
POLICY NAME: Donations for Maintenance of City Properties **POLICY NO. 2011-02**

DEPARTMENT DIVISIONS: Parks - Administration / Public Works- Grounds

Date: 15 April 2011

Supercedes: NEW

APPROVED:

Signature on file

Peter M. Mayer, Director, Vancouver-Clark Parks and Recreation Date

Signature on file

Brian Carlson, Director, City of Vancouver Public Works Department Date

Recommended by:

Signature on file

Park and Recreation Advisory Commission Date

1.0 PREAMBLE

City of Vancouver properties including public parks, trails, urban open space, rights-of-way, cemeteries, etc. are maintained by the City of Vancouver Public Works Department. Most structures within these public areas are maintained by the City General Services Department.

Over the past decade, financial resources supporting infrastructure maintenance and operations have continued to decline forcing levels of service to diminish. Neighborhood leaders and citizens have approached the City of Vancouver regarding their interest in financing restoration of service levels for select park and recreation areas and facilities.

The City seeks an equitable process by which interested individuals or groups may pursue donation opportunities for stabilizing, restoring or increasing maintenance service levels via City resources or other methods, as determined by the City. The policy will:

- Establish parameters for the oversight and support of a donations for maintenance of parks program, including the use of the Parks Foundation of Clark County, as applicable;
- Establish expectations amongst and between the City and interested parties in accepting donations for services in excess of what the adopted budget may enable;

2.0 ORGANIZATIONS AFFECTED

- 2.1 Vancouver-Clark Parks and Recreation Advisory Commission
- 2.2 Vancouver-Clark Parks and Recreation Department
- 2.3 City of Vancouver Public Works Department – Grounds, Greenways, Forestry Divisions
- 2.4 City of Vancouver General Services Department- Facilities Division
- 2.5 City of Vancouver City Manager's Office – Office of Neighborhoods
- 2.6 Evergreen School District
- 2.7 Vancouver School District

We create community through people, parks, programs and partnerships.

2.8 Parks Foundation of Clark County

3.0 REFERENCES

- 3.1 Vancouver Municipal Code
- 3.2 City of Vancouver Charter Article VIII General Development Section 8.04 Parks and Recreation

4.0 POLICY

It is the policy of the Vancouver-Clark Parks and Recreation Department, the City of Vancouver Public Works Department and the City of Vancouver General Services Department to:

- 4.1 Enable interested individuals and/or groups to supplement the costs associated with maintenance of city properties beyond approved budgetary limitations through individual or combined financial donations.
- 4.2 Enable the restoration, stabilization or expansion of maintenance service levels on city parks properties. Other city public properties may be considered on a case by case basis such as trails, ball fields, open spaces, recreation facilities and other public assets.
- 4.3 Provide in a timely fashion the best available maintenance costing data and service level information to a requesting party for a designated city park property.
- 4.4 Retain final authority in accepting or rejecting donations, and approving or rejecting requested maintenance services including the proposed location(s) for services to be performed.
- 4.5 Facilitate volunteer opportunities in combination with donor funded maintenance activities.
- 4.6 Determine the method or combination of methods by which requested work can be most efficiently and effectively delivered. The City reserves the exclusive right and authority to utilize any individual or combination of labor to accomplish the requested work. The City shall make reasonable attempts to accomplish the requested work in the most cost effective and efficient manner possible.
- 4.7 Insure donations to maintain city properties are sufficient to address cost of labor, equipment, supplies, utilities and other costs as identified by the City of Vancouver to maintain the designated property at the requested service level. The City shall provide a reasonable cost estimate for the proposed service level based upon historical and projected maintenance data for the designated property(ies).
- 4.8 Enter into a donor agreement between the applicable parties, including funding allocation, service levels requested, roles and responsibilities of the parties, deliverables, schedule, duration, donor recognition and periodic performance review(s). By entering into a donor agreement, the donor will agree to indemnify and hold harmless the City and other applicable parties associated with the donation and park.
- 4.9 Monitor impacts associated with increased maintenance levels of service which may encourage greater use of the targeted public property, including use beyond the neighborhood or service area. The targeted property shall remain open to the general public for access and use by all citizens, regardless of where users may geographically reside.
- 4.10 Minimize social and environmental inequities by assessing requests by geographic location and resource input necessary and to determine the fairest and most just

- balance between those who contribute/donate and those who benefit. The City shall provide as consistent “base level of service” as possible throughout the park system and shall insure all city properties that are open are accessible to the entire community.
- 4.11 Appropriately recognize the donor(s) for their contribution(s) in maintaining a designated public property.

