONERS AND EX-OFFICIO

Tree Board - None

Ex Officio – Ray Tell reported on the 3045 Broad St. meeting on May 11, 2016. He discussed the pre-development process, his vision for the property in relation to the adjacent park, and other details presented at the meeting. Mr. Tell responded to questions from the Committee.
Art Selection – Justin Breyer reported that the Art Selection Committee met on April 20th and discussed two proposed sculpture donation. He reported that the Art Selection Committee recommended approval of the sculptures to City Council. City Council subsequently discussed the items and sent one of the two back to the Art Selection Committee. The Arts, Culture, and Heritage Committee and the Art Selection Committee will be meeting to discuss selection criteria. The Commission reviewed and discussed the proposed sculptures.

C. STAFF REPORT

Justin Breyer submitted his report per the packet. He provided an update on several projects, including:

- A meeting with Terry VanDoren of the Michigan Municipal Risk Management Association. Justin presented a list of potential issues that was included in the packet as an attachment. The Commission discussed the list and ADA accessibility requirements.
- A meeting with an Eagle Scout and his mother regarding potential projects in the City. Justin reported that he presented them with the list of potential projects that was developed as a part of the MMRMA meeting.
- Justin reviewed the status of the Lion's Park playground installation. The Commission discussed the number of people needed to assist with the installation.
- The Commission also discussed the pedestrian counters, wetland delineation study, drones, and letterboxing.

NEW BUSINESS

A. CONSIDERATION OF: TREE BOARD LIAISON

Motion Murillo, Second by Cavanaugh to recommend appoint Commissioners Joy Gee and Paul Arnold introduced themselves to the other members of the Commission. They provided a brief description of their background and what caused them to be interested in serving on the Commission.

B. CONSIDERATION OF: BIG 400 LIAISON

The Commission discussed the function and membership of The Big 400. The Commission wished to know when The Big 400 meets. Paul Arnold stated that he would consider being the liaison depending on the required time commitment.

C. DISCUSSION OF: DONATIONS POLICY & PROCEDURE

The Commission discussed the Donation Guidelines and Volunteer Management Plan as presented. It was the impression of the Commission that the plan had been approved by Council. The Commission discussed updating the plan to:

- Remove art;
- Check with the Tree Board to see if they have a donation policy/plan;
- Add safety/ADA information;
- Consider creating a greater policy with Art Selection Committee and the Tree Board.

D. DISCUSSION OF: AMERICANS WITH DISABILITIES PROJECTS

This item was discussed under Staff Report.

E. DISCUSSION OF: EAGLE SCOUT PROJECT

This item was discussed under Staff Report.

OLD BUSINESS

A. DISCUSSION OF: PARK MAINTENANCE REQUESTS

The Commission discussed park maintenance needs, including:

- A wood slat on a bench in Community Park is coming loose.

CITIZENS WISHING TO ADDRESS THE COMMISSION

None

PROPOSED BUSINESS FOR FUTURE MEETINGS

None

ADJOURNMENT

Motion by Murillo, Seconded by Tell to adjourn at 8:47 pm

Motion Adopted

Justin Breyer
Assistant to the City Manager



CITY OF DEXTER
PARKS AND RECREATION COMMISSION

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614 • www.Dextermi.gov

MEMORANDUM

TO: Parks and Recreation Commission
FROM: Justin Breyer, Assistant to the City Manager
RE: REPORT
DATE: June 21, 2016

Budget

The Parks and Recreation Commission met to discuss the Budget in March 2016. The Parks and Recreation Commission recommended:

- \$3,000 for pedestrian counter installations;
- \$10,000 to use as a match for an ADA improvements grant;
- \$15,000 to improve First Street Park;
- \$2,500 for PlantWise maintenance of the rain gardens along Jeffords;
- \$3,000 for benches at Lions Park.

During City Council budget discussions, Council identified a need to set aside \$100,000 for fire department capital improvements, which would have caused most of the major park projects scheduled for the upcoming fiscal year to be put on hold. At their meeting on June 13, 2016, City Council voted to increase the City's operating millage by .25 mills in order to accommodate the setting aside of \$100,000 and also doing some of the projects (in other departments as well) that would have been put on hold. Council will be voting on the final budget on Monday, June 27th, and at this point it looks like all of the requests listed above will be included in the budget except for the \$10,000 for the ADA improvements grant match.

Donations and Volunteer Guidelines

Staff has worked on updating a draft of the Donations and Volunteer Guidelines that the Parks and Recreation Commission has previously seen. I have provided comments on the draft document for the Commission's consideration along with sample policies from other communities. Along with these Guidelines, I have also drafted a Donation Request Form and a Volunteer Application Form for the Commission to consider.

As the Parks and Recreation Commission will be going through the process of looking at a donation policy, the Arts, Culture, and Heritage Committee has been/is working on a Master Plan that relates to how art donations will be considered in the City. It is my belief that these two documents will work in unison, so I have also included a draft of the process that the ACH Committee has drafted.

Drones

Steve Hanes, Supervisory Inspector and Unmanned Aerial Vehicle Specialist with the Federal Aviation Administration came to speak to the Planning Commission on June 6th. Mr. Hanes provided information about drone regulation and municipal and federal roles in enforcing regulation. A copy of the notes taken during his presentation is attached to this report. The Washtenaw County Sheriff's Office has been put in touch with Mr. Hanes.

Please feel free to contact me prior to the meeting with any questions, etc.

Thank you.

Steve Hanes, Supervisory Inspector and UAV Specialist
Presentation to Planning Commission
July 6, 2016 Notes

- FAA Reauthorization Act – Gives the FAA authority to regulate unmanned aerial vehicles.
 - The direction to FAA staff in the past has been to talk to drone users and educate them rather than fine or take heavier corrective action.
 - Drone users with drones ½ - 55 lbs are supposed to register with the FAA.
- Two types of drones – commercial and private.
 - Commercial uses – taking photos or video of real estate, bridge inspections.
 - Not a lot of limitations on private uses.
- Municipalities cannot regulate airspace. As soon as something takes flight, that is considered airspace.
 - Municipalities can regulate where people stand when they are operating the drone.
 - FAA can fine users for endangering life or property.
 - Only law enforcement is regulated as far as surveilling private property.
 - FAA has no authority indoors.
- FAA typically only intercedes if a drone operator is endangering someone or something.
 - FAA directs people to first contact law enforcement.
 - Law enforcement should then contact the FAA.
- Question of privacy supposedly being addressed by State law (in the legislature now).
- Shooting an aircraft (i.e. drone) is a federal offense. This is equivalent to trying to shoot a Boeing 747.
- May be possible to enact business permitting for commercial drone use.
- FAA is working on online look-up for drone registrations.
 - Drone operators are supposed to notify the FAA when they move.

	July 2015	August 2015	September 2015	October 2015	November 2015	December 2015	January 2016	February 2016	March 2016	April 2016	May 2016	June 2016	Total
Becky Murillo	1	1	1	1	1		1	1	1	1	1		10
Ellen Han	1	1	1	1									4
Katie Koch		1	1	1									3
Julie Knight			1	1	1		1						4
John Coy	1	1		1	1		1						5
Toni Henkemeyer	1	1	1	1				1	1		1		7
Michael Cavanaugh					1		1	1	1	1	1		6
Ray Tell								1	1		1		3
Paul Arnold										1	1		2
Joy Gee										1	1		2



Justin Breyer <jbreyer@dextermi.gov>

FW: Junior Golf in Dexter

1 message

Marie Sherry <msherry@dextermi.gov>
To: jbreyer@dextermi.gov

Fri, Jun 10, 2016 at 4:57 PM

Do you think this is something the Parks & Rec commission would like to see?

Marie Sherry, CPFA, ACPFIM
Treasurer/Finance Director

City of Dexter

8140 Main Street
Dexter MI 48130
Direct Line: (734) 580-2231
Main Line: (734) 426-8303

From: johndillon@kensingtonjuniorgolf.com [<mailto:johndillon@kensingtonjuniorgolf.com>]
Sent: Tuesday, June 07, 2016 4:59 PM
To: msherry@dextermi.gov
Subject: Junior Golf in Dexter



www.kensingtonjuniorgolf.com

Ms. Marie Sherry
Treasurer
8140 Main Street
Dexter, MI 48130

Dear Treasurer Sherry:

The Kensington Junior Golf Tour (KJGT) is delighted to be partnering with the Dexter community and the Hudson Mills Metropark Golf Course to host the *Hudson Mills Junior Open on Thursday, July 14*. It is our hope that you will be willing to **help us spread the word** to local junior golfers **by publicizing this exciting event**.

Happily, lots has happened on the KJGT front, enabling us to *expand opportunities for junior golfers seeking local, affordable competition*. The KJGT has attracted many major sponsors, making it possible for us to keep costs low for participants. They include Miles of Golf, Carl's Golfland, Fidelity Investments, Morgan Stanley and the Golf Association of Michigan, to name a few. **Fees average just \$30 for 18 holes and \$15 for 9 holes for tour members.**

We also are offering five \$1,000 academic college scholarships to deserving high-school senior golfers, thanks to the generosity of the Dinan Foundation. New in 2016 is our Wayne County division, enabling us to stage *nearly 30 tournaments in four counties this summer* (See flier below for a complete list.) Competition is open to male and female golfers aged 19 and under.

Would it be possible for you share with your residents information about the July 14th Hudson Mills Junior Open? (See flier below.) As we know, junior golfers typically must travel considerable distances at significant expense in order to compete. So there's no doubt this will come as welcome news to golfing families; we just need to inform them.

Ms. Sherry, we would welcome the chance to meet with you or another Dexter representative

to answer any questions you may have, and to explore ways we can enhance opportunities for junior golfers in the Dexter community.

We appreciate any assistance you may be able to give us. We are happy to reciprocate by letting our players know about community events you may wish to publicize. We can include in golfers' goodie bags any material you'd like players to receive at our tourneys.

You may reach me (John Dillon) on my cell at (734)748-0398. Please visit www.KensingtonJuniorGolf.com for more information.

Thank you for your time and consideration, Ms. Sherry. We look forward to speaking with you.

