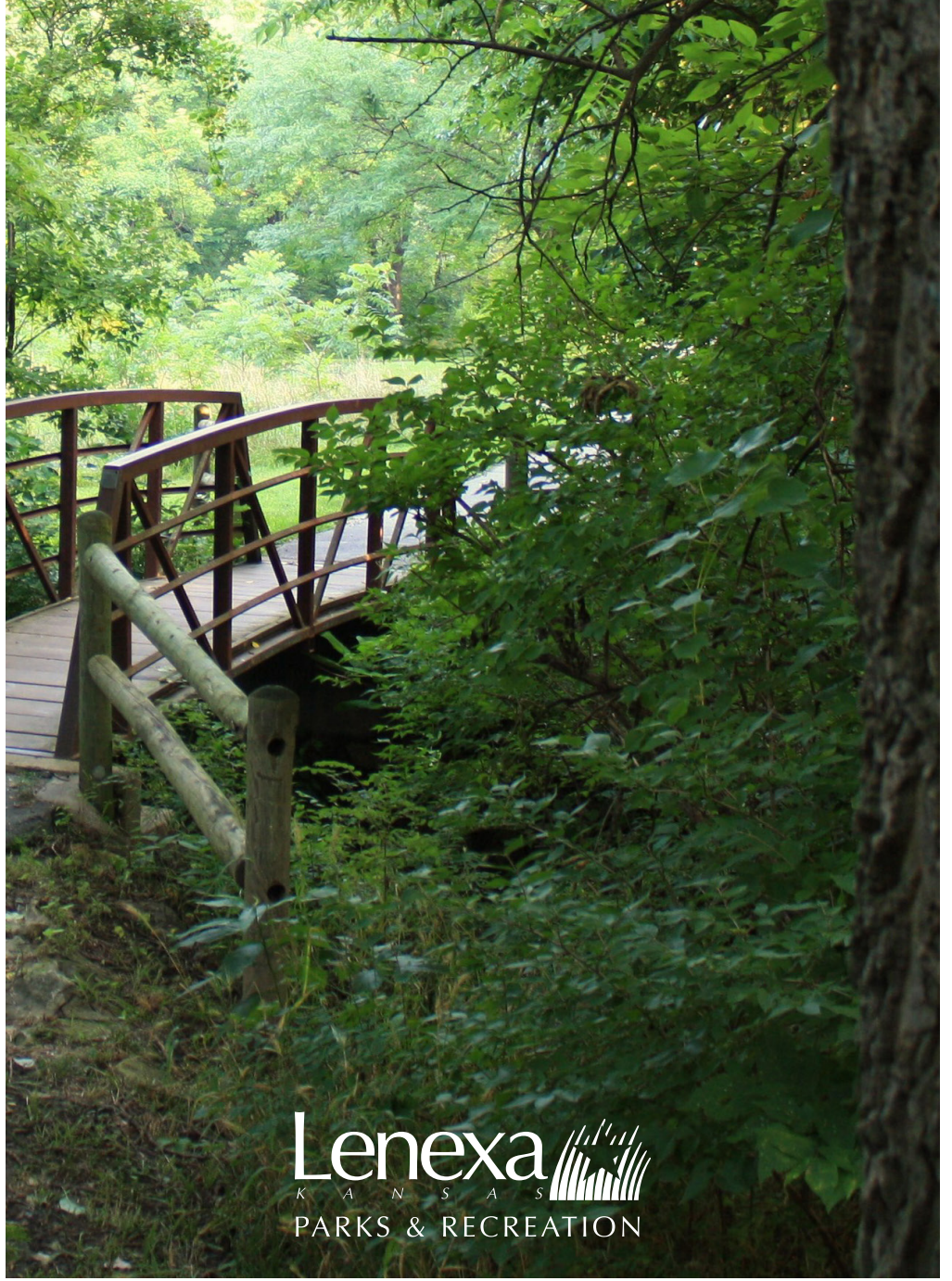


PARKS & RECREATION

# Donation Program

/ INFORMATION & APPLICATION /



Lenexa  
K A N S A S   
PARKS & RECREATION



You can help sustain Lenexa's parks and recreational amenities for the future.

