



**KEY PENINSULA METROPOLITAN PARK DISTRICT
D.b.a. KEY PEN PARKS**

Board Meeting

(Meetings may be videotaped or recorded)

AGENDA

September 14, 2020

7:00 PM – Study Session

7:30 PM – Regular Meeting

Public Notice: Pursuant to Governor Inslee's' Stay Home, Stay Healthy Proclamation 20-25 and the extension of Proclamation 20-28 regarding Open Public Meetings this Board of Commissioners meeting will be conducted remotely. We encourage the public to participate in the meeting via the Zoom platform:

<https://us02web.zoom.us/j/87164729908?pwd=bXRSWWsvWGpxZnRRSENiSzZOCkZlXGZkdz09>

Meeting ID: 871 6472 9908

Passcode: 289372

Dial in: 253-215-8782 or 669-900-9128

Members of the Board of Commissioners

Ed Robison, President

Shawn Jensen, Vice President

Kip Clinton, Clerk

Mark Michel, Member-at-Large

Linda Parry, Member-at-Large

Study Session – 7:00 PM

1. Preliminary Budget Information

- Revenue and Long Range Expense Forecasts

Regular Meeting – 7:30 PM

1) Call to Order

2) Roll Call

Present	Excused	Comment
---------	---------	---------

Ed Robison		
Shawn Jensen		
Mark Michel		
Kip Clinton		
Linda Parry		

3) Pledge of Allegiance

4) Approval of Agenda

5) Special Presentations

6) Public Comments: *Limited to 3 minutes per issue per person. Speaker will state name and their address. If providing handouts, need to provide 10 copies for Commissioners and Staff.*

PUBLIC PARTICIPATION IN BOARD MEETINGS – Anyone may address any resolution for final consideration the agenda. Public comment on any other items on the agenda shall be at the discretion of the President. To ensure equal opportunity for the public to comment, the President may impose a time limit on each speaker. Questions must be directed to the President.

Under no circumstance shall any person be allowed to address the board on matters in which the District or a District official is a litigant. Speakers are requested to address the board with decorum.

7) Approval of the Minutes

a) August 10, 2020

8) Financial Report - July & August 2020 Financial Report

9) Executive Director's Report

10) Board Committee and Advisory Council Reports

- a) Land and Improvements Committee (Commissioner Robison)
- b) Key Peninsula Park and Recreation Foundation Report
- c) Trail Update (Commissioner Michel)
- d) Recreation Committee (Commissioner Michel)

11)Board President's Report

12.Unfinished Business

- a) Gateway Park Splash Pad Update

13)New Business

- a) Review of Comprehensive Plan goals and direction on goals for the preparation of the 2021 Annual Budget
- b) Direction on policy for temporary art installations in parks
- c) Direction on policy for Adopt-A-Park

14)Other minor matters

15)Good of Order/Comments by Board Members

16)Next Regular Meeting October 12, 2020

17)Adjournment



Meeting: September 14, 2020

Item # 7

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Approval of Minutes

Background

This is a routine item and includes the meeting minutes from Regular Meeting on Monday, August 10, 2020.

Attachment 1: Regular Meeting Minutes from August 10, 2020

Recommended Action: Approve meeting minutes.

KEY PENINSULA METROPOLITAN PARK DISTRICT

D.b.a. KEY PEN PARKS

P.O. Box 70, Lakebay, WA. 98349

253-884-9240 and answers@keypenparks.com

Board Meeting Minutes

Monday, August 10, 2020

*This public meeting was a digital Zoom meeting due to Washington State's COVID-19
"Stay Home, Stay Healthy" mandate*

The regular meeting of Monday, August 10, 2020, was preceded by a 7:00 PM study session. Board President Ed Robison called the Zoom study session to order. This was the first board meeting attended by new Executive Director Tracey Perkosky. She went over her staff report, as well as the reports of Maintenance Supervisor Matt Woodward, Office Manager/Bookkeeper Laura Armstrong, Marketing and Grants Christina Hallock, and Events Coordinator Veronica Grandt.

The public Zoom meeting was called to order at 7:30 PM in by Board President Ed Robison.

Commissioners Present: Ed Robison, Linda Parry, Kip Clinton, Shawn Jensen, and Mark Michel. Staff present for Key Pen Parks: Office Manager/Bookkeeper Laura Armstrong, Maintenance Supervisor Matt Woodward, Marketing and Grants Christina Hallock, and Events Coordinator Veronica Grandt.

Citizens present via Zoom: Sami Jensen, and Rachel Turpin of Madrona Law Group.

1. Approval of Agenda: President Robison asked if there were any additions or corrections to the agenda. Commissioner Michel asked to add "Acquisition of Tax Title Property at Minter Creek" to the agenda under "New Business." President Robison asked if there were any other additions or corrections to the agenda. Hearing none, the agenda was adopted as amended.

2. Special Presentations: None.

3. Citizen Comments: None.

4. Executive Session per RCW 42.30.110(1)(i): President Robison announced that the Board, Executive Director Perkosky, and attorney Rachel Turpin of the district's legal counsel will be moving into Executive Session to discuss issues that may result in litigation. No action is expected after the Executive Session. The Executive Session will begin at 7:30 PM with an expected duration of 15 minutes. At 7:45 PM an announcement was made to those attending the public meeting via Zoom that the Executive Session would be extended an additional 15 minutes and was expected to conclude at 8:00 PM. At 8:00 PM the regular Park Board Meeting of August 10, 2020 was reconvened with no announcements made.

5. Approval of Minutes: President Robison asked if there were any objections or corrections to the July 13, 2020 regular meeting minutes; the July 20, 2020 special meeting minutes; or the July 24, 2020 special meeting minutes. Hearing none, the meeting minutes were approved as submitted.

6. Financial Report: The July 2020 Financial Report was deferred to the September regular Board meeting. The Office Manager/Bookkeeper had been on vacation and Key Pen Parks' July fund reports had not yet been received from Pierce County therefore Key Pen Parks' July accounts could not be closed and reconciled prior to the regular August 10, 2020 Park Board meeting.

7. Executive Director's Report: Covered in the study session.

8. Board Committee and Advisory Council Reports:

- a) **Land and Improvement Committee (President Robison):** Board President Robison said the Splash Pad has a couple of operations items to finish up, including replacing the tip bucket and fixing a toy that was incorrectly assembled, balancing water pressure and timing of features, and training for staff.
- b) **Key Peninsula Parks and Recreation Foundation Report:** Commissioner Michel said there was a meeting on July 21, 2020. They are getting financials caught up enough to hand over to a professional accountant.
- c) **Trail Updates (Commissioner Michel):** Commissioner Michel reported that minor trail maintenance was done in July. He and Trails and Restoration Employee Capwell walked the new trails at Key Central Forest; he plans to update the trail map for that property. There is a Trail Committee meeting coming up before the next Park Board meeting. With the dry summer, Commissioner Michel said the trails are showing a lot of wear and tear.
- d) **Recreation Committee (Commissioner Michel):** Commissioner Michel noticed people at other venues are doing events using electronic timed trials to do virtual races. He would like to talk to Events Coordinator Grandt about ideas. Executive Director Perkosky asked that all conversations go through her prior to approaching staff to ensure proper workflow.

9. Board President's Report (President Robison): President Robison announced that he is restructuring the Human Resources Committee. It will now consist of himself, Commissioner Clinton, and Executive Director Perkosky. Vice President Jensen was removed from the HR Committee to avoid a quorum of Commissioners present. President Robison stated that he had purposely declined serving on the HR Committee during the previous Executive Director's tenure for personal reasons but now that the candidate interviews and hiring of the new Executive Director are complete, he has decided to appoint himself to the HR Committee.

10. Unfinished Business

a) Gateway Park Phase 3:

- i. **Splash Pad Construction and Key Peninsula Foundation Support:** The Foundation raised \$25,000 for the Splash Pad. Executive Director Perkosky reported that the Foundation has formally been invoiced by the Park District.
- ii. **Performance Pavilion:** President Robison said the status of performance pavilion and amphitheater has not changed. He said the designs for each are about 80 percent complete. Commissioner Clinton asked if the board could do a walk-through of the site. President Robison said he could have design drawings put together for the September regular board meeting.
- iii. **Amphitheater:** See above.

- b) **COVID-19:** Cinema Under the Stars has been formally cancelled. Executive Director Perkosky said, due to the uncertainty posed by the ongoing COVID issues, she will be working with staff on formulating a reopening plan so that when Pierce County is able to move to Phase 3 of Governor Inslee's "Safe Start" plan, Key Pen Parks is prepared to open additional District features and/or facilities to the public as appropriate.

11. New Business:

- a) **Key Pen Pirates MTB and trail adoption:** Commissioner Michel said this group of young mountain bikers have contributed substantial volunteer hours clearing and maintaining trails, as well as helping with various events. He would like to figure out a

way to recognize the group and suggested they be awarded adoption of 360 Trails. Executive Director Perkosky suggested perhaps they can adopt a portion of 360 Trails and be formally recognized that way. She said she will research the existing Adopt-A-Park Policy and add the topic to a future board agenda.

- b) **Potential Property Acquisition/10615 Wright Bliss Road NW, Gig Harbor and acquisition of Tax Title Property at Minter Creek:** A 17-acre parcel of property off Wright Bliss Road (the old "Lavender Farm") adjacent to Key Central Forest was recently listed for sale (at \$675,000). It currently has a purchase offer pending. Potential acquisition of the property should the pending offer fall through was discussed. Commissioner Michel moved that "the Executive Director continue to pursue the potential acquisition of the 10615 Wright Bliss Road NW property contingent that the current, pending purchase offer falls through." Commissioner Parry seconded. The motion passed unanimously. A Tax Title Parcel of land adjacent to Key Pen Parks' current Minter Creek property at the mouth of Minter Creek is available from Pierce County for \$1,885.00, which includes the recording fee. The property is about one half-acre and consists of uplands and some tidal estuary. Commissioner Michel moved "that we authorize the Executive Director to purchase this Minter Creek Tax Title Property, parcel number 0122291040 in the amount of \$1,885.00 plus any additional fees which may be incurred." Commissioner Clinton seconded. The motion passed unanimously.
- c) **Scott Gallacher Memorial Plaque:** The Board and Marketing & Grants Hallock worked through the wording that will appear on the memorial plaque; it will be placed near the Splash Pad at Gateway Park. The final consensus on the proposed wording was, *"May we always remember his boisterous laugh, quick wit, and love for our parks and the citizens who enjoy them."*
- d) **Executive Director Introduction:** Executive Director Tracey Perkosky introduced herself to the Board and attending public and spoke about what she looks forward to as the new Executive Director. She welcomes anyone to reach out to her at tracey@keypenparks.com.

12. Other minor matters: Commissioner Jensen noted that today would have been deceased Executive Director Scott Gallacher's 50th birthday. He said the family is still waiting to be able to hold a celebration of life, which is on hold due to COVID-19 restrictions.

13. Commissioners Comments/Good of the Order: Commissioner Parry welcomed new Executive Director Perkosky to Key Pen Parks.

14. Meeting Adjourned: The public Zoom meeting of August 10, 2020, was adjourned at 8:51 PM. The next regular meeting will be held on Monday, September 14, 2020 at 7:30 PM via Zoom due to Governor Inslee's "Stay at Home, Stay Healthy" directive. The meeting may be preceded by a 7:00 PM study session. Key Pen Parks reserves the fourth Monday of each month for special topic meetings should any be needed. Should any regular meeting date fall on a public holiday, the substitute date is the Tuesday following the regular meeting date.

Respectfully submitted by Christina Hallock, Marketing & Grants, and Commissioner Kip Clinton, Board Clerk.

Disclaimer: Key Pen Park's minutes are not official until approved by the Board of Commissioners. There may be errors in the unofficial minutes which may be brought to the

Executive Director's attention and corrected at the time the Board addresses and approves the minutes.



Meeting: September 14, 2020

Item # 8

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Approval of Minutes

Background

This report includes a summary of the financial information from July 2020 and August 2020 for Board approval.

July 2020 Financial Report

Total expenditures \$65,553.83

- | | | |
|----------------------------------|-------------|-------------------|
| • <u>BIAS (Accounts Payable)</u> | \$21,288.53 | Check #1533 -1555 |
| • <u>BIAS Payroll/Benefits</u> | \$44,196.30 | EFT's |
| • <u>Pierce County Claim</u> | \$0 | EFT's |
| • <u>Petty Cash</u> | \$0 | Cash |
| • <u>Bank service fees</u> | \$69.00 | EFT's |

Total Revenue \$31,570.70

- | | |
|-------------------------|-------------|
| • BIAS (Other Revenues) | \$1,954.84 |
| • Zoo Trek | \$16,499.24 |
| • Property Tax | \$12,612.65 |
| • Investment | \$503.97 |
| • Leasehold Excise | \$0 |
| • Timber Excise Tax | \$0 |



August 2020 Financial Report

Total expenditures \$163,642.89

• <u>BIAS</u>	\$118,962.74	Check #1556 to 1580
• <u>BIAS Payroll/Benefits</u>	\$44,609.15	EFT's
• <u>Pierce County Claim</u>	\$0	EFT's
• <u>Petty Cash</u>	\$0	Cash
• <u>Bank service fees</u>	\$71.00	EFT's

Total Revenue \$60,636.98

• BIAS	\$29,969.84
• Zoo Trek	\$17,326.85
• Property Tax	\$10,931.62
• Investment	\$415.79
• Leasehold Excise	\$22.32
• Timber Excise Tax	\$1,970.56

Attachment 1: Treasurer's Report 7/01/2020 to 7/31/2020

Attachment 2: Treasurer's Report 8/01/2020 to 8/31/2020

Recommended Action: Approve financial reports and disbursements.

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
MCAG #: 1690

07/01/2020 To: 07/31/2020

Time: 14:41:26 Date: 09/08/2020
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,983,408.49	31,570.70	65,553.83	2,949,425.36	1,076.21	0.00	0.00	2,950,501.57
	2,983,408.49	31,570.70	65,553.83	2,949,425.36	1,076.21	0.00	0.00	2,950,501.57

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

07/01/2020 To: 07/31/2020

Time: 14:41:26 Date: 09/08/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	1,894.29	1,954.84	1,711.00	2,138.13	0.00	0.00	2,138.13
2 First Citizens Payroll	22,835.65	66,934.74	44,196.30	45,574.09	0.00	0.00	45,574.09
3 Pierce County	2,895,771.81	31,257.86	82,850.38	2,844,179.29	0.00	0.00	2,844,179.29
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	62,733.66	15,915.64	21,288.53	57,360.77	0.00	1,076.21	58,436.98
Total Cash:	2,983,408.49	116,063.08	150,046.21	2,949,425.36	0.00	1,076.21	2,950,501.57
	2,983,408.49	116,063.08	150,046.21	2,949,425.36	0.00	1,076.21	2,950,501.57

TREASURERS REPORT Outstanding Vouchers

Key Peninsula Metro Parks District
MCAG #: 1690

As Of: 07/31/2020 Date: 09/08/2020
Time: 14:41:26 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
2020	561	07/23/2020	Claims	5	1547	Hemley's Handy Kans	155.00	Portable Toilets At 360 And Key Central Forest.	
2020	563	07/23/2020	Claims	5	1549	Mid America Sales Associate	921.21	Ball Field Supplies For Volunteer Park.	
							<u>1,076.21</u>		
Fund							Claims	Payroll	Total
001 General Fund							<u>1,076.21</u>	<u>0.00</u>	<u>1,076.21</u>
							1,076.21	0.00	1,076.21

BIAS Expenditures July 2020

Key Peninsula Metro Parks District
MCAG #: 1690

Time: 14:54:07 Date: 09/08/2020

08/01/2020 To: 08/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200802001 Health Care Authority	604	08/14/2020	Payroll	5	4,859.29	Health care benefits for employees.
200803001 Department of Health	605	08/14/2020	Claims	5	109.10	Annual Operation permit fee for Volunteer Park,
200803002 Enduris Washington	606	08/14/2020	Claims	5	31,888.00	Annual Liability and property insurance for Sep 1 2020 to Aug 31 2020
200803003 Landscape Architect P.S.	607	08/14/2020	Claims	5	1,161.00	Contracted services for Gateway Park Splash pad
200803004 Murreys Disposal Company	608	08/14/2020	Claims	5	368.20	Trash pickup service fees for Gateway Park and Volunteer Park.
200803005 Peninsula Light Company	609	08/14/2020	Claims	5	1,278.74	Electric service fees for Gateway Park, Volunteer Park, Home park, and Taylor Bay.
200803006 Tacoma Screw Products	610	08/14/2020	Claims	5	58.33	Master driver bit set.
200803007 Verizon Wireless	611	08/14/2020	Claims	5	211.64	Cell phone service fees.
200803008 Washington Tractor	612	08/14/2020	Claims	5	243.39	Glow plugs for equipment repairs.
200803009 Wave Broadband	613	08/14/2020	Claims	5	251.08	Phone and Internet service fees.
200804002 Hemley's Handy Kans	630	08/21/2020	Claims	5	155.00	Rental of Portable toilets at Gateway/360 and Key Central Forest parks
200804003 Sherwin Williams Co	631	08/21/2020	Claims	5	508.65	Paint for office space at Volunteer Park
200804004 US Bank	632	08/21/2020	Claims	5	6,626.79	Name tag, business card, and ink, laptop,fuel,Oil filters, spark plugs,Gloves,cleaing supplies,Items for painting deck and office,Concrete,Tires, training, rackspace, prepaid ITT service,
200804005 Washington Water Service Company	633	08/21/2020	Claims	5	131.91	Water service for Gateway Park.
200804001 Canon Financial Services, INX	629	08/21/2020	Claims	5	110.91	Rental of Canon copie machine.
200805001 BIAS Software	638	08/27/2020	Claims	5	113.26	Added 2 users to BIAS hosted software.
200805003 Copiers Northwest	640	08/27/2020	Claims	5	6.63	Printing cost per contract from cannon printer.
200805004 EPIC Business Essentials	641	08/27/2020	Claims	5	95.64	Calculator, paper, stapler, tape dispenser, post it notes.
200805005 Grandt Veronica L	642	08/27/2020	Claims	5	292.10	Mileage for April 2020 to July 2020
200805006 Peninsula Light Company	643	08/27/2020	Claims	5	295.08	Electric service fees for Gateway Park
200805007 Troy's Mobile Auto Repair	644	08/27/2020	Claims	5	467.10	Repair on Case Tractor (bad injectors, 2 push rods new battery cables)
200805008 Washington Tractor	645	08/27/2020	Claims	5	37.87	Cable for Tractor repair
200805009 Wildwood Carpentry LLC Darrin Fiskum	646	08/27/2020	Claims	5	69,626.26	Contracted work on Gateway Park Splash Pad.
200806001 Capitol Lumber	647	08/27/2020	Claims	5	66.77	Bolts, wasp spray, yellow jacket foam, and safty glasses
Total Checks:					118,962.74	

BIAS Payroll Expenditures July 2020

Key Peninsula Metro Parks District

Time: 14:45:37 Date: 09/08/2020

MCAG #: 1690

07/01/2020 To: 07/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT United Concordia	595	07/06/2020	Payroll	2	3.96	balance owed for July Dental payment.
EFT Anderson Lloyd W	502	07/10/2020	Payroll	2	568.03	06-16-2020 to 06-30-2020
EFT Armstrong Laura Lee	503	07/10/2020	Payroll	2	1,722.01	06-16-2020 to 06-30-2020
EFT Capwell Courtland J	504	07/10/2020	Payroll	2	419.32	06-16-2020 to 06-30-2020
EFT Grandt Veronica L	505	07/10/2020	Payroll	2	1,379.13	06-16-2020 to 06-30-2020
EFT Hallock Christina M	506	07/10/2020	Payroll	2	1,286.24	06-16-2020 to 06-30-2020
EFT Kreis Jacob C	507	07/10/2020	Payroll	2	772.64	06-16-2020 to 06-30-2020
EFT Paganelli Daniel Aaron	508	07/10/2020	Payroll	2	1,060.15	06-16-2020 to 06-30-2020
EFT Pitner Kadence Roy	509	07/10/2020	Payroll	2	974.50	06-16-2020 to 06-30-2020
EFT Reyes Jose A	510	07/10/2020	Payroll	2	951.30	06-16-2020 to 06-30-2020
EFT Vannausdle Edward G	511	07/10/2020	Payroll	2	1,368.09	06-16-2020 to 06-30-2020
EFT Woodward Matthew M	512	07/10/2020	Payroll	2	2,097.78	06-16-2020 to 06-30-2020
EFT EFTPS	531	07/10/2020	Payroll	2	3,656.33	941 Deposit for Pay Cycle(s) 07/10/2020 - 07/10/2020
EFT United Concordia	532	07/10/2020	Payroll	2	447.10	Pay Cycle(s) 06/01/2020 To 06/30/2020 - United Concordia (2)
EFT WA State Department of Retiremen	533	07/10/2020	Payroll	2	5,699.21	Pay Cycle(s) 06/25/2020 To 07/10/2020 - PERS2
EFT WA State Department of Retiremen	594	07/10/2020	Payroll	2	25.00	Annual payment for old age and survivors insurance
EFT 2nd Quarter 04/01/2020 - 06/30/2020	555	07/21/2020	Payroll	2	1,264.12	2nd Quarter 04/01/2020 - 06/30/2020
EFT 2ND Quarter 04/01/2020 - 06/30/2020	553	07/22/2020	Payroll	2	3,502.53	2ND Quarter 04/01/2020 - 06/30/2020
EFT EFTPS	554	07/22/2020	Payroll	2	3,743.33	941 Deposit for Pay Cycle(s) 07/25/2020 - 07/25/2020
EFT Anderson Lloyd W	536	07/25/2020	Payroll	2	505.33	07-01-2020 to 07-16-2020
EFT Armstrong Laura Lee	537	07/25/2020	Payroll	2	1,785.43	07-01-2020 to 07-16-2020
EFT Capwell Courtland J	538	07/25/2020	Payroll	2	553.61	07-01-2020 to 07-16-2020
EFT Clinton Mary C	539	07/25/2020	Payroll	2	236.44	07-01-2020 to 07-16-2020
EFT Grandt Veronica L	540	07/25/2020	Payroll	2	1,379.13	07-01-2020 to 07-16-2020
EFT Hallock Christina M	541	07/25/2020	Payroll	2	1,286.25	07-01-2020 to 07-16-2020
EFT Jensen Shawn A	542	07/25/2020	Payroll	2	236.44	07-01-2020 to 07-16-2020
EFT Kreis Jacob C	543	07/25/2020	Payroll	2	441.51	07-01-2020 to 07-16-2020
EFT Paganelli Daniel Aaron	544	07/25/2020	Payroll	2	860.47	07-01-2020 to 07-16-2020
EFT Parry Linda C	545	07/25/2020	Payroll	2	236.44	07-01-2020 to 07-16-2020
EFT Pitner Kadence Roy	546	07/25/2020	Payroll	2	846.05	07-01-2020 to 07-16-2020
EFT Reyes Jose A	547	07/25/2020	Payroll	2	1,014.49	07-01-2020 to 07-16-2020
EFT Vannausdle Edward G	548	07/25/2020	Payroll	2	1,509.61	07-01-2020 to 07-16-2020
EFT Woodward Matthew M	549	07/25/2020	Payroll	2	2,097.78	07-01-2020 to 07-16-2020
EFT ESD-PFLMA	570	07/27/2020	Payroll	2	266.55	Pay Cycle(s) 04/01/2020 To 06/30/2020 - PFLMA