Sincerely,

John Dillon
Marketing Director, Kensington Junior Golf Tour
JohnDillon@KensingtonJuniorGolf.com

Nathan Oake, PGA
Kensington Junior Golf Tour Director
Hartland High School Golf Coach



- FAULKWOOD SHORES 6/20
- HURON HILLS 6/22
- IMG QUALIFIER @ TANGLEWOOD 6/24
- LINKS OF NOVI 6/27
- EAGLE CREST 6/28
- HARTLAND GLEN 6/29
- HILLTOP 6/30
- COYOTE 7/8
- CHEMUNG HILLS 7/11
- LINKS AT WHITMORE LAKE 7/12
- HUNTER'S RIDGE 7/13
- HUDSON MILLS 7/14
- BAY POINTE 7/15
- DUNHAM HILLS 7/18
- LESLIE PARK 7/19
- TYRONE HILLS 7/20
- PIERCE LAKE 7/21
- CATTAILS 7/22
- WHISPERING WILLOWS 7/26
- WHISPERING PINES 7/27
- REDDEMAN FARMS 7/28
- TAYLOR MEADOWS 7/28
- WASHTENAW TC 8/01
- OAKLAND TC 8/02
- LIVINGSTON TC 8/03
- WAYNE TC 8/04
- MORGAN STANLEY - KJGT RYDER CUP 8/08**

KENSINGTON

JUNIOR GOLF TOUR



PRESENTS

KJGT HUDSON MILLS JUNIOR OPEN

THURSDAY, JULY 14TH

Junior Golfers Ages 19 & Under
9 & 18 Hole Divisions

AWARDING FIVE
\$1,000 COLLEGE SCHOLARSHIPS
TO 2016 GRADUATING PARTICIPANTS

Compliments of

With Support from Our Partners in Junior Golf

Morgan Stanley

DoerenMayhew
CPAs AND ADVISORS

CARL'S GOLFLAND

PRIVATE WEALTH MANAGEMENT



Scan this QR Code to Visit our Website



REGISTER TODAY
Kensingtonjuniorgolf.com

KENSINGTON

JUNIOR GOLF TOUR



FAULKWOOD SHORES JUNIOR OPEN	HOWELL	MONDAY, JUNE 20TH
HURON HILLS JUNIOR OPEN	ANN ARBOR	WEDNESDAY, JUNE 22ND
IMG ACADEMY JUNIOR WORLD CHAMPIONSHIP QUALIFIER - AT TANGLEWOOD		FRIDAY, JUNE 24TH
LINKS OF NOVI JUNIOR OPEN	NOVI	MONDAY, JUNE 27TH
EAGLE CREST JUNIOR OPEN	YPSILANTI	TUESDAY, JUNE 28TH
HARTLAND GLEN JUNIOR OPEN	HARTLAND	WEDNESDAY, JUNE 29TH
HILLTOP JUNIOR OPEN	PLYMOUTH	THURSDAY, JUNE 30TH
COYOTE JUNIOR OPEN	NEW HUDSON	FRIDAY, JULY 8TH
CHEMUNG HILLS JUNIOR OPEN	HOWELL	MONDAY, JULY 11TH
WHITMORE LAKE JUNIOR OPEN	WHITMORE LAKE	TUESDAY, JULY 12TH
HUNTER'S RIDGE JUNIOR OPEN	HOWELL	WEDNESDAY, JULY 13TH
HUDSON MILLS JUNIOR OPEN	DEXTER	THURSDAY, JULY 14TH
BAY POINTE JUNIOR OPEN	WEST BLOOMFIELD	FRIDAY, JULY 15TH
DUNHAM HILLS JUNIOR OPEN	HARTLAND	MONDAY, JULY 18TH
LESLIE PARK JUNIOR OPEN	ANN ARBOR	TUESDAY, JULY 19TH
TYRONE HILLS JUNIOR OPEN	FENTON	WEDNESDAY, JULY 20TH
PIERCE LAKE JUNIOR OPEN	CHELSEA	THURSDAY, JULY 21ST
CATTAILS JUNIOR OPEN	SOUTH LYON	FRIDAY, JULY 22ND
WHISPERING WILLOWS JUNIOR OPEN	LIVONIA	TUESDAY, JULY 26TH
WHISPERING PINES JUNIOR OPEN	PINCKNEY	WEDNESDAY, JULY 27TH
REDDEMAN FARMS JUNIOR OPEN	CHELSEA	THURSDAY, JULY 28TH
TAYLOR MEADOWS JUNIOR OPEN	TAYLOR	THURSDAY, JULY 28TH
LAKE FOREST JUNIOR OPEN	ANN ARBOR	MONDAY, AUGUST 1ST
MYSTIC CREEK JUNIOR OPEN	MILFORD	TUESDAY, AUGUST 2ND
HUNTMORE JUNIOR OPEN	BRIGHTON	WEDNESDAY, AUGUST 3RD
FELLOW'S CREEK JUNIOR OPEN	CANTON	THURSDAY, AUGUST 4TH
MOOSE RIDGE JUNIOR OPEN	SOUTH LYON	MONDAY, AUGUST 8TH

Junior Golfers Ages 19 & Under
9 & 18 Hole Divisions

AWARDING FIVE
\$1,000 COLLEGE SCHOLARSHIPS
TO 2016 GRADUATING PARTICIPANTS

Compliments of



Morgan Stanley

PRIVATE WEALTH MANAGEMENT



With Support from
Our Partners in Junior Golf



REGISTER TODAY

Kensingtonjuniorgolf.com



City of Dexter Donation and Volunteer Guidelines Adopted: XXXXXXXXX

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.

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 the 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.

The 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.

The goals of this document are to:

- Manage the acceptance of donations
- Publicize and maximize donation opportunities
- 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 to meeting those needs

Parks and Recreation Commission

Pursuant to the City of Dexter Parks and Recreation Ordinance, the Parks and Recreation Commission is responsible for:

- preparing, updating, and maintaining the Parks and Recreation 5-Year Master Plan;
- advising and assisting the City Council on matters pertaining to the City's parks, specifically regarding contributions, donations, and grants;
- advising the City Council on the use, development, operation and vision for parks.

Creation of a plan and policy document is a key component of advising the City Council on matters such as contributions, donations, and volunteers. The Parks and Recreation Commission has therefore led the creation of this Donation Guidelines document to be the guiding document for policies and procedures related to donations within the City of Dexter.

The City of Dexter Parks and Recreation Commission is a volunteer commission that works closely with City staff to identify parks and recreation needs and opportunities within the City's park network. There is not an official Parks and Recreation Department. Parks and recreation needs are met through coordination between the Parks and Recreation Commission, City Council, City staff, and the Department of Public Works.



Arts, Culture, and Heritage Committee & Art Selection Commission

The mission of the Dexter Arts, Culture, and Heritage Committee is to promote and facilitate arts and culture; increase awareness of Dexter's heritage and history; provide networking resources for artists; act as a liaison to existing artistic and cultural organizations; advise the City Council on the development of arts, culture and heritage; and foster a wide range of cultural activities that enrich the Dexter community.

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.

Tree Board

The City's Tree Board manages the City's street tree program and serves as consultants regarding trees throughout the community. While the Parks and Recreation Commission will be responsible for tree donations in the City's parks, the Commission may choose to seek input from the Tree Board. The Tree Board manages the following documents relating to the City's trees:

- Tree Guide and Specifications
- Tree Management Plan
- Tree Ordinance
- Street Tree Resident Cost Sharing Program

Comment [JB1]: Delete? Or add City Council/Staff?

Donations

Introduction

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.

All donations are tax deductible.

Donation Process

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.

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., 2nd Floor).
3. Details of donation are considered by the Parks and Recreation Commission, the Arts, Culture, and Heritage Committee, or City Council at the next regularly scheduled meeting.
 - For art donations, please see the Arts, Culture, and Heritage Committee Master Plan
4. Input from of other Boards or Committees may be requested. The item may be forwarded to City Council for consideration.
5. Staff contacts donor to schedule donation installation and other details.
6. Donation installation occurs.
7. Receive thank you and/or certificate of donation.

Please make checks payable to:

City of Dexter
8140 Main St.
Dexter, MI 48130

Guidelines

Gifts intended to either become 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.
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 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 - i.e. 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?
5. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community
6. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation
7. Absence of Substantial Impact on Public Health and Safety and/or Welfare



DEXTER
Michigan

8140 Main Street

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8. Costs Associated with the Proposed Gift - The City also has an interest in knowing in advance the full cost which 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.

- 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.
- 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.
- 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>.

Commemorative Tree Program

Two options exist for those who want to donate trees. 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."

1. 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, and the donation will be recorded in the "honor roll" of the "Parks Donation Recognition" log. Plantings will only take place in the spring, and donation applications for this purpose are due by February 15th.
2. Landscape Planting Fund – For a donation of \$200 or more may be made to the Landscape Planting Fund. The donor may direct funds to a planting project selected from the City of Dexter's priority list. The donor will receive a special certificate, or a plaque (donations over \$1,000).

Comment [JB2]: We do not currently have an "honor roll" or "recognition log." Staff would have to create and maintain something.

Comment [JB3]: The Community Development Manager does not think that this should be offered.

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, or a plaque (donations over \$5,000). For example, you may request that your donation to be used to purchase land, develop sites, or manage projects at any park. Possible donations and costs may go towards:

Comment [JB4]: Do we want to leave the plaque requirement minimum at \$5,000? Have we followed this so far? Do we want to limit to the donation of certain items or \$5,000?

Buy \$5,000 and get a plaque free? Or Donate certain item and get a plaque free? (or pay for plaque along with donation)

Common Donation Requests

- Landscaping Mulch - \$5 per bag

- Playground Certified Mulch - \$10 per bag
- Solar LED Bollards - \$150+
- Small Directional Signage - \$200+
- Bicycle Racks - \$300+
- Cooking Grills - \$500+
- Dog Waste Disposal Unit - \$500+
- Performers (temporary) – \$500+
- Port-o-potty rental (temporary) - \$500
- Large Wayfinding Signage – \$700+
- Ice Rink Liner - \$800+
- Picnic Tables - \$800+
- Waste Baskets (trash + recycling) - \$1,000+
- Park Benches - \$1,500+
- Drinking Fountains - \$1,800+
- Kiosk Replacement - \$2,000+
- Public Art – \$5,000+
- Picnic or Other Shelter - \$10,000+

Other Donation Requests

- Trail accessories – N/A
- Park Naming – To be negotiated

Comment [JB5]: Any other items that we want to include? Do we want to prioritize this list?

Identification/Commemoration Signage

Bronze plaque - \$250+

What should plaques say?
Dimensions of the plaques

All costs are per unit. To make a donation through this program, please contact the City of Dexter Assistant to the City Manager or fill out the [Donation Form](#).

Comment [JB6]: Add link.

Art in the Park Program

Donations to the "Art in the Park" program assists 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, or a plaque \(donations over \\$5,000\).](#)

Comment [JB7]: \$5,000 limit included here as well. Not enforced with other art.

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.

Advanced Gifts and Bequests Program

Advanced gifts and bequests are innovated donation formats that offer special tax savings rewards and maximize your philanthropic efforts to carry on the traditions of City parks and recreation. Below is a list of options for consideration:

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

Benefits of Giving

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

Gifts of Securities

By donating appreciated assets, you will receive two tax-smart benefits:

- Charitable Tax Deduction
- Elimination of Capital Gains

Life Insurance

- The policy's cash value at the time of the donation is tax deductible and future premiums are also tax deductible

Charitable Annuities & Trusts

- There are a variety of ways to set-up charitable annuities and trusts that provide you with a fixed income for life and a tax deduction. In addition to these benefits, you also get the reward of having your money managed professionally and the pleasure of seeing the positive impact of your donation makes upon your community.
- Methods by which a donor's wishes for a tract of land or funds can be carried out after his/her passing.

Land Donations

- A conveyance in a fee simple title, which means that all rights to the land are given to the City of Dexter.
- Bargain Sale – A combination of selling and donating or selling for less than full market value. Bargain sale may provide a federal income tax deduction equal to the difference between full-market value and the actual selling price and may allow for a reduction in federal capital gains.

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.

Comment [JB8]: City Council or relevant committee?

While the City will give consideration to special requests (desired placement location, tree type, plaque, ect.), the City reserves the right to reject a donation if it does not meet established

needs of the City. The Parks and Recreation Commission may also recommend that donated resources be re-directed to an established need. This applies to both current and new donations.

Comment [JB9]: Is this wording appropriate?

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.

