

Lincoln Parks and Recreation Department

Policy 2022-03 Regarding Endowments, Donor Records, Acknowledgement Records & Marker/Inscription Records

Approved by Lincoln Parks and Recreation Advisory Board: March 10, 2022

Affirmed by Lincoln Parks and Recreation Foundation Board: April 13, 2022

Definitions

For purposes of this policy:

- “Board” means Parks and Recreation Advisory Board.
- “Foundation” means Lincoln Parks and Recreation Foundation.
- “LPR” means Lincoln Parks and Recreation Department.
- “Park” is defined in 12.08.010 of the Lincoln Municipal Code as any area of public ground dedicated as a park or park land or held for the enjoyment of the public and managed, maintained, or under the jurisdiction of the Parks and Recreation Department within or without the limits of the city which is under the city ownership or control.
- “Park Facility” is defined in 12.08.010 of the Lincoln Municipal Code as any swimming pool, recreation center, or any other building or facility held for the enjoyment of the public and managed, maintained, or under the jurisdiction of the Parks and Recreation Department within or without the limits of the city which is under the city ownership or control, but shall be defined as those facilities valued at \$50,000 or more for this Policy.
- “Park Feature” means elements placed in Parks with a value of less than \$50,000, including benches, drinking fountains, and inscribed Markers.
- “Acknowledgement” means an inscribed Marker and/or other Park Feature as designated by LPR and the Foundation.

Endowments for Parks, Park Features and Park Improvements

Parks, Park Facilities, and Park Features have ongoing costs associated with regular maintenance, as well as repair and replacement costs. Endowment funds shall be required and established as set forth below to ensure that the donated Park, Park Facility, or Park Feature is properly cared for and maintained over time, thereby responsibly honoring donor intent.

Basic Park Facilities and Park Features

The Lincoln-Lancaster County Comprehensive Plan establishes level of service (hereinafter LOS) standards for Parks, Park Facilities and Park Features, including neighborhood parks, community parks, and recreation centers. The intent of such basic standards is to provide equitable access across the community. These Parks, Park Facilities, and Park Features are typically developed and maintained by the City of Lincoln through its capital improvement program (CIP) and annual operating budgets.

Endowment funds are not required for donations used to fund the development of basic Parks, Park Facilities and Park Features that are consistent with LOS standards set forth in the Comprehensive Plan.

Enhancements

An endowment fund to provide for repair and replacement costs shall generally be required to accompany donations funding enhanced Park Features and Park Facilities that exceed the LOS standards outlined above. Such enhanced Park Features may include fountains, recreation fields/courts, landscape settings requiring enhanced maintenance, specialized architectural features, and public art. The initial

amount of the endowment fund shall be determined by estimating an amortized cost for the replacement of enhanced Park Features/Park Facilities and associated mechanical equipment based on an estimated useful life period of a predetermined period of years.

An endowment for enhancements shall be placed into a fund identified for the sole purpose of providing revenue for routine repair and replacement costs, as well as any ongoing annual enhanced maintenance costs. Endowment funds may also be used for utility costs for enhancements. The endowment fund should be sufficient to allow for accrued interest to fund these costs. The principal amount of the endowment fund should not be withdrawn to pay for these costs.

Endowment funds shall be held by Foundation unless otherwise directed by the donor. LPR and Foundation shall develop mutually agreed upon fund statements to govern each endowment fund.

Donor & Acknowledgement Records

Individuals, corporations, and other entities seeking to donate to LPR will be encouraged to make such contributions through Foundation. Upon adoption of this policy, Foundation will keep a record of the following: (1) the names and contact information for all donors to Foundation, as well as the dates and amounts of such contributions, and (2) honorees associated with donor acknowledgements. This information will be the property of Foundation. Upon adoption of this policy, LPR will keep a record of the location of any Parks, areas of Parks, Park Facilities, and Park Features with Markers, as well the inscriptions on such Markers.

Upon adoption of this policy, LPR will keep a record of the names and contact information for all donors to the City for the benefit of LPR, as well as the dates and amounts of such contributions. This information may be shared with Foundation, unless otherwise directed by the donor.

Applicability

This policy supersedes and terminates the following policies:

- Gift Recognition Policy (Policy 2000-3)
- Endowment Policy