Total Checks:

44,196.30

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

07/01/2020 To: 07/31/2020

Time: 14:48:31 Date: 09/08/2020
Page: 1

Trans	Date	Redeemed	Acct #	Chk #	Type	InterFund #	Vendor	Receipt #	Amount	Memo						
590	07/30/2020	07/31/2020	1		Ser Chge		First Citizens		64.00	Banking service fees						
	576 80 49 003	Banking Fees		001	General Fund				64.00	Banking service fees						
591	07/30/2020	07/31/2020	1		Ser Chge		Merch Bankcard service		5.00	Credit card processing fees						
	576 80 49 003	Banking Fees		001	General Fund				5.00	Credit card processing fees						
Records Printed: 2																
Adjustments:										0.00						
Beginning Balance:										0.00						
Revenues:										0.00						
Warrant Expenditures:										0.00						
Non Warrant Expenditures:										69.00						
Interfund Transfers:										0.00						
Redemptions:										0.00						
Deposits:										0.00						
Withdrawals:										0.00						
Stop Payments:										0.00						
Fund									Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 General Fund									0.00	0.00	0.00	0.00	69.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00	69.00	0.00	0.00	0.00

Time: 15:42:00 Date: 09/08/2020
Page: 1

1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
550	07/10/2020	Tr Rec	1234	999	1	Kyle Armstrong	312.84	Amended Rent For July 2020 From Caretaker. 100.00 Rent, 200 Utilities And 12.84 Lease Hold Tax
592	07/09/2020	Tr Rec	1235	1000	1	The Snack Shack	340.00	Rent 100.00 And Utilities Of 140.00 For Concession Building July 2020
593	07/27/2020	Tr Rec	1236	1001	1	Bryan Hacker	1,302.00	Rent, Utilities And Lease Hold Tax From Gateway Park Caretaker.for August 2020
360 Long Terms							1,954.84	
001 General Fund							1,954.84	
							1,954.84	

TREASURERS REPORT

Fund Totals

Key Peninsula Metro Parks District
 MCAG #: 1690
 08/01/2020 To: 08/31/2020
 Time: 14:42:22 Date: 09/08/2020
 Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,949,425.36	60,636.98	163,642.89	2,846,419.45	71,509.36	0.00	0.00	2,917,928.81
	2,949,425.36	60,636.98	163,642.89	2,846,419.45	71,509.36	0.00	0.00	2,917,928.81

TREASURERS REPORT

Account Totals

Key Peninsula Metro Parks District
MCAG #: 1690

08/01/2020 To: 08/31/2020

Time: 14:42:22 Date: 09/08/2020
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 First Citizens Checking	2,138.13	29,969.84	28,980.68	3,127.29	0.00	0.00	3,127.29
2 First Citizens Payroll	45,574.09	27,903.94	44,609.15	28,868.88	0.00	0.00	28,868.88
3 Pierce County	2,844,179.29	59,576.82	133,099.68	2,770,656.43	0.00	0.00	2,770,656.43
4 Petty Cash	173.08	0.00	0.00	173.08	0.00	0.00	173.08
5 First Citizens AP	57,360.77	105,195.74	118,962.74	43,593.77	0.00	71,509.36	115,103.13
Total Cash:	2,949,425.36	222,646.34	325,652.25	2,846,419.45	0.00	71,509.36	2,917,928.81
	2,949,425.36	222,646.34	325,652.25	2,846,419.45	0.00	71,509.36	2,917,928.81

TREASURERS REPORT

Outstanding Vouchers

Key Peninsula Metro Parks District
MCAG #: 1690

As Of: 08/31/2020 Date: 09/08/2020
Time: 14:42:22 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	631	08/21/2020	Claims	5	1567	Sherwin Williams Co	508.65	Paint for office space at Volunteer Park
2020	638	08/27/2020	Claims	5	1571	BIAS Software	113.26	Added 2 users to BIAS hosted software.
2020	640	08/27/2020	Claims	5	1573	Copiers Northwest	6.63	Printing cost per contract from cannon printer.
2020	641	08/27/2020	Claims	5	1574	EPIC Business Essentials	95.64	Calculator, paper, stapler, tape dispenser, post it notes.
2020	642	08/27/2020	Claims	5	1575	Veronica L Grandt	292.10	Mileage for April 2020 to July 2020
2020	643	08/27/2020	Claims	5	1576	Peninsula Light Company	295.08	Electric service fees for Gateway Park
2020	644	08/27/2020	Claims	5	1577	Troy's Mobile Auto Repair	467.10	Repair on Case Tractor (bad injectors, 2 push rods new battery cables)
2020	645	08/27/2020	Claims	5	1578	Washington Tractor	37.87	Cable for Tractor repair
2020	646	08/27/2020	Claims	5	1579	Darrin Fiskum Wildwood Carpentry LLC	69,626.26	Contracted work on Gateway Park Splash Pad.
2020	647	08/27/2020	Claims	5	1580	Capitol Lumber	66.77	Bolts, wasp spray, yellow jacket foam, and safety glasses
							<u>71,509.36</u>	

Fund	Claims	Payroll	Total
001 General Fund	<u>71,509.36</u>	<u>0.00</u>	<u>71,509.36</u>
	71,509.36	0.00	71,509.36

BIAS Expenditures August 2020

Key Peninsula Metro Parks District
MCAG #: 1690

Time: 14:56:31 Date: 09/08/2020

08/01/2020 To: 08/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
200802001 Health Care Authority	604	08/14/2020	Payroll	5	4,859.29	Health care benefits for employees.
200803001 Department of Health	605	08/14/2020	Claims	5	109.10	Annual Operation permit fee for Volunteer Park,
200803002 Enduris Washington	606	08/14/2020	Claims	5	31,888.00	Annual Liability and property insurance for Sep 1 2020 to Aug 31 2020
200803003 Landscape Architect P.S.	607	08/14/2020	Claims	5	1,161.00	Contracted services for Gateway Park Splash pad
200803004 Murreys Disposal Company	608	08/14/2020	Claims	5	368.20	Trash pickup service fees for Gateway Park and Volunteer Park.
200803005 Peninsula Light Company	609	08/14/2020	Claims	5	1,278.74	Electric service fees for Gateway Park, Volunteer Park, Home park, and Taylor Bay.
200803006 Tacoma Screw Products	610	08/14/2020	Claims	5	58.33	Master driver bit set.
200803007 Verizon Wireless	611	08/14/2020	Claims	5	211.64	Cell phone service fees.
200803008 Washington Tractor	612	08/14/2020	Claims	5	243.39	Glow plugs for equipment repairs.
200803009 Wave Broadband	613	08/14/2020	Claims	5	251.08	Phone and Internet service fees.
200804002 Hemley's Handy Kans	630	08/21/2020	Claims	5	155.00	Rental of Portable toilets at Gateway/360 and Key Central Forest parks
200804003 Sherwin Williams Co	631	08/21/2020	Claims	5	508.65	Paint for office space at Volunteer Park
200804004 US Bank	632	08/21/2020	Claims	5	6,626.79	Name tag, business card, and ink, laptop,fuel,Oil filters, spark plugs,Gloves,cleaing supplies,Items for painting deck and office,Concrete,Tires, training, rackspace, prepaid ITT service,
200804005 Washington Water Service Company	633	08/21/2020	Claims	5	131.91	Water service for Gateway Park.
200804001 Canon Financial Services, INX	629	08/21/2020	Claims	5	110.91	Rental of Canon copie machine.
200805001 BIAS Software	638	08/27/2020	Claims	5	113.26	Added 2 users to BIAS hosted software.
200805003 Copiers Northwest	640	08/27/2020	Claims	5	6.63	Printing cost per contract from cannon printer.
200805004 EPIC Business Essentials	641	08/27/2020	Claims	5	95.64	Calculator, paper, stapler, tape dispenser, post it notes.
200805005 Grandt Veronica L	642	08/27/2020	Claims	5	292.10	Mileage for April 2020 to July 2020
200805006 Peninsula Light Company	643	08/27/2020	Claims	5	295.08	Electric service fees for Gateway Park
200805007 Troy's Mobile Auto Repair	644	08/27/2020	Claims	5	467.10	Repair on Case Tractor (bad injectors, 2 push rods new battery cables)
200805008 Washington Tractor	645	08/27/2020	Claims	5	37.87	Cable for Tractor repair
200805009 Wildwood Carpentry LLC Darrin Fiskum	646	08/27/2020	Claims	5	69,626.26	Contracted work on Gateway Park Splash Pad.
200806001 Capitol Lumber	647	08/27/2020	Claims	5	66.77	Bolts, wasp spray, yellow jacket foam, and safty glasses
Total Checks:					118,962.74	

BIAS Payroll Expenditures August 2020

Key Peninsula Metro Parks District

Time: 14:58:57 Date: 09/08/2020

MCAG #: 1690

08/01/2020 To: 08/31/2020

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
EFT United Concordia	657	08/04/2020	Payroll	2	548.90	
EFT Employee Paycheck	576	08/10/2020	Payroll	2	493.92	
EFT Employee Paycheck	577	08/10/2020	Payroll	2	1,824.63	
EFT Employee Paycheck	578	08/10/2020	Payroll	2	236.44	
EFT Employee Paycheck	579	08/10/2020	Payroll	2	1,502.14	
EFT Employee Paycheck	580	08/10/2020	Payroll	2	1,409.26	
EFT Employee Paycheck	581	08/10/2020	Payroll	2	236.44	
EFT Employee Paycheck	582	08/10/2020	Payroll	2	772.64	
EFT Employee Paycheck	583	08/10/2020	Payroll	2	1,060.15	
EFT Employee Paycheck	584	08/10/2020	Payroll	2	236.44	
EFT Employee Paycheck	585	08/10/2020	Payroll	2	1,339.28	
EFT Employee Paycheck	586	08/10/2020	Payroll	2	969.35	
EFT Employee Paycheck	587	08/10/2020	Payroll	2	1,114.55	
EFT Employee Paycheck	588	08/10/2020	Payroll	2	1,685.26	
EFT Employee Paycheck	589	08/10/2020	Payroll	2	2,097.78	
EFT Employment Security Department	658	08/11/2020	Payroll	2	7.63	
EFT EFTPS	603	08/13/2020	Payroll	2	4,318.54	
EFT WA State Department of Retirement	649	08/14/2020	Payroll	2	6,302.84	
EFT Employee Paycheck	614	08/25/2020	Payroll	2	545.24	
EFT Employee Paycheck	615	08/25/2020	Payroll	2	1,550.18	
EFT Employee Paycheck	616	08/25/2020	Payroll	2	142.82	
EFT Employee Paycheck	617	08/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	618	08/25/2020	Payroll	2	310.30	
EFT Employee Paycheck	619	08/25/2020	Payroll	2	1,256.12	
EFT Employee Paycheck	620	08/25/2020	Payroll	2	1,161.55	
EFT Employee Paycheck	621	08/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	622	08/25/2020	Payroll	2	970.15	
EFT Employee Paycheck	623	08/25/2020	Payroll	2	118.21	
EFT Employee Paycheck	624	08/25/2020	Payroll	2	2,508.70	
EFT Employee Paycheck	625	08/25/2020	Payroll	2	817.78	
EFT Employee Paycheck	626	08/25/2020	Payroll	2	860.12	
EFT Employee Paycheck	627	08/25/2020	Payroll	2	1,555.34	
EFT Employee Paycheck	628	08/25/2020	Payroll	2	2,097.78	
EFT EFTPS	648	08/26/2020	Payroll	2	4,322.25	
Total Checks:					44,609.15	

TRANSACTION JOURNAL

Key Peninsula Metro Parks District
MCAG #: 1690

Time: 16:09:39 Date: 09/08/2020
Page: 1

08/01/2020 To: 08/31/2020

Trans	Date	Redeemed	Acct #	Chk #	Type	InterFund #	Vendor	Receipt #	Amount	Memo
655	08/31/2020	08/31/2020	1		Ser Chge		First Citizens		66.00	Bank service fees
	576 80 49 003	Banking Fees		001	General Fund				66.00	Bank service fees
656	08/31/2020	08/31/2020	1		Ser Chge		Merch Bankcard service		5.00	Credit card processing service fees
	576 80 49 003	Banking Fees		001	General Fund				5.00	Credit card processing service fees
<hr/>										
Records Printed: 2										
Adjustments:										
Beginning Balance:										
Revenues:										
Warrant Expenditures:										
Non Warrant Expenditures:										
Interfund Transfers:										
Redemptions:										
Deposits:										
Withdrawals:										
Stop Payments:										
71.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
Fund										
001 General Fund										
Adjustments										
Beg Bal										
Revenues										
War Exp										
N War Exp										
IT In										
IT Out										
Stop Pmts										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										
0.00										

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
600	08/12/2020	Tr Rec	1240	1002	1	Kyle Armstrong	312.84	Rent Of \$100.00 And Utilities Of \$200.00 And Lease Hold Tax Of \$12.84 For Taylor Bay Caretaker August 2020
601	08/12/2020	Tr Rec	1241	1003	1	The Snack Shack	340.00	Rent Of \$200.00 And Utilities Of \$140.00 For Concession Building Rental August 2020
602	08/12/2020	Tr Rec	1242	1004	1	Key Peninsula Parks & Recreat	25,000.00	Donation From Key Pen Foundation For Gateway Park Splash Pad. (note Will Be Invoiced An Amout Of \$2,500.00 For Admin Expenses)
650	08/27/2020	Tr Rec	1243	1005	1	General Customer	1,200.00	Purchased Of 2003 Chevy Truck Sold As Is To Kathaleen Wilkenson.
651	08/31/2020	Tr Rec	1244	1006	1	Bryan Hacker	1,302.00	Gateway Care Taker Rent For September 2020, \$800.00 Rent, \$400.00 Utilities And \$102.00 Lesase Hold Tax.
654	08/12/2020	Tr Rec	1245	1007	1	Swank Motion Pictures	1,815.00	Refund From Cancelled Movie Nights In August.
360 Long Terms							29,969.84	
001 General Fund							29,969.84	
							29,969.84	

Time: 16:08:01 Date: 09/08/2020
Page: 1

Key Peninsula Metro Parks District

MCAG #: 1690

08/01/2020 To: 08/31/2020

Time: 16:08:01 Date: 09/08/2020

Page: 1

Trans	Date	Type	Rec #	CR #	Acct#	Claimant	Amount	Memo
671	08/28/2020	Tr Rec	1246		3	Pierce County Budget and Fina	10,931.62	Property tax of \$9429.08 and delinquent tax of \$1,502.54
672	08/28/2020	Tr Rec	1247		3	Pierce County Budget and Fina	17,326.85	Zoo Trek
673	08/28/2020	Tr Rec	1248		3	Pierce County Budget and Fina	22.32	Lease hold Excise Tax
674	08/28/2020	Tr Rec	1249		3	Pierce County Budget and Fina	1,970.56	Timber Excise Tax
675	08/28/2020	Tr Rec	1250		3	Pierce County Budget and Fina	415.79	Investment Interest
310 Taxes							30,251.35	
360 Long Terms							415.79	
001 General Fund							30,667.14	
							30,667.14	



Meeting: September 14, 2020

Item # 12a

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Update on Gateway Park Splash Pad Construction

Background

The Gateway Park Phase 3 project is underway with the Splash Pad under construction. At the August meeting it was reported that the Splash Pad is nearing final completion. There were a few outstanding issues on the punch list, including water pressure issues, two water toys which are not operating properly, and needed training for staff to troubleshoot and maintain the completed amenity. Don Campbell, PLA, from Robert W. Droll Landscape Architect has been assisting with the successful completion of this project.

All parties were on-site in September and the remaining construction issues were successfully resolved. There remain issues with spray length, pressure and water availability due to programming issues – specially too many water toys on at one time – that should be resolved with a programming update from Water Play. Once these issues are resolved, the District will move forward with its final permit approval tentatively scheduled for the end of September. Maintenance staff is comfortable with the training received for ongoing operation and maintenance of the new amenity.

Once the final health permits are received, staff will install some picnic tables in the area and remove the construction fencing. However, due to COVID-19 restrictions through Governor Inslee's Safe Start Plan the Splash Pad will not open this year. Staff is hopeful for an opening in 2021 and is working on safety checklists as well as internal procedures for operation.

Recommended Action: Receive and file this report. Provide direction on the Splash Pad as needed.



Meeting: September 14, 2020

Item # 13b

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Direction on policy for temporary art installations in parks

Background

Staff was approached by a local arts organization wishing to install temporary art on the fences of Key Pen Parks District parks. As such, staff seeks direction on the creation of a temporary art policy to guide either a one-time or ongoing installation of art in the parks.

Public art is a desired amenity and is featured in many public facilities. In fact, many jurisdictions in WA state and beyond offer programs for artists to submit work for review and selection. These pieces are then displayed in either outdoor or indoor facilities for a pre-selected period of time. The artists typically assist in the hanging/set-up of the art to avoid damage but also waive the local government from liability of damage to the art piece.

Policies are typically in place to guide the art selection and timing of the activation. Staff is seeking direction on the creation of such a policy, including how the art will be selected for review. Potential locations for hung art are on the fences at Gateway Park and Volunteer Park however all approved art should be considered for safety sightlines and avoid obscuring large areas surrounding fields and parking areas.

Sample policies and information are attached to this summary from New York City Parks, City of Seattle, City of Kirkland, and the City of Alexandria, VA.

Recommended Action: Provide direction on creation of a temporary arts policy.

Attachment 1: NYC Parks Temporary Public Outdoor Art Guidelines

Attachment 2: City of Seattle: 2020 Arts in Parks Temporary Art & Activations

Attachment 3: City of Kirkland Public Art Policy Guidelines

Attachment 4: City of Alexandria "How the City creates Public Art"

Information on coronavirus (<http://www.nyc.gov/coronavirus>)

Agency service suspensions/reductions (<https://www1.nyc.gov/nyc-resources/city-agency-service-updates.page>)

Apply to be an Open Restaurant (<http://www.nyc.gov/openrestaurants>)

Important Service Changes

NYC Parks is making important service changes. Find out more about our additional safety precautions, program cancellations, and potential closures before you head to a park or recreation center.

For more information, please visit our [Service Announcements \(/about/health-and-safety-guide/coronavirus\)](#) page.

NYC Parks

Official Website of the New York City Department of Parks & Recreation

Temporary Public Outdoor Art Guidelines



NYC Parks has consistently fostered the creation and installation of temporary public art in parks throughout the five boroughs. Projects range from international exhibitions to local, community works and may be displayed in prominent flagship parks, neighborhood parks and playgrounds, and traffic islands. Installations may last from two weeks to one year, typically remaining on view for three to six months. Exhibitions of shorter duration (two weeks or less) are classified as public events and will be overseen by Parks' borough offices (<http://www.nyceventpermits.nyc.gov/Parks>).

There are separate procedures for mural projects. To learn more, please visit our [Mural Proposal Guidelines \(/art-and-antiquities/temporary-guidelines/murals\)](#) page.

Submission Requirements

- A written description of proposed artwork, including: title, medium, dimensions (height x width x depth), weight, installation method and anchoring procedure.
- If proposing existing work: photographs or slides of artwork; include reference to human scale.
- If proposing a new work: working drawings or photograph of maquette to scale.
- Artist's statement and resume
- Installation budget, including a description of the sponsoring organization or other method of financing. Include the name, address and phone number of the contact person.
- Proposed duration and exhibition period of the exhibition
- Proposed location for the installation
- Up to ten images of the artist's previous work. All images must be clearly labeled with the name of the artist, title of the work, media and dimensions.
- There is no deadline for proposals.

Applicants are strongly encouraged to submit materials at least six months prior to the intended installation date to allow time for proposal review and project development. Artists and organizations outside New York City may apply, but please be aware that the artist or sponsoring organization is required to be present for site visits, community board meetings, installation, maintenance and removal of artwork.

Submit your proposal by email to artandantiquities@parks.nyc.gov (<mailto:artandantiquities@parks.nyc.gov>) or by mail to:

Public Art Coordinator
City of New York, Parks & Recreation
The Arsenal, Central Park, Rm. 20
New York, NY 10065

Proposal materials will not be returned and incomplete applications will not be reviewed.

NYC Parks Review Process

A departmental panel, including the NYC Parks Commissioner or their representative, reviews proposals. Issues of particular concern to include safety and durability of the artwork, and its suitability to the site. Following the approval of a proposal, a license agreement

is issued to the artist and/or sponsoring organization. All exhibitors are required to share their project with the local community board.

Where to Exhibit

Virtually any park in New York City can host a public artwork, and nearly one in ten parks has done so. Our Artist's Guide to NYC Parks Public Art Sites highlights two dozen parks that show promise and potential as community art hubs. These parks are in highly visible and well-trafficked locations, but exist in neighborhoods that have been underserved by cultural programming.

Download the [Artist's Guide to NYC Parks Public Art Sites \(/pagefiles/89/NYC.Parks.Art.Lookbook_FINAL.pdf\)](/pagefiles/89/NYC.Parks.Art.Lookbook_FINAL.pdf) .