Volunteers

Comment [JB10]: Shorter = More Impact, Easier to Present to potential volunteers

A volunteer is any person, approved by the City of Dexter, who donates service to a City sponsored program without expectation of pay or remuneration. The City of Dexter recognizes the important role that volunteers have in the community, and that each volunteer's time and contributions are highly valued.

The purpose of this section is to provide guidance, structure and direction to staff and volunteers throughout the volunteer experience. It shall also provide information designed to guide and enhance identification of volunteers, projects, volunteer roles, recruitment strategies, training, retention, and volunteer management. Volunteers need to be recruited, trained, and recognized. Effective volunteers are matched according to their interests and abilities to achieve the needs of the community.

Guidelines

1. Registration/Application – Potential volunteers must contact the City prior to performing a volunteer project or job. City staff oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the City and the volunteer. Volunteers must complete and sign a City of Dexter *Volunteer Application Form*, and return the completed forms for approval prior to start of work.

2. Screening Process – Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.

3. Approval – Volunteers will receive approval of acceptance in the City's Volunteer Program prior to starting work.

4. Vehicle Policy – Some volunteer operations require operating vehicles. Volunteers operating motor vehicles must have an appropriate driver's license, proof of insurance, and an acceptable driving record. Accidents must be reported immediately to the Washtenaw County Sheriff's Department, and an incident report and accident investigation should be completed as soon as possible.

5. Safety Requirements – No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to the City Manager or their designee.

6. Insurance Coverage – Volunteers meeting all of the requirements for the title of "volunteer" are considered "agents" of the City of Dexter and are covered by the City's general liability

insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

7. Orientation and Training - Volunteers should be provided with an orientation to the volunteer project before they begin work. At the beginning of the project, the staff person or volunteer coordinator should explain what the program's mission and policies are and the benefits of volunteering should be addressed. Rules, regulations and guidelines that apply to employees are also to be followed by the volunteers. Volunteer participation information should be provided to all volunteers and will include the following:

- Volunteer application, emergency contact information, agreement and waiver
- General Rules and Guidelines for Volunteers
- Personal Protective Equipment Safety Recommendations

8. Personal Protective Equipment - Volunteers work in many different environments and on many different projects and are exposed to potential hazards in the scope of their service. The City should assess the scope of volunteer work and determine if a hazard exists that would require the use of personal protective equipment. If hazards likely exist, the City will recommend personal protective equipment suitable for protecting from hazards. The following equipment should be considered when evaluating a project:

- Head protection – Helmet
- Eye and Face Protection – Face shields, goggles, spectacles
- Arm and Hands Protection – Gloves, hand pads, wristlets
- Foot and Leg protection – Safety shoes, Leggings, Foot guards
- Body Protection – Vests, Jackets, Aprons, Overalls
- Fall Protection – Safety belts, harness, lifelines and lanyards
- Heat and Sun – sunscreen, hats, light colored clothing, sunglasses

9. Confidentiality – Access to confidential records is restricted to designated City of Dexter staff. All City related business overheard or entrusted to a volunteer must stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

10. Absenteeism – Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the supervising staff member as far in advance as possible so that alternative arrangements may be made. Access to confidential records is restricted to designated City of Dexter staff. All City related business overheard or entrusted to a volunteer must stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

11. Volunteer as Volunteer Supervisor – After consulting with City staff, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the City staff.

12. Eagle Scouts – In the last several years, a number of Eagle Scout applicants have approached the City of Dexter seeking projects that they could complete in conjunction with their final project. The City will use the following guidelines when working with Eagle Scouts:

- The City will maintain a list of projects that are appropriate for Eagle Scouts to complete.
- The City will require Eagle Scouts to conduct outside fundraising unless funds have already been budgeted in the current fiscal year to complete a project on the aforementioned list.
- For projects located in City parks, the Parks and Recreation Commission will make a recommendation to the City Council, which will have final approval.
- Eagle Scouts must receive all required permits from outside agencies (Washtenaw County, MDEQ) before beginning work.

13. Groups Not Considered Volunteers – The following groups shall not be considered volunteers.

- Work release inmates
- Community service workers.
- Persons not approved by the City for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by a parent or guardian.
- Individuals or groups that are volunteering for another agency.
- Student interns receiving college credit or pay for work performed.

Identifying Potential Volunteers

Asset mapping for volunteer recruitment helps identify possible partnerships for recruitment that exist in the community and develop a message that describes your projects, the need for volunteers and the mutual support that can be provided to each partner.

Potential Sources of Volunteers & Dexter Volunteer Organizations:

- | | |
|-------------------------------------|---|
| • Dexter Area Chamber of Commerce | • Local Grocery Stores |
| • Dexter Daze Committee | • Corporate Volunteer Programs |
| • Dexter Rotary Club | • Dexter High School Leadership |
| • Dexter Lions Club | • Dexter High School National Honor Society |
| • Dexter School Board | • Washtenaw County Parks |
| • Dexter School District Students | • Huron River Watershed Council |
| • Dexter High School Athletic Teams | • Ann Arbor Trout Unlimited |
| • City Boards and Commissions | • University of Michigan Students |
| • Dexter Area Fire Association | • Dexter Garden Club |
| • Washtenaw County Sheriff | • Eagle Scouts |
| • Local Churches | |
| • Dexter District Library | |

Comment [JB11]: Can we think of any other volunteer organizations?

Defining Volunteer Roles

After creating a comprehensive project list, goals of a project and general need, it should be determined what roles are necessary to support the projects. The Parks and Recreation Commission will evaluate larger projects on a project-by-project basis or as needed, however the following list provides for projects which there are always a need for volunteers.

Potential Areas of Work for Volunteers:

- | | |
|---|--|
| • General Park Clean-Up | • Volunteer Recruitment, Training, and Sign-Up |
| • Downtown Landscaping | • Event Set-Up |
| • Park Landscaping | • Event Staffing |
| • Building/Construction | • Equipment Restoration |
| • Tree Trimming | • Painting/Staining |
| • Invasive Species Management (weeding) | • Equipment Rehabilitation |

Comment [JB12]: Do we want to prioritize this list?

Park Specific Projects:

- | | |
|----------------------------|-------------------------|
| • Mill Creek Park South | • Annual Planting |
| • Invasive Species Removal | • Landscape Bed Weeding |

- Mulch Spreading
- Litter Removal

Mill Creek Park North

- Invasive Species Removal
- Annual Planting
- Landscape Bed Weeding
- Mulch Spreading
- Litter Removal

Monument Park

- Landscaping Bed Weeding
- Annual Planting
- Mulch Spreading
- Litter Removal
- Bench Staining

Community Park

Emergency Volunteers

In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the City Manager or their designee.

Volunteer Recruitment

It is the City's goal to establish a Volunteer Recruitment and Management Plan that will provide for the tools necessary for volunteers to invest in their community through community participation.

The City of Dexter's parks could not be maintained, improved, or exist without the generosity of those who take the time to invest in their community. Participating in the maintenance, enhancement and beautification provides an opportunity for volunteers to give back, be engaged in their community and feel a sense of ownership and pride.

After determining project goals or specific project needs, the Parks and Recreation Commission should collaborate to set "ambitious, but realistic" goals for volunteer recruitment. The Commission should determine what possible tools will aid in volunteer recruitment and identify sources of possible volunteers who are likely to be interested in volunteering for the City who meets the specified requirements for supporting the project.

In general, the Parks and Recreation Commission must establish a recruitment plan for identifying a pool of available and interested volunteers. Publication of larger project needs, Mill Creek Park, should be done immediately in an effort to be proactive and not reactive. Engaging volunteers early will also assist in matching volunteers up with their interests and understanding their level of participation.

The following should be considered in the initial planning stages of volunteer recruitment for a specified project:

1. How many volunteers are needed?

- Landscaping Bed Weeding
- Annual Planting
- Litter Removal
- Mulch Spreading

Lions Park

- Landscaping Bed Weeding
- Annual Planting
- Litter Removal
- Mulch Spreading

First Street Park

- Litter Removal
- Sand Installation

Comment [JB13]: Can use ADA Improvements List to identify others, prioritize?

2. When do we need them?
3. What tasks will they perform?
4. What skills or qualifications are needed?
5. Who are the ideal candidates?
6. What resources will be used to publicize the project (website list, Facebook, Newsletter, E-mail Update)?
7. Who should be involved in signing them up? (Online Sign Up and Opportunity Request/Training/Release/Waiver Forms/Background Checks)

Comment [JB14]: More conceptual, could remove in favor of more specificity.

Recruitment Techniques

The three basic volunteer recruiting techniques include: the **warm-body**; the **targeted** and the **ripple** approach. It is important to create a recruiting plan that employs a combination of three types when trying to find volunteers to support a program.

The **warm-body** approach is to take anyone who wishes to volunteer. It is good for events and activities where many volunteers are needed. Provide information about volunteering at events in the community.

The **targeted** approach is used to recruit individuals with specific skill sets for a particular job. Determine the type of person most qualified to do the volunteer work. Find out ways to reach that person. Develop flyers, announcements and promotional material that target those specific skills.

The **ripple** technique is used when current or past volunteers recruit other volunteers. Develop promotional materials that help current volunteers recruit a friend or family member. Supply them with position descriptions and applications to make it easy.

Comment [JB15]: What do we want our policy/technique to be? Delete this section and be more specific about our policy. Eliminate Recruitment Techniques and Recruitment Tools Subheadings and include them under Recruitment

Tools for Recruitment

- Flyers, brochure, and poster
- Word of mouth
- Websites, E-mail Update and Facebook
- Chamber of Commerce
- Phone Calls
- Community Kiosks
- Newsletters
- Media – local newspapers, classifieds and press releases
- Public Service Announcements
- Lucy Ann Lance Radio Show
- Presentations at local meetings and events
- Dexter Library Community Event Monitor

Tips on Inviting People to Volunteer

- Be motivational and sincere
- Be committed and excited about the organization and project yourself
- Be clear about expectations. Use volunteer descriptions.
- Share dates, times, deadlines up-front.
- Define the training, supervision, and support the volunteer will have.
- Identify or express the benefits to the volunteer from accomplishing the task.
- Explain why you asked the person for their help – skills, personality, commitment to community.

- Find out the volunteer's skills and interests.

Comment [JB16]: Delete and set specific policy.

Volunteer Management and Retention

This section provides information needed in order to manage and retain volunteers, including information on the following:

- Communication
- Volunteer retention and appreciation
- Ongoing training and support
- Evaluation tools
- Problem resolution

Communication

Effective communication is essential for the success of a volunteer program.

Sample Methods of Communication

- Kiosks
- Newsletter to announce events, opportunities and provide recognition
- City E-mail Update, Facebook and Website
- Volunteer E-mail Listserv
- Volunteer Feedback Forms

Comment [JB17]: Discussed under recruitment tools. Delete

Sample Ways to Show Appreciation

- Verbal "thank you" in person, be specific about contribution
- Thank volunteers frequently and sincerely in newsletter, media, E-mail Update, Facebook, and Website
- Write personal "thank yous"
- Take time to communicate and check-in
- Match volunteers to their preferred activities and projects
- Include volunteers in planning process
- Provide a volunteer suggestion box or publicize need for feedback on ways to improve program/projects.
- Nominate for Awards (Annual Volunteer Award) Could announce at Chamber annual dinner with other Dexter award recipients. Or host an annual volunteer appreciation event/collaborate with Chamber
- Have an annual recognition event; Volunteer of the Year
- Volunteer Recognition Gift
- Show photos of volunteers and projects on various communication methods
- Dedicate a kiosk or bulletin board to volunteers
- Give additional responsibility to those willing.

