	<b>Administrative Policy</b>	No.	2024-02
	<b>Subject:</b> City of Bainbridge Island Donation Policy	Date:	08-Mar-24
		Authority:	City Manager

### Policy Purpose:

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated public improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, benches, bicycle racks, picnic tables, drinking fountains, public art, and other types of public space 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 public space ability to meet the varied recreational, social, wellness, and educational needs of users.

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:

- 1. Definitions of New Donations:** New donations are those made after the adoption date of this policy.
- 2. Acquisition or Purchase:** The City and the community have an interest in ensuring that public space 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 public space elements, unless mutual agreement for alternative coordination has been reached.
- 3. Appearance and Aesthetics:** The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Public space elements should reflect the character of the space or facility. All public space elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.
- 4. Maintenance:** Donated public space 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 public space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

5. **Repair:** The community has an interest in ensuring that all public space 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 public space elements must be of high quality to ensure longevity, be resistant to the elements, wear and tear, and acts of vandalism.
6. **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 public space elements. Sharing the cost of a proposed donation by the donor and the City may in exceptional circumstances be considered during the determination of whether the donation will be accepted. 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 may assess, at the time of donation, a charge sufficient to cover anticipated on-going maintenance of donated public space elements during their anticipated life cycle. The City will also provide donors with an estimated cost of installation, and may assess, at the time of donation, a charge sufficient to cover the anticipated cost of installation, including any site preparation or permitting.

#### **Procedure for Making Donations:**

The City's Public Works Department will manage all donations located on City property.

The donor must contact the Public Works Director 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 (Exhibit A).

Donations of benches, tables, bicycle racks, and similar amenities, which are not on the list of approved amenities (Exhibit B) will be reviewed by the Design Review Board prior to City Council acceptance of the donations. Donations of public artwork will be reviewed by the Public Art Committee prior to the Public Works Director's review and potential recommendation to the City Council for acceptance of the donations.

#### **Criteria for Acceptance:**

To accept donation of a public space element for a specific 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 space and/or facility fully developed and thus reject the donation.

In all cases, the City Council will have the prerogative of accepting or rejecting the proposal.

## **Guidelines:**

These guidelines are intended to be general in nature and do not serve as formal acceptance criteria. 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 but may be charged to the donor.
  - 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 but may be charged to the donor.
  - 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 species of tree or trees donated shall be limited to those determined by the City.
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 by 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 and approved 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 but may be charged to the donor.
  - c. The amenity must be similar to or complement other amenities in the area.

5. Public Art

- a. Donated public art becomes the exclusive property and maintenance responsibility of the City.
- b. Site preparation, installation, and site restoration will be the responsibility of the City but may be charged to the donor.
- c. Donated public art must be consistent with the Public Art Plan, as approved and updated from time to time.

6. Buildings and Structures

- a. Donated buildings and structures (including playgrounds) are not considered as part of this policy.

**Conditions:**

**Installation:** Installation of donated public space elements, including any donor acknowledgement, will be completed by City personnel, unless mutual agreement for other arrangements has been reached. The installation will be scheduled at a time and date as determined by Public Works Operations and Maintenance, 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 public space elements and their associated signage, when they interfere with site safety, maintenance or construction activities.

Updated per Resolution 2023 Occupancy shall be limited to City employees and their immediate family members.

Approved By:

DocuSigned by:  
  
 FD98BACE565F42E

Blair King, City Manager

08-Mar-24

Date

## EXHIBIT A

### Agreement Between City of Bainbridge Island and [Donor's Name] for [donation]

THIS AGREEMENT, entered into this \_\_\_day of \_\_\_\_\_, 20\_\_\_, is by and between the City of Bainbridge Island (the "City"), a municipal corporation, and [Donor's Name], (the "Donor"), Donors' Address.

