CITY OF LACEY PARKS, CULTURE & RECREATION DEPARTMENT

POLICY NAME: ENHANCEMENTS PROGRAM POLICY

1. Purpose

The Lacey Parks, Culture & Recreation (LPCR) vision is creating exceptional events, experiences and environments that delight, educate and inspire the human spirit, connecting people to each other and the past, and building a strong, healthy community. LPCR is fortunate to receive many donations and requests from persons to help and partner with projects that would enhance the City's parks, programs and/or facilities. This policy establishes guidelines and an equitable review process for all donations, known as enhancements, proposed to improve or enhance the City of Lacey's Parks, Culture and Recreation Department, its programs, facilities, and/or parks. Additionally, this policy will take into consideration employee capacity and the impact of potential projects on City resources and impact on the environment.

2. Policy Statement

Approved enhancements will become the property of the City of Lacey and are subject to the laws, policies, and procedures that govern LPCR, the Public Works Parks Maintenance Division, the Parks, Culture & Recreation Board (Parks Board), and the Historical Commission.

Enhancements will be approved and accepted only if they will further the goals and objectives of the City as identified in the LPCR Comprehensive Plan.

Enhancement requests that will increase labor, materials and/or maintenance costs will only be approved if the proposing party addresses the challenges associated with labor, materials and/or maintenance through a maintenance agreement, sponsorship agreement, or Memorandum of Understanding outlining the terms for support of the project.

3. Definitions

a. **Enhancements:** Donations that complement LPCR, are compatible with existing parks, programs and facilities, and will further the goals and objectives of the City as identified in the LPCR Comprehensive Plan. Enhancements may include monetary gifts, land or property, amenities, equipment, benches, flag poles, signage, plants, and/or other special projects.

b. **Enhancements Committee:** A committee led by the LPCR Director (or designee), which includes the Public Works Parks Maintenance Supervisor (or designee), and at least one additional LPCR staff. The committee will review enhancement applications for feasibility and relevance to the goals of

LPCR, impact on the environment, and other guidelines in 4d. If a partner organization is involved (for example Senior Services for South Sound, North Thurston Public Schools, etc.) a representative from that organization may be added to the committee for review.

c. **Commemorative Bench:** A bench which serves to honor an historical event or the memory of a person or thing.

d. **Person:** an individual, corporation, limited liability company, or any other legal or commercial entity.

e. **Recognition:** the addition of a plaque or sign to an Enhancement which is not considered an advertisement (does not require a Sponsorship Agreement).

f. **Restricted Fund:** a special revenue fund that is set up and assigned a project code through the City's financial system which allows the fund to be used for a specific purpose, and to accept donations for that purpose from multiple donors (for example, a Memorial Fund). Restricted funds can be carried over to future years of the City's budget.

4. Enhancement Requests Review Process

a. Application: The requesting party must submit a LPCR Enhancement Request Form **(Attachment 1)** to have the project considered for approval. If the proposing party is a group with multiple members, one member will be selected as the official contact. Communications with the City must go through the designated contact.

b. Review: Requests will be reviewed in August and February each year by the Enhancements Committee. (for proposed land donations, please see Section 5)

c. After final approval by the Parks Board, the Enhancements Committee will provide the applicant with an intended project timeline.

d. Guidelines: To be accepted, an Enhancement

   i. Must be given with no contingencies or obligations.
   ii. Must comply with the LPCR Sponsorship & Naming Rights Policy, if applicable.
   iii. Requestors may indicate a preferred location for the proposed Enhancement; however, the final location is subject to approval by the Enhancements Committee. All enhancement locations must comply with relevant rules and regulations of any impacted entities at all levels of authority.

e. Recognitions:

   i. The Enhancement Committee will include the recognition wording for a proposed Enhancement being recommended to the Parks Board if applicable.
   ii. All costs for approved recognitions will be incurred by the requestor including