Exhibitor Responsibilities

When exhibiting in a NYC park, the artist assumes responsibility for funding the project, as well as for obtaining insurance and site remediation. Other artist responsibilities include:

- Propose high quality art that responds to guidelines.
- Provide funding for fabrication, installation, maintenance, insurance, security deposit, deinstallation, and site restoration.
- Obtain necessary insurance policies naming the City of New York as additional insured.
- Some projects may require technical reports prepared by a licensed engineer.
- A security deposit, which will be returned to the exhibitor upon restoration of the site.
- Oversee installation of artwork (tools, materials and equipment not provided by Parks).
- Coordinate with NYC Parks Press Office.
- Monitor and maintain the artwork during the display period.
- Oversee deinstallation of artwork and site remediation.
- Grant NYC Parks the right to a royalty-free, perpetual license to use any depictions of the artwork for non-commercial purposes (credit will be given to the exhibitor).

Parks' Responsibilities

- Review, select and coordinate projects recommended by the advisory committee based on Selection Criteria.
- Prepare legal documents for signature by artist or organization.
- Grant artist sole ownership and copyright of the final design and artwork.
- Provide general coordination assistance with press, mailing, and other city agencies.
- Produce identifying signage using NYC Parks design and sign shop. Alternative signage can be produced at cost to the exhibitor, subject to Parks approval.

**OFFICE OF ARTS & CULTURE**

SEATTLE

City of Seattle: 2020 Arts in Parks Temporary Art & Activations**Contact Email:** benjamin.gale-schreck@seattle.gov**Call Type:** Public Art**Eligibility:** Regional**State:** Washington**Entry Deadline:** 11/12/19**Application Closed****REQUIREMENTS:**

Media

Images - Minimum: 16, Maximum: 16**Total Media - Minimum: 16, Maximum: 16**

The Office of Arts & Culture (ARTS) and Seattle Parks and Recreation (PARKS) are seeking artists to create temporary art installations or social practice activities for selected Seattle parks to activate and engage their surrounding communities.

ARTS is looking for up to seven artists/artist teams that are interested in engaging with the community and creating artworks or social practice activities that are culturally responsive. Artists who have experience working with residents from historically under-represented communities, including communities of color, immigrant, and refugee communities to develop their artwork are encouraged to apply. The temporary outdoor two and three-dimensional artworks would most likely be installed in the warmer, drier months of June – August 2020 and will have durations of a minimum of 45 days.

This call is open to artists residing in Washington State. The application deadline is 10:59 p.m. (Pacific Time), Tuesday, November 12, 2019.

INTRODUCTION

ARTS and PARKS are looking for artists/artist teams to work with communities who live, work near, or visit the selected parks. The artists will create a site specific outdoor temporary artwork or social practice activity that aligns with the goals of the City of Seattle's Race and Social Justice Initiative. The artist/artist team will work with community members who live or work near the specific site to develop their concept, and will work to engage members from historically under-represented communities, including communities of color, immigrant and refugee communities.

BACKGROUND

In August 2014, Seattle voters approved the Seattle Park District. The Seattle Park District has the same boundaries as the City of Seattle and the Seattle City Council members serve as the Park District's Governing Board. Property taxes collected by the Seattle Park District will provide funding for City parks and recreation including maintaining parklands and facilities, operating community centers and recreation programs, and developing new neighborhood parks on previously acquired sites.

The parks selected for this project particularly benefit from increased positive and/or family-friendly activities, and increased public use. Activating parks builds community ownership, increases use, and creates opportunities for artists.

ARTS, in partnership with PARKS, seeks to activate selected parks by creating a vibrant and inviting public realm, providing an attractive

public space, and an environment where people feel safe and welcome.

ARTS has managed a number of temporary art projects throughout the City including ARTSparks, Art Interruptions, Seattle Center Art Walk, and Westlake Park Temporary Art.

ELIGIBILITY

This call is open to artists living in Washington State who have a documented track record of making art and are interested in creating art in public places. Applicants must be over 18 years old and interested in working collaboratively in public settings.

Artists who were awarded in the 2019 cycle are not eligible to apply for the 2020 Arts in Parks Temporary Art & Activations call.

ARTS is committed to reflecting the cultural richness of our city by promoting opportunities for emerging and diverse artists. Organizations and individual artists representing communities of color are encouraged to apply. Strong consideration will be given to artists who have experience working with residents from historically underrepresented communities including communities of color, immigrant, and refugee communities to develop their artwork.

SCOPE OF WORK

The selected artists/artist teams will work with staff from PARKS and ARTS to develop new temporary, outdoor site-specific public art projects at selected Seattle city parks. Up to seven artists/artist teams will be selected to create installations/activities of a minimum duration of 45 days, from June through the end of August of 2020. The projects will contribute to increased public use and family-friendly activities. The primary audience for the installations/activities are those who live/work/travel through the park site day or night. This public interaction may range from a pedestrian passing through to a longer interaction at the site by people watching a performance, attending a workshop, waiting for a bus, or those using the park for recreational purposes.

If selected, artists will develop their proposals in coordination with PARKS and ARTS staff.

The artwork should:

- Activate the space and engage pedestrians and park users at the site;
- Coexist with already-scheduled programming of the site;
- Create a unique sense of place through creative practice;
- Have a minimum duration of 45 days for two and three-dimensional artworks.
- Your application should include a draft image of your proposal. The draft proposal image can be digitally rendered, collage or hand drawn, and should portray an accurate representation of the proposed artwork, offering the selection panel enough detail to represent the artist's vision. Accepted proposals are still subject to evolve to meet public safety standards.

The artwork can (but is not limited to):

- Operate or interact with PARKS planned activities at the site;
- Be two or three dimensional (with three-dimensional work that allows for movement through the space);
- Offer social interaction with visitors (participatory or interactive work);
- Be workshops or social practice that engage the community;
- Allow for an experience.

LIMITATIONS OF PARKS GROUNDS USAGE

Public Safety

All projects must take public safety into consideration. Parks staff will identify proposals that require a department safety "ProView" review and follow up with the applicant. Artworks that may be climbed on, especially by children, or other features that potentially may be a hazard may require a safety review.

Access to electricity in parks

It is strongly recommended that proposed art installations do not have electricity requirements or are self-sufficient in their power needs.

Parks ground plane

It is strongly recommended that proposed artworks not require digging or staking on PARKS grounds.

ELIGIBLE AND PREFERRED PARKS FOR INSTALLATIONS

Visit the [Seattle Parks Park Finder](#) to view more information about any of the parks listed.

CENTRAL

- Dr. Blanche Lavizzo Park
- Judkins Park
- Flo Ware Park
- Pratt Park
- Powell Barnett Park

NORTH

- Albert Davis Park
- Ballard Commons Park
- Lake City Mini Park
- Mineral Springs Park
- Salmon Bay Park
- University Playground

SOUTHEAST

- John C. Little Park
- Othello Playground
- Pritchard Island Beach
- Beer Sheva Park
- Martha Washington Park

SOUTHWEST

- Duwamish Waterway Park
- Highland Park Playground
- Myrtle Reservoir Park
- Roxhill Park
- Westcrest Park

INELIGIBLE PARKS, PLAYFIELDS, AND GREEN SPACES

Downtown or Center City parks are **not** eligible for Arts in Parks funding. Other funding sources are available for projects in these parks. Please click [here](#) to view a list of downtown parks that are ineligible for Arts in Parks funding.

Playfields and green spaces immediately adjacent to community centers are **not** eligible for Arts in Parks funding. Please click [here](#) to view a list of playfields and green spaces that are ineligible for Arts in Parks funding.

BUDGET

Each selected artist/artist team will receive \$4,500, inclusive of all fees including design development for final proposal, materials, installation, WA state sales and use taxes, insurance, and all associated project costs. Selected artists/artist teams will receive 40% of the total commission upon acceptance of the final artwork proposal, 40% percent after documented installation of the artwork, and the remaining 20% after documented de-installation of artwork, photo documentation, and a brief project summary have been delivered.

Arts in Parks is commissioned with Seattle Park District funds and administered by the Office of Arts & Culture.

APPLICATION DEADLINE

The application deadline is 10:59 p.m. (Pacific Time), Tuesday, November 12, 2019.

APPLICATION REQUIREMENTS

1. Sixteen work sample images total, showing your past artworks and one draft image of your proposal. The draft proposal image can be digitally rendered, collage or hand drawn, and should portray an accurate representation of the proposed artwork, offering the selection panel enough detail to represent the artist's vision. CaFÉ image format requirements can be found [here](#). If you have fewer than 16 quality images, you will need to insert a detail of one of your images or a blank slide. A blank slide is available for download [here](#).
2. Please provide a statement describing your interest in this project, including a very brief (100 words or less) conceptual sketch of your proposed installation/activation. Please include your community engagement strategy and any special connection you have with the park(s) you list as your preferred sites. If community engagement is part of your design process, offer insight on how you

will navigate the exchange between artist, community, and the final work produced. These elements will be weighed heavily by the panelists during the selection process.

3. Bio or resume
4. Completion of all required application questions
5. Three references

SELECTION CRITERIA

The Office of Arts & Culture is committed to reflecting the diversity and cultural richness of our city in the selection of artists and artworks. Artists will be selected on the basis of the following criteria:

- The artist's suitability for this project, as indicated by the proposal;
- Strength and artistic vision of past works or the potential for the artist to create artwork in public and creativity of approach;
- Priority will be given to artists who have experience working with residents from historically under-represented communities including communities of color, immigrant, and refugee communities to develop their artwork.

SELECTION PROCESS

The selection process will include a peer panel and advisors who will review all applicants' materials and will recommend up to seven artists/artist teams for commissions to be installed/implemented June through August 2020.

NOTIFICATION OF RESULTS

Applicants will be notified of the panel's decision by email in January 2020.

ATTEND A WORKSHOP

We strongly encourage you to attend the workshop, especially if you are a first-time applicant.

ARTS staff will share more information about the Arts in Parks Temporary Art and Activations call and will review the CaFÉ application process. No RSVP or registration is needed to attend a workshop.

Wednesday, October 16, 1:30 – 3:00 p.m.
Seattle Public Library, Rainier Beach Branch
9125 Rainier Ave. S., Seattle, WA 98118
[Map](#)

Wednesday, October 30, 5:30 – 7:00 p.m.
Seattle Public Library, Southwest Branch
9010 35th Ave. S.W., Seattle, WA 98126
[Map](#)

Tuesday, November 5, 3:30 – 5:00 p.m.
Seattle Public Library, Douglass-Truth Branch
2300 E. Yesler Way, Seattle, WA 98122
[Map](#)

OBLIGATIONS OF AWARD RECIPIENTS

If your project is selected for funding, you will need to meet the requirements listed below:

- City and state business licenses are required for payment (you do **not** need a business license to apply). To receive final payment, individuals awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington State Unified Business Identification (UBI) number. You may include the cost of getting your business licenses in your budget.
- Award recipients will sign a contract committing to produce their project with activities including intended dates and park location for a public presentation. Early confirmation of event details is encouraged.
- Award recipients will be responsible for working with Seattle Parks and Recreation to complete and submit the required permit documents by deadlines.
- Award recipients will be responsible for securing Event Liability Insurance for their project.
- Award recipients are responsible for paying all applicable taxes.
- Award recipients commit to recognizing the Seattle Office of Arts & Culture and Seattle Parks & Recreation in press releases, printed materials, social media, and signage visible to the public or in other ways appropriate to the project.

TIPS FOR SUCCESS

- Create or update your CaFÉ profile at callforentry.org right away.
- Explore the online application ahead of time, especially if you're a first-time applicant.
- Attend a workshop/draft review session, especially if you're a first-time applicant.
- Start writing or outlining your application narrative early. It is best to write your application answers first in a separate document and copy and paste them into the application text boxes.
- Be sure to review your application materials before you submit. It can be very helpful to have another person read/edit your application materials. This can help ensure your vision is communicated effectively.
- Call the project manager with questions well in advance of the deadline. We are happy to assist you, but last-minute help is limited due to capacity.

WE'RE HERE TO HELP

Please contact Benjamin Gale-Schreck at benjamin.gale-schreck@seattle.gov or 206.615.1742 for questions regarding this call or project.

For technical assistance with the CaFÉ online application process, please contact CaFÉ tech support at 888.562.7232 or cafe@westaf.org, Monday - Friday, 7:30 a.m. to 4:00 p.m., Pacific Time.

CITY OF KIRKLAND PUBLIC ART POLICY GUIDELINES

Public Art Vision

Kirkland maintains a diverse public art collection that invites interaction, fosters civic identity and community pride, inspires a sense of discovery, stimulates cultural awareness, and encourages economic development.

The Kirkland Cultural Arts Commission (KCAC)

The Kirkland Cultural Arts Commission is responsible for helping the City Council implement the Public Art Vision in Kirkland. The Cultural Arts Commission a volunteer advisory board that works to help arts, culture and heritage grow and thrive in the City of Kirkland. Along with supporting art and cultural initiatives, the Cultural Arts Commission promotes strategic arts planning and advises the City Council on art acquisition in Kirkland.

KCAC Mission

The Cultural Arts Commission curates and advises the City Council on public art acquisitions and loans, and reviews and recommends projects under the City's "one percent for the arts" program.

KCAC Goals:

- Curate the growth of a diverse public art collection
- Facilitate exposure to public art
- Encourage community dialogue through public art
- Use public art to reflect the characteristics of the greater Kirkland community
- Determine that the art is appropriate for its location

PUBLIC ART ACQUISITION GUIDELINES

Proposed public art acquisitions shall be reviewed by the Cultural Arts Commission with recommendations to the City Council. For a proposed public art acquisition to be sited in a park, a recommendation from the Kirkland Park Board will also be requested. A recommendation will be requested from affected boards, commissions, organizations, and associations when appropriate.

Proposed public art acquisitions will be evaluated on the following:

- A. The quality and aesthetic merit of the art work.
- B. Context within the city collection should be considered with the following criteria:
 - a. Does art work enhance the existing collection or add diversity?
 - b. How does the piece engage the public?
 - c. Are the materials appropriate?
 - d. Is the piece susceptible to vandalism or graffiti?
- C. Coordination with the Park Board or other affected commissions and departments concerning siting, costs of installation, and maintenance of art work.
 - a. Availability of an appropriate site.

- b. Appropriateness in size, scale, material, form and style for the area in which it is to be placed.
 - c. Condition, durability, installation, and maintenance requirements of the art work.
- D. Donor conditions, if applicable.
- E. If applicable, loaned artwork can be purchased if there is sufficient public support to acquire it via public fundraising or City Council action.

Other Considerations:

- Whenever appropriate, siting decisions will be determined by a public art jury made up of surrounding neighbors, businesses, or associations (e.g., business or neighborhood) impacted by an art work location.
- For a work proposed for loan to the City, the owner or owner's representative will be required to enter into an Art Display Agreement setting forth the length of the loan and other terms such as location, maintenance requirements, insurance, value of art work, installation and removal responsibility, and other conditions pertinent to the agreement.
- Donated or loaned art work will include identifying plaques if accepted by the City.
- Donated or loaned art may be declined at the discretion of the City consistent with the criteria in the public art policy guidelines.
- All accepted donated works become part of the City art collection and, as such, may be relocated.
- Unrestricted monetary donations to help fund public art acquisitions will be accepted at any time. Donations with conditions or restrictions such as use for acquisition of a specific artwork or theme will be reviewed and accepted in accordance with this policy, and declined if the conditions or restrictions are not approved.

TEMPORARY ART EXHIBITS

Objectives

To provide procedures and opportunities for the temporary exhibit of art work in cooperation with art galleries and other organizations and to showcase artists, promote awareness and foster education regarding public art in the community. The City currently has several locations and pedestals located in the downtown that provide for the display of temporary public art. Other venues throughout the community, in public facilities and neighborhoods will be encouraged.

Guidelines

- Proposed use of the existing pedestal locations for art work in public parks or rights-of-way shall be reviewed by the Cultural Arts Commission in coordination with Parks and Community Services for installation assistance (if required) and Public Works for any permit requirements.
- Art Display Agreements will be required.

- Hosting temporary indoor and outdoor public art exhibits shall be reviewed by the Cultural Arts Commission with recommendation to City Council. If appropriate, partnerships with other arts organizations, agencies, and the business community will be encouraged.
- Length of term on loans will be established in artwork loan agreements and reviewed by the commission on an individual basis.

PARK LANE OUTDOOR ART GALLERY

- An outdoor art gallery located on Park Lane is intended to display temporary art for sale to the public.
- No more than six pieces of art will be displayed at one time on city-owned plinths that have been installed in the public right-of-way.
- The Cultural Arts Commission will accept sculpture display applications on a rolling basis and curate the selection of art.
- Art will be displayed for 12-18 months unless it is sold at which time the display term may be shortened, and the art replaced with another selected piece.
- Unlike other pieces of temporary art where the process calls for City Council consideration of recommendations made the Cultural Arts Commission, outdoor art gallery work will only require Cultural Arts Commission approval.

CROSS KIRKLAND CORRIDOR EPHEMERAL ART

The Cross Kirkland Corridor (CKC) is a civic open space and active transportation connection. Art on the CKC has been envisioned as one more civic expression of the city and its residents, and as a catalyst for the corridor becoming a sought after destination for visitors to the city. Reference the CKC Masterplan and CKC Art Integration Plan for further detail.

One type of art that is encouraged on the CKC is Ephemeral Art, art which is built to last only a short period of time. These artworks are often left to degrade in natural environmental conditions. Examples of such art include: art made out of natural material, water soluble painting. Ephemeral Art can also be art performances or art installations that are created and then dismantled after their exhibit.

- Ephemeral art, visual or performance art or some other art expression, shall be allowed on the corridor for no more than 60 days, and in this way distinguished from permanent art and other temporary art
- Stakeholders, representatives from the KCAC, representatives from the CKC Steering Committee, Office of the Special Events Coordinator and others as deemed appropriate shall be included in conceptual review of the art
- Approval of the art will require recommendations from these stakeholders and any other affected City departments with final approval vested in the KCAC
- In reviewing the art concept, the KCAC and other parties to the decision shall take into account:
 - The compatibility of the concept in the proposed character zone of the Cross Kirkland Corridor and the Cross Kirkland Corridor Art Integration Plan.

- The compatibility and sensitivity of the art to its natural surroundings and particularly critical areas
- The compatibility and sensitivity of the art to abutting neighborhoods, business districts and schools
- That the art not impede transportation flow – bike and pedestrian- on the CKC, or connections from the CKC
- That artists or event producers be charged with making sure the art remains in good condition while on display, (is not a safety hazard or the target for graffiti) and that it is removed if the latter conditions ensue
- That artists and event producers abide by the city events policies and also business licensing and insurance requirements
- The artists and or event producers will be required to leave the location or locations of the art as they found them unless exceptions are made

ADDITIONAL MEMORIAL PUBLIC ART CONSIDERATIONS

- Donation of memorial artwork can honor the memory of an event (contemporary or historical), an occasion, an outstanding member of the community, or serve a similar purpose.
- Proposed memorial public art shall be reviewed by the Cultural Arts Commission with recommendation to the City Council. The Cultural Arts Commission will work with the donor and relevant City Departments to recommend an appropriate site for the work. For proposed memorial public art to be sited in a park, a recommendation from the Kirkland Park Board will also be requested.
- Proposed commissioned memorial art shall not ordinarily honor a living person, unless that person has made a significant and outstanding contribution to the arts or civic service. A waiting period of at least one year should elapse from the time of (1) the initial nomination of the living individual, (2) the passing away of the deceased individual(s) or, (3) the occurrence of the event in order to be eligible for consideration as a commissioned memorial public art work.
- The proponent(s) of commissioned memorial art will approach the Cultural Arts Commission with several ideas for the intended public art. The Cultural Arts Commission will establish a dialogue with the proponents and other affected city departments. As a result of this dialogue, the Cultural Arts Commission will make a recommendation to the City Council. The recommendation may endorse one of the proponent's proposed ideas or may recommend a different design approach or public art location.
- Celebratory gifts may be commemorative in nature, or may mark a life event such as: the birth of a loved one, an anniversary, a graduation, a business, or a celebration of an event or a group.
- Memorials accepted by the City become a part of the City art collection and, as such, may be relocated.

Proposed memorial public art will be evaluated on the following criteria:

- A. The fit of the art work with the overall character of public art already on display throughout the city.
- B. The timeless qualities of the art work, including its significance and appeal to future generations. Memorial proposals honoring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a

special experience. Examples include community parks, landscaped gardens and plazas, sculpture and art works, plaques about history or the environment, poetry, fountains, park benches, and site furnishings.

- C. The art work's success in expressing the spirit of the person(s) or event to be commemorated.
- D. Memorial artwork should not set a precedent that goes against the criteria outlined above. Artwork should be congruent with the existing collection, its immediate environment and site specific existing artwork.
- E. The artistic merit of the art work.
- F. The proposed location of the art work. The location should be an appropriate setting for the memorial and should not interfere with existing and proposed circulation and use patterns. It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium on future memorial installations at that location or area.
- G. The fit in terms of the size, scale, material, form and style for the area in which it is to be placed.
- H. Condition, durability, installation, and maintenance requirements of the art work.

DEACCESSION OF ART WORK

Objectives

To provide procedures for the withdrawal of City owned art work from public display.

Guidelines

Deaccessioning should be cautiously applied only after careful and impartial evaluation including input from the Cultural Arts Commission, art professionals, the public, the artist, and final review and decision by the City Council

- Deaccessioning of art work may be considered for one or more of the following reasons:
 - A. The condition or security of the art work cannot be reasonably guaranteed in its present location.
 - B. The art work presents a public safety risk.
 - C. The art work is damaged and repair is not feasible.
 - D. Significant changes in the use, character or actual design of the site require a re-evaluation of the art work's relationship to the site.
 - E. The art work requires excessive maintenance or has failures of design or workmanship.
 - F. The art work no longer meets the mission and goals of the Public Art Policy.

RELOCATION OF ARTWORK

Objectives

To provide procedures for the relocation of City owned art work.

- A. The condition or security of the art work cannot be reasonably guaranteed in its present location.
- B. The art work presents a public safety risk.
- C. Significant changes in the use, character or actual design of the site require a re-evaluation of the art work's relationship to the site.
- D. A more suitable location for the artwork has been proposed.

