

**City of Phoenix
Parks and Recreation Board Policy**

Number 3.12	Donation Policy	Adopted: 2/25/2021
		Revised:

1.0 PURPOSE

This policy and its guidelines are intended to outline the duties and responsibilities for accepting non-monetary donations by the Parks and Recreation Department.

Note:

Approved donations will comply, and are not intended to conflict, with Phoenix City Code Sec. 2-52 City of Phoenix Ethics and Gift Policy.

2.0 BACKGROUND

The Department may receive donation inquiries from various sources, including organizations, businesses and private citizens. The following policy will ensure these donations are beneficial to the Department, managed to their optimum potential and properly accounted for.

A donation can be respectfully denied. The donation must be in the overall best interest of the Department to be accepted.

3.0 DEFINITIONS

Non-Monetary Donation: Any product or material donation freely given to the Department, with no expectation of return or conditions. Sponsorship agreements are covered under a separate policy.

For the purposes of this policy, donations include product and or material such as, but not limited to, sand, gravel, rock, plastic, metal, wood and paper. It may also include products such as, but not limited to:

- 3.1 Hand tools to be used for daily park maintenance (rakes, shovels, brooms, etc.)
- 3.2 Mechanical maintenance equipment used to perform repairs and upkeep on City property (lawn mower, weed eater, hand saw, etc.)
- 3.3 Park amenities to be installed on park property and accessible to the public (tables, chairs, park bench, etc.)

4.0 POLICY GUIDELINES FOR ACCEPTING A DONATION

A donation is an opportunity to enhance Department public service if the donation is consistent with all Department policies and regulations; positively augments or supplements the public space(s); and reaffirms the Department's mission and core services. In considering a non-monetary donation, the following guidelines should be

considered individually and collectively when evaluating a material and/or product donation.

Standard donations will be recommended by the respective Division and approved by the Director based on the following guidelines:

- 4.1 The donation is compatible with the Department's mission, values, and policies, and with City policies, laws, rules, and regulations.
- 4.2 The donation enhances public service and Department operations.
- 4.3 The donation does not commit the Department to additional operating and maintenance responsibilities and costs, unless approved by the Director.
- 4.4 The donation is in new/like new condition.
- 4.5 The donation does not create a liability or pose a safety concern to the public or staff.
- 4.6 The donation does not create a conflict of interest for the Department.

Restricted donations (see 5.0) will be recommended by the Director and approved by the Parks and Recreation Board:

- 4.7 Notification and approval by the Parks and Recreation Board is required if the donation is potentially subject to environmental, cultural or archaeological restrictions, as more fully described below (see section 5.0).
- 4.8 Any environmental, cultural or archaeological donation restrictions must be resolved prior to finalizing a donation (see section 5.0).

5.0 ENVIRONMENTAL, CULTURAL OR ARCHAEOLOGICAL RESTRICTIONS

A donation can create an environmental, cultural and or archaeological review requirement. These restrictions must be reviewed and approved by the Parks and Recreation Board prior to the final donation approval and acceptance. A minimum of 60 days shall be allowed for this coordination to occur.

In addition to receiving Parks and Recreation Board approval, the Department will confer with the following authorities based on the donation circumstances and specifics:

- a. Water Permitting and Protected Species
Office of Environmental Programs Water, Wildlife, and NEPA
Environmental Programs Coordinator
602-534-1775 or 602-256-5669
- b. Archaeology Assessment(s)
City Archaeology Office
602-495-0902 or via email at Archaeology@phoenix.gov
- c. Soil Sampling and Testing
Office of Environmental Programs Remediation Environmental Programs Coordinator
- d. Historic Resources
Historic Preservation Office
602-261-8699 or via email at historic@phoenix.gov

Note: If testing is required, an environmental consultant will be contracted to collect the samples and deliver them to a certified Arizona state laboratory and completed through the Environmental Services area of the Street Transportation Department. Testing requirements may vary based on the location that the donation is intended for. Sites such as mountain preserve property may have additional testing considerations.

6.0 Tracking and Approval

Standard donations (approved by the Director) and restricted donations (approved by the Parks Board) will be documented on the Donation Tracking Form (Attachment A) and submitted to the Parks and Recreation Director for signature. A signed copy of Attachment A will be saved in Department records in order to document the donation transaction and management approval that all guidelines were followed and met.

Donation Policy Attachment A

Donation Tracking Form: In considering a non-monetary donation, the following guidelines should be considered individually and collectively when evaluating a material and or product donation. Please check when complete:

Guideline (Recommended by the Division and approved by the Director)	Yes	No
Is the donation compatible with the Department's mission, values, and policies, and with City policies, laws, rules, and regulations?		
Does the donation enhance public service and Department operations?		
Does the donation commit the Department to additional operating and maintenance responsibilities and costs?		
If applicable, is the donation in new/like new operating condition?		
Does the donation create a liability or pose a safety concern to the public or staff?		
Does the donation create a conflict of interest for the Department?		
Guideline (Recommended by the Director and approved by the Parks Board)		
Is the donation subject to environmental, cultural or archaeological restrictions?		
Has the environmental, cultural or archaeological donation restriction been resolved prior to finalizing the donation?		

Date of Donation	Donor	Description of Item(s)	Estimated Value (Amount)	Non-Restricted	*Restricted

*If Restricted is marked; complete this chart. Contacts in accordance with Section 5.0

Item	Environmental Review Completed	Cultural Review Completed	Archaeological Review Completed	Date Approved by Parks Board

Form Completed By:

Name: _____ Title: _____ Date: _____

Approved By (Deputy Director):

Name: _____ Title: _____ Date: _____

Approved By (Department Director):

Name: _____ Title: _____ Date: _____