Comment [JB18]: Eliminate sample – say "these are the ways that we will show appreciation" Can be a scaling system based on level of effort.

Need: List of prioritized projects that we can direct volunteers to do.

During summer, check with DPW for projects? Volunteers can probably do what part-timers do (some of the time).

Phase 1 - ACH gives consideration to the concept.

Phase 2 – Staff works with the applicant to gather all of the Required Criteria

Required Criteria (Either have it or don't)

- The proposed design of a donated piece of work must be in its final form before going to the Art Selection Committee
- Maquette or rendering of three-dimensional work or complete drawing of a two-dimensional work
- Drawings or photographs that demonstrate the relationship of the artwork to the site – size and scale demonstrated
- Artist statement about how the artwork meets the goals and objectives of the Arts, Culture, and Heritage Master Plan
- Material samples for the artwork and any relevant construction materials
- Installation details, including proposed lighting, fixtures, and methods of affixing the artwork
- Professional appraisal of the artwork's value
- Description of routine maintenance and estimate of maintenance costs
- Itemize any and all costs to the City
- Approval for the installation and use of site by the appropriate City departments (Public Works, Parks and Recreation, Engineering)
- Artist's resume
- Object's exhibition history, if it is an existing work
- A clear demonstration of the dimensions of all aspects of the work
- Colors, color samples included in the work
- Specific proposed location (final decision made by Committee), location must be accessible to the general public
- Must have artistic merit and be designed by a qualified professional
- The work must be durable and made for outdoor display
- The work must be safe for public display and/or interaction
- Samples of any necessary agreements are provided (i.e. easements, property transfer, ect.)
- Site design, engineering, installation, and maintenance costs will be borne by the donor

Phase 3 – Once Required Criteria is collected, and then item goes to Art Selection Committee. Art Selection Committee reviews and finalizes all details. The Art Selection Committee gives consideration to the artwork based on the following items:

Scoring Items (1 – 10)

- Goals and Objectives - Donation meets the goals and objectives set forth in the Arts, Culture, and Heritage Master Plan
- Location - The location satisfies The Committee's objective of distribution of art throughout all areas of the City.
- Artistic Quality and Originality – The strength, originality, and creativity of the artist's concept and demonstrated skill or craftsmanship
- Context – The appropriateness of the concept as it relates to the City's architectural, geographical, socio-cultural, and historical context
- Size – The appropriateness of the work's scale and massing for the site
- Feasibility – Budget, timeline, and probability of success
- Design and Construction – Issues related to fabrication of the installation, its durability, resistance to vandalism, long-term maintenance issues, and weather permanence
- Support – Demonstrated community agreement/support for the project (Facebook post, newsletter)

- Public Safety – Meets any and all applicable building codes for public projects
- Other – The Art Selection Committee may adopt other project specific criteria pertinent to special considerations of the site, the project, or the Committee's specific intent, provided such criteria are clearly and completely stated in the Request for Proposal

At their meeting on June 7, 2016, the Arts Culture and Heritage Committee voted to approve the use of an 85% average score in order to meet the threshold where the Committee would recommend the acceptance of a piece of art to City Council.

If a piece of art does not meet the 85% threshold, then the Art Selection Committee has several options open to it.

1. Members of the Committee may choose not to make any motion, in which case the piece of art is rejected outright
2. The Art Selection Committee may choose to vote to deny the piece of art outright.
3. Members of the Committee may choose to make a motion that the art has merit, in which case the applicant will be presented with the criteria grading forms. The applicant may choose to modify the piece to receive a better score and resubmit to the Art Selection Committee for a new evaluation.

Phase 4 – City Council gives consideration to the item based on the Art Selection Committee's recommendation.



CITY OF DEXTER

8140 Main Street · Dexter, Michigan 48130-1092 · (734) 426-8303 · Fax (734) 426-5614

DONATION REQUEST FORM

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Acknowledgement and Signature

By signing this application, I confirm that I have read the City of Dexter's policy regarding donations and that I understand and concur with the policy. By signing, I also declare that I am the individual requesting to make the donation or that I am an appointed representative of the individual or group that desires to make a donation to the City of Dexter.

The City truly appreciates the generosity of donors who wish to make ours a finer community. Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.

Signature: _____ Date: _____

Item(s) Desired to be Considered for Donation

Cash or cash equivalent (amount): \$ _____

Dual Container Waste Baskets (\$1,000+)

Landscaping Mulch (\$5 per bag)

Solar LED Bollards (\$150+)

Bicycle Racks (\$300+)

Dog Waste Disposal Unit (\$500+)

Port-o-potty rental (temporary) (\$500)

Ice Rink Liner (\$800+)

Park Benches (\$1,500+)

Kiosk Replacement (\$2,000+)

Public Art

Playground Certified Mulch (\$10 per bag)

Small Directional Signage (\$200+)

Cooking Grills (\$500+)

Performers (temporary) (\$500+)

Large Wayfinding Signage (\$700+)

Picnic Tables (\$800+)

Drinking Fountains (\$1,800+)

Picnic or Other Shelter (\$10,000+)

Other _____

Location(s) Desired to be Considered for Proposed Donation

City Office

Peace Park

Lions Park

Other _____

Mill Creek Park North

Downtown

First Street Park

Mill Creek Park South

Monument Park

Community Park

Donor Plaque - Name to Appear on Plaque (cost + \$250): _____



CITY OF DEXTER

8140 Main Street · Dexter, Michigan 48130-1092 · (734) 426-8303 · Fax (734) 426-5614

VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____ Best time to call: _____

Emergency Contact or Parent/Guardian Name: _____

Emergency Contact Phone: _____ Email: _____

Group/Organization Volunteer Project or Activity

Organization Name: _____

Name of Project Leader: _____

Project Date and Time _____

Description of Proposed Volunteer Project: _____

AND/OR

I am interested in:

A single volunteer event

Recurring volunteer opportunities

What type of volunteer activity would you like to perform?

Special Event Support

Parks Cleanup

Gardening

Community Outreach

Election Support

Winter Cleanup

Other (Specify) _____

Why are you interested in performing this volunteer activity? What skills will you bring to this position?

Please attach any other information that you may have that you would like to have considered.

City of Charlevoix Donation Acceptance Policy

I. Introduction/Purpose

The City truly appreciates the generosity of donors who wish to make Charlevoix a finer community for all. The residents of the City of Charlevoix have a proven track record in not only volunteering for many community initiatives and serving on various boards but also making generous donations. These efforts further enhance our quality of life and contribute to making "Charlevoix the Beautiful" a truly unique and special community. These invaluable efforts often make the difference between a good community and a great community. Examples of past donations include art work, vehicles, benches, trees and other items. The current list of donated amenities that have been partially or fully funded by the generosity of an individual, organization, or foundation is a long one. Charlevoix and its residents are very fortunate. With the increased presence of the Charlevoix County Community Foundation, future success may be promoted through collaboration with that organization, and City officials are therefore encouraged to maintain appropriate liaisons for such reasons.

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 the quality of life. The City of Charlevoix (hereinafter the "City") desires to encourage donations while at the same time considering aesthetic impacts and on-going maintenance and operational costs.

Acceptance Guidelines and Standards established by this policy will apply to all donations made after the effective date of this policy.

II. Guidelines

A. Gifts intended to either become 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. 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 character and be consistent with the intended surroundings.
2. 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.

3. Requirement of Consistency with Current and Future Use- i.e. 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?
4. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare
7. Costs Associated with the Proposed Gift- The City also has an interest in knowing in advance the full cost which 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.
8. Requirements for Memorial Plaques- To ensure uniformity of appearance and good taste, the language of such plaques shall also be approved by the City.

Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered.
9. Special Provisions Relating to City Parks- In cases of donations to City parks which may reasonably affect the park or its immediate surroundings,

the City Council shall hold a Public Hearing for such purpose to invite comment from the community with respect to impact on viewsheds, safety concerns, potential for noise generation, and compatibility with the aesthetic features of the park.

- B. Gifts made for programs, sponsorships, renovations, and projects of like nature may also benefit the City either directly or indirectly. However, in addition to considerations of timeliness, cost and suitability, there may also involve concerns related to the method of conveyance and adequacy of funding. The criteria outlined above (A. 1-9) shall then be applicable where appropriate. In general, categories of acceptable gifts are:

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

Council shall exercise caution as to gifts including conditions and carrying costs, and at all times shall ensure itself that the funds provided are sufficient to carry out the intention of the gift and that its purpose is a salutary one.

- C. These guidelines shall not be applicable to programs sponsored or approved by the City existing as of the date of this policy.

III. Installation

If the gift, including donor acknowledgements/memorial plaques, requires any type of installation, the installation shall take place through a contract between the City and a licensed contractor. The contract shall be drafted by the City and the terms and conditions of the contract shall be approved by municipal legal counsel. In certain instances, a performance bond may be required, costs of which shall be borne by the donor and considered as an additional expense under II A. 7. The installation shall be completed by a licensed contractor. The licensed contractor will assume all responsibility for construction or placement of the gift and shall hold the City harmless for any damages to City property or buildings resulting from the construction or placement of the gift to the extent authorized by law (note: MCL 691.991 may be applicable). If installation involves City Staff, the City may require reimbursement for personnel and equipment costs associated with installation. The installation will be scheduled at a time and date as determined by City Staff so as not to unnecessarily interfere with routine maintenance

activities and in a manner that minimizes impacts to the Community. City Staff shall oversee the installation process to ensure compliance with the proposal.

IV. Removal and/or Relocation

The City reserves the right to restore, relocate, remove or relinquish donations. This decision shall be made based upon the best interests of the City. This section applies to both existing and new donations.

V. Procedures for Making and Accepting Gifts

The City Council shall have the full and final authority to approve or deny all gift proposals. To promote an efficient review process, though, as well as to prevent disappointed expectations, prior to preparing a written proposal the donor or donor's representatives shall contact the City Manager's Office to discuss a proposed gift. Such 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 including but not limited to scaled drawings, artist's renditions 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.

If a gift appears to be in accordance with this policy, the donor or donor's representative will then submit a written proposal and meet with City Staff members to determine the specific nature of the donation, proposed location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for its decision.

Because promptness is likely to be important to both the prospective donor and the City, each party shall be considerate in this regard at each stage of its dealings with one another.

City of Grand Haven Donation Policy (December 2012)

Purpose

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments, drinking fountains and flags. This policy does not apply to buildings or land. The City of Grand Haven (hereinafter the "City") desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on city owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration and long term care of all donations made after the adoption of this policy.

Guidelines for Existing Donations

Definition of an Existing Donation

For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics

Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture.

Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather and become unattractive and detract from the image of the community.

Materials

If landscaping around trees is desired, donors are encouraged to utilize natural materials in the construction of a six (6') foot border around the tree i.e. (one row of rocks no larger than eight inches in diameter). Prior approval of the landscaped area must be obtained from the Department of Public Works.

Maintenance

Maintenance of the landscaping is the responsibility of the donor. All landscaped sites will be

maintained weed and debris free. All dead flowers and shrubs will be removed and disposed of by the donor. Donors must request direct supervision by City Grounds staff during pesticide, fertilizer or herbicidal application to manage the proper type and amount of pesticides, fertilizers, or herbicides. If a donor determines that he or she can no longer maintain the donor site, the donor is requested to contact the City in order that City staff may restore the site to its original condition.