Procedures for possible deaccessioning or relocation of art work shall be initiated by a majority vote of the Cultural Arts Commission or direction from the City Council. The following describes specific procedures for deaccessioning or relocation of artwork.

- A. Review of any restriction which may apply to the specific work.
- B. Assessment of options for storage or disposition of art work, which may include sale, trade, return to the artist, or gift.
- C. Analysis of reasons for deaccessioning and recommendation to City Council for the final decision. The Cultural Arts Commission may seek additional information regarding the art work from the public, the artist, art galleries, curators, appraisers, or other professionals prior to making a recommendation.

PUBLIC ART JURIES FOR COMMISSIONED WORKS OF ART

- The Cultural Arts Commission may convene a jury to review individual public art memorials or acquisitions. The Commission will convene a jury when the public art work to be considered is a commissioned piece and is not an already completed work of art.
- Candidate jurors can include but will not be limited to: artists, architects, landscape architects, engineers, urban designers, representatives from the community, art professionals and other stakeholders.
- An appointed jury shall not include City Council members, or their partners or families.
- A jury shall not ordinarily be comprised of more than 50% membership from the Cultural Arts Commission.
- Proposals for commissioned works shall include:
 - A. A three-dimensional model (when appropriate) or complete drawing of a two-dimensional work
 - B. Drawings or photographs that demonstrate the relationship of the artwork to the site
 - C. Material samples for the artwork and any relevant construction materials
 - D. Installation details
 - E. Description of routine maintenance and estimate of maintenance costs

- F. Approval for the installation and use of site by the appropriate city department(s)
- G. Artist's resume
- H. Budget and schedule

PUBLIC INPUT FOR PUBLIC ART OPPORTUNITIES

Objective

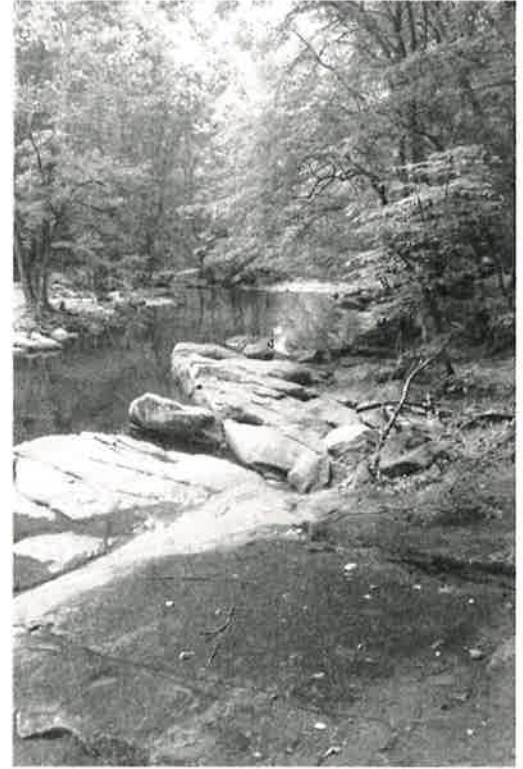
To encourage community involvement in art, cultural and heritage activities, the City Council may seek community input on public art decisions.

- After City Council receives the recommendation from the Cultural Arts Commission and/or Public Art Jury, the Council, at its discretion, may seek broader community input on the recommendation before making a decision to acquire and site public art, to approve temporary and memorial art, or to deaccession art.

HOW THE CITY CREATES PUBLIC ART

Each year the City sets aside capital funds to create new public art. This is the process that is used to decide on new projects and to develop them.

- The Public Art Implementation Plan outlines overall opportunities and priorities for projects, as well as decisionmaking processes.
- Each year, the Office of the Arts staff and a Workplan Task Force, appointed by the Commission for the Arts, analyze a range of opportunities for new projects, including projects undertaken in collaboration with other City agencies, as well as special initiatives of the Public Art Program.
- Based on the goals and criteria outlined in this plan, the staff prepares a work plan and the Task Force recommends its approval to the Commission. The Workplan is incorporated into the Office of the Arts annual workplan and approved by Council.
- For each approved project, the Commission for the Arts appoints a Public Art Project Task Force, including commissioners and stakeholders specific to the project, to advise on the entire project development process.
- Staff and the Project Task Force develop a "project plan." This includes a budget, schedule, artist selection process, and other details. Community engagement can occur at the artist selection and concept development phases, depending on the project.
- The Project Task Force selects an artist, through a process set out in the Project Plan.
- The artist develops a concept, often engaging with the community as part of the creative process. The Project Task Force and the Commission approve the concept.
- The artist creates and installs the project.



Holmes Run, Dora Kelley Nature Park, Alexandria, Virginia.

ARTIST IDENTIFICATION AND SELECTION PROCESSES

The first phase of an artist selection process involves recruiting artists to be considered for a project. In the public art field, there are several generally accepted methods for this:

- Open Competition,
- Pre-Qualified Artists List,
- Limited or Invitational Competition, and
- Curatorial Process.

For each project, Alexandria's Public Art Program should employ the artist identification process that is most appropriate, depending on the goals for the project, the budget, timeline, scope of work and other factors.

The method of selecting an artist for each individual project shall be determined by the Office of the Arts staff, in consultation with the Public Art Project Task Force and the Alexandria Commission for the Arts and incorporated into the Public Art Project Plan.

Open Competition

An *open competition* is a general **call to artists** in which artists are asked to submit evidence of their qualifications for a specific project. The call to artists should be tailored to the specific opportunity, in terms of searching for artists with a specific background or within a specific geographic area. Also, a call to artists should be sufficiently detailed to permit artists to determine whether their work is appropriate for the project. The artists who respond are presented to the Project Task Force to develop a short list.

Pre-Qualified Artists List

The Office of the Arts can establish a *pre-qualified artist list* for City projects. The list can include national, regional and/or local artists. An ad hoc Task Force should be organized to review the call and criteria for artist selection, review artist submissions and make recommendations as to which artists should be added to the pre-qualified list. Once selected, artists should be kept on the eligibility list for three years before they need to re-apply.

Identifying Artists: Limited or Invitational Competition

An *invitational competition* is a process through which a limited number of artists are invited to submit evidence of their qualifications for a project. The artists are usually determined through a curatorial process or from the pre-qualified artists list.

Curatorial Process

A curatorial process is a research-based process in which a fine arts professional, chosen for their expertise in the kind of project that is being commissioned, identifies the artists who will be commissioned for the project. The curatorial process would consider artists who, based on their past work and demonstrated ability, could respond to the conditions posed by the particular project or other project goals (i.e. artists who reside in a particular community or neighborhood where a project is occurring, local artists or regional artists, etc.). In a curatorial process, artists ultimately would be selected through direct selection.

ARTIST SELECTION PROCESSES

In the second phase, finalists are invited either to develop a site-specific concept for the project or to interview with the Project Task Force.

Concept Proposal

If a concept proposal is requested, artists are given a small contract to visit Alexandria and to develop a concept for the artwork they would create. The artists would begin with an exploratory site visit. Subsequent to that visit, artists would present a physical representation of their work (rendering, three-dimensional model), and a written description of the project, its concept, its materials and fabrication techniques, expectations regarding site infrastructure needs, a preliminary budget and a timeline. The Project Task Force would make a recommendation based on its review of the concepts and the artists' presentation, using criteria set out in the Public Art Project Plan.

Interview Process

If an interview is requested, artists would be invited to have a conversation with the Project Task Force in person or other mutually agreeable means. The Project Task Force would make a recommendation based on the artists' credentials and interviews, using criteria set out in the Public Art Project Plan.

Direct Selection

At times the Office of the Arts staff may recommend a direct selection, in which it would contract directly with a specific artist for a particular project. Such a selection may occur for any reason, but will generally occur when circumstances surrounding the project make either an open or limited competition unfeasible (for example: project timeline, community or social considerations, client demand, etc.). Direct selections would be made from the Pre-Qualified Artist List, or through a Curatorial Process, using criteria set out in the Public Art Project Plan.

Miscellaneous

Artists should not be eligible to work on more than one City-initiated public art project at any given time.

PUBLIC ART IN THE PRIVATE DEVELOPMENT PROCESS

The Office of the Arts staff works collaboratively with the Department of Planning and Zoning to manage the development conditions through which a developer is expected to include public art in their development. The public art review process is carefully integrated into the overall development review process to provide predictability to the developer, staff and the general public. The process is outlined in Appendix 2.

The Office of the Arts staff participates in interagency reviews, the drafting of conditions, reviewing of artist selection and concept development, ensuring that conditions have been met, and monitoring for compliance. In particular, the Office of the Arts staff will work with Department of Planning and Zoning staff to discuss with the developer, early in the process, planning and urban design context for public art and preliminary options for public art. The staff will also discuss goals, locations, approach, process and budget for the project before the commissioning process begins.

The Office of the Arts staff is advised throughout by the Art in Private Development Task Force, which reviews and provides comments to the Office of the Arts staff at several stages throughout the process. The Office of the Arts staff provides ongoing informational reports to the Commission for the Arts, which does not play an official role in reviewing, recommending or approving public art in private development.

Public engagement is incorporated into the public hearings and staff reviews that are related to the approval of the development project, though applicants for larger or significant projects should be encouraged to gather additional community input in the concept plan phases. Public engagement should focus on the early stages of the project, when the opportunities and goals for the project are being identified. Public engagement should also be incorporated into the project development phase, when artists should be encouraged to gather community input when they are developing their concepts. The specific approach should be left to the artist to determine.

PUBLIC ART IN SMALL AREA PLANNING PROCESSES

Alexandria's small-area planning process provides guidance, on a neighborhood by neighborhood basis, for planning, development, public facilities and public services in every area of the city. These processes can help identify opportunities for public art that are grounded in a comprehensive community planning process and integrated with future visions for development, design and public space.

Completed Small Area Plans

In recent years, the City has approved Small Area Plans in several areas where redevelopment is expected. Some of these plans include public art recommendations. However, these recommendations are not supported by processes for initiating or funding public art projects.

As these areas of the city redevelop, the Office of the Arts should monitor CIP projects and private development projects to determine if any of them could be linked to public art projects that implement a goal of the relevant small area plan. For example, recommendations for artworks that serve as gateways could be implemented as a component of City capital projects or private development projects that are undertaken at or near those gateway locations. Public art in private development projects should be coordinated through the DSUP process, and public art in City capital projects should be evaluated through the Annual Workplan process.

⁶ Adopted by City Council, February 12, 2012.

Waterfront

The Waterfront Small Area Plan⁶ (Waterfront Plan), approved in 2012, includes many recommendations and an illustrative design for the redevelopment of the City's Waterfront. Several appendices including the Alexandria Waterfront History Plan and the Alexandria Waterfront Public Art Proposal are part of the Waterfront Plan. Recommendations in those appendices are embodied in the text of the Waterfront Plan also and reflect the shared goal of celebrating the Waterfront's past and present in a variety of creative and artistic ways. Examples include site-specific art such as granite paving delineating the historic shoreline, commissioned art that would be unique to the historic role a given space along the Waterfront, wayfinding and interpretative features and historic medallions. The City is now in the Waterfront Plan implementation process working to develop and complete design drawings in preparation for the environmental, permitting and construction phases to come. Development and timing of the Public Art Implementation Plan has been generally aligned with this first phase of Waterfront Plan implementation.

Refinement and prioritization of art and history elements along the waterfront shall be accomplished by the Office of the Arts working in conjunction with the Department of Project Implementation as Waterfront Plan implementation processes continue. To date, the design process has identified locations for art and history features that can be integrated into a physical element of the design as well as potential locations for commissioned art opportunities. The cost of the site specific art and the infrastructure for commissioned art will be considered as the City explores a phasing and funding plan for Plan implementation.

Once public art projects for the waterfront are identified, the Office of the Arts, should oversee the commissioning of the artworks. The artist selection and concept approval should be managed through the standard Commission for the Arts public art processes adopted in the Public Art Policy. In accordance with the Policy, a standing Project Task Force should be organized for all waterfront projects. The Waterfront Commission's role should be advisory to the Commission for the Arts in the selection of artists and approval of artist concepts, and the Waterfront Commission should have a stakeholder role in the standing Project Task Force.

Current and Future Small Area Plans

For Small Area Plans that are underway or initiated in the future, the Office of the Arts should collaborate with the Department of Planning and Zoning to ensure that:

1. The Public Art Implementation Plan provides guidance for the public art recommendation that are included in the Small Area Plan. In particular, recommendations for public art should focus on advancing the Creative Directions of Time and Place, Neighborhoods and Gathering Places, and Natural and Urban Systems.
2. There is participation from the Alexandria Commission for the Arts in any planning processes that are related to making public art recommendations in small area plans. Solicit input from the Commission on public art recommendation and funding. This collaboration will be important for conveying the vision, goals, and processes for public art in Alexandria.
3. The Small Area Plan includes recommendations for funding and implementing public art opportunities identified in the Small Area Plan.
4. Consider opportunities for the Public Art Program to commission artists and curators to develop projects that are related to community engagement for the small area planning process.
5. There is Office for the Arts representation on internal staff working groups advising on Small Area Plans.

DONATIONS OF PUBLIC ART AND MEMORIALS

Donations of public art and memorials are welcomed as a useful way of building the City's public art collection and serving the social needs of the community. However, the City must act with the broad public interest in mind when considering such donations, particularly in regard to both the fiscal impact of such donations, the general public's use and enjoyment of public space, and the general aesthetics of the city.

In order to facilitate a fair assessment of proposed donations of public art and commemorative artworks, the Office of the Arts should coordinate the review of all aspects related to the acceptance of donations of public art and commemorative artworks, consulting with other City departments as appropriate, consulting with the Commission for the Arts, and conducting appropriate community engagement.

Proposed donations should be evaluated to determine whether they are in keeping with the City's overall goals and expectations and adopted plans and policies, if they are placed in appropriate locations and integrated appropriately with their sites, whether proper advance planning and preparation has taken place, and, in the case of memorials, whether they serve a purpose appropriate to the interests of the public.

Technical review should be undertaken by City staff, and should consider factors such as:

- **Ownership.** If the Donor is proposing to donate an existing Artwork, has the Donor documented that the Artwork can be legally given to the City?
- **Financial Costs.** Has the Donor documented that the financial costs associated with the Artwork have been adequately anticipated and can be met? These costs include, but are not limited to, shipping, insurance, site preparation, installation, dedication, signage and lighting.
- **Safety and Liability.** Is the Artwork durable? Does it pose any safety or liability concerns? Does it meet all applicable codes?
- **Maintenance and Conservation.** Has the Donor provided a professional art conservator's report indicating anticipated maintenance needs?
- **Availability of Site.** Is the proposed site available for the installation of Artwork? Are necessary electrical, plumbing or other utility requirements defined and available?
- **Appropriateness of Site.** Does the proposed siting respect existing officially adopted plans of the city? Is the proposed siting consistent with the current use of the site?
- **Identification Plaques.** Does the design of and text of plaques that will be provided for interpretation, donor acknowledgment and/or other purposes meet the City's design requirements?

Aesthetic review should be undertaken by the Commission for the Arts.

Final acceptance of donations of works of Public Art or memorials must be made by City Council.

COMMUNITY ENGAGEMENT

Community engagement is a key element of the mission of the Commission for the Arts and the Public Art Program, particularly in regard to engaging audiences and fostering participation in the arts. At the same time, the City is working to improve policies and practices that allow “Alexandrians to participate in the public decision-making process that shape the city.”⁷

The Commission and its Task Forces provide many opportunities for citizens to participate in the public decision-making process, either by attending the meetings, all of which are open to the public, or by joining the Task Forces themselves. It is hoped that the Task Forces, most of which will operate for only a fixed period of time, will attract more Alexandrians willing to make a time commitment.

Annual Workplan

Meetings of the Annual Workplan Task Force and the Commission for the Arts at which the workplans are reviewed and recommended for inclusion in the City’s Capital Budget are open to the public and to public comment.

Prior to the convening of the Task Force, the Public Art Program should hold an annual open house at which recently completed projects and projects in development are presented in an informal manner, and during which members of the community can discuss their own ideas and priorities for public art.

City Projects

Each public art project initiated by or facilitated by the Public Art Program should have a plan for community engagement.

The goals of the community engagement plan should be outlined in the Public Art Project Plan, and should take into account the principles of What’s Next Alexandria. Consideration should

be given to informing the public, gathering information that will inform the artist about the community and help shape the project, promoting interest in the project’s implementation, and creating opportunities for people to experience, and take part in if appropriate, the art-making process. The community engagement plan would be managed by Office of the Arts staff.

For public art projects that are attached to City capital construction projects, community engagement should be integrated into the overall project development process. This will reduce the number of meetings that both community members and staff must attend, and will help keep the project timeline on track.

Private Development

Private developers should provide opportunities for community engagement during the early stages of the project, when the opportunities and goals for the project are being identified, and later, when the artist is developing a concept for the project. This is explained in more detail in the section “Public Art in the Private Development Process,” above.

General Public Awareness

The Public Art Program should, to the extent that resources allow, work to build greater public awareness of public art and engagement with the collection. The Program should organize events such as lectures, panel discussions, tours and other opportunities for people from diverse backgrounds to meet, learn about and have conversations about the practice of public art. The Program should seek to enhance its identity and its online presence.

⁷ *What’s Next Alexandria*, introduction, page 3.

EVALUATION

Periodic program evaluations are important to the health and success of a Public Art Program. Alexandria's Public Art Program should conduct an evaluation within five to seven years of the approval of this plan.

The specific evaluation process and methodology should be determined at the time the evaluation is undertaken. The following guidelines should be considered:

- The evaluation should consider the degree to which the goals articulated at the beginning of this plan have been achieved.
- The evaluation should include an external component related to the public's perceptions of public art in the city.
- The evaluation should be facilitated by an independent consultant.



Buster Simpson, *King Street Garden*, photo courtesy the City of Alexandria.



Meeting: September 14, 2020

Item # 13a

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Review of Comprehensive Plan Goals and direction on the goals for the preparation of the 2021 Annual Budget

Background

To facilitate the preparation of the 2021 Annual Budget, the Executive Director seeks direction on the primary goals to focus on during 2021. The Comprehensive Plan was adopted earlier in 2020 and offers the following goals:

1. Encourage meaningful public involvement in park and recreation planning and inform residents through Key Pen Parks' communications.
2. Encourage, solicit and promote recreation tourism within Key Pen Parks' system of parks and recreation facilities.
3. Develop a high quality, diversified park and open space system that preserves and enhances significant environmental resources and features.
4. Develop a high quality interconnected system of linear parks/trails and corridors that connect significant environmental features, public facilities and developed local communities and business districts.
5. Partner with others, where appropriate, to enable a high quality, diversified recreation system that provides for all ages and interest groups, and enhances regional resources and facilities across all the Key Peninsula.
6. Design and develop facilities that are accessible, environmentally friendly, safe, and maintainable within available resources, with life-cycle features that best balance long term costs and benefits within the assigned resources.
7. Provide leadership in the management of parks, facilities and recreation offerings throughout the Key Peninsula.
8. Use traditional and alternative funding sources, initiatives and partnership to adequately and cost effectively maintain and enhance the quality of Key Pen Parks' park and recreation system.

Each of these goals also has multiple objectives listed which are in Attachment 1. Staff seeks direction on specific goals and objectives, either listed here or agreed upon by the Board upon which to base the draft budget. The draft budget will be presented at the October 12, 2020 Regular Meeting.

Recommended Action: Provide direction on goals and objectives for 2021 and the 2021 Budget Process

Attachment 1: Chapter 4 from the 2020-2025 Comprehensive Plan for Parks & Recreation



GOALS & OBJECTIVES

The goals and objectives described in the following section define the park and recreation services that Key Pen Parks aims to achieve based on the needs within the local community and the trends developing on the Key Peninsula.

These goals and objectives follow from the foundation established from the previous 2014-2019 Park System Comprehensive Plan and the feedback from the community, stakeholders and staff during this planning update process. Key Pen Parks' goals and objectives do not replace the policies in the Key Peninsula Community Plan, which is a component of the Pierce County Comprehensive Plan, rather they amplify the policies which are referenced therein.

The goals align with the National Recreation and Parks Association's Three Pillars, which are foundational concepts adopted by the national organization in 2012. These core values (below) are crucial to improving the quality of life for all Americans by inspiring the protection of natural resources, increasing opportunities for physical activity and healthy eating, and empowering citizens to improve the livability of their communities.

- **Conservation** – Public parks are critical to preserving our communities' natural resources and wildlife habitats, which offer significant social and economic benefits. Local park and recreation agencies are leaders in protecting our open space, connecting children to nature and providing education and programs that engage communities in conservation.
- **Health and Wellness** – Park and recreation departments lead the nation in improving the overall health and wellness of citizens, and fighting obesity. From fitness programs, to well-maintained, accessible, walking paths and trails, to nutrition programs for underserved youth and adults, our work is at the forefront of providing solutions to these challenges.
- **Social Equity** – We believe universal access to public parks and recreation is fundamental to all, not just a privilege for a few. Every day, our members work hard to ensure all people have access to resources and programs that connect citizens, and in turn, make our communities more livable and desirable.



COMMUNITY ENGAGEMENT

Goal #1: Encourage meaningful public involvement in park and recreation planning and inform residents through Key Pen Parks' communications.

Objectives:

- 1.1 Promote the Key Pen Parks Board as the forum for public discussions of parks and recreation issues on the Key Peninsula and promote collaboration with Pierce County to improve coordination and discuss policy matters of mutual interest.
- 1.2 Involve residents and stakeholders in system-wide planning, park site facility design, and program considerations and continue to use a diverse set of communication and informational materials to solicit community input, facilitate project understanding and build public support.
- 1.3 Support volunteer park improvement and stewardship projects from a variety of individuals, service and special interest clubs, faith organizations and businesses to promote community involvement in parks and recreation facilities.
- 1.4 Continue to promote the accomplishments and successes of Key Pen Parks.
- 1.5 Key Pen Parks should provide at least monthly updates to social media sites regarding park developments, news, events, etc.

RECREATIONAL TOURISM & COMMUNICATIONS

Goal #2: Encourage, solicit and promote recreation tourism within Key Pen Parks' system of parks and recreation facilities.