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

WHEREAS the Donor has offered to donate (*specify item- planting, park amenity, artwork 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 Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. Description and Location: The item is (*describe*) to be located at (*location*).  
Space or Facility:  
Location:  
Additional information:

Section 3. The City reserves the right to move/remove and/or retire the 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 Bainbridge Island  
Address:  
280 North Madison Avenue  
Bainbridge Island, WA 98110

\_\_\_\_\_  
By:  
Donor  
Address:  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT B**


**APPROVED BENCHES**


<b>Name:</b>			
Giverny Bench			
<b>Vendor:</b>	Thomas Baker	<b>Website:</b>	[REDACTED]
<b>Description:</b>	Adapted from the original found in Claude Monet's gardens, this bench has arching backs and deep seats. Made from premium teak timber, fairly harvested from plantation grown trees over 40 years old, this bench is tomorrow's heirloom.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Balustrade Bench			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="https://www.landscapeforms.com/us/Pages/default.aspx">us/Pages/default.aspx</a>
<b>Description:</b>	A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications.		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
Gretchen Bench			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="#">us/Pages/default.aspx</a>
<b>Description:</b>	A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Plainwell Bench			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="#">us/Pages/default.aspx</a>
<b>Description:</b>	Good design entices and endures. Plainwell combines exuberant gesture with a commanding posture and stance. The harmonic balance invites attention and transcends time. A master of versatility, Plainwell in wood expresses traditional values, while in aluminum it reveals a contemporary spirit.		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
Classic Teak Garden Bench			
<b>Vendor:</b>	Allegro Classics	<b>Website:</b>	
<b>Description:</b>	Stoutly built, classically styled bench features hand selected, premium teak frames. Precise mortis and tenon construction. Available in 4, 5 or 6 foot widths. Some assembly required.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Knight Bench			
<b>Vendor:</b>	Forms + Surfaces	<b>Website:</b>	[REDACTED]
<b>Description:</b>	Knight Benches blend understated refinement, high-performance green materials, and the simple forms of the rest of the Knight family.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
<p>Madison Memorial Bench</p>			
<b>Vendor:</b>	The Bench Factory	<b>Website:</b>	
<b>Description:</b>	<p>Handsome recycled plastic boards with high-gloss inlay engraved lettering. Contoured seat &amp; back provide hours of comfortable seating. No painting, rotting, peeling, rusting or cracking. Black powder-coated cast aluminum frame pre-drilled for surface mounting. Easy to assemble with included stainless steel hardware.</p>		
<b>Cost:</b>	<p>Quote available by request</p>		

<b>Name:</b>			
<p>Classic Memorial Bench with Color Inlay</p>			
<b>Vendor:</b>	The Bench Factory	<b>Website:</b>	[REDACTED]
<b>Description:</b>	<p>50-year guarantee against breakage                  Letter height is 2"                  Font is Times New Roman                  Maximum characters (including spaces) per board is: 22 characters</p>		
<b>Cost:</b>	Quote available by request		


## APPROVED TABLES


<b>Name:</b>			
<p>Accessible Table with Benches</p>			
<b>Vendor:</b>	TimberForm	<b>Website:</b>	[REDACTED]
<b>Description:</b>	ADA Accessible. Black powder coated frame. Kiln dried Douglas fir slats.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Gretchen Picnic Table			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="#">us/Pages/default.aspx</a>
<b>Description:</b>	Handsome, practical and durable Gretchen picnic table features a built-in umbrella holder and clever angled supports to offer wheelchair access at either end; special ADA compliant style with longer table top also offered. To create a shady seat, just add Equinox umbrellas		
<b>Cost:</b>	Quote available by request		


## APPROVED TRASH RECEPTACLES

<b>Name:</b>			
Big Belly Solar Trash Container			
<b>Vendor:</b>	Big Belly Solar	<b>Website:</b>	[REDACTED]
<b>Description:</b>	Available in waste and recycling models		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
Litter Container with Ash/Dome Top			
<b>Vendor:</b>	TimberForm	<b>Website:</b>	
<b>Description:</b>	Powder-coated recycled cast iron and key-locking steel top. Choose from ten standard colors.		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
<p>Gretchen Litter Ash Receptacle</p>			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="http://www.landscapeforms.com/us/Pages/default.aspx">us/Pages/default.aspx</a>
<b>Description:</b>	<p>A Landscape Forms classic: handsome, durable and timely as ever. Offered in select woods and PolySite recycled plastic for indoor and outdoor applications. Teams with Gretchen bench and picnic table for a coordinated look.</p>		
<b>Cost:</b>	<p>Quote available by request</p>		