Longevity

Without exception, the City reserves the right to restore, relocate, remove or relinquish gifts that are no longer suited for their original purpose. Donations do not confer special privilege or rights; they are graciously and unconditionally accepted without obligation.

Standards for New Donations

Definitions of New Donations

New donations are those made after the adoption of this policy.

Appearance and Aesthetics

The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and/or their associated acknowledgments should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance

Donated elements and/or their associated acknowledgement become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current contact information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. Acceptance of donations confers no obligation on the City, and the decision to restore, relocate or remove donations at any time will be at the sole discretion of the City.

Repair

The community has an interest in ensuring that all elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost

The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule is maintained in which the City will detail costs for donations, installation, and maintenance. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently the City will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated elements during their expected life expectancy.

Procedure for Making a Donation

The Department of Public Works, City Manager and/or City Council will approve or deny all donation requests. The Department of Public Works will manage all donations located on City property.

Application

Potential donors or a donor's representative will complete an application form (attached). Applications are available on line or in person at the City Hall or the Department of Public Works. Completed applications will be made to the Department of Public Works for review and processing.

Prior to preparing an application, the donor may contact the City Manager or Department of Public Works to discuss a proposed donation. An informal screening may assist the potential donor in determining if a gift will meet the criteria contained in this policy.

Criteria for Acceptance

Plan

To accept donation of an element for a specific facility, a plan may exist showing the available locations for donated elements. If no plan exists then the City may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. Some facilities may be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques

Donation acknowledgments and memorial plaques will be made of bronze and purchased through the City. Donation acknowledgements/memorial plaques will be approved by the Director of Public Works, the City Manager and/or City Council and manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, City staff may suggest alternative types. These types will be in character with the intent of this section and acknowledgments shall be tasteful and subtle.

Benches, bicycle racks, picnic tables and drinking fountains

Benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Department of Public Works in accordance with an available site plan. Items donated must be of a product approved by the Department of Public Works, and these items become City property at time of purchase.

Trees

Landscaping and plant selection for facilities is vital for the City of Grand Haven. Accordingly, the size and species of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.

Monuments

Upright monuments or monuments resembling those typically found in cemeteries must be approved by the City Council prior to their installation in any City facility or on any City property.

Flags

Flags may be sited in locations approved by the Department of Public Works in accordance with an available site plan. Flags deteriorate quickly when exposed to the elements and the size of a flag is determined by the type, size and configuration of the pole on which it is to be mounted.

Consequently, donated flags must be of a size and quality suitable for the site and the environment in which it is to be located. Flags may be subject to replacement, paid for by the donor at the time when City staff determines replacement is needed.

Interpretive signs

Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

Other donations

This policy is not inclusive and there may be types of donations that do not fit neatly into any category presented herein. The City may accept those donations subject to a review by the Department of Public Works, City Manager and/or City Council. The Department of Public Works may, at their discretion, bring any donation proposal to the appropriate board or committee for review and approval.

Buildings, structures and public art

Donated buildings, structures (including playgrounds) and public art are subject to full review and approval of the appropriate board and City Council and are not considered as part of this policy.

Conditions

Installation

Installation of donated elements, including the donor acknowledgement/memorial plaques, will be completed by a licensed contractor or City staff. The installation will be scheduled at a time and date as determined by the Department of Public Works so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation

This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques. The City will make reasonable efforts to determine the origin of the donation and will attempt to contact donors prior to restoring, removing or relocated donated elements.

Maintenance and Repair

The long term care and maintenance of donated elements is important to both the donor and the City.

Life Cycle Care Fund

The goal of the Public Artifact Fund at the Grand Haven Area Community Foundation ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be restored, removed or relocated.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

End of Life Cycle

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

It is in the City's interest to exclude certain donations from this policy. Donations with short life spans are to be replaced and paid for by the donor at the time when the Department of Public Works determines replacement is needed. This policy shall not apply to land or building donations.



**City of Sedona
Parks and Recreation
Donation Policy**

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, drinking fountains, and other types of park trails accessories. This policy does not apply to buildings, land, or naming rights. The City desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate on-going maintenance costs.

The City strongly encourages donations that improve the park systems ability to meet the varied recreational, social, wellness, and educational needs of park users. The City will not accept gift, park improvement and donor recognition object proposals that are solely memorial in nature.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.

Standards for Donations

Definitions of New Donations: New donations are those made after the adoption date of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that park elements that are purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. City staff will be responsible for coordinating purchases and installations of all park elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements will become City property once installed and/or permanently placed in the mutually agreed upon location. Accordingly, the City has the duty to provide only routine maintenance and repair of the donation for up to five years post signed donation policy agreement. Within the five-year period, the City is not obligated to replace the gift or park improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.



Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure longevity, be resistant to the elements, wear and tear, and acts of vandalism.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City park facilities. Consequently, the City may assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their anticipated life cycle.

Procedure for Making Donations

The City's Parks and Recreation Department will manage all donations located on City park property.

The donor must contact the Director of Parks and Recreation to determine whether a donation will be accepted and the conditions of acceptance. If the donation is accepted, the donor will work with City staff to complete Donation Agreement (appendix A).

Final approval will be granted by the City Council for the acceptance of all donations.

Criteria For Acceptance

To accept donation/s of a park element for a specific park facility, the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. The City reserves the right to deem a park and/or facility fully developed and thus rejects the donation.

The City reserves the right to accept or deny any/all donations.

Below are general donation guidelines. These guidelines are intended to be general in nature and do not serve as formal acceptance criteria.

Guidelines:

All determinations will be based upon, but not limited to, the following guidelines:

1. Flowers, shrubs, bushes



- a. Donated plants become the exclusive property and maintenance responsibility of the City.
 - b. Only those plantings that require a maintenance effort consistent with other plantings will be considered.
 - c. Site preparation, installation and site restoration will be the responsibility of the City.
 - d. Only perennial flowering plants will be permitted and incorporated in existing beds.
 - e. The placement of plants will be based on the variety, color, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.
2. Trees
- a. Donated trees become the exclusive property and maintenance responsibility of the City.
 - b. Site preparation, installation, and site restoration will be the responsibility of the City.
 - c. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location.
 - d. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City. Trees will only be accepted for areas that have active irrigation systems in place.
3. Signage
- a. Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.
 - b. Donation Acknowledgements/Memorial Plaques: Donation acknowledgments will be determined by City staff.
4. Benches, Tables, Bicycle Racks, Drinking Fountains, and Other Amenities
- a. Donated benches become the exclusive property and maintenance responsibility of the City.
 - b. Site preparation, installation, and site restoration will be the responsibility of the City.
 - c. The amenity must be similar to others in the area.



5. Buildings, Structures, and Public Art
 - a. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

Conditions

Installation: Installation of donated park elements, including any donor acknowledgement, will be completed by City personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance, so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated signage, when they interfere with site safety, maintenance or construction activities.

Approved by the City Council on June 9, 2009



APPENDIX A

**Agreement Between
City of Sedona
and
Donors' Name
for donation**

THIS AGREEMENT, entered into this ____ day of _____, 200_, is by and between the City of Sedona (the "City"), a municipal corporation, and Donors' Name, (the "Donor"), Donors' Address.

WHEREAS the Donor and the City recognize the importance of park facilities and amenities;

WHEREAS the Donor has offered to donate (specify item- planting, park amenity, etc.);

NOW, THEREFORE, the City and the Donor, for the consideration and under the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1. The donation, known as *name of item*, as described below, is donated in its entirety to the citizens of Sedona to be hereafter owned by the City of Sedona and managed on behalf of the citizens by the Department of Parks and Recreation.

Section 2. Description and Location: The item is (describe).
Park or Facility:
Location:
Additional information: (does it have a plaque?)

Section 3. The City reserves the right to move/remove and/or retire the said donation following cessation of a five year period. The five year period shall commence upon the date entered into and indicated above.

Section 4. **Maintenance**
The City shall be responsible for maintenance of the item, including any reasonable repairs, and will have the discretion to not replace and/or repair the donation, if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to cessation of the five year period. Maintenance or replacement of the item will be at the City's sole discretion.



Section 5. **Term**

The initial term of this agreement shall be five years. Following cessation of the five year period, the City may treat the donation, as it would any other City property similar in nature.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officials:

IN WITNESS whereof the parties have executed this Agreement on the date set forth above.

By,
City of Sedona
102 Roadrunner Drive
Sedona, Arizona 86336

By,
Donor
Address

ATTEST:
City Clerk

City of Sedona

Approved as to form:

City Attorney's Office

Date _____, 200__



City of Dallas Volunteer Management Policy

Effective Date: February 1, 2015

I. INTRODUCTION:

The City of Dallas recognizes the important role that volunteers have in the community, and that each volunteer's time and contributions are highly valued. The City's Vision is to stand out for its extensive volunteerism and the exceptional commitment and quality of local volunteers. It is therefore important for the City to offer a Volunteer Program that benefits the volunteer and the Dallas community. This document establishes the City's Volunteer Program policies and procedures.

The Dallas Fire Department and Dallas Police Department have volunteer programs that require more training than our general volunteer program. These departments have Standard Operating Guidelines (SOGs) and other policies in addition to the general City of Dallas Volunteer Management Policy. To the extent that there is any conflict between any of the provisions of this policy and any provision of these Fire and Police programs, the program provision alone will control.

II. DEFINITIONS:

A. Volunteers:

A volunteer is any person, approved by the City of Dallas, who donates service in a City sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered.

B. Emergency Volunteers

In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

C. City Employees as Volunteers:

City employees may volunteer in other departments if:

- The volunteer position is with an established City volunteer program.
- Duties of the position are outside the employee's normal work duties.
- No work time is used to perform the volunteer duties.
- The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service.

- The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the City and a parent or guardian.

D. Not a Volunteer

- Work release inmates.
- Community service workers.
- Persons not approved by the City for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by the City.
- Student interns receiving college credit for work performed.

III. BECOMING A VOLUNTEER

A. Registration/Application

Potential volunteers must contact the City prior to performing a volunteer project or job. The City’s Human Resource Manager oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the City and the volunteer.

In general, volunteers must complete and sign a City of Dallas *Volunteer Application and Placement Form*, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency. Volunteer firefighters and Police reserves should contact the Fire and EMS Department or the Police Department for details on applying for these volunteer positions, as their process is more involved. People interested in volunteering for an advisory committee or board must complete and sign a *Citizen Committee Interest Form*. Anyone interested in being a Councilor or Mayor should meet with the City Recorder to discuss the election process, as these volunteer positions are filled every two years at the general election.

B. Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

C. Approval

Volunteers will receive approval of acceptance in the City’s Volunteer Program prior to starting work.

IV. JOB DESCRIPTION and PHYSICAL REQUIREMENTS

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with

their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

V. VEHICLE POLICY

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving history release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the City. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the City.

Volunteers operating public vehicles must have an acceptable driving record that meets the City's requirements for acceptable driving (or as outlined in the City's *Driving and Vehicle Use Policy*). Accidents must be reported immediately to the Human Resource Manager and an incident report and accident investigation form should be completed as soon as possible.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements.

VI. ORIENTATION

A. Pre- Work Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from supervisor. Any required personal protective equipment will be reviewed and provided. Safe work rules and rules of conduct are reviewed along with the volunteer policy and Fleet Policy, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

B. Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties.