Objectives:

- 2.1 Continue to promote and distribute information about recreational activities, community services, events and volunteer activities sponsored by Key Pen Parks and partner agencies and organizations.
- 2.2 Attract and facilitate events and activities which promote active use of park trails and facilities to support local businesses.
- 2.3 Partner with private investors and concessionaires to develop commercially viable enterprises, such as zipline, terrestrial and aerial/tree-top challenge courses, equipment rental, and restaurant and food service businesses, which enhance end users' recreational experiences.
- 2.4 Explore options to provide additional facilities for alternative or emerging sport needs, such as skateboarding, BMX, mountain biking, pump tracks, disc golf, climbing, parkour, equestrian sports or events (e.g., ranch horse, mountain trail horse, etc.), among others, to offer the Key Peninsula community a more diverse range of recreational experiences.



PARKS, OPEN SPACE & NATURAL AREAS

Goal #3: Develop a high quality, diversified park and open space system that preserves and enhances significant environmental resources and features.

Objectives:

- 3.1 Acquire and develop community parks and neighborhood parks that provide easy access to basic park and playground facilities across the Key Peninsula.
- 3.2 Pursue opportunities to provide or enhance public access (e.g. trails, viewpoints, wildlife viewing areas and water access) to support passive recreation and environmental education.
- 3.3 Partner with others, where appropriate, to preserve high resource value, significant or connected natural resource areas that are especially unique to the Key Peninsula through acquisition or other protection (e.g., conservation easements) as they become available.
- 3.4 Acquire and/or preserve environmentally sensitive areas as natural area linkages and separators to provide definition between natural areas and commercial and residential land uses.
- 3.5 Cooperate with other public and private agencies and with private landowners to set-aside land and resources necessary to provide high-quality, convenient, park and recreational facilities before the most suitable sites are lost to development.
- 3.6 Work with Pierce County and Washington State agencies and departments to increase access to public lands and retain or expand Key Pen Parks' or other public lease holdings that serve park and open space needs.
- 3.7 Incorporate natural areas, habitat features and resources into the park and open space system, as appropriate, to protect threatened species, preserve habitat, and retain migration corridors that are unique and important to local wildlife.
- 3.8 Preserve and protect significant environmental features including wetlands, meadows, woodlands, shorelines, waterfront uplands and other physical features that support wildlife and reflect Key Peninsula's natural heritage.
- 3.9 Identify and acquire at least one new park property in an underserved area that has been identified in Map 5: System Gaps by 2025 to meet the needs of the Key Peninsula Community.



TRAIL SYSTEMS

Goal #4: Develop a high quality interconnected system of linear parks/trails and corridors that connect significant environmental features, public facilities and developed local communities and business districts.

Objectives:

- 4.1 Create an interconnected, off-road, multi-purpose trail system which provides access to environmental corridors, natural areas, historic sites, scenic vistas, parks, public facilities, local business districts and other trail corridors.
- 4.2 Coordinate with, and support, Pierce County in the implementation of an on-road bicycle route system which provides access to historic areas, scenic vistas, parks, public facilities and business districts for local resident commuter and recreational biking enthusiasts. Support linking local on-road bicycle routes with regional routes to provide opportunities for extended touring opportunities for local and regional enthusiasts alike.
- 4.3 Coordinate and partner with public agencies, local utilities, land trusts (such as Great Peninsula Conservancy, Nisqually Land Trust and Forterra) and private landowners to secure trail easements and access to open space for trail connections.
- 4.4 Where appropriate, locate trailheads at, or in conjunction with, park sites, schools, and other community facilities to increase local area access to the trail system and reduce duplication of supporting improvements.
- 4.5 Provide trailhead accommodations with supporting services such as interpretive and directory signage systems, maps, rest stops, potable water, restrooms, parking and loading areas and other services where appropriate.
- 4.6 Develop and maintain trails using relevant design and development standards to provide improvements which are easy to maintain and access by maintenance, security, and other appropriate personnel, equipment and vehicles.
- 4.7 Implement trail signage standards, to provide consistent route and wayfinding signage for trails and associated facilities, and informational maps and materials identifying existing and planned trail facilities.
- 4.8 Construct a minimum five-foot wide, paved ADA walking path within Gateway Park by 2023.
- 4.9 Develop, build and maintain trails and trail access within local parks, forest land, and open spaces to promote daily use by various groups with diverse trail needs.

RECREATIONAL FACILITIES & PROGRAMS

Goal #5: Partner with others, where appropriate, to enable a high quality, diversified recreation system that provides for all ages and interest groups, and enhances regional resources and facilities across the Key Peninsula.

Objectives:

Waterfront access & facilities

- 5.1 Cooperate with and support governmental and non-governmental agencies, homeowners associations, and private developers to acquire and/or preserve additional shoreline access for waterfront fishing, wading, swimming, motorized and non-motorized boating and other related recreational activities and pursuits.
- 5.2 Support the county and state in the development of watercraft access opportunities on the Key Peninsula for motorized and non-motorized watercraft.
- 5.3 Assist other private, non-profit organizations, or governmental agencies as appropriate, to acquire and redevelop the Lakebay Marina by 2024.
- 5.4 Identify and purchase additional waterfront access properties on Case and Carr Inlet by 2024 to increase public access to waterfront recreation on the Key Peninsula.
- 5.5 Complete a master plan and develop a park property in the 98351 zip code by 2026.

Athletic & event facilities

- 5.6 Develop athletic facilities that meet the applicable competitive playing standards and requirements for various age groups, skill levels and recreational interests.
- 5.7 Provide space and utilities (water, electricity, parking, etc.) for use by groups wishing to conduct appropriate expositions, community fairs, etc.
- 5.8 Partner with others (such as Peninsula School District, PenMet Parks, Washington Student Cycling League), where appropriate, in the development of a select number of facilities that can accommodate a high competitive level of local and regional athletic events and opportunities.
- 5.9 Re-develop Volunteer Park baseball field (Field 1) infield into a synthetic turf infield by 2025 to increase its usability.
- 5.10 Continue the development of Gateway Park Phase 4 to include a multi-use synthetic turf field with lighting by 2025.
- 5.11 Plan and develop a park in the 98329 zip code to accommodate both cars and trailer parking by 2025.

Indoor facilities

- 5.12 Coordinate with other public and private agencies/groups to expand public access to, and use of, existing meeting rooms, class rooms, recreational facilities and theatrical facilities.

Programming

- 5.13 Continue to explore options for high quality parks and recreational programs and services that meet Key Peninsula community needs.
- 5.14 Utilize effective and efficient methods of operating or facilitating programs that equitably distribute costs to public and private interests.
- 5.15 Utilize parkland, facilities and programs to promote environmental education and encourage park visitors to become stewards of the Key Peninsula's natural resources.
- 5.16 Continue to support, provide and/or accommodate special events, festivals, concerts and cultural programming which promote arts, health and wellness, community identity, tourism and the benefits of recreation to foster civic pride.



- 5.17 Continue and enhance partnerships with local sports organizations to provide sports programs for youth and adults to meet demand.
- 5.18 Continue to promote the cultural and historic resources of the Key Peninsula.
- 5.19 Continue to work with organizations who provide recreational services or events with contracts for service.

SITE DESIGN & MAINTENANCE

Goal #6: Design and develop facilities that are accessible, environmentally friendly, safe, and maintainable within available resources, with life-cycle features that best balance long term costs and benefits within the assigned resources.

Objectives:

- 6.1 Develop park sites based on master plans, management plans or other adopted strategies to ensure parks reflect local needs, community input, recreational and conservation goals and available financial resources.
- 6.2 Comply with the requirements of the Americans with Disabilities Act (ADA) whenever practical as facilities are upgraded, renovated, redeveloped or constructed.
- 6.3 Design and maintain Key Pen Parks' parks and facilities to offer universal accessibility for residents of all physical capabilities, skill levels and ages, where possible and as appropriate.
- 6.4 Develop outdoor picnic areas, fields, courts, playgrounds, certain trails, parking lots, restrooms, and other active and supporting facilities to be accessible, where possible, to individuals and organized groups of all physical capabilities, skill levels, age groups, income and activity interests - especially at sites with significant interpretive opportunities. (It should be understood that many equestrian, bicycle, and hiking trails are activity specific and not compatible with the aforementioned accessibility objective.)
- 6.5 Use low maintenance and appropriate capacity design standards and capabilities to reduce overall facility maintenance and operation requirements and costs.
- 6.6 Incorporate sustainable development and low impact design practices or other value engineering considerations into the design, planning and construction or rehabilitation of new and existing facilities.
- 6.7 Evaluate and consider life cycle costs when selecting materials and equipment.
- 6.8 Use appropriate national, state, and local design and development standards to improve developed park facility safety and security features for park users, Key Pen Parks' staff and the public-at-large.



- 6.9 Continue safety procedures and programs that provide proper training and safety awareness for Key Pen Parks' staff. Safety for park users, Key Pen Parks' staff and the public at large is the primary priority of Key Pen Parks.
- 6.10 Define, disseminate and enforce rules and regulations concerning park activities and operations that protect user groups, Key Pen Parks' staff and the public at large.
- 6.11 Where appropriate, facilitate adopt-a-park programs, community park watches, park pals, park patrols and other innovative programs that increase public safety and security awareness and visibility within the community.
- 6.12 Coordinate with the Pierce County Sheriff for law enforcement on Key Pen Parks' property.
- 6.13 Coordinate with Pierce County Animal Control for enforcement of animal control laws on Key Pen Parks' property.

ADMINISTRATION

Goal #7: Provide leadership in the management of parks, facilities and recreation offerings throughout the Key Peninsula.

Objectives:

- 7.1 Update this Comprehensive Plan periodically to ensure park and recreation facilities and services meet the current and future needs of Key Peninsula citizens.
- 7.2 Continually update and implement capital improvement projects for park and trail facilities.
- 7.3 Stay current with the progress of, and advancements in, parks, recreation, maintenance and operations best practices and applicable legal requirements.
- 7.4 Assess the Key Pen Parks' staffing needs on a regular basis and hire adequate staff to manage the park and recreation system.
- 7.5 Use part-time, seasonal and contract employees for select functions to meet peak demands and respond to specialized or urgent needs.
- 7.6 Promote professional development opportunities that strengthen the core skills and commitment from staff, Board members and key volunteers to include trainings, materials, and/or affiliation with the National Recreation & Park Association (NRPA) and the Washington Recreation & Park Association (WRPA).



FUNDING & FINANCIAL MANAGEMENT

Goal #8: Use traditional and alternative funding sources, initiatives and partnerships to adequately and cost-effectively maintain and enhance the quality of Key Pen Parks' park and recreation system.

Objectives:

- 8.1 Ensure the financial integrity of Key Pen Parks with sound fiscal oversight in pursuit of sustainable quality services.
- 8.2 Continue use of innovative methods, such as private donations or inter-local agreements, to finance facility development, maintenance and operating needs in order to reduce costs, retain financial flexibility, match user benefits and interests and increase facility services.
- 8.3 Continue joint ventures and equitable partnerships with other public and private agencies including the Peninsula School District, PenMet Parks, Pierce County, Kitsap County, City of Gig Harbor, Key Pen Parks Foundation, Key Peninsula Civic Center Association and the Longbranch Improvement Club, as well as regional, state, federal and other public and private agencies and organizations, in addition to including for-profit concessionaires, where feasible and advantageous to Key Pen Parks.
- 8.4 Utilize initiatives, such as bonds and levies, to finance future improvements, as appropriate.
- 8.5 Update fees on a periodic basis to reflect market rates.
- 8.6 Utilize effective and efficient methods of acquiring, developing, operating and maintaining park and recreational facilities in manners that equitably ascertain costs and benefits to the general public.
- 8.7 Where appropriate and as capacity allows, provide recreational programs for those interested groups who are willing to finance the cost through user fees, registration fees, volunteer efforts or other means.



Meeting: September 14, 2020

Item # 13c

To: Board of Commissioners

From: Tracey Perkosky, Executive Director

Date: September 14, 2020

Subject: Direction on policy for the Adopt a Park Program

Background

During the August Regular meeting of the Board of Commissioners, there was a discussion on the Adopt a Park program, the guidelines and which parks are adopted. In addition, there was discussion on if this program required review.

Currently the program has no reporting requirements on the work completed however annual safety meetings are required and work is to be pre-scheduled with staff. This was completed previously by the former Executive Director. Individuals or groups must perform the tasks at least 4 times per year and examples include picking up litter/debris, reporting unusual damage to staff, pruning of tress and brush, placement of wood chips, mowing and weeding, minor trail maintenance.

If an update to the policy is initiated, samples from other jurisdictions are attached.

As part of this discussion, in lieu of park adoption it may be prudent to designate sections of parks as the "Home of" such as "Home of Key Pen Pirates Mountain Bike Club". While this is normally included as part of revenue and fundraising and/or a formal park naming process, the County of San Diego has created a great guide on the "value" of various park areas. Perhaps as part of the Adopt a Park program, these monetary values could be converted into volunteer hours. As an example, 1000 volunteer hours annually secures a designation as the "home of" or a "platinum volunteer organization".

Recommended Action: Provide direction on the possible revision of the current Adopt a Park Policy

Attachment 1: Key Pen Parks Adopt a Park Program Guidelines (Adopted 2014)

Attachment 2: City of Tacoma "Adopt a Spot" Program

Attachment 3: Clark County, WA Adopt A Park Program Policy for Clark County Public Works

Attachment 4: Pierce County Adopt A Park Program

Attachment 5: City of Oakley, CA Adopt a Park, Trail or Landscape Policy

Attachment 6: County of San Diego Parks & Recreation Support San Diego County Parks with your name!
Packet

Key Pen Parks Adopt-a-Park Program

Objectives of the program

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. Individuals, families and organizations can be responsible for a defined portion or area of a specific park at the discretion of Key Pen Parks.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.

Volunteer Responsibilities

The level of required maintenance varies with each park, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Picking up litter and debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks staff.
- Pruning of trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks.
- Minor trail maintenance.

Volunteers Agree to

- Complete and return the Adopt-a-Park Volunteer Application.
- Be courteous to park users.
- Have a sense of responsibility of safety for self and others.
- Review the Safety Tips to be aware of the hazards of working in the parks.
- Work during daylight hours only.
- Provide adequate supervision to participants under eighteen years of age.
- Stay within the boundaries of the park being maintained.
- Pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks.
- Return borrowed or unused supplies to Key Pen Parks.
- If you see vandalism or unsafe actions in progress, do not get involved. Simply report it promptly to park staff.

Key Pen Parks will

- Provide trash bags and hand tools as needed.
- Arrange to remove filled trash bags from the adopted park.
- Arrange to remove large, heavy or hazardous materials as needed.
- Coordinate park adoption by interested parties.

Contact:

Key Pen Parks
PO BOX 70
5514 Key Peninsula Hwy N.
Lakebay, WA 98349
Phone: (253) 884-9240

ADOPT-A-PARK APPLICATION

Organization Name _____
E-Mail _____
Address _____ City _____ Zip _____
Crew Leader _____ Position in Organization _____
Day Phone _____ Night Phone _____ Fax _____
Second Contact _____ Position in Organization _____
Day Phone _____ Night Phone _____ Fax _____
Number of Participants _____ Number under age 18 _____
Requested Property Choice: 1.) _____
2.) _____
3.) _____

THE ISSUED IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. This document grants the volunteer those rights specifically stated and no other.
 2. The volunteer shall hold harmless Key Pen Parks, and agents thereof, against any and all claims arising from operations covered.
 3. Assignments will be made on a first come basis. Group and or individuals agree to a minimum of (4) times a year; in order to be recognized for signage.
 4. All work days are to be scheduled with appropriate Key Pen Parks staff to insure availability of needed safety equipment and the availability of needed resources.
 5. All volunteers need to conduct the necessary duties stated in the Adopt-a-Park Program. Crew leader and or group contact person(s) must be identified above.
 6. Volunteer groups shall consist of at least (1) person who is 18 years of age or older.
 7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.
 8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.
 9. Key Pen Parks will supply the initial set of signs recognizing the group and or individual participation in the program.
- Any signs which are stolen, damaged, defaced or destroyed may be replaced at the group's expense.

Applicant/Authorized agent agrees to all conditions of the application. _____
Signature Date

Key Pen Parks Staff Use Only

☐ Approved – Approved by: _____

☐ Rejected – Rejected by: _____ For: _____

Start Date _____

Assigned area _____ Expiration: _____

[HOME](#)[Print Friendly](#)

Adopt-A-Spot Program

The Adopt-A-Spot Program is a year-round partnership between the City and neighborhood groups, businesses and residents to help reduce litter and keep public spaces clean.

The City will provide:

- Gloves and high visibility vests
- Trash bags
- Hazardous waste collection materials
- Refuse disposal
- A sign posted at or near the spot thanking you, your business or your organization for keeping Tacoma clean.

Volunteers will commit to:

- Be safe during cleanups
- Two cleanups per year
- A two-year (or longer) participation in the program
- Complete adopter report after each cleanup



Adopt-A-Park Program Policy for Clark County Public Works¹

1.0 Preamble

Clark County properties, including public parks, trails, and open spaces, etc. are maintained by the Clark County Public Works Department (Public Works). The County recognizes that the opportunities for greater volunteerism are a critical element in supplementing and supporting the skilled work of parks and facilities maintenance staff in building a stronger, healthier, and more sustainable community.

The County seeks greater consistency, coordination and expansion of volunteer opportunities via an Adopt-A-Park program focused on longer term commitments by volunteers in maintaining particular public properties within the County. The policy will:

- Establish parameters for the oversight and support of the County's Adopt-A-Park maintenance program;
- Establish expectations by and among the County and interested volunteers who accept a long term commitment to maintain public property;
- Identify the general scope of maintenance tasks that may be performed by volunteers.

2.0 Organizations Affected

- 2.1 Clark County Public Works Department
- 2.2 Clark County Parks Advisory Board
- 2.3 Parks Foundation of Clark County
- 2.4 Clark County General Services Department
- 2.5 Clark County Neighborhood Associations
- 2.6 Evergreen School District
- 2.7 Vancouver School District
- 2.8 Camas School District
- 2.9 Battle Ground School District
- 2.10 Washougal School District
- 2.11 Hockinson School District
- 2.12 La Center School District

¹ This policy is adapted from the "Adopt-A-Park" program policy for the City of Vancouver, Policy No. 2011.01

3.0 References

- 3.1 Adopt-A-Park program for City of Vancouver
- 3.2 Vancouver Municipal Code
- 3.3 City of Vancouver Charter Article VIII
General Development Section 8.04 Parks and Recreation

4.0 Policy

It is the policy of the Clark County Public Works Department to:

- 4.1 Encourage volunteerism and seek individuals and groups to supplement the ongoing maintenance of County public spaces in neighborhoods in which they reside to build pride and ownership. A volunteer database shall be created and maintained to further these efforts. One-time volunteer events, activities and park repair projects are addressed by a separate policy.
- 4.2 Provide Adopt-A-Park maintenance opportunities for interested individuals to volunteer their time and resources for an extended period to maintain a County property of their choice, including parks, trails, and open spaces.
- 4.3 Provide individual and group volunteer opportunities for a prescribed term, frequency, and duration to be specified in an Appointment Agreement with the County. Maintenance tasks will be jointly identified by the volunteer(s) and the County as specified in the Agreement. Adopt-A-Park volunteers must commit to volunteering for a minimum of six (6) months' duration and performing certain tasks a minimum of once (1x) a month. Volunteer agreements will require volunteers to indemnify and hold harmless the County and other applicable parties associated with the ownership, maintenance, operations or capital improvements of the specified public property(ies), the volunteer tasks performed, and any volunteer or donated improvements.
- 4.4 Provide volunteer coordination, including the recruitment, training, retention, support, and recognition of volunteers. The County, via Public Works, shall support the Adopt-A-Park program with adequate resources for this program.
- 4.5 Promote safe practices by volunteers and minimize risk. The County may require the completion of and compliance with written agreements, liability releases, background checks and other forms and processes. The County reserves the right to immediately suspend or terminate any agreement with an individual volunteer or volunteer organization with or without cause.
- 4.6 Require volunteers to work in groups of three (3) or more at all times for safety and liability purposes. Any individual who will work on an individual basis must submit to a background check.
- 4.7 Encourage persons under the age of eighteen (18) to volunteer, but only with the permission of their parent or guardian. Children thirteen (13) or younger must obtain permission in writing from their parent or guardian and have their parent or guardian present during all volunteer activities. If children thirteen (13) or younger are volunteering as part of an organized group (e.g., Boy Scouts, Girl Scouts) and are accompanied by one responsible adult leader for every five (5) children thirteen (13) or younger, then this requirement may be waived.

5.0 Definitions

- 5.1 Clark County Public Works Department (Public Works) – Responsible for grounds and greenway maintenance duties in all public parks, sports fields, trails and open spaces.
- 5.2 Clark County General Services – responsible for all facilities and structural maintenance duties in public parks, sports fields, trails and open spaces.
- 5.3 Volunteer Program Coordinator – The Clark County Public Works Department will designate a staff person to serve as the liaison between the County and volunteers and to administer the policies and programs associated with the “Adopt-a-Park” agreement.
- 5.4 Parks Advisory Board (PAB) – created by ordinance and appointed by the Clark County Board of Commissioners (3 members). Non-voting representatives attend from the Evergreen School District, the Vancouver School District and the Parks Foundation of Clark County. The PAB advises the Board of Commissioners, Parks Manager, and other county service areas concerning formulation of policy, plans and programs to carry out duties of providing parks and recreation services.
- 5.5 Recognition Sign: Placard fabricated and installed by Public Works, which includes the Adopt-A-Park Program logo and the name of the volunteer group completing the cleanup events for their adopted section. The sign will be installed within three (3) months of service.

6.0 Responsibility

- 6.1 The Volunteer Program Coordinator, with direction from the Public Works Director, shall oversee the Adopt-a-Park program.
- 6.2 The Volunteer Program Coordinator is authorized to enter into Appointment Agreements with interested individuals or groups for purposes of conducting specific maintenance tasks in or on public parks, trails and open spaces. The Volunteer Program Coordinator is also authorized to suspend or terminate Appointment Agreements, without prior notice and without cause.
- 6.3 The Volunteer Program Coordinator shall approve a list of volunteer maintenance tasks and safety requirements in conjunction with the Public Works Director, General Services Director, or their designees.
- 6.4 The Volunteer Program Coordinator shall coordinate with the appropriate school district if a volunteer project will occur on a joint school/park property. If the property is owned by the school district, the volunteer effort must comply with the applicable school district policies.
- 6.5 Prior to the approval of a volunteer agreement for maintenance of a park, special feature or facility within a park (e.g., sport field), the Volunteer Program Coordinator shall consult and coordinate with the Public Works grounds staff regarding the proposed maintenance tasks.

