

**CLARK COUNTY
STAFF REPORT**

DEPARTMENT: Public Works / Parks Division

DATE: November 18, 2014

REQUEST: Approve Policy regarding Donations and Memorials in county park properties.

CHECK ONE: X Consent CAO

BACKGROUND: The original policy was last adopted in 2007 by Vancouver Clark Parks and Recreation. The policy has been revised to name Clark County Parks as the policy holder.

The policy establishes the process for determining appropriateness, acceptance, and placement of donations, memorials, plaques, pavers and tributes in Clark County parks. The policy is needed to encourage public and private donations while minimizing detrimental impacts to park facilities.

COMMUNITY OUTREACH: The Parks Advisory Board voted to support the updated policy as amended.

BUDGET AND POLICY IMPLICATIONS: All donation and memorial funds will be managed by the Parks Foundation. This policy will not impact parks funding.

FISCAL IMPACTS: Yes No

ACTION REQUESTED: Approve Policy regarding Donations and Memorials in county park properties.

DISTRIBUTION: Please forward a copy of the approved staff report to Public Works Administration.



Bill Bjerke
Parks Division Manager

APPROVED: _____
CLARK COUNTY, WASHINGTON
BOARD OF COMMISSIONERS



Heath H. Henderson, P.E.
Public Works Director/County Engineer

DATE: _____

SR#: _____

c: Jeff Mize, Bill Bjerke, Cheri Martin

PW 14-113



Clark County Parks Donation and Memorial Policy

1.0 Purpose

- 1.1 Process for determining the appropriateness, acceptance, and placement of donations, memorials, plaques, pavers and tributes in Clark County Parks.
- 1.2 To establish policy, criteria, and procedure for acceptance of donations, memorials, plaques, pavers and tributes in Parks.
- 1.3 The policy is needed to encourage and facilitate public and private donations while minimizing detrimental impacts to park and recreation sites such as visual impacts to users, unfunded maintenance needs of a donation, and inappropriate installations at a public site.
- 1.4 To maximize partnership with the Parks Foundation by providing clear roles and responsibilities.

2.0 Definitions

- 2.1 “Donor” refers to the individual, family, business, or organization seeking to make a donation to park facilities.
- 2.2 “Parks Foundation” refers to the *Parks Foundation of Clark County* (a local non-profit organization).
- 2.3 “Park facilities” refer to the property managed by the Clark County Parks Department (CCPD).

3.0 References/Authority

- 3.1 *Clark County Parks Advisory Board*; supported approval of the policy as amended.

Board of County Commissioners; Approved November 18, 2014

- 3.2.1 Selected specific responsibilities of the Parks Advisory Board include:
 - a. Encourage individuals and community groups to contribute funds, property, or manpower for the development and operation of parks, recreation and cultural programs and facilities.
 - b. Make recommendations on the acceptance of gifts and bequests to the city and/or county parks and recreation system.

- 3.2.2 Selected specific responsibilities of CCPD include:
 - a. Be authorized to approve plans for improvement of lands for public recreation and for the erection, construction, or improvement of equipment, structures, trails, and facilities for the purpose of passive and active recreation.
 - b. CCPD may receive monies on behalf of the City or County and from other lawful sources by contribution, gift, or otherwise for parks, recreation and cultural purposes, and may take and hold by purchase, gift, devise, or otherwise such real and personal property as may be used for parks purposes.

4.0 Policy

- 4.1 The CCPD Manager is the approving authority for placement of donations, memorials, plaques, and tributes in parks facilities.
- 4.2 It shall be CCPD policy not to approve the placement of donations, memorials, plaques, and tributes in Park facilities which may negatively impact the park visitor experience, park use, and enjoyment of parks facilities.
- 4.3 All donations, memorials, plaques, or tributes requests shall be submitted to the Parks Foundation and processed as per *Section 5. Procedures*, listed below.
- 4.4 CCPD shall use the following criteria to determine what donations, memorials, plaques, or tributes are to be recommended for approval.

- 4.4.1 Donations, memorials, plaques, pavers or tributes should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary goal so as not to turn park areas into a cemetery-like atmosphere.
- 4.4.2 All costs associated with installation of donations, memorials, plaques, or tributes shall be borne by the Donor unless otherwise directed by the Manager.
- 4.4.3 The following are examples of CCPD recommended acceptable donations, memorials, plaques, or tributes for parks. Granite plaques may be included with these donations.
 - a. New or replacement park furniture such as benches, picnic tables, playground equipment, etc.
 - b. Replacement or new facilities such as plazas, picnic shelters, playground equipment, ball fields and courts.
- 4.4.4 Donations should be limited to those items that have been identified in approved park master plans. CCPD shall review requests based on park development standards, material durability, maintenance requirements, visual impacts, and safety and accessibility requirements. In the event that a possible donation has not been identified in an approved master plan, the Donor shall contact CCPD first to discuss options.
- 4.5 CCPD will maintain donations, memorial gifts, and recognition plaques at a level consistent with current park operations and maintenance, within the expected life cycle of the installed feature(s).
- 4.6 CCPD will not bear responsibility for repair or replacement of vandalized, lost, or stolen donations, memorials, plaques, or tributes, beyond the typical park maintenance standards.
- 4.7 All donations, memorials, and plaques that have been accepted become the property of the governing jurisdiction(s) and are subject to the laws, policies and procedures that govern park property.

5.0 Procedure

- 5.1 Parks Foundation will coordinate with CCPD in the creation and maintenance of a database of all donated items in park facilities as well as a database for potential donations features and locations. The database will provide information and web link identifying where donations have been installed and the type of features available for charitable giving/naming/adoption. CCPD will regularly meet with the Parks Foundation to discuss strategic charitable giving goals.
- 5.2 An application form will be available to donors via the CCPD and Parks Foundation web sites as well as at their places of business. The Donor shall complete the form and submit to the Parks Foundation, as noted on the form.