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off the City's premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

C. Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance (especially if 911 service is not available in the area),

- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

D. Incident and Accident Reporting

Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

E. Insurance Coverage

Normally, volunteers are considered “agents” and are covered by the City’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers. For work related injuries, the City of Dallas provides workers compensation insurance.

F. Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the City. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the City’s annual workers’ compensation premium audit.

VII. PERFORMANCE MEASUREMENT

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

VIII. FORMS

The forms listed below are required to be retained in the office of the Human Resource Manager.

- Volunteer Application and waiver form
- Release for driving record and/or background check
- Job description
- Proof of vehicle insurance (if applicable)
- Volunteer orientation check list (for non-public safety volunteers)
- Driving and Vehicle Use Policy (if applicable)

Approved:  _____
 City Manager

Date: 1/29/2015

City of Kennewick Volunteer Guidelines



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Review by: Paul Harrison, Assistant Director of Loss Control, Canfield

Review by: Mark Sherwood, Workshop Presenter & LETS Coordinator, Canfield

Review by: Jonathan Britton, Risk Management Coordinator, City of Kennewick

Review by: Lisa Beaton, City Attorney, City of Kennewick

City of Kennewick Volunteer Program

Welcome to the City of Kennewick Volunteer Program – We greatly appreciate your support and commitment to make the City of Kennewick a great place to live, work and play. City of Kennewick Staff will assist you through your volunteer experience. Please do not hesitate to contact us to get started.

Parks Projects

Vincent Gonzalez

vince.gonzalez@ci.kennewick.wa.us

Office (509) 585-4398

Cell (509) 572-8120

Volunteer Program Overview

The Kennewick Parks and Recreation Volunteer Program promotes a mutually rewarding relationship between volunteers who offer their talents, skills and time and staff who will support them in their efforts to cooperatively foster stewardship of our community's parks, natural areas, and recreation and social programs.

Definition of "Volunteer"

A "volunteer" is anyone, who without compensation performs a task at the direction of and on behalf of the City of Kennewick. A "volunteer" must be officially registered and/or enrolled by the City prior to performance of the task. Volunteers shall not be considered as "employees" of the City of Kennewick.

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance, structure and direction to staff and volunteers throughout the volunteer experience.

These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City of Kennewick reserves the right to change any of these policies at any time and to expect adherence to the changed policy.

Scope of Volunteer Policies

Unless specifically stated, these policies apply to all non-elected and non-appointed volunteers in all programs and projects undertaken on behalf of the City of Kennewick, and to all sites of operation throughout the City of Kennewick.

Role of City of Kennewick Staff

Assigned staff in specific areas of service delivery (parks, recreation, senior center, pool) is responsible for supervising the volunteer programs. Staff provides a contact and coordinated management under the City guidelines for the benefit of the City of Kennewick and volunteers in their efforts to provide volunteer services.

Employees as Volunteers

The City accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is:

- a) Provided totally without any coercive nature
- b) Involves work which is outside the scope of normal staff duties
- c) Provided outside of usual working hours.

Scope of Volunteer Involvement

Volunteers are utilized in many programs and activities of Kennewick Parks and Recreation, and serve at appropriate levels of skill as determined by City staff. The scope of volunteer service will be provided outlining the policies and procedures for volunteering. Some volunteer positions will have an additional form attached outlining specific duties for that particular job such as bus driver and courtesy desk positions. Each general description will include:

- a. The general responsibilities of volunteers
- b. Volunteer project hours worked
- c. Reporting and supervision responsibilities
- d. Training and orientation prior to performing work
- e. Personal protective equipment to be provided

Safety and Welfare of Volunteers

Safety and welfare of volunteers is paramount. Accepted standards of behavior will be outlined prior to the performance of volunteer tasks/assignments. In the event of an injury, appropriate first aid is administered and if needed emergency services are contacted. The supervisor

Immediately completes an accident report and submits a copy to the City of Kennewick Risk Coordinator. All minors are to be directly supervised by an adult. No power tools are to be used by minor (under the age of 18) volunteers under the age of eighteen.

Screening of Volunteers

Where volunteers are to be driving City vehicles or placed in direct contact with at-risk clients, such as those working with children under the age of 18, developmentally disabled persons, the frail, or the elderly additional screening procedures will be instituted. These procedures may include driving record checks, reference checks, direct background investigation, criminal investigation to check for history of abuse and/or sexual deviant behavior or other crimes of violence. These checks will be renewed every year for those on-going volunteers whose jobs require these types of checks. All volunteers to be placed with at-risk clients shall submit adequate information to allow the City to conduct these checks. Volunteers who refuse permission to conduct these checks or who do not submit the prior information will not be accepted for placement. The City shall provide a copy of the response from the various checks performed on the prospective volunteer upon request.

Evaluation of Volunteer Program

An annual evaluation of the utilization of volunteers is conducted by City staff. Evaluation information gathered over the year will consist of the number of volunteers used, number of volunteer hours served, projects, events and programs where volunteers were used.

Relationship Between Volunteer and City

Volunteers are a valuable resource to the City, its staff, and its residents. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as respected co-workers, the right to effective direction, the right to appropriate involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the City of Kennewick.

Maintenance of Records

Records are maintained on each volunteer including dates and hours of service, positions held, and awards received. Volunteer personnel records shall be accorded the same confidentiality as City of Kennewick personnel.

Timesheets

Individual volunteers are responsible for the accurate completion and timely submission of timesheets. Volunteers working in the community, in the parks, and at the Senior Center must also sign in when beginning service and sign out when service is completed for that day on the appropriate forms.

(See Attachment – Timesheets and Sign-in Forms)

Confidentiality

Access to confidential records is restricted to designated City of Kennewick staff. All City related business or recreation program participant information overheard or entrusted to a volunteer needs to stay confidential. It is not to be talked about among other volunteers, participants, friends, or family.

Work Site

City of Kennewick staff shall establish an appropriate worksite for all volunteers. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all City work sites.

Dress Code

As representatives of the City of Kennewick, volunteers, like staff, are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers are to be identified as such through wearing nametags or other methods provided by the City of Kennewick.

Absenteeism

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers shall inform the supervising staff member as far in advance as possible so that alternative arrangements may be made.

Right to Reject Services/Termination

The City reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position of the City shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Grounds for rejecting services may include, but are not limited to: unsatisfactory background check, gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property, misuse of City equipment or materials, mistreatment of clients or co-workers, failure to abide by City policies and procedures, failure to meet the standards of performance relating to the essential functions of the volunteer position, and/or failure to satisfactorily perform assigned duties.

Resignation

Volunteers may resign from volunteer service at any time. It is requested that volunteers who intend to resign provide advance notice of departure and a reason for this decision to the assigned staff contact.

Requests for Volunteers

The City of Kennewick will accept requests for volunteers in writing complete with a description of duties needed to be performed and a requested timeframe. The recruitment of volunteers provides the volunteers with an experience that is personally rewarding and challenging.

Recruitment

Volunteers shall be recruited by the City on a pro-active basis, with the intent of expanding volunteer involvement in the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. Volunteers who have not reached the age of 18 must have the written consent of a parent or legal guardian prior to volunteering and will under no circumstances be allowed to operate power tools.

Interviewing

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for/and interest in that position. The interview should determine the qualifications of the volunteer, his or her commitment to fulfill the requirements of the volunteer position, and provide an opportunity for the volunteer to ask questions. Supervising staff should participate in interviewing and placement of volunteers whenever possible. Final assignment of a potential volunteer should be reviewed and approved by the appropriate supervisor.

Placement

In placing a volunteer, consideration shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position. No placement shall be made unless the needs of both the volunteer and the supervising staff can be met. No volunteer will be assigned to work with a staff person without the consent of that staff person. Volunteers should be provided with a description of general volunteer duties and when needed, a scope of work description so there is complete understanding of the expectations of their service. This document should clearly identify the essential job functions the volunteer is authorized to perform. Since volunteers are considered a valuable resource in performing the City's work, staff is encouraged to seriously consider creative ways in which volunteers can be of service and to consult with the Volunteer Coordinator if in need of assistance or additional training.

Acceptance and Appointment

Service as a volunteer with the City of Kennewick shall begin with an official notification of acceptance or appointment to a volunteer position by the Volunteer Coordinator. No volunteer shall begin performance of any position until he or she has been officially accepted for volunteer work and has completed all the necessary screening and paperwork. At the time of final acceptance, each volunteer shall complete all necessary enrollment paperwork and shall receive a copy of the volunteer manual.

(See Attachment – Application Form)

Re-Assignment

A volunteer who is re-assigned to new responsibilities shall receive appropriate orientation and training for that position before he or she begins work. In addition, any screening procedures appropriate for the specific position must be completed, even if the volunteer has already been working with the City.

Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of all appropriate certificate(s) or license(s) must be on file with the Volunteer Coordinator.

Orientation

All volunteers will receive a general orientation on the nature and operation of the volunteer program and a specific orientation on the purposes and requirements of the volunteer work that they are accepting in that effort.

On-the-Job Training

The City will provide adequate instruction and, where necessary, training to ensure all workers perform a task properly and safely, and provide individual volunteers with adequate knowledge of City rules and requirements. The timing and methods for delivery of such training should be appropriate to the complexity and demands of the positions and the capabilities of the volunteers. Experienced volunteers may be included in the design and delivery of volunteer orientation and training. Those staff that will be in a supervisory capacity for volunteers shall have primary responsibility for design and delivery of on-the-job training to volunteers assigned to them. The Volunteer Coordinator shall assist with training as needed.

Continuing Education

Volunteers are encouraged to improve their levels of skill during their terms of service. Additional training and educational opportunities may be made available to volunteers during their service with the City of Kennewick. This continuing education may include both additional information on performance of their current volunteer assignment, as well as more general

Information. It may be provided either by the Department or by assisting the volunteer to participate in educational programs provided by other entities.

Supervision of Volunteers

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen.

The Volunteer as Volunteer Supervisor

After consulting with City staff, a volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer is under the direction of the City staff.

Volunteer/Staff Relationships

Volunteers and staff are considered to be partners in implementing the mission and programs of the Department, with each having a complementary role to play. It is essential for the proper operation of this relationship that each partner understands and respects the needs and abilities of the other.

Staff Involvement in Volunteer Evaluation

Supervising staff shall be involved in all evaluation and work assignments of volunteers with whom they are connected.

Lines of Communication

Volunteers are entitled to all information pertinent to the performance of their work assignments except that information which the City deems to be confidential.

Standards of Performance

Standards of performance may be established for on-going volunteer positions. These standards may list the work to be done in that position, measurable indicators of whether the work was accomplished and appropriate timelines for accomplishment of the work.

Request for Volunteer Feedback

The City may seek feedback from its volunteers in an effort to improve its volunteer programs.

Hospitality

At some locations and volunteer activities snacks and lunch may be provided by the Project Coordinator for the volunteers on the day of volunteer work.

Access to City Property and Materials

As appropriate, volunteers shall have access to City of Kennewick property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. Under no circumstances shall a volunteer operate any power equipment.

Exception: The Volunteer Project Coordinator can authorize the appropriate volunteer(s) to operate power equipment with the appropriate skill level (*See skill levels on page 14*).

Insurance

The City pays the Washington State Department of Labor & Industries insurance for volunteer hours worked at the City of Kennewick. Volunteers must be registered and authorized by the City of Kennewick for the tasks performed.