7.0 Procedures

- 7.1 The Volunteer Program Coordinator shall coordinate opportunities between interested individuals or organizations and appropriate County departments responsible for maintenance activities for the identified County property.
- 7.2 The Volunteer Program Coordinator shall be responsible for the recruitment, training, retention, support and recognition of individuals and community groups to participate in the Adopt-A-Park program throughout the County.
- 7.3 The Volunteer Program Coordinator, in coordination with the appropriate County Department, shall identify specific maintenance tasks volunteers can perform, taking into consideration particular interests and abilities of the volunteers, County policies and safety considerations.
- 7.4 Any improvements to County property that are made or added by volunteers will become County property, and will not be maintained, modified or removed without prior authorization by the Volunteer Program Coordinator.
- 7.5 The Volunteer Program Coordinator shall consult with interested volunteers to identify appropriate roles for citizens.
- 7.6 An Appointment Agreement shall be entered into between the parties that shall address:
 - i. Schedule—Identification of and commitment to a minimum of six (6) months with a minimum once (1x) a month frequency in performing identified tasks;
 - ii. Participants—Names and contact information of the participating individuals;
 - iii. Liability waivers/forms—All required County forms with signatures, including authorization forms for minors working in the park;
 - iv. Training/safety information—All required training, support, and safety/emergency procedures;
 - v. Tracking information—Volunteers will track and report their work, including date, participants, hours worked and tasks completed;
 - vi. Tasks/scope of work—May include the following:

Task Name	Description
Debris/litter pickup	Provide litter pickup throughout the park
Weed pulling	Remove weeds from landscaped areas
Planting	Trees, shrubs, flowers, etc.
Picnic table cleaning	Wash, clean, sand, paint tables
Playground cleaning	Wash, clean play structures
Play surfacing raking	Rake fiber chips in the play pits
Mulching	Spread and rake mulch/compost in beds
Raking	Leaves/debris, play pits, gravel, sand
Watering	Manual watering of new plant material
Facility cleaning	Cleaning the various features in the parks

*Note—other tasks such as weed-eating, blowing, pruning, graffiti removal or painting may be discussed on a case-by-case basis.

- 7.7 Volunteers shall provide all necessary tools and equipment to perform the identified tasks, including appropriate clothing and personal protective equipment. By arrangement with the Volunteer Program Coordinator may provide additional support resources, including tools, safety materials and equipment.
- 7.8 Volunteers shall not perform tasks outside of the specified list contained in this policy without the written consent of the Volunteer Program Coordinator.
- 7.9 By arrangement and with pre-approval from the Volunteer Program Coordinator and Public Works Director, use of certain personal power equipment may be permitted. Safety and operational conditions will be imposed for any use of personal power equipment on public property.
- 7.10 Debris pick-up (limbs, leaves, garbage, etc.) service may be provided by the County as arranged by the Volunteer Program Coordinator.
- 7.11 The Volunteer Program Coordinator or other Public Works designee, will meet on-site with volunteers to review the Appointment Agreement, conduct safety training, review anticipated maintenance tasks, address questions, etc., prior to the start of work.
- 7.12 The Volunteer Program Coordinator shall specify the required event and warning signage, safety procedures, proper use of safety barricades, equipment and clothing, etc. to ensure the protection of volunteers and the public during the performance of maintenance tasks.
- 7.13 The Volunteer Program Coordinator shall periodically review the Appointment Agreement and work progress with the volunteer(s) and other applicable County Departments to insure that all work is proceeding as specified in the Agreement and provide support as needed. The Coordinator shall ensure that all required information is being monitored appropriately, will notify volunteers when they are not in compliance with the Agreement and identify steps to resolve outstanding issues.
- 7.14 If a volunteer group appears to have ceased to fulfill the program responsibilities (no volunteer maintenance activity at the park for three (3) months), the Volunteer Program Coordinator will attempt to contact the group leader by phone, e-mail, or written letter. If the group leader does not respond within thirty (30) days, the park adoption will be considered void and the sign will be removed. The park will then be available for adoption by another group or individual.
- 7.15 The Volunteer Program Coordinator shall solicit feedback from the volunteers via a survey to understand their interest, issues and concerns with the Adopt-A-Park program. This feedback shall be analyzed by the Coordinator and needed changes identified to ensure success of the program.
- 7.16 The Volunteer Program Coordinator shall compile, monitor, analyze and respond to volunteer tracking data and periodically report performance data to the PRAC

and Public Works Director as requested. The Coordinator shall maintain a current volunteer database. An annual report shall highlight the effectiveness of the program for County officials.

- END OF POLICY-

[Home](#)[<](#)[>](#)

Chapter 14.28 ADOPT-A-PARK PROGRAM

Sections:

14.28.010 Purpose.

14.28.020 Policy.

14.28.030 Definitions.

14.28.040 Program Manager – Responsibilities.

14.28.050 Program Coordinator – Responsibilities.

14.28.060 Volunteer Organization – Responsibilities.

14.28.070 Program Rules.

14.28.080 Limited Litter Removal Activities.

14.28.010 Purpose.

The purpose of the Adopt-A-Park program is to provide guidance for the administration of the Adopt-A-Park program on public parks managed by Pierce County. (Ord. 97-27 § 1 (part), 1997)

14.28.020 Policy.

The Pierce County Parks and Recreation Services Department shall work in partnership with citizen volunteers to reduce maintenance costs and to build civic pride in Pierce County's system of parks. (Ord. 97-27 § 1 (part), 1997)

14.28.030 Definitions.

- A. Adopt-A-Park program: A County-wide opportunity whereby volunteer organizations (i.e., organizations which volunteer) may contribute to the maintenance and upkeep of Pierce County's parks by adopting a County park or section of a park and providing regular maintenance and litter control.
- B. Adopt-A-Park sign: A sign on each park section referring to the Department's Adopt-A-Park program and identifying the volunteer organization responsible for that site.
- C. Adopt-A-Park application: A document to be completed by a volunteer organization to apply for the Adopt-A-Park program.
- D. Adopt-A-Park agreement: A contract agreement between Pierce County and a volunteer organization participating in the Adopt-A-Park program that delineates the responsibilities of both parties.
- E. Volunteer Organization: Any organization empowered by law to enter into contractual agreements which permit volunteers to participate in the Adopt-A-Park program.
- F. "Solid Waste Division" means the Solid Waste Division of the Department of Planning and

Public Works, or successor organization, responsible for solid waste management planning pursuant to Chapter 70.95 RCW.

(Ord. 2017-12s § 2 (part), 2017; Ord. 2015-25s § 2 (part), 2015; Ord. 99-36S § 4 (part), 1999; Ord. 97-27 § 1 (part), 1997)

14.28.040 Program Manager – Responsibilities.

The responsibilities of the Program Manager are as follows:

- A. Establish and maintain standard procedures to provide uniform implementation of the County's Adopt-A-Park Program.
 - B. Provide, maintain, and update a standardized application form, registration form, and contractual agreement form for implementation of the Adopt-A-Park program.
 - C. Approve all material, information packets, signs, logos, and any other items or materials used to implement and promote the County-wide Adopt-A-Park program.
 - D. Maintain a master record of all Adopt-A-Park applications and agreements executed County-wide.
 - E. Appoint a Program Coordinator to coordinate and facilitate the Adopt-A-Park program.
- (Ord. 97-27 § 1 (part), 1997)

14.28.050 Program Coordinator – Responsibilities.

The responsibilities of the Program Coordinator are as follows:

- A. Coordinate and facilitate the Pierce County Adopt-A-Park program.
 - B. Assign volunteer organizations a County park or section of a park for which to develop a regular maintenance and litter removal schedule.
 - C. Have erected and maintained Adopt-A-Park signs with the name and/or acronym of volunteer organizations at the assigned areas.
 - D. Pick up brush piles and other refuse assembled by the volunteer organization.
 - E. Provide safety information and training aids to the volunteer organizations for use in their in-house training of their participants.
 - F. Maintain records of any injuries and incidents that may occur during participation in the program.
 - G. Submit a copy of executed Adopt-A-Park agreements to the Program Manager.
 - H. Contact each participating volunteer organization annually to express appreciation for their participation, remind them of their responsibilities, and inquire if they plan to renew at the end of the current agreement period. Sections of County parks assigned to volunteer organizations should be monitored periodically to ensure that the degree of maintenance is in compliance with the Adopt-A-Park agreement.
- (Ord. 97-27 § 1 (part), 1997)

14.28.060 Volunteer Organization – Responsibilities.

The responsibilities of each volunteer organization are as follows:

- A. Name a designated volunteer organization representative.
- B. Submit a completed Adopt-A-Park application for County review.
- C. Submit a signed Adopt-A-Park agreement to Pierce County.
- D. Provide training for all participants using the safety information and training aides provided by the Program Coordinator.
- E. Provide all hand tools, which may include clippers, rakes, axes, hand sickles, brush saws, shovels, wheelbarrows, pruners, grub hoes, brooms and other appropriate tools.
- F. Provide all power tools, which may include line trimmers, brush cutters, lawn mowers, chain

saws, power edgers, blowers, hedge pruners and any other appropriate tools. Note: Only volunteers 18 and over may use power tools.

G. Provide County-approved materials and supplies.

(Ord. 97-27 § 1 (part), 1997)

14.28.070 Program Rules.

Any organization which volunteers may be authorized to participate in the Adopt-A-Park program by providing regular maintenance and litter control of County parks in accordance with the terms prescribed on an Adopt-A-Park agreement, subject to the following rules:

A. A volunteer organization shall not be eligible whose name:

1. Endorses or opposes a particular candidate for public office.
2. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation.
3. Includes a reference to a political party.

B. Volunteer organizations that have not complied with a previous Adopt-A-Park agreement shall not be eligible for a period of three years following the termination date of the previous agreement.

C. Volunteer organizations shall be assigned to a park or section of a park on a "first-come-first-served" basis.

D. Volunteer organizations shall be assigned a park or a section of a park for a minimum of three years. Adopt-A-Park agreements can be terminated by either party upon 30 days notice.

Agreements may be extended for additional three-year terms. Volunteer organizations assigned sections shall have first right of renewal for that section.

E. Each volunteer organization participating in the Adopt-A-Park program shall have a designated representative.

F. Written parental consent shall be submitted to the Pierce County Parks and Recreation Services Department for all minors (under 18 years of age) prior to participating in the Adopt-A-Park program.

G. During regular maintenance there shall be at least one adult supervisor present from the organization for every four minors.

H. Volunteer organizations may not conduct maintenance activities without having a fully executed Adopt-A-Park agreement.

(Ord. 97-27 § 1 (part), 1997)

14.28.080 Limited Litter Removal Activities.

A. If the Solid Waste Division refers a volunteer organization or individual to the Department pursuant to PCC 8.31.060 D., the following provisions apply:

1. The Department may authorize the volunteer organization or individual to collect litter from trails on a limited basis;
2. The requirements of PCC 14.28.060 and PCC 14.28.070 E. through H. shall continue to apply to the volunteer organization or individual;
3. The requirements of PCC 14.28.050 C. shall not apply to the Department; and
4. The Department and the Solid Waste Division will enter into a written agreement pursuant to PCC 8.31.050 A. to coordinate activity required by this Section.

(Ord. 99-36S § 4 (part), 1999)

The Pierce County Code is current through 2020-66, and legislation passed through September 3, 2020.

Disclaimer: The Pierce County Council has the official version of the Pierce County Code. Users should contact the Code Reviser for ordinances passed subsequent to the ordinance cited above.

County Website: <http://www.co.pierce.wa.us/>

County Telephone: (253) 798-7777

Code Publishing Company



ADOPT-A-PARK, TRAIL OR LANDSCAPE

Program & Policy

I. PURPOSE

This policy outlines the City of Oakley, California's Adopt-a-Park, Trail, or Landscape Program ("Program"). The program creates a framework under which residents, business, service clubs, churches, school clubs and other citizen groups ("Volunteer Organization") can contribute to the City by "adopting" a City park, landscaped area or trail, and agreeing to improve it through litter pick-up, weeding, graffiti removal, painting, plantings and other simple maintenance activities.

II. POLICY

1. An individual or group must apply to adopt a park, trail or landscape in the City of Oakley. The application is attached as Exhibit A.
2. A minimum one-year commitment is required, except in the first year of participation when all new agreements will be written through December 31 of that year. When an agreement expires, if acceptable to both parties, the volunteer organization or individual may renew the commitment for additional years.
3. Requests to adopt specific parks, trails or landscape are processed on a first-come, first-serve basis. If more than one organization or individual simultaneously requests the same location, a lottery will be held to select which organization or individual will adopt that location. The Public Works Director will make the final determination as to whether a group can participate and make final assignments.
4. When children participate, the Volunteer Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
5. The Volunteer Organization may elect to clean the designated location on a quarterly, bi-monthly, or monthly basis. Certain areas may require a monthly commitment.
6. The Volunteer Organization may elect to include maintenance (such as weeding or painting) as part of its commitment.

7. A representative from the Volunteer Organization must contact the Parks Division at 925-625-7037, (Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours prior to cleanup, so arrangements can be made to pickup debris.
8. The Volunteer Organization may keep any proceeds derived from recycling materials cleared from the park during cleanup.
9. Participation in the Program can be hazardous. Each volunteer is required to sign a waiver before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the Volunteer Organization must have emergency contact information accessible at the site.
10. At the time an organization or individual adopts an area, the City of Oakley will provide the following:
 - Signage identifying the Volunteer Organization or individual(s)
 - Trash bags
 - Safety information (See Exhibit B)
11. All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program. In addition, each participant is required to wear gloves while working in the Volunteer Organization's location.
12. Program participants will not be allowed to operate City-owned, heavy equipment or specialized tools. If specialized tools and equipment are needed, then the City or its contractor will operate them.
13. Program participants must sign a Release Form to participate in the program (Exhibit C).
14. The contact person of the Volunteer Organization must sign an agreement between the City and the Organization which authorizes the participants to perform specified duties in accordance with terms and conditions which the City has set (Exhibit D).



ADOPT-A-PARK, TRAIL OR LANDSCAPE APPLICATION

EXHIBIT A

Organization	
Group Contact Person	
Title or Position	
Phone Number (Day)	()
Phone Number (evening)	()
Mailing Address	
Estimated Number Of Participants	
Preferred Adoption Location	
Tentative Starting Date	
Annual Number of Pickups (<i>Four, Six, or Twelve</i>)	
Anticipated Pickup Day	

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations (attached) as put forth by the City of Oakley in regard to the Adopt a Park, Trail or Landscape Program. I understand a City representative will contact me to finalize an agreement. In addition, I understand that the City will make the final determination as to whether a group can participate and the final adopt location.

Signature

Printed Name

Date

FOR OFFICE USE ONLY

Assigned Location				
Dates of Adoption	From		To	
Organization (as it will appear on the sign):				
New Signs:	Date Ordered			
Date Installed				



ADOPT-A-PARK, TRAIL OR LANDSCAPE

EXHIBIT B

SAFETY RECOMMENDATIONS

SAFETY Do's:

- ✓ DO make sure that all participants are familiar with these safety recommendations.
 - ✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
 - ✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
 - ✓ DO dress appropriately for the weather and take breaks on a regular basis.
 - ✓ DO work only when weather is fair and in the daylight.
 - ✓ DO bring a water bottle and wear sunscreen and sunglasses.
 - ✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
 - ✓ DO watch and take precautions for:
 - Snakes, other animals and insects
 - Noxious weeds
 - Glass, barbed wire, pipes and debris with sharp or rusted edges
 - Unexpected holes or ditches
- DO be aware of traffic on adjacent roads and driveways.
- DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.

SAFETY Don'ts:

- DON'T step into a roadway for any reason.
- DON'T pick up litter or debris on a roadway surface or close to the edge of the road.
- DON'T park vehicles in "No Parking" areas.
- DON'T play around or do anything to distract passing drivers.
- DON'T bring pets to the cleanup site.
- DON'T leave children or pets in the car while participating in the program.



- DON'T pickup any materials which may be hazardous to your health (ex: chemical, firearms, hypodermic needles, etc.). Please notify the City if hazardous conditions exist (911 for emergencies or 625-8060 for non-emergencies).

***These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having at least one (1) working cellular telephone at the work site and know emergency numbers.*

VOLUNTEER RELEASE WAIVER AND HOLD HARMLESS

The City of Oakley Adopt-A-Park, Trail or Landscape Program ("Program") is for volunteers who donate their time to help keep the City clean. Participants are advised that working adjacent to a City street or in a City park can be hazardous. Participants shall exercise proper care in performing litter collection activities. Participants must wear a safety hat, vest and gloves, and must wear appropriate protective clothing such as long pants and a long sleeve shirt, and thick-soled boots or shoes.

As a volunteer for the City of Oakley I agree to follow all of the rules outlined in the Program policy. I acknowledge that City personnel will provide direction and limited supervision regarding my duties as a volunteer. I will use all provided equipment appropriately and follow all safety practices.

I am aware that the work contemplated in the Program involves certain risks of physical injury and death. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Program, I hereby, on behalf of myself and my heirs, assume all risks in connection with my participation in the Program; and I further hold harmless the City of Oakley, its officials, employees and agents for any injury or damages which may occur to me while I am participating in the Program and I waive any right to bring claim or lawsuit against them for any such injury, damage or death. Furthermore, I agree to hold harmless, defend and indemnify the City of Oakley, its officials, employees and agents from any and all claims and lawsuits for injury, loss, or damage to other persons or entities which may arise in the future as a result of or in connection with my participation in the Program. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in the Program.

Signature of Participant

Printed Name

Date



PARENT /GUARDIAN WAIVER
EXHIBIT C-1

I certify that I am the parent or legal guardian of the participant above-named; that I have read and understood the foregoing release and waiver; and that in consideration of allowing the participant to participate in the City's Adopt-A- Park Program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have arising out of any personal injury, damage or death of the participant as against the City of Oakley, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activity described above. Furthermore, I authorize all reasonable medical treatment that may be necessitated in the event of injury or accident occurring to the participant named above while working in the Adopt-A-Park Program.

Signature of Participant

Printed Name

Date

Signature of Parent/Guardian if participant is less than 18 years old:

Signature

Printed Name

Date



ADOPT-A-PARK, TRAIL OR LANDSCAPE AGREEMENT

EXHIBIT D

This Agreement is made and entered into between _____, hereinafter called the "Volunteer Organization," and the City of Oakley, hereinafter called the "City." Whereas City Council Resolution No. _____ authorizes the City to establish a City-wide Adopt-A-Park, Trail or Landscape Program; and whereas the Volunteer Organization wishes to contribute toward the effort to maintain these public areas.

The City does hereby authorize the Volunteer Organization permission to participate in the Adopt-A-Park, Trail or Landscape program by engaging at the following location:

Volunteer Organization will perform the following maintenance activities at this location:

in accordance with the following terms and conditions:

The Volunteer Organization does hereby agree:

1. To comply with all requirements outlined in the City of Oakley Adopt-A-Park, Trail or Landscape Program as outlined in the attached Exhibit A.
2. To a one-year commitment (except in the first year of participation when all new agreements will be written through December 31 of that year).
3. When children participate, the Adopting Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
4. To contact the Parks Division at 925-625-7037, (Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours prior to cleanup, so arrangements can be made to pickup debris.
5. To require all participants to read the safety information (Exhibit B) and conduct themselves in a safe manner at all times while participating in the program.
6. To conduct cleanup activities in a safe manner and comply with any conditions as may be required by the City for the safety of the participants. Safety of the participants is the number one priority of the program.
7. To have all participants wear the safety hat, vest and gloves during cleanup activities



8. Participants shall be at least 16 years old for any projects along side roadways, or at least 14 years old for Adopt-A-Park projects (not alongside roadways). The Volunteer Organization shall furnish supervision by one or more adults for every five (5) minors (less than 18 years old) participating in the cleanup activity.
9. To require all Program participants to sign a Release Form to participate in the program (Exhibit C).
10. To assign a leader to the cleanup crew. The crew leader shall have a copy of this agreement with him or her during the cleanup.
11. To pick up litter and perform other maintenance tasks no less than _____ times per _____. Additional cleanups should be done as necessary to maintain a neat appearance. Recommended cleanup interval is _____ (depends on area).
12. To obtain any supplies and materials from the City during regular business hours.
13. To place filled trash bags and materials on the street shoulder for disposal by the City.
14. To call 911 (Police/Fire Emergency) in the event of any emergency during the cleanup. Participants who find anything that is hazardous or suspected to be hazardous will not touch it, but will flag the item for disposal by the proper authorities.
15. The crew leader will report any injuries incurred by participants during cleanup activities to the City's Park Supervisor within 24 hours of the injury. Notification will be provided on Incident/Accident Report Form furnished by the City.
16. To return to the City within two (2) working days any materials furnished by the City.
17. To assume all risks in connection with the Volunteer Organization's participation in this program and further holds harmless the City of Oakley, its officials, employees and agents for any injury or damages which may occur while participating in this program.
18. To provide proof of insurance acceptable to the City.

The City agrees to:

1. Furnish and install an Adopt-A-Park, Trail or Landscape sign with the Volunteer Organization name or acronym. The sign will be installed at one end of the section of street or in the park for which the Volunteer Organization is responsible.
2. Remove the filled trash bags from the street shoulder.
3. Assist the Volunteer Organization in cleaning up the litter if necessary, (i.e., when large, heavy or dangerous items are found.)



4. Provide the Volunteer Organization materials as necessary to enable the participants to perform their donated services.
5. Provide the Volunteer Organization with traffic control equipment, if required, which may consist of an advance warning sign.

The City recommends the Volunteer Organization have a first aid kit available at the cleanup site and at least one person with a valid first aid card be present during cleanup activities. The City also recommends the Volunteer Organization have a cellular phone or radio at the clean-up site. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the Volunteer Organization. Profits from the sale of recyclable items shall belong to the Volunteer Organization.