## APPROVED BIKE RACKS

<b>Name:</b>			
Spokesman Bike Rack			
<b>Vendor:</b>	Spokesman Bike Racks	<b>Website:</b>	No website available
<b>Description:</b>	2 bike capacity.		
<b>Cost:</b>	Quote available by request		
<b>Notes:</b>	Local vendor; will discount 10% off price for donations to the City		


<b>Name:</b>			
Bicilinea Bike Rack			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	 <a href="https://www.landscapeforms.com/us/Pages/default.aspx">us/Pages/default.aspx</a>
<b>Description:</b>	Urban utility and sweeping gesture come together in this robust polished stainless steel bike rack. Tubular arms mounted to a simple rectilinear support arc gracefully to the ground. Bicilinea is shipped as a complete 10- foot unit that holds up to 8 bikes or a 20-foot unit that holds up to 16 bikes.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Tactil Bike Rack			
<b>Vendor:</b>	Landscape Forms	<b>Website:</b>	<div style="background-color: black; height: 15px; width: 100%;"></div> <a href="https://www.landscapeforms.com/us/Pages/default.aspx">us/Pages/default.aspx</a>
<b>Description:</b>	A handy new bike rack for city cycles. Cheerful, uninhibited and very sturdy. Minimal, elegant in their simplicity, and beautifully resolved, they bring an international spirit to our collection of outdoor furnishings for creating a sense of place.		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
Capitol Bike Rack			
<b>Vendor:</b>	Forms + Surfaces	<b>Website:</b>	[REDACTED]
<b>Description:</b>	<p>The Capitol Bike Rack's clean, bold lines are perfect for cityscapes and contemporary architectural settings. Solid cast aluminum construction.</p> <p>Durable powdercoat finish. Varied configuration options for creating multiple locking points. High recycled content; fully recyclable.</p>		
<b>Cost:</b>	Quote available by request		


## APPROVED DRINKING FOUNTAINS


<b>Name:</b>		SEARCH / OUTDOOR FOUNTAIN	
Elkay 4420			
<b>Vendor:</b>	Elkay	<b>Website:</b>	
<b>Description:</b>	Outdoor tubular pedestal fountain ideal for parks and recreational areas. Powder-coated exterior over a corrosion-resistant primary coating to provide protection from the elements.		
<b>Cost:</b>	Quote available by request		


<b>Name:</b>			
<p>Barrier Free Pedestal Model 3377FR</p>			
<b>Vendor:</b>	Haws	<b>Website:</b>	[REDACTED]
<b>Description:</b>	<p>Model 3377, barrier-free, pedestal drinking fountain with a satin finish stainless steel bowl and bracket, with 100% lead-free waterways, and galvanized steel green powder-coated finish pedestal.</p>		
<b>Cost:</b>	<p>Quote available by request</p>		

# APPROVED INTERPRETIVE SIGNAGE


<b>Name:</b>  Waypoint Interpretive Sign			
<b>Vendor:</b>	Local Vendor	<b>Website:</b>	
<b>Description:</b>	Custom, locally crafted signage.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>		
Interpretive Sign		
<b>Vendor:</b>	Garth Edwards	<b>Website:</b>
<b>Description:</b>	Custom, locally crafted signage.	
<b>Cost:</b>	Quote available by request	

<b>Name:</b>		
Interpretive Sign		
<b>Vendor:</b>	Garth Edwards	<b>Website:</b>
<b>Description:</b>	Custom, locally crafted signage.	
<b>Cost:</b>	Quote available by request	

<b>Name:</b>		
Interpretive Sign		
<b>Vendor:</b>	Garth Edwards	<b>Website:</b>
<b>Description:</b>	Custom, locally crafted signage.	
<b>Cost:</b>	Quote available by request	

# APPROVED BUS SHELTERS

<b>Name:</b>			
Timber Bus Shelter			
<b>Vendor:</b>	Vermont Timber Works	<b>Website:</b>	
<b>Description:</b>	Custom built timber bus shelters.		
<b>Cost:</b>	Quote available by request		

<b>Name:</b>			
Sierra Shelter			
<b>Vendor:</b>	Tolar Mfg	<b>Website:</b>	[REDACTED]
<b>Description:</b>	<p>The Sierra Series line is one of Tolar's initial-and still most popular-transit shelter designs that was originally engineered for a project in San Diego in 1991. As styles and community expectations have evolved over the years, we have added even more choices to the line.</p>		
<b>Cost:</b>	Quote available by request		