Recognition

Volunteer recognition activities will be held to highlight and reward the contributions of volunteers. These may include: Recognition on the City's website, recognition events, awards, thank you letters, e-mails and/or verbal thanks are to be given to all volunteers as appropriate. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year.

Forms and Sample Documents

Volunteer Application
Background Check Form
Project Summary Proposal
Sample Letters
Sample Projects
Volunteer Agreement

KENNEWICK PARKS AND RECREATION
 2901 Southridge Blvd., Kennewick, WA 99338
 PHONE: (509) 585-4293 E-MAIL: recreation@ci.kennewick.wa.us

Volunteer Application Form

Full Name: _____

Address: _____ City/State/ZIP: _____

DayPhone: _____ Cell: _____ E-mail: _____

Availability: Hours/days available? Su M T W Th F Sa AM _____ PM _____ _____ _____
 (Please circle)

Male Female Birth Date: _____ *Age: _____

(*Minors 17 and younger must be supervised by an adult and have written consent of a parent or legal guardian prior to volunteering)

Emergency Contact Name #1: _____ Phone Number: _____

Emergency Contact Name #2: _____ Phone Number: _____

Do you currently volunteer? Yes No If "yes", where do you volunteer: _____
 List the type of volunteer work you report do: _____
 _____ Name of Supervisor you report to
 when volunteering: _____ Supervisor's Day Phone: _____

Volunteer Interests: _____ Youth Sports _____ Youth Activities _____ Special Event(s)
 _____ Day Camp _____ Office Work/Clerical _____ Kitchen Assistance
 _____ Newsletter Folding and/or Mail Preparation _____ Adult or Senior Programs
 _____ Other: _____

List any skills, coaching/playing experience that you may have: (For example: typing, working w/the public, teaching a craft/class, computer skills, foreign languages, coaching and/or playing a sport, event planning, kitchen experience, etc.)

Have you been convicted of a crime by a court of law within the last 10 years? _____ Yes _____ No
 (A conviction will not necessarily bar you from volunteering.)

Please list two personal references who can speak knowledgeably of your ability to volunteer:

NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
1.				
2.				

I understand that all information on this form is voluntarily supplied and may be disclosed for volunteerism purposes only. I hereby volunteer my services and understand that I am not a paid employee of Kennewick Recreation and Community Services or the City of Kennewick. I agree to keep all information about clients, volunteers, or other individuals, obtained while volunteering, confidential. I realize and understand that there are certain risks inherent in the activity for which I am volunteering for. Also, I agree to hold the city of Kennewick, Pasco, Richland, all school districts, and any employee or volunteer associated with the program I am involved in harmless from, and indemnify them for, any damage or loss arising as a result of my (my child's) participation. I give permission to have my (my child's) photo taken during this program and used for publicity purposes by the City of Kennewick. I hereby give my consent for emergency medical treatment. I understand that this is to prevent undue delay and assure prompt treatment and that only a licensed healthcare provider will be engaged for such an emergency.

Volunteer Signature (or Parent/Guardian for a minor) _____ Date Signed _____

****In addition, complete the attached Authority for Release of Information form and return both forms to Kennewick Parks & Recreation, 2901 Southridge Blvd., Kennewick, WA 99338**

For Office Use Only: Hired Staff _____ Volunteer _____ Team # _____ Coach _____ Asst. Coach _____
Previous Hire/Volunteer _____ Program: _____ Lead: _____

AUTHORITY FOR RELEASE OF INFORMATION

I, _____, authorize and give consent to the City of Kennewick to obtain information about me, including the following:

- Criminal background records/information
- Sex Offender registry checks
- Address
- Social Security Number

I authorize this information to be obtained by *TalentWise* or any law enforcement agency, and communicated to the City of Kennewick either in writing or via telephone in connection with my volunteer/employment application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. This release is binding until revoked in writing.

Please Complete All Sections: (Please Print Legibly)

Full Name: _____
(First Name) (Full Middle Name) (Last Name)

Previous Names/Maiden Name: _____

Current Address: _____

City/State/Zip: _____

Telephone #: _____

Date of Birth: _____ Social Security #: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY:	
<i>TalentWise</i>	<input type="checkbox"/> Clear <input type="checkbox"/> Alert
KPD	<input type="checkbox"/> Cleared <input type="checkbox"/> Denied <input type="checkbox"/> Advise CA
KPD Rep. Initials	_____ Date _____
When check is complete, please return to Christy in the City Attorney's Office . Thank you!	

CITY OF KENNEWICK
PARKS AND RECREATION DEPARTMENT
Volunteer Screening Policy

Description

In order to preserve the safety and wellbeing of participants in its youth and vulnerable adult programs and events, the Kennewick Parks and Recreation Department has selected *TalentWise* and the Kennewick Police Department to conduct background checks on all volunteer coaches for youth athletic programs and certain other programs and events involving youth and vulnerable adults.

Volunteers will be required to sign an authorization form which will provide date of birth, Social Security Number, and current address, authorizing the Kennewick Parks and Recreation Department to order an individual criminal background check. All authorization forms and results of screening must be received prior to the start of volunteer duties.

This policy will include all volunteers who work with youth, vulnerable adults, and who those wish to be named a coach that may, in the course of their volunteer service, have the opportunity to be alone with children or vulnerable adults during activities scheduled for Kennewick Parks and Recreation sponsored programs.

The Kennewick Parks and Recreation Department reserves the right to conduct background checks of all volunteers working programs/events involving children and vulnerable adults. *TalentWise* and the Kennewick Police Department will conduct the background checks on volunteers.

All information received as a result of the screening will be kept confidential and not disclosed to anyone outside the City of Kennewick organization. All authorization forms, records or reports shall be maintained in a confidential manner, and kept for a fixed period of time as set by the City's record retention policy.

If any disqualifying information is found that prevents an applicant from being accepted, the City Attorney's Office will be responsible for notifying applicant of disqualification. In the event the applicant feels their criminal background check contains inaccurate information, it is the applicant's responsibility to contact the reporting agency (*TalentWise*, police departments, courts) and resolve any issues. Kennewick Parks and Recreation and its employees are not responsible for errors or omissions that may be reported on background checks.

Frequency of Background Investigations

Background investigations will be conducted annually for all volunteer youth coaches and other volunteers for certain programs and events as deemed necessary. Only one background check is necessary per year regardless of the number of different sensitive positions a volunteer may fill during any year. The initial authorization release signed by the volunteer applicant specifically states that the release shall remain in effect until revoked in writing.

Criteria for Exclusion

Disqualifying Factors

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of any of the following crimes or has pending charges as identified below:

(Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.)

DISQUALIFICATION BASED ON OFFENSE:

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All Violent Felonies – Regardless of the amount of time since offense.

Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment etc.

All Felony offenses other than **violent** or **sex offenses** within the past 10 years.

Examples include: drug offenses, theft, embezzlement, fraud, etc.

MISDEMEANORS

All misdemeanor violent offenses involving a minor or vulnerable adult (unless the applicant was themselves a minor) – regardless of the amount of time since the offense. All misdemeanor drug & alcohol offenses involving a minor or vulnerable adult (unless the applicant was themselves a minor) – regardless of the amount of time since the offense. **All other misdemeanor violent** offenses within the past 7 years.

Examples include: simple assault, battery, domestic violence, hit and run, etc.

All misdemeanor drug & alcohol offenses within the past 7 years or more than one offense in the past 10 years regardless of whether the offense involved a minor or a vulnerable adult.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other felony or misdemeanor within the past 7 years that would be considered a potential danger to vulnerable populations.

Any felony or misdemeanor convictions for which individual accepted through plea bargaining or other legal action a lesser plea conviction than that original charge that involved any of the above listed offenses.

Any felony or misdemeanor conviction or pending charges which involve a crime against a member of the vulnerable population or pending charges of felonies or misdemeanors as listed within this procedure.

PENDING CASES

Any applicant who has been charged with any of the disqualifying offenses will not be allowed to volunteer until disposition of the charge. A serving volunteer who has been charged with any of the disqualifying offenses will have their service suspended until disposition of the charge.

A volunteer must immediately inform the Kennewick Parks and Recreation Department of any charge(s) that has been filed against the volunteer and which, if convicted, would cause them to be disqualified as a volunteer as stated in this policy. Failure to do so may result in further penalties including permanent disqualification.

The Background Check Process is an ongoing process and is subject to review and changes as determined necessary by the City of Kennewick in administering its volunteer programs.

SKILL LEVELS

Volunteers should demonstrate some level of skill to construct, install, maintain, paint, repair public buildings, building fixtures and other public property. Volunteer Project Coordinator(s) should be able to identify the skill level of all volunteers participating on projects.

TRADE/PROFESSION	ADVANCED	HIGHLY	INTERMEDIATE	BEGINNER
PAINTING				
CARPENTRY				
PLUMBING				
ELECTRICAL				
PLASTERING				
LANDSCAPING				
CONSTRUCTION				
WELDING				

Advanced – Holds a trade license (Electrical, Carpentry, Plumbing and Welding) or demonstrates a journeyman or professional level combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Highly – demonstrate a generous combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Intermediate – demonstrate some combination of experience and ability to perform a variety of maintenance, repair, installation and construction projects.

Beginner – demonstrate a basic ability to perform a variety of maintenance, repair, installation and construction projects. No previous experience falls under this category as well.

Volunteers should demonstrate some skill level to use hand tools, power tools, and materials; demonstrate a working knowledge of occupational hazards, personal protective equipment and necessary safety mitigation and safe material disposal practices and procedures.

Liability

Participation in a volunteer project for the City of Kennewick is a voluntary activity. In consideration of permission to participate in this activity, I hereby agree to assume the risk of property damage, injury, illness or death associated with participation in this activity. I agree to release the City of Kennewick, its employees, agents, representatives and volunteers from any and all liability that may arise in connection with this activity. I agree that the terms hereof shall serve as an assumption of risk and release for my heirs, estate, executor, administrator, assignees and for all members of my family. Furthermore, I give permission to have my photo/video taken, without recompense, during City of Kennewick volunteer activities, which may be used for public relations, grants or publicity purposes.

Safety Examples

- For trenches > 4 feet deep – Competent Person in trenching and shoring is required.
- When working > 10 feet in height – Fall protection is required on roofs and L&I rules must be obeyed. Use of a manlift requires proficiency in safe operation and handling.
- When heat is > 89 degrees from May thru September heat related injury L&I rules apply to outdoor work with their special conditions and training requirements.

City of Kennewick Volunteer Project Summary and Proposal

Name:		As an applicant are you? Individual, Group, Partnership, Corporation, Government Agency (Federal, State, Local).	
Address			
Telephone: Business/Home/Cell		E-mail	
Project Title			
Is your project listed on the City of Kennewick List?	yes		
	no		
Proposed Location for the Project.			
Describe the project in detail that will be performed. Please attach additional sheets if necessary such as: drawings, plans and schematics.			
What is the technical capability or skill level of individual(s) that will be performing the work? Has the individual(s) performed this type of work previously?			
Will any permits/signs be needed?		yes	
		no	
Describe the future ongoing maintenance that will be required.			
Please estimate the cost of the project.		\$	
How much do you intend to contribute? (donations, materials, professional services)		\$	
What City of Kennewick support is needed for the project?			
When is the project scheduled to begin?		Month/year	
When will the project be completed?		Month/Year	
*Name of Volunteer		Date	

Dear Project Leaders and Volunteers:

Thank you in advance for your interest, efforts and participation in the volunteer projects within the City of Kennewick. Below and attached is some information regarding the logistics and requirements for the event.