5.0 DEFINITIONS

- 5.1 Vancouver-Clark Parks and Recreation Department (VCPRD) – Park and Recreation administrative office managed by a Director who oversees programs to provide park, trail, open space, sports fields and recreation services. The Director is authorized to administer policies directing business decisions for the department, including the “Donations to Maintain City Properties” program. The Director, at their sole discretion, may designate responsible persons to manage assigned programs and services.
- 5.2 City of Vancouver Public Works Department- responsible for grounds and greenway maintenance duties in all public parks, ballfields, trails, open spaces, cemeteries and right of way.
- 5.3 City of Vancouver General Services Department- Facilities Division- responsible for all facilities/structural maintenance duties in public parks, ballfields, trails, cemeteries and right of way.
- 5.4 Park and Recreation Advisory Commission (PRAC) – created by ordinance and appointed by the City of Vancouver Council (5 members) and the Clark County Board of Commissioners (5 members). Non-voting representatives attend from the Evergreen School District, the Vancouver School District and the Parks Foundation of Clark County. The PRAC advises the City Council, Board of Commissioners, Department Director and other city service areas concerning formulation of policy, plans and programs to carry out duties of parks and recreation services
- 5.5 The Parks Foundation of Clark County serves as an independent 501 (c) (3) nonprofit organization to accept and administer donations, gifts, and bequests, and provides support and assistance in raising funds and promoting the special projects and programs as identified and prioritized by participating agencies, including the Vancouver-Clark Parks and Recreation Department.

6.0 RESPONSIBILITY

- 6.1 The VCPRD Director, or designee, shall oversee the City of Vancouver’s “Donations to Maintain City Properties” program.
- 6.2 The VCPRD Director, or designee, shall coordinate donation requests for maintenance services with the Directors or designees of the City of Vancouver Public Works and/or General Services Departments, as applicable. Together, the representatives shall jointly review, approve or reject donor requests for maintenance services on public parks.
- 6.3 The VCPRD Director, or designee, in consultation with the Directors, or designees, of the City of Vancouver Public Works and General Service Departments are also authorized to immediately suspend or terminate maintenance services with or without cause.
- 6.4 The VCPRD shall coordinate with the appropriate school district in the event that a donation may impact a joint school/park property. If the subject property to receive a

donation is owned by a school district, the donation must comply with school district policies.

- 6.5 Where applicable, the Executive Director of the Parks Foundation of Clark County shall solicit and support donor interest. The Executive Director may coordinate donor interest with the VCPRD Director or designee and upon approval, receipt funds for specified maintenance activities into a specific fund for the donor park in coordination with a donor agreement.

7.0 PROCEDURES

- 7.1 City property managers will prepare biennial budget proposals reflective of providing a base service level for assigned properties and assets, including required staffing. Proposals may include varied service levels based upon park classification or other relevant factors.
- 7.2 Should biennial budget reductions occur, service levels may be modified. Modifications in service will be analyzed by all appropriate City departments / divisions associated with the property(ies) to minimize impacts on public use and enjoyment, scheduled uses, and use agreements.
- 7.3 Where levels of service are modified on a system wide basis, City property managers shall develop decreased service level proposals that will address existing and proposed service level modifications, proposed tasks and schedule of work, response to safety issues, etc.). The Directors, or designees, of the Vancouver-Clark Parks and Recreation Department, City of Vancouver Public Works and General Services Departments shall jointly approve the proposed service level modification.
- 7.4 Implementation of modified service levels will be appropriately communicated to affected citizens in a reasonable timeframe and manner, including the use of local print, broadcast and electronic media, and briefings to interest groups, stakeholders, neighborhood associations, etc.
- 7.5 Citizens interested in stabilizing, restoring or increasing maintenance service levels may pursue the following opportunities:
- a. "Adopt a Park" – citizens may volunteer their time through the City's "Adopt-A-Park" program to supplement maintenance levels on public property, including parks, trails, open space, cemeteries and right of way.
 - b. Donations to City of Maintenance – Citizens may donate for a specific property in a designated fund. Funds may be withdrawn for the designated property identified to support the specified maintenance work. The City reserves the exclusive right and authority to utilize any individual or combination of labor to accomplish the requested work.
 - c. Donations for specific park furnishings – Citizens may donate funds via the Park Foundation of Clark County for the purchase, installation and ongoing maintenance of park furnishings and features, including park benches and picnic tables. In addition, the City of Vancouver Urban Forestry division facilitates donations for tree installation and maintenance.
- 7.6 Upon a signed donor agreement, the City shall appropriately recognize the donor(s) for their contribution via the installation of a recognition feature and/or other recognition method, such as annual report, webpage postings, news releases, etc.).

END OF POLICY –