- 5.3 Parks Foundation coordinates with Donor and verifies all of the information on the request. The Parks Foundation will secure the appropriate funds (per the identified available feature) and place in a fund specific to that donation request. The Foundation will send a receipt/thank you note to the donor.
- 5.4 Parks Foundation delivers request to CCPD to review, verify appropriate location, feature and proposed plaque text, and coordinate approval or denial. If the donated feature appears to have a conflict of intent, the CCPD will communicate with the Parks Foundation and donor to address any outstanding issues.
- 5.5 Design and Development reviews maintenance requirements of potential donation and coordinates with appropriate jurisdiction's maintenance departments.
- 5.6 The Manager reserves the right to make the final decision on the approval or denial of a potential donation, reserving the right to decline proposals that are not in the best interest of the park system or the Public.
- 5.7 CCPD notifies Parks Foundation of approval or denial.
- 5.8 Donor is notified by Parks Foundation of approval or denial.
- 5.9 Parks Foundation acknowledges start of the installation process and notifies CCPD. Parks Foundation will coordinate the fabrication of the granite recognition plaque with the appropriate vendor.
- 5.10 CCPD (Resource Manager) will coordinate for the purchase of the donated item (either through in-stock material or ordering from the vendor) and will have the invoice sent to the Parks Foundation for payment, as necessary. CCPD will contact contractor of the project and coordinate pick-up, delivery and installation of the donated feature. The contractor will invoice the Parks Foundation for installation work, including the donated feature and recognition plaque.
- 5.11 CCPD will verify completion of the installation and will notify the Parks Foundation.
- 5.12 Foundation pays Contractor and notifies Donor of completed installation.
- 5.13 The entire team will be notified of project completion. Project close-out will include an update of the database of donations and web-link and logging of the project as being complete.

6.0 Standards

- 6.1 Style and materials used in construction are to be complementary with the park site or recreation facility, durable, and maintainable and shall utilize Park standard items as a first priority. (Refer to 6.6 below for specific styles/models).

- 6.2 Specific park sites may be dedicated for certain types of donations or memorials, such as a tree grove or a commemorative plaza.
- 6.3 Cost of materials and construction shall be in keeping with typical construction costs and standards of public park amenities.
- 6.4 The following are basic standards for typical memorial donations.
 - 6.4.1 Benches: Additional design considerations for a specific site will include a minimum size, usage, traffic, security, view obstructions, and location.
 - 6.4.2 Plaques and markers
 - a. Size and Text:
 - 1. For items such as benches, tables, etc. the standard 4" X 9" granite plaque with text limited to the spacing identified on the application form. All text is subject to approval. All costs to be covered by the donor.
 - 2. For major park improvement gifts, donor may elect to provide a dedicatory plaque not exceeding one square foot and with name, date, and appropriate text.
 - b. Placement: Within a concrete/paved surface flush with ground, not creating a visual nuisance or tripping hazard.
 - c. Materials: weather and vandal resistant, durable, preference for granite stone.
 - 6.4.3 Pavers
 - a. Size and Text:
 - 1. Pavers will be 7"x7" and of an inscribable concrete composition. All text is subject to approval by the CCPD and governing jurisdictions. Any text requests beyond that allowed on the form is subject to approval. All costs to be covered by the donor.
 - b. Placement: Within a predefined area for pavers, already designated and constructed.
- 6.5 Other potential donations such as play equipment, plazas, bike racks, ball fields, flower beds, and fountains require additional design and construction approval.

Determination of pricing: The goal is to provide features that will enhance the park facility with minimal financial impact to the park or its on-going maintenance obligations. All pricing for donations shall take into account the following costs: 1) vendor price for the material; 2) price for granite plaques (inscribed from the suppliers); 3) material costs for paved pad under the feature (concrete if preferred option); 4) all installation costs; and, 5) administrative fees.

- 6.6 Pricing for donations – Prices will be set at the time of approval for this policy. Policies will be reviewed annually to ensure that pricing is aligned with current vendor pricing and construction pricing. Below is the price that will be listed for donations:



6.6.2 **New Park Features:**

6.6.2.1 Bench (standard park bench) – [Columbia Cascade Timberform model Greenway#2141-6-M] - \$2,500.00. This is the 6’ long wooden bench with armrest (to meet ADA compliance). The price includes the bench frame, wood package, concrete pad, granite recognition plaque and installation of all elements.

6.6.2.2 Picnic Table (7’ long, metal frame with 3” tall wood boards) \$7,500 – typical in neighborhood and community parks. The price includes the table frame, wood package, concrete pad, granite recognition plaque and installation of all elements.

6.6.2.3 Pavers (7”x7”) \$150 – price includes engraving paver already set within a group of existing pavers. Based on orders received, engraving is scheduled twice per year in March and September.

6.6.2.4 Others – other features, such as plazas, shelters, etc. will be reviewed on a case by case basis. The CCPD will make recommendations to the Manager (and CCPW) for authorization of such projects.

6.6.3 **“Adopt-a-(feature)”** – Donors may choose to adopt an existing feature for a discounted price.

6.6.3.1 Bench (standard style, per 6.6.2.1 above) - \$1,500 – price includes new wood package, cleaning of the frame (touch up paint as necessary), granite recognition plaque and installation of the elements.

6.6.3.2 Picnic Table \$3,500 – price includes new wood package, granite recognition plaque and installation of all elements.

End of Parks Memorial / Donation Policy