Add to the beauty of your favorite city park — and honor someone or something special — by making a gift to the Lenexa Parks & Recreation Department's Donation Program.

The City of Lenexa Parks & Recreation Department's Donation Program allows groups and individuals to donate items to:

- Commemorate special events or milestones.
- Honor individuals or agencies.
- Memorialize loved ones.

**Options for donation or adoption include — but are not limited to — benches, trees, shelters, historical items, or other items to be placed on City property and maintained by the City.** Parks & Recreation staff will work with donors to ensure the donated item is appropriate and beneficial to all park users and residents.

This document provides the application form and basic information to get started. Persons or organizations wishing to donate property should refer to the Parks and Recreation Advisory Board Donation Policy (**see Appendix A**), which will govern all donated items, and use this form to submit their request to the Parks & Recreation Department. *\*\*Note: All art donations are subject to review and acceptance by the Lenexa Arts Council and Endowment Board.\*\**

All tree and bench donations will be maintained and/or replaced by the City for a period of 20 years. After 20 years, the donation can be renewed by the donor at the going rate. If not renewed, the City cannot guarantee that the items will be replaced or repaired beyond 20 years. All donations are tax deductible, as allowed by law. All donations toward the purchase of a memorial item include funding to cover ongoing maintenance and replacement costs throughout the donation period. Lenexa Parks & Recreation also will purchase applicable

equipment and arrange delivery and installation of the donation items using this funding.

## Applications

Donation requests shall be submitted using the Application for Donation (**see Appendix B**). All applications shall be reviewed in accordance with the following procedures and guidelines:

Donations with an estimated value of more than \$10,000 require the approval of the Endowment Board (comprised of the mayor and council members). Donations with an estimated value of \$10,000 or less require the approval of the Parks and Recreation Advisory Board ("Park Board"), through a recommendation from the Parks & Recreation director.

## Memorial Trees

Memorial trees allow for a special tree planting in honor of an individual or group. Trees purchased through the program are planted in selected City parks or recreation areas and accompanied by a plaque.

Cost of the program for a **new tree is \$470\***, which includes planting a two-inch caliper tree, installing a 5" x 8" bronze commemorative plaque with a customized message, and continued maintenance of the tree (e.g., fertilizer, mulch, trimming) for a period of 20 years.

The following tree types are recommended for memorial plantings, as they are proven to survive well in the area: bald cypress, red sunset maple, sawtooth oak, Shademaster locust, sugar maple, swamp white oak and Triumph elm. Other tree types may also be considered.

Lenexa Parks & Recreation will accept requests for tree placement within a City park, trail or on select City properties. The location must be approved by the Lenexa Parks & Recreation director, as well as the Park Board. Each site and tree must be carefully considered for its long-term success and to ensure that it won't impact park patrons. Trees are typically planted in the spring and fall.

\* Pricing subject to change

## Memorial Benches

Groups and individuals can purchase a park bench to be placed in an appropriate park or trail location. The benches are made of environmentally friendly recycled plastic lumber and are designed to tolerate the varying weather conditions. Once a bench and site are selected and approved, the Parks & Recreation Department will order and install the bench on a concrete pad.

The program cost to install a **new bench is \$1,300,\*** which includes a 5" x 8" bronze commemorative plaque with a customized message. Parks & Recreation will maintain the bench for a period of 20 years.

## Adoption of an Existing Bench or Tree

Existing City trees and benches are available for adoption. The cost is 25 percent less than installing a new tree or bench. Donors can adopt a tree for a gift of **\$350\*** and a bench for a gift of **\$975.\*** Each includes the installation of a 5" x 8" bronze commemorative plaque with a customized message. Maintenance will be provided for the tree or bench for 20 years from the date of adoption.