- Please ensure that your volunteer group participants are prepared and equipped for the project they are participating in. Please be sure that your group participants have the proper safety equipment for the task at hand. All groups are required to have a First Aid Kit.
- For volunteer projects related to City parks or facilities, we need to track who is helping. The City pays the State Dept. of Labor & Industries for volunteer hours worked within our parks & facilities so that if someone were to get hurt while working on one of the projects, they would be covered by L&I, if we have record of their participation. We ask that each of the Project Coordinators help us by getting each of your members to review and sign the agreement. Please promptly email, mail or deliver the completed VOLUNTEER PROJECT AGREEMENT to:

Mail: City of Kennewick
Attn: Vincent Gonzalez
PO Box 6108
Kennewick, WA 99336

Deliver: City of Kennewick
Attn: Vincent Gonzalez
1010 E. Chemical Drive
Kennewick, WA 99336

Email:

vince.gonzalez@ci.kennewick.wa.us

A Typical Volunteer Project Day

Before You Leave Home:

- Eat breakfast!
- Dress appropriately with clothes that are not baggy
- Tie long hair back and remove jewelry
- Hats, sunscreen and sunglasses are always advisable
- Bring work gloves if you have them
- Wear sturdy shoes (no sandals)
- Tools – if you bring your own tools please ensure you have your name and telephone number on them
- Bring snacks and lunch!

When you get to the site:

At the site, you can expect to meet great people. You will not be asked to do something that makes you uncomfortable, such as getting on a roof, or operating power tools.

Volunteer Check In

Volunteers check in at the site, register and complete all necessary paperwork. The site coordinator will assign tasks for the project.

Breaks

Volunteers are welcome to rest as needed – we strongly encouraged all volunteers to take water breaks, bring snacks & a lunch.

Project Site Guidelines for Volunteers:

- Housekeeping is everyone's responsibility. Keep your area clean and orderly. Put away tools, materials, and equipment in their designated area when finished.
- Be sure all participants are equipped and use the proper personal protective equipment and know where the first aid kit is located.
- Lifting - Always lift using safe lifting practices. Use your legs, not your back. If in doubt, get help.
- Pay attention - Remember that things may be going on around and above you. Please be aware of your surroundings.
- Do not throw construction materials, tools.
- Take breaks for a drink of water every half-hour and eat lunch if you are there into the afternoon. Take a sit-down break if you feel tired, especially in the afternoon after you have been working all day.
- Be aware of heights and please do not go up on roofs unless this has been approved by the City of Kennewick. When on a roof, please make sure you have secure footing and watch where you are going. Secure ladders to the wall, or have someone hold them at the bottom.
- Report all injuries and accidents to a Project Coordinator. Confirm location of first aid kit.
- An adult must supervise minors under the age of eighteen.

Volunteer Projects and Programs

There are many different types of volunteer programs, partnerships and projects:

- **Individual** - an individual who can provide donations of money, labor or time
- **Business/corporate partners** - provide donations of money, time, people, and other resources
- **Social service/community organizations** - can make an impact by providing volunteers for parks
- **Contractual partners** - provide programs and services via written bilateral agreements
- **Non-profit/Faith based partnerships** - similar to contractual partners but strictly non-profits
- **Volunteer/neighborhood** - park sponsored volunteer opportunities and "Friends of" groups who provide volunteer labor, money, and other resources

Examples

- **Arts and culture**
Expand exposure to and participation in performing and visual arts. Build community and attract visitors to the city.
- **Education:**
Provide learning opportunities through recreation programs, volunteerism, public engagement.
- **Active Recreation & Healthy Lifestyles:**
Provide recreation-based programs and encourage healthy lifestyles. Include free or low-cost opportunities for youth, seniors, and low-income residents.
- **Greening, Park Maintenance, Environment:**
Improve quality and usability of green spaces and support the environment through direct maintenance and organization of labor and resources.
- **Park Amenities:**
Provide services and contribute physical structures that improve and enhance the use of park spaces. Such as the bench program
- **Community Service:**
Provide programs and facilities that aid underserved populations, including youth, seniors, families, and low-income residents.
- **Support your Park**
Contribute to the quality of life in your neighborhood and invest in green, open spaces. Visit to learn more about giving options and donate online through the ActiveNet portal.
- **Your Neighborhood parks** - Bring your neighbors together and have fun supporting one of our featured park projects. Park enhancements include weeding shrub beds, mulching trees, ball field support, play area maintenance and invasive removal of "bully weeds".

- **Eagle Scout Projects**

Welcome to working with Kennewick Parks and Recreation on your Eagle Scout Project.

- We advise you to start planning early as an Eagle Scout Candidate.
- Projects require scouts to contact staff at least 90 days before the project.
- We are looking forward to your follow through and completion of the project.

Project Procedures:

1. Identify a project on the Project List.
2. Contact the City of Kennewick staff coordinator. Set up a meeting to discuss the potential project. In this meeting you will talk about the project and how you will achieve your goals. If the Parks' lead approves, you may prepare your written proposal.
3. Complete the volunteer project application – note this must be done at least 90 days prior to the start of the project.
4. After the project is completed, you will send a copy of your report, including the completed

Group Sign-In Sheet to your City of Kennewick staff contact.

- **Community Gardens**

Kennewick Parks and Recreation is committed to providing opportunities to be active, engage in the outdoors and build community. Through the community gardens program we are able to provide coordinated opportunities that link all of these things. If you would like to establish a community garden at one of the City of Kennewick Park sites please contact*****

- **The Parks & Recreation Work Group**

The Parks & Recreation Work Group, brainstorms on range of options for generating more revenue and finding efficiencies that could reduce costs, enhance program service delivery and promote community engagement in parks and recreation.

The group is scheduled to meet four times throughout the year, on*****. At the conclusion of the meetings, City of Kennewick staff will prepare a summary document that identifies options, highlights potential revenue increases and/or cost savings, and describes a process for public review and possible implementation for each option. To register go to *****

- **Neighborhood Fund Projects**

The Neighborhood fund project supports local grassroots action within neighborhoods. Neighborhood groups can provide in-kind services, cash, or volunteer time and undertake many types of community improvement projects.

City of Kennewick Bench Donation Program

The City of Kennewick's commemorative bench program allows the donor to contribute to the cost of installing a park bench and plaque at one of the City's parks. The cost of a standard bench is approximately \$1,320. Donations are tax deductible and a receipt will be issued. (Due to increases in the cost of steel, prices are approximate.) In lieu of a monetary donation, a group may want to purchase the materials and install the bench themselves.

A standard 5" x 10" bronze plaque will be installed in the concrete pad. Standard plaques allow for 50 letters. The City reserves the right to disallow any wording that would reasonably be considered improper.

The donation covers the cost of the bench pad, the bench, the memorial plaque and 10 years of guaranteed maintenance. All small gifts to the Parks system, such as benches, are accepted on the basis that they will be maintained for 10 years in their original location, or at an area near their original location. After that period the disposition of the gift is at the sole discretion of the Parks Department. It should be understood that donations for gifts such as benches, tables, trees or other items in no way constitutes ownership of the item, the land upon which it is situated, or the surrounding lands. Furthermore, the Parks Department retains the right to use the item and the lands adjacent to the donated item(s) as it deems appropriate, or to relocate the item if redevelopment of the area warrants this action.

Sites for commemorative benches are chosen in consultation with the Parks Department. The number of benches at a site will be limited to ensure locations are appropriate and there is not an overabundance of benches at a site. Park staff will determine the final exact location of the bench. This is necessary because of placement restrictions related to utilities, park usage, maintenance and landscaping considerations.

To order materials, scheduling of projects and weather considerations allow a 3 to 6 month wait for installation of your bench.

If you are interested in making a commemorative bench donation or would like further information on available sites and other details, please call Sue Beitlich or June Cram at the City of Kennewick Parks Department, 509-585-4295 or 585-4249 or by e-mail at: Sue.Beitlich@ci.kennewick.wa.us or June.Cram@ci.kennewick.wa.us.

I understand and agree with the above: _____ Date: _____

Print Name: _____

Donation Bench Costs

Materials:

Wabash 6' bench with arms & gullwing stand	\$350.00
Freight (single shipment)	100.00
Bronze plaque with shipping	225.00
1 CY concrete	75.00
Bolts and anchors	16.00

Wood form material **15.00**

Subtotal \$781.00

Sales tax on above **64.82**

Total for materials \$ 845.82

Labor:

	<u>Hours</u>
Handle request	1.0
Order & handle materials	1.0
Excavation at site	2.0
Install forms	2.0
Pour concrete	2.0
Set bench & plaque	2.0
10 year maintenance allotment	<u>3.5</u>

Total labor at \$35/per hour (including OH) **13.5** **472.50**

TOTAL FOR BENCH **\$1,318.32**

Pet Waste Dispenser Project

Pet Waste stations encourage dog owners to clean up after their pets, by providing a convenient, hygienic way to pick up and dispose of pet waste. The dispensers will be located along walking paths at various parks within the City of Kennewick. Participants who choose to participate in this Project will be asked to complete the following:

- Purchase of one Pet Waste Dispenser Unit (consist of dispenser, and bags) at a cost of \$175.
- Installation of Pet Waste Dispenser at location to be assigned by City of Kennewick staff, this location will be determined by reviewing locations and existing structures located within the park systems.
- Installation will involve the dispenser along with a “pet waste” aluminum sign with pre-drilled holes. Signs to be supplied by City of Kennewick.
- Supply the required tools:
 - Shovels
 - Wrenches
 - Level
- Supply the required materials:
 - Concrete (bag or pre-mix)
- Notify utilities and City of Kennewick of the desired location for utility location at least a minimum of 4 working days prior to project.

Updated 2015

MEMORIAL TREE AND PARK BENCH DONATION POLICY

It is the policy of the City of Sault Sainte Marie (City) to accept donations for the purpose of planting trees and installing benches within the City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for Memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by the City. The Community Services Board (CSB) shall review and approve all such donations in advance.
- B. Memorials shall be self supporting, i.e. all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary. If at any point in the future whereas the tree dies and or bench(es) become in disrepair, the City may remove such items. The City is not responsible for maintenance of donations beyond the normal maintenance program.
- C. Any tree that is mutually agreed upon by the donor and City staff is acceptable. Some trees may be prohibited based on our weather, tree species and soil conditions.
- D. Most park areas will be permitted, provided that the location is mutually agreed upon by the donor and City staff.
- E. Memorial tree(s) and bench(es) are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- F. Memorial donations will be recognized by use of a memorial plaque which will be displayed near the donated tree(s) or on the donated bench(es). Any displays must be approved by the City in advance.

The City will provide residents with a list of recommended park benches for memorial use. This list shall include a description of each bench and color photo. At the request of staff, Community Services Board and the City Commission, the list of recommended benches for memorial use will be reviewed and amended as deemed necessary.

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the City. All placement of plaques must be approved by the City to facilitate grass maintenance operations.

- G. A ceremony or gathering at the time of a tree planting is permitted, but must be arranged in advance with City staff.
- H. The City does not guarantee tree survivability, park bench(es) and plaque longevity.
- I. City staff shall maintain a record of each donation. The record shall contain all relevant information such as the donor's name, person's name who is being memorialized, bench and/or tree location, type of tree or bench, etc.