The City may suspend this agreement temporarily because of construction in the assigned area. After the construction is complete the Volunteer Organization will be notified and the agreement restored. The term of this agreement shall begin on the date of execution indicated below and shall end on the date of termination unless terminated by the City or the Volunteer Organization on 30-day written notice.

Upon termination of this agreement the Adopt-A-Park, Trail or Landscape sign will be removed and remain the property of the City.

CITY OF OAKLEY

VOLUNTEER ORGANIZATION

Signature

Signature

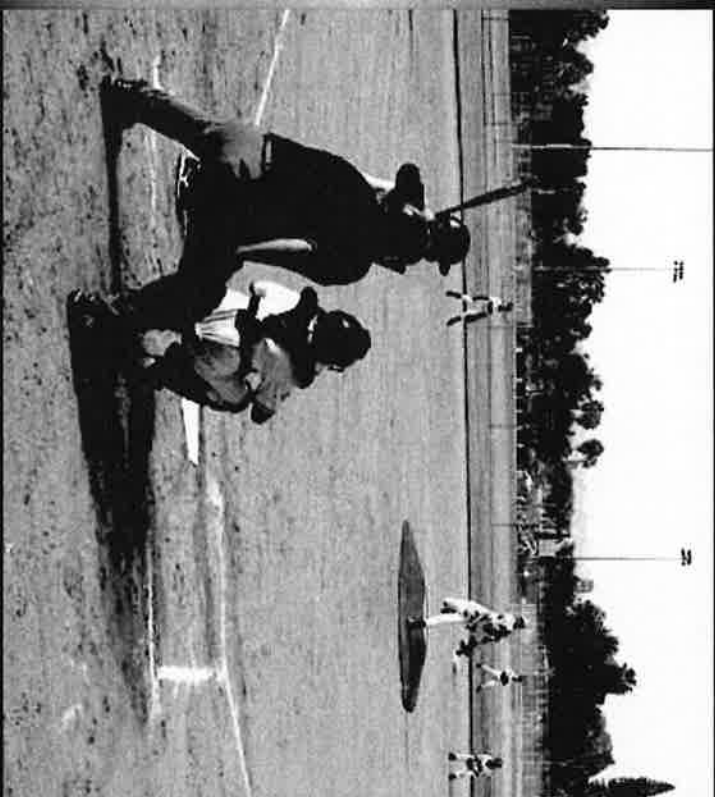
Printed Name and Title

Printed Name and Title

Date: _____

Date: _____

County of San Diego **Parks and Recreation**



Support San Diego County Parks with your name!

Parks Make Life Better!

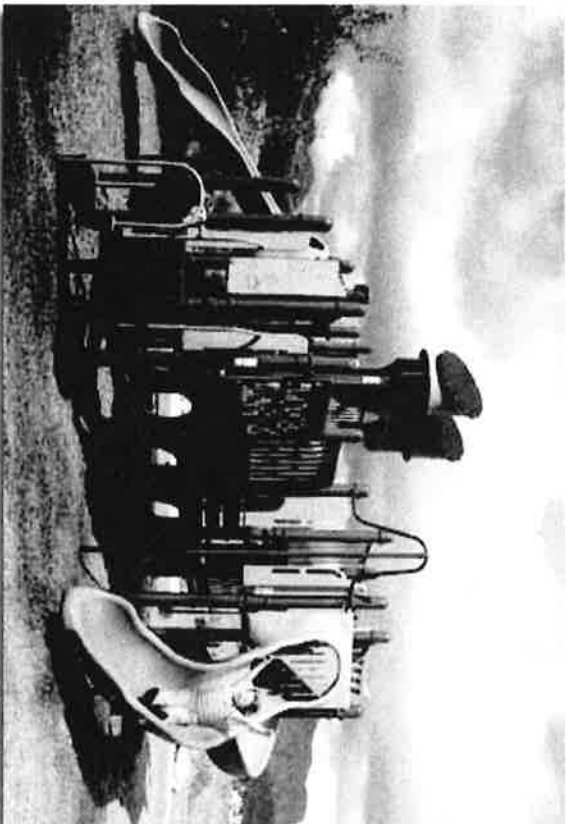
A Campaign for the
Future of Our Parks!



Table of Contents



For Everyone Forever.....	4
Campaign Goal	5
Parks and Partnerships.....	6
Naming Opportunities.....	7
Baseball Fields.....	8
Playgrounds.....	9
Staging Areas	10
Sports Arenas and Sports Courts	11
Amphitheaters.....	12
Skateparks and Splash Parks	13
Swimming Pools	14
Community Gardens.....	15
Community Center Rooms.....	16
Trails.....	17
Naming Rights Benefits.....	18
Park Amenities Eligible for Naming Rights	19
Naming Rights Signage Sizing	21
Trails Eligible for Naming Rights	22
Donate to The San Diego County Parks Society	23



DPR provides ways to link a donor's name with parks that are the pride of San Diego. There are naming opportunities ranging from community gardens, and ball fields, to multi-use trails.

Your support will enable visitors to enjoy the quality and excellence that is synonymous with the County of San Diego Department of Parks and Recreation.

For Everyone Forever

The award-winning facilities in the County of San Diego Department of Parks and Recreation (DPR) system are home to beautiful indoor and outdoor spaces that provide the best recreational value for our visitors.

San Diego County Parks are challenged to continue providing the best recreational facilities for our visitors. As popular as our facilities are, we need to rely on the support of businesses, organizations and individuals that share our passion for enriching the community.



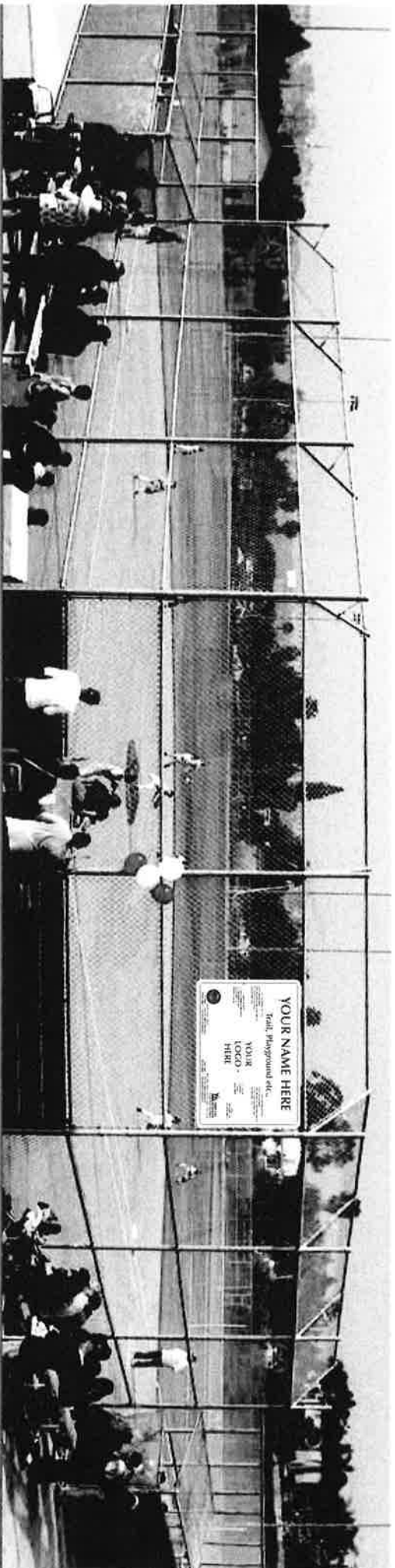
The County of San Diego Parks and Recreation Department seeks to raise \$3,600,000 to extend the excellence that is associated with our parks, open space, trails, facilities, and programs.

Campaign Goal

Our goal is to continue to provide much needed and desired services, programs, and opportunities for County residents at low or no cost. In order to continue to meet public demand for services and facilities, we are seeking like-minded partners to assist DPR in leveraging tax payer dollars.



Why embark? First, to ensure the finest facilities and recreation possible, and to do this at rates that are affordable for local residents. Second, to continue to offer the best quality destination for residents and visitors from across the world.



The Parks and Recreation Department may consider the naming of a park amenity for an organization, business or individual that has given or offered to give an appropriate financial contribution to acquire, construct or enhance a park and recreation amenity.

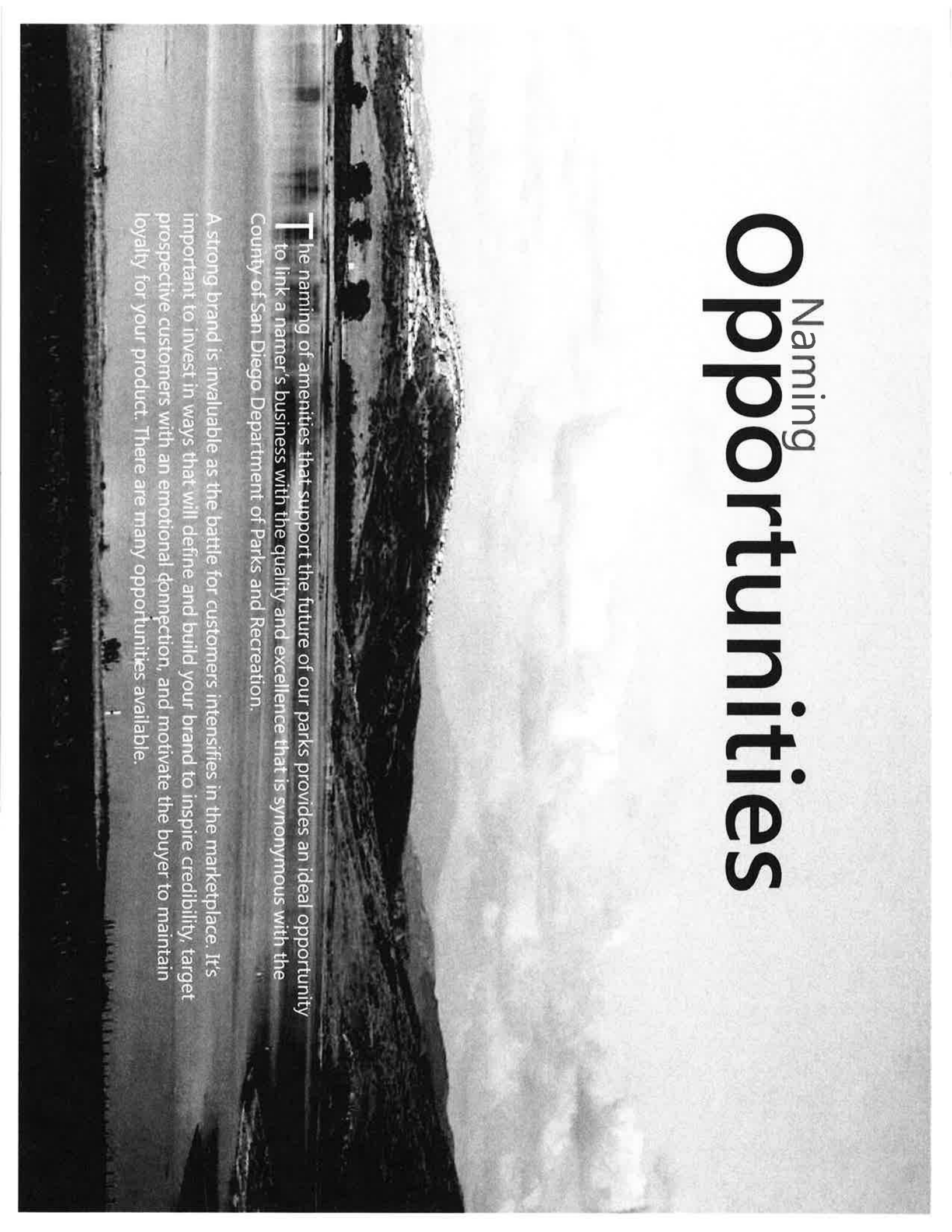
A significant financial contribution means a payment of a percentage of the assessed asset value of the park amenity, utilizing a fair market value analysis. Value includes, but is not limited to the cost of the acquisition, construction, or improvement of the County park amenity requested for naming.

It is preferred that naming partners are businesses, non-profit groups, or individuals that promote mutually beneficial relationships for the Parks and Recreation

Parks and Partnerships

Department and support the department's goals and mission. All potential naming opportunities will be reviewed in terms of creating on-going working relationships. The proposed naming opportunity should be consistent with a park's master plan, character, and design intentions and should contribute to the facility's function or design.

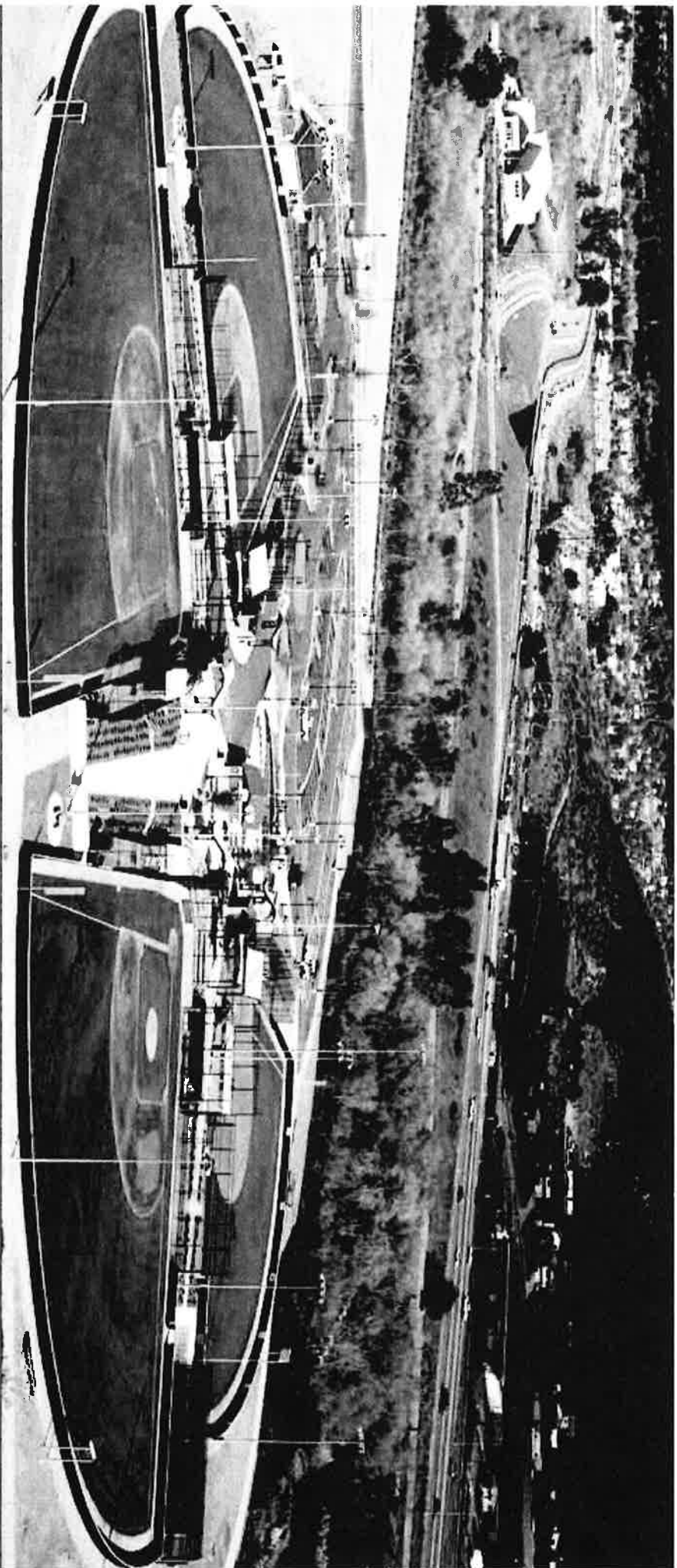
The interest from the naming rights fund will be used to support a variety of projects ranging from the upkeep of playgrounds and landscaping of the park, to maintenance of our parks and facilities.



Naming Opportunities

The naming of amenities that support the future of our parks provides an ideal opportunity to link a namer's business with the quality and excellence that is synonymous with the County of San Diego Department of Parks and Recreation.

A strong brand is invaluable as the battle for customers intensifies in the marketplace. It's important to invest in ways that will define and build your brand to inspire credibility, target prospective customers with an emotional connection, and motivate the buyer to maintain loyalty for your product. There are many opportunities available.

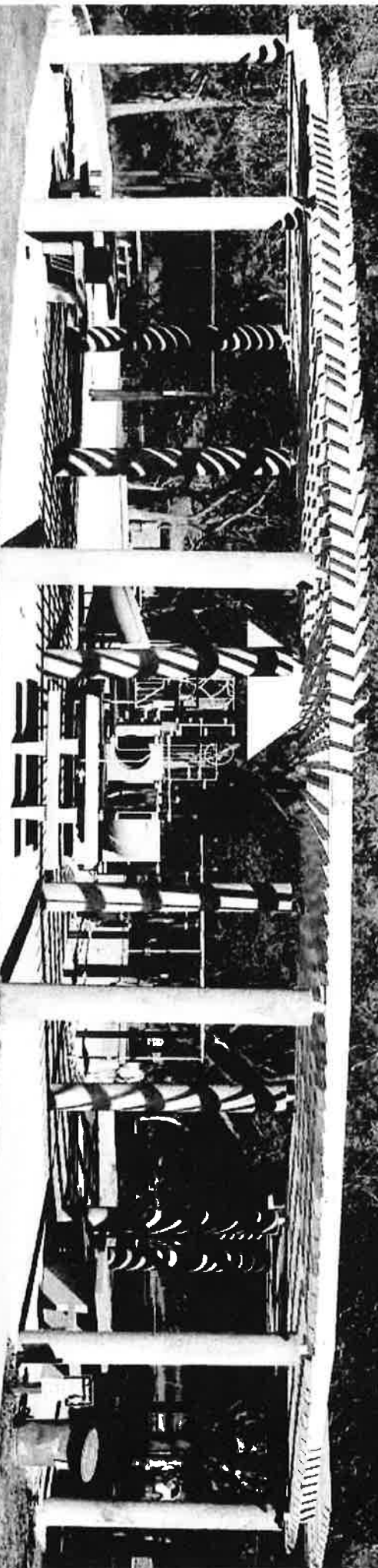


Lakeside Ballfields

Baseball Fields \$2,000 to \$40,000

By supporting and endorsing one of DPR's many baseball fields, you will be connecting with thousands of visitors that share your love for the sport, while helping your business build brand awareness.

Baseball Field	Ball Field
4S Ranch Sports Park Complex	1, 2, 3, 4, 5
Cactus Park Ballfields	1, 2, 3, 4
Lakeside Ballfields	1, 2, 3, 4
Rios Canyon Ballfields	1, 2, 3, 4
Sweetwater Ballfields	1, 2, 3, 4, 5
Sweetwater Lane Sports Complex	1, 2, 3, 4
Tijuana River Valley	1, 2, 3, 4, 5



Playgrounds \$2,000 to \$40,000

DPR manages a number of playgrounds throughout the County that are frequented by children and families who love to play and enjoy the outdoors.

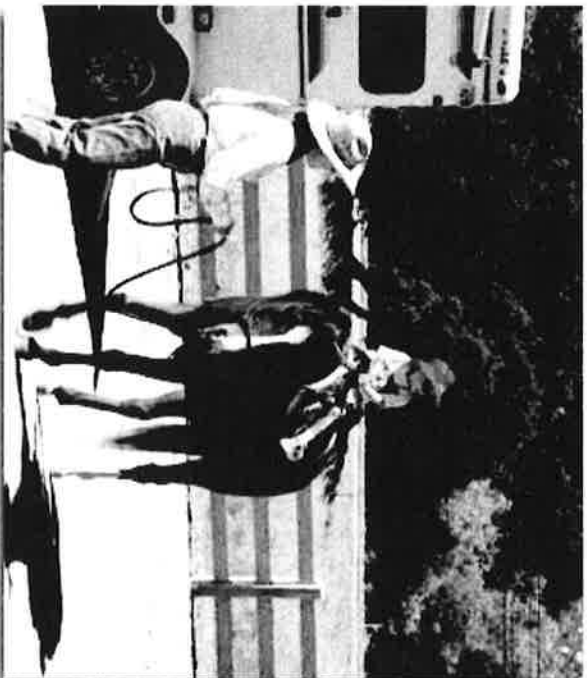
Playgrounds

Collier Community Park	Nancy Jane County Park
Dos Picos County Park	Otay Lakes County Park
Fallbrook Community Center	Rios Canyon County Park
Felicitia County Park	San Dieguito County Park
Flinn Springs County Park	Spring Valley County Park
Lindo Lake County Park	

Staging Areas \$6,000 to \$36,000

Let San Diego County Parks take you on a journey through our vast trail system where large staging areas welcome hikers, bikers, and equestrians to experience the wonders of nature.

Put your name on the gateways to our popular trail system and gain thousands of impressions a year where outdoor enthusiasts can enjoy the spectacular views and catch a glimpse of wildlife.



Staging Areas

El Monte County Park
Otay Valley Regional Park
Ramona Grasslands Preserve
Sweetwater Summit Regional Park
Tijuana River Valley Regional Park



Sports Arenas

\$10,000 to \$40,000

DPR maintains and/or operates many sports facilities throughout San Diego County, including soccer arenas, and roller hockey rinks.

Sports Courts

\$2,500 to \$40,000

Prominently position your name for sports enthusiasts to see at one of our sports courts. Gain access to a target audience with an advertising solution that is sure to see a return on investment.

Sports Arenas	
4S Ranch Sports Park Hockey Arena	
Collier County Park Soccer Arena	
Basketball Courts	
4S Ranch Sports Park	
Fallbrook Community Center	
Spring Valley Gym	
Tennis Courts	
4S Ranch Sports Park	
Fallbrook Community Center	
Lindo Lake County Park	



Sweetwater Summit Regional Park

Amphitheaters \$5,000 to \$24,000

Amphitheaters allow a large group of people to gather for special events and presentations. These are great venues where businesses can target their brands to specific demographics.

By placing your brand on one of our amphitheaters, you will be connecting with thousands of visitors who will see your loyalty to parks and help build your business.