## Wording on Plaque

A memorial plaque may be added to the tree or bench location, subject to approval by the Park Board. All plaques are made of bronze or another approved material and are typically 5" x 8" in size.

Wording on the plaque should be as brief as possible and is usually limited to phrases such as: *In Loving Memory of*, *Dedicated to*, or *In Honor of*.

## Other Types of Donations or Adoptions

Other items that may be considered for donation include statues, artwork, shelters, historical items, recycling stations, playground items, dog waste stations or drinking fountains. Adoption of any of the above items at City parks or trails (except works of art) may also be available. Any item that would be appropriate for a City park or trail may be considered. Items must be approved by the

Lenexa Parks & Recreation director, Park Board and/or Endowment Board in accordance with the Donation Policy.

## Timeline

All items considered for donation or adoption will be added to the Park Board agenda after review by Parks & Recreation staff. The Park Board meets the second Wednesday of each month. This board has the option to approve the donated item, location and plaque. Once approved and donated money is received, the plaque will be ordered. The plaque usually takes four to eight weeks to manufacture and be delivered. Once the plaque is received, the tree or bench will be ordered. Planting and installation generally take place during the spring or fall, depending on weather conditions.

***Thank you for considering  
a gift to support Lenexa's parks!***

\* Pricing subject to change

/ APPENDIX A /

# Lenexa Parks & Recreation Advisory Board Donation Policy



# Lenexa Parks & Recreation Advisory Board Donation Policy

## A. Purpose

The purpose of this policy is to provide guidelines and procedures for accepting and acknowledging donations of cash, as well as personal property and fixtures, such as trees, benches, shelters, statues, art, and historical items which are to be placed on City property and maintained by the City.

## B. Scope

This policy shall apply to donations of cash, personal property and fixtures having an estimated fair market value of \$10,000 or less, including the cost of installation and accompanying plaque (if applicable), approved by the Parks & Recreation Advisory Board (“Board”). Donations of cash, personal property and fixtures valued at more than \$10,000, and donations of real property, shall be accepted by the Lenexa Endowment Board pursuant to Section 1-5-D-1 of the City Code.

## C. Related Policies and Documents

1. City of Lenexa’s Policy on Naming Public Property
2. Parks, Recreation and Open Space Comprehensive Plan
3. City of Lenexa’s Vision 2030 Document

## D. Guidelines and Procedures

4. A person or organization wishing to donate cash or property to the City (“Donor”) pursuant to its Donation Program shall submit a proposal in writing to the director of Parks & Recreation (“Director”) on a form prepared by the Director. All proposed donations of art, such as paintings, photographs, crafts and statues, shall be referred to the Endowment Board for review and disposition in accordance with Section 1-5-C-3 of the City Code.
5. Upon receiving a written proposal, the Director shall determine whether the proposed item is appropriate for placement, installation or construction on city property. In making this determination, the Director shall consider:
  - a. The type and value of the item(s);
  - b. The needs of the City;
  - c. The proposed location;
  - d. The cost of installation and maintenance; and
  - e. Any other relevant factors.
6. The Director shall forward his/her recommendation to the Parks & Recreation Advisory Board for consideration at its next regularly scheduled meeting. The Board may accept, reject or modify the Director’s decision. Either the Director or the Donor may appeal the Board’s decision by submitting a written appeal to the mayor within five business days of the Board’s decision. The appeal shall be deemed submitted upon being postmarked, if mailed, or

upon being presented to the city clerk, if hand-delivered. Email submissions shall not be accepted. The mayor may affirm the Board’s decision without a hearing, in which case the mayor’s decision shall be final; or the mayor may set the appeal for review and consideration by the Endowment Board. The mayor shall communicate his decision to the Donor in writing as soon as practicable.

7. If a plaque is approved by the Board, the plaque shall be made of bronze and should typically be five inches by eight inches in size. Wording on the plaque shall be as brief as possible and is generally limited to memorial or dedicatory phraseology such as:

*In Loving Memory of* \_\_\_\_\_

OR

*Dedicated to* \_\_\_\_\_

OR

*In Honor of* \_\_\_\_\_

8. No donation shall be accepted if acceptance will imperil the tax-exempt status of any City property.
9. Any property, including plaques, donated and accepted pursuant to this policy may later be relocated or altered if the Board determines it is in the City’s best interests to do so. In this event, the City will attempt to notify the Donor at his or her last known address.
10. The City may accept applications to adopt existing City-owned property or fixtures at rates less than the cost of acquiring and installing new property or fixtures as established by the City.
11. All tree and bench donations will be maintained and/or replaced by the City for a period of 20 years. Following 20 years, the donation may be renewed by the donor at the then current rate.

## **E. Pool Fund Account**

All donations made pursuant to this policy shall include a fee approximately equal to 25 percent of the value of the donated item, which will be used to cover ongoing maintenance and replacement costs. These funds will be added to a pool fund account which may be used to cover materials and installation costs, as well as future replacement and maintenance needs, of all donated items. The City also may purchase equipment necessary for the delivery, installation, or maintenance of the donated items using this fund.

/ APPENDIX B /

# Donation Program Application



# DONATION PROGRAM APPLICATION

I wish to make the following donation to support Lenexa Parks & Recreation. I understand that final decisions on the acceptance and placement of all donations will be made according to the Park Board Donation Policy.

<input type="checkbox"/> <b>Tree</b>	<input type="radio"/> Donate new ( <b>\$470* gift</b> )	<input type="radio"/> Adopt existing ( <b>\$350* gift</b> )	<i>* Pricing subject to change</i>
--------------------------------------	---	---	------------------------------------

**Select tree preference:**

- |  |  |  |
|--|--|--|
| <input type="radio"/> Bald cypress     | <input type="radio"/> Shademaster locust | <input type="radio"/> Triumph elm            |
| <input type="radio"/> Red sunset maple | <input type="radio"/> Sugar maple        | <input type="radio"/> Other (please specify) |
| <input type="radio"/> Sawtooth oak     | <input type="radio"/> Swamp white oak    | _____  |

Approximate desired location (e.g., name of park, trail, street):

\_\_\_\_\_

Map of location is attached:  Yes

<input type="checkbox"/> <b>Bench</b>	<input type="radio"/> Donate new ( <b>\$1,300* gift</b> )	<input type="radio"/> Adopt existing ( <b>\$975* gift</b> )	<i>* Pricing subject to change</i>
---------------------------------------	---	---	------------------------------------

Approximate desired location (e.g., name of park, trail, street):

\_\_\_\_\_

Map of location is attached:  Yes

**NOTE: City staff will contact you to discuss the following proposed donation or adoption options in greater detail.**

<input type="checkbox"/> <b>Artwork</b> (donation only)	<input type="checkbox"/> <b>Recycling station</b> (donation or adoption)
<input type="checkbox"/> <b>Dog waste station</b> (donation or adoption)	<input type="checkbox"/> <b>Shelter</b> (donation or adoption)
<input type="checkbox"/> <b>Drinking fountain</b> (donation or adoption)	<input type="checkbox"/> <b>Statue</b> (donation or adoption)
<input type="checkbox"/> <b>Historical item</b> (donation or adoption)	<input type="checkbox"/> <b>Other</b> _____
<input type="checkbox"/> <b>Playground item</b> (donation or adoption)	

**WORDING FOR PLAQUE** (Examples of phrases to use: In honor of, In loving memory of, Dedicated to.)

Row 1: \_\_\_\_\_

Row 2: \_\_\_\_\_

Row 3: \_\_\_\_\_

**DONOR CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP: _____
Phone: _____	Email: _____	

**Submit application and map (if required) to:**

Mail: City of Lenexa Parks and Recreation, 17201 W. 87th St. Pkwy., Lenexa, KS 66219  
 Email: parksandrec@lenexa.com

**More information:**

Phone: 913.477.7100