Amphitheaters

Live Oak County Park

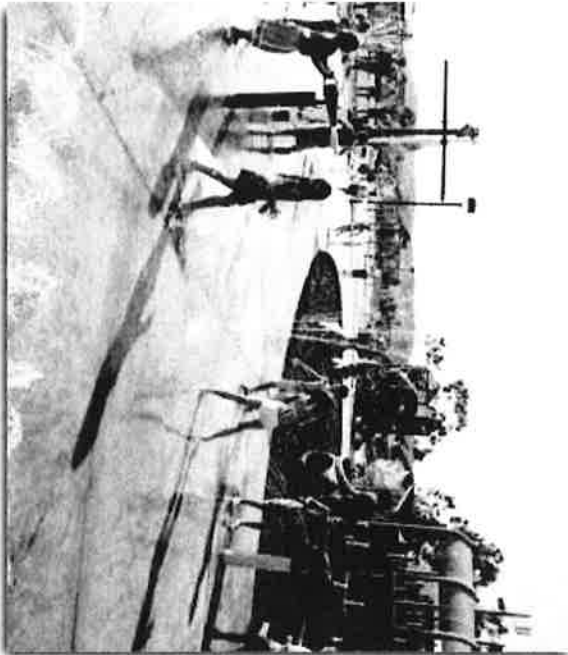
Sweetwater Summit Regional Park

Skateparks

\$15,000 to \$100,000

San Diego County Parks is working to expand skateparks in communities where there is a demand. Skateparks are the place for youth and adults that have a passion for skateboarding.

Naming a skatepark is a great way to guarantee instant recognition of your service or products while supporting the community's youth.



Hilton Head County Park



Lakeside Skate Park

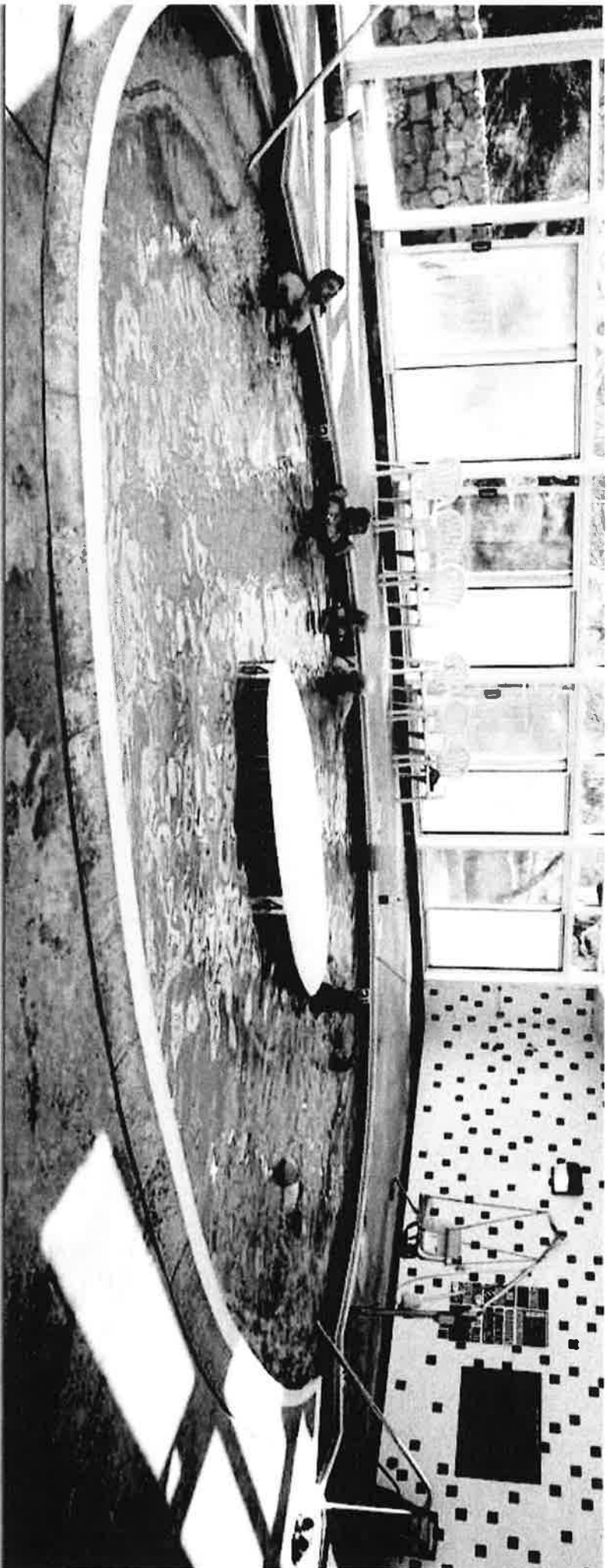
Skateparks	Splash Parks
Lakeside Skatepark	Eastview County Park
	Hilton Head County Park

Splash Parks

\$10,000 to \$40,000

DPR provides community splash parks for a safe, unstructured and low cost, water activity.

With thousands of visitors during the months of May through October, splash parks provide a unique marketing opportunity for those wishing to connect their brand to families with children.



Agua Caliente Regional Park Indoor Therapeutic Spa

Swimming Pools

\$5,000 to \$48,000

The Department of Parks and Recreation operates a swimming pool at 4S Ranch Sports Park and a therapeutic spa and two swimming pools at Agua Caliente Regional Park.

Swimming Pools and Therapeutic Spas

- 4S Ranch Sports Complex Community Pool
- Agua Caliente Regional Park Children's Pool
- Agua Caliente Regional Park Indoor Therapeutic Spa
- Agua Caliente Regional Park Outdoor Pools

Thousands of visitors frequent these aquatic venues each year, providing a unique marketing opportunity for those wishing to spread their brand to aquatic enthusiasts and campers at Agua Caliente.

Community Gardens \$2,000 to \$10,000

DPR currently owns and operates three community gardens where residents can have their own space to grow healthy and nutritious food. They also serve as places where community members can share their common love of gardening and discover innovative methods and practices.

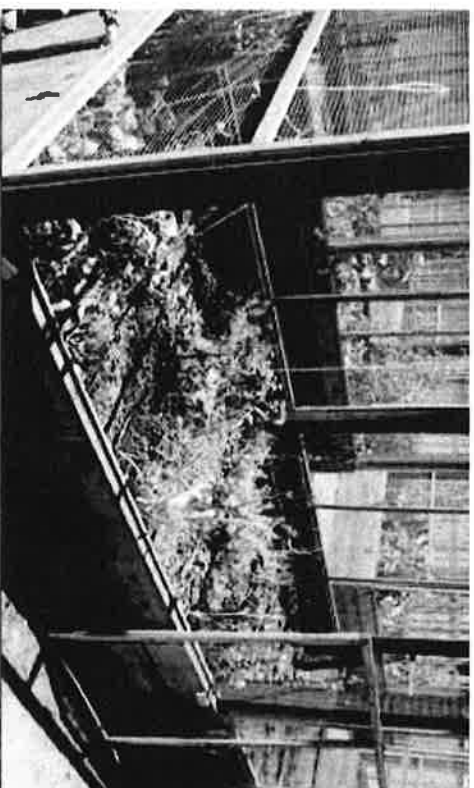
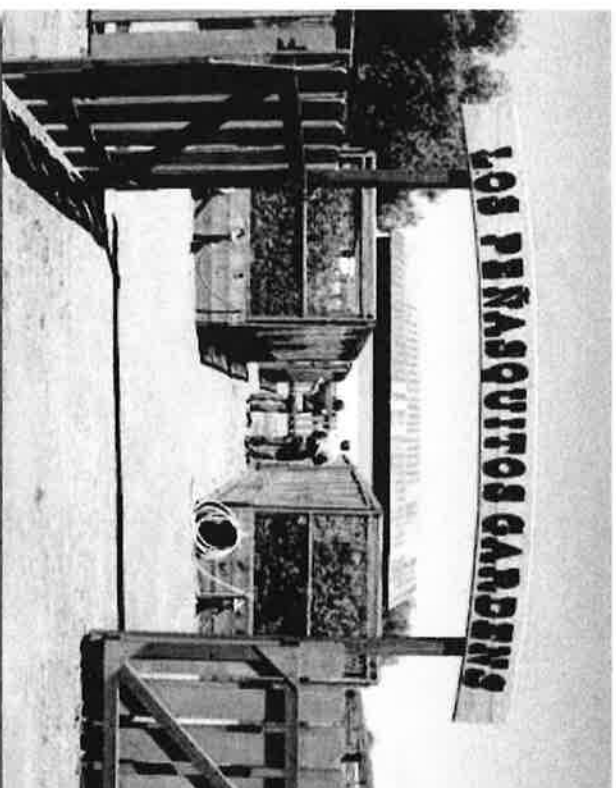
Naming a community garden is a great opportunity for any business that wants to market gardening related products or promote sustainable gardening practices.

Community Gardens

Los Peñasquitos Canyon Preserve

Rancho Guajome Adobe

Tijuana River Valley Regional Park



Los Peñasquitos Canyon Preserve



Lakeside Community Center

Community Center Rooms \$3,000 to \$64,000

The Department of Parks and Recreation operates Community Centers in Fallbrook, Lakeside and Spring Valley.

Placing your brand at one of the multi-use rooms provides a marketing opportunity for those businesses wishing to maximize their exposure with the local neighborhoods these community centers serve.



Spring Valley Teen Center



Lakeside Community Center

Community Center Rooms

Fallbrook Community Center (4 Rooms)

Lakeside Community Center (2 Rooms)

Lakeside Teen Center Music Room

Spring Valley Community Center (1 Room)

Spring Valley Teen Center Music Room

Trails

\$1,000 to \$200,000

Did you know that San Diego has one of the most diverse public trail systems in the nation?

Whether you're interested in a trail on the coast or you're looking for trails that extend through our preserves, we have a multitude of opportunities to get in touch with nature in San Diego County.

Most trails have been designed to accommodate hikers, bikers and equestrians.



San Elijo Lagoon

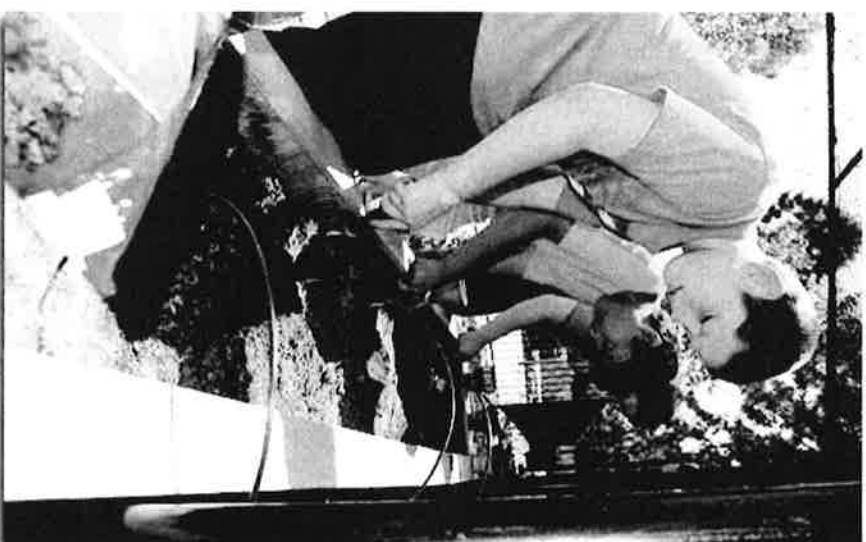
Trails

Agua Caliente County Park	Luelf Pond Preserve
Barnett Ranch Preserve	Lusardi Creek Preserve
Cactus Park	Mt. Gower Preserve
Del Dios Highlands	Oakosasis County Park
El Capitan Preserve	Otay Valley Regional Park
El Monte Regional Park	Potrero County Park
Felicita County Park	Ramona Grasslands
Flinn Springs County Park	San Dieguito County Park
Goodan Ranch/Sycamore Canyon Open Space Preserve	San Elijo Lagoon
Guajome Regional County Park	Santa Margarita Preserve
Hellhole Canyon Preserve	Santa Ysabel East
Holly Oaks County Park	Santa Ysabel West
Lake Morena County Park	Simon Preserve
Lakeside Linkage Preserve	Sweetwater Summit Regional Park
Lindo Lake County Park	Tijuana River Valley Regional Park
Live Oak County Park	Volcan Mountain Preserve
Louis Stelzer County Park	Wilderness Gardens Preserve
Los Peñasquitos Canyon	William Heise County Park

Naming Rights Benefits

Naming a DPR amenity is a cost-effective way to reach customers and receive repeated exposure to large audiences. Here are some of the benefits:

1. Increase your brand name visibility and awareness.
2. Enhance your community relevance.
3. Reinforce brand image in the marketplace by using recreation, health, fitness and conservation as a platform.
4. The opportunity to support DPR's mission and vision in a recognizable way.
5. Provide meaningful, relevant business-building promotional tie-in opportunities.
6. Increase goodwill with a contribution to the quality of life in San Diego.
7. Further evidence of your brand's commitment to the community and its position as a local and regional leader.
8. Create a revenue generating marketing platform.



Park Amenities Eligible for Naming Rights

Amphitheaters		Amenity		5 Years	10 Years	15 Years	20 Years
Live Oak	Amphitheater			\$5,000 to \$6,000	\$10,000 to \$12,000	\$15,000 to \$18,000	\$20,000 to \$24,000
Sweetwater Summit	Amphitheater						
Ball Fields		Amenity		5 Years	10 Years	15 Years	20 Years
4S Ranch Sports Complex	Ball Fields #1,2,3,4,5						
Cactus Park Ball fields	Ball Fields #1,2,3,4						
Lakeside Ball fields	Ball Fields #1,2,3,4						
Rios Canyon Ball fields	Ball Fields #1,2,3,4			\$2,000 to \$10,000	\$4,000 to \$20,000	\$6,000 to \$30,000	\$8,000 to \$40,000
Sweetwater Ball fields	Ball Fields #1,2,3,4,5						
Sweetwater Lane Sports Complex	Ball Fields #1,2,3,4						
Tijuana River Valley Ball fields	Ball Fields #1,2,3,4,5						
Community Rooms		Amenity		5 Years	10 Years	15 Years	20 Years
Fallbrook Community Center	Auditorium						
Fallbrook Community Center	Computer Room						
Fallbrook Community Center	Eucalyptus Room						
Fallbrook Community Center	North Room						
Lakeside Community Center	Lakeshore Room			\$3,000 to \$16,000	\$4,000 to \$32,000	\$6,000 to \$48,000	\$8,000 to \$64,000
Lakeside Community Center	Moreno Room						
Lakeside Teen Center	Music Room						
Spring Valley Community Center	Olson Room						
Spring Valley Teen Center	Music Room						
Gardens		Amenity		5 Years	10 Years	15 Years	20 Years
Los Peñasquitos	Community Garden						
Rancho Guajome Adobe	Community Garden			\$2,000 to \$15,000	\$4,000 to \$30,000	\$6,000 to \$45,500	\$8,000 to \$60,000
Tijuana River Valley	Bird and Butterfly Garden						

Park Amenities Eligible for Naming Rights

Playgrounds		Amenity	5 Years	10 Years	15 Years	20 Years
Collier		Playground				\$8,000 to \$208,000
Dos Picos		Playground				
Fallbrook		Playground				
Felicita		Playground				
Flinn Springs		Playground				
Lindo Lake		Playground	\$2,000 to \$52,000	\$4,000 to \$104,000	\$6,000 to \$156,000	
Nancy Jane		Playground				
Otay Lakes		Playground				
Rios Canyon		Playground				
San Dieguito		Playground				
Spring Valley		Playground				
Pools		Amenity	5 Years	10 Years	15 Years	20 Years
4S Ranch Sports Complex		Pool	\$5,000 to \$12,000	\$10,000 to \$24,000	\$15,000 to \$36,000	\$20,000 to \$48,000
Agua Caliente		Indoor Pool				
Agua Caliente		Kids Pool				
Agua Caliente		Outdoor Pool				
Skateparks		Amenity	5 Years	10 Years	15 Years	20 Years
Lindo Lake		Skatepark	\$25,000	\$50,000	\$75,000	\$100,000
Splash Parks		Amenity	5 Years	10 Years	15 Years	20 Years
Hilton Head		Splash Park	\$10,000	\$20,000	\$30,000	\$40,000
Eastview County Park		Splash Park				
Sport Arenas		Amenity	5 Years	10 Years	15 Years	20 Years
4S Ranch Sports Complex		Hockey Arena	\$10,000	\$20,000	\$30,000	\$40,000
Collier		Soccer Arena				
Sport Courts		Amenity	5 Years	10 Years	15 Years	20 Years
4S Ranch Sports Complex		Basketball Court	\$2,500 to \$10,000	\$5,000 to \$20,000	\$7,500 to \$30,000	\$10,000 to \$40,000
4S Ranch Sports Complex		Tennis Court				
Fallbrook Community Center		Tennis Court				
Lindo Lake		Tennis Court				
Spring Valley		Basketball Court				

Park Amenities Eligible for Naming Rights

Staging Areas		Amenity	5 Years	10 Years	15 Years	20 Years
El Monte		Staging Area				
Otay Valley Regional Park		Staging Area				
Ramona Grasslands		Staging Area	\$6,000 to \$9,000	\$12,000 to \$18,000	\$18,000 to \$27,000	\$24,000 to \$36,000
Sweetwater Summit		Staging Area				
Tijuana River Valley		Staging Area				
Trails		Amenity	5 Years	10 Years	15 Years	20 Years
Category 1 (i.e.: Low Use, Local Draw, Rural Community)		Trails	\$1,000 to \$2,000 per mile	\$2,000 to \$4,000 per mile	\$3,000 to \$6,000 per mile	\$4,000 to \$8,000 per mile
Category 2 (i.e.: Moderate Use, Mixed Draw, Suburban Community)		Trails	\$2,000 to \$4,000 per mile	\$4,000 to \$8,000 per mile	\$6,000 to \$12,000 per mile	\$8,000 to \$16,000 per mile
Category 3 (i.e.: High Use, Regional Draw, Urban Community)		Trails	\$4,000 to \$10,000 per mile	\$8,000 to \$20,000 per mile	\$12,000 to \$30,000 per mile	\$16,000 to \$40,000 per mile

Naming Rights Signage Sizing

Sign Type	Size	Placement
Plaque	Horizontal: 10" h x 14" w Vertical: 14" h x 10" w	Community Room
Small Sign	Horizontal: 12" h x 18" w Vertical: 18" h x 12" w	Playground, Trails, Community Gardens
Medium Sign	Horizontal: 18" h x 24" w Vertical: 24" w x 18" h	Staging Area, Splash Park, Pools, Amphitheaters, Sports Courts
Large Sign	Horizontal: 30" h x 36" w Vertical: 36" h x 30" w	Sports Arenas, Ball Fields, Hockey Arena, Skate Park

A namer will need to approve the County of San Diego Parks and Recreation Department to add their name and/or logo to materials, images, illustrations, renderings, site plans, blueprints, animation, video or other depictions that are developed for the amenity after the naming agreement is executed.

Trails Eligible for Naming Rights

County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
	Miles		5 Years*	10 Years	15 Years	20 Years
North Coastal						
Guajome Regional Park	5		\$20,000-50,000	\$40,000-100,000	\$60,000-150,000	\$80,000-200,000
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Live Oak	1					
Santa Margarita	2					
Wilderness Gardens	4		\$5,000-20,000	\$10,000-40,000	\$15,000-60,000	\$20,000-80,000
Hellhole Canyon	14					
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Central Coast						
San Eljo Lagoon	5		\$20,000-50,000	\$40,000-100,000	\$60,000-150,000	\$80,000-200,000
San Dieguito	2					
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Felicitia	3					
Lusardi Creek	2		\$5,000-50,000	\$10,000-100,000	\$15,000-150,000	\$20,000-200,000
Del Dios Highlands	2					
Central Inland						
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Lindo Lake	2					
Lakeside Linkage	1					
El Monte	2					
Louis A. Steitzer	2					
Oakosias	3		\$5,000-20,000	\$10,000-40,000	\$15,000-60,000	\$20,000-80,000
El Capitan	8					
Cactus Park	1					
Finn Springs	3					
Goodan Ranch Sycamore Canyon	8					
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Otay Valley	8					
Trijana River Valley	22		\$10,000-50,000	\$20,000-100,000	\$30,000-150,000	\$40,000-200,000
Sweetwater Regional	13					
South Bay						
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Barnett Ranch	4					
Holly Oaks	2					
Luelf Pond	2					
Mount Gower	8					
Ramona Grasslands	4		\$5,000 to \$20,000	\$10,000 to \$40,000	\$15,000 to \$60,000	\$20,000 to \$80,000
William Heise	11					
Santa Ysabel	19					
Simon Preserve	5					
Volcan Mountain Wilderness	4					
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Lake Morena	8		\$5,000-10,000	\$10,000-20,000	\$15,000-30,000	\$20,000-40,000
Portero	3					
County Parks	Miles		5 Years*	10 Years	15 Years	20 Years
Agua Caliente	4		\$5,000-10,000	\$10,000-20,000	\$15,000-30,000	\$20,000-40,000
Desert						
Total Trail Miles	187					

*All ranges are cost, per mile
 Trails eligible for naming rights will include existing DPR trails in County Parks. Naming of new trails will be negotiated based on capital contributions.
 Regional trails and already named DPR trails will not be included in this program.

Donate to the San Diego County Parks Society

The San Diego County Parks Society, a 501(C)3 Foundation, was established in 1980 by citizens concerned about the future of San Diego County parks. The Society is committed to promoting the County of San Diego Department of Parks and Recreation and to supporting its programs. The organization strives to increase public awareness of the county parks' resources, activities, and needs.



Governed by a Board of Directors, the Foundation exists solely for the purpose of securing and administering private funds in support of the recreational and educational activities of San Diego County Parks.

Gifts of cash, securities, and other property are given to the San Diego County Parks Society absolutely or in trust by individuals, corporations, and philanthropic foundations solely for the benefit of parks.

The San Diego County Parks Society is a California nonprofit corporation and has federal 501 (C)3 tax exempt status. All donations of money, land, bequests of stocks, bonds, and securities received by the San Diego County Parks Society are tax deductible.





PARKS AND
RECREATION
COUNTY OF SAN DIEGO

www.sdparks.org

5500 Overland Ave., Suite 410 • San Diego, CA 92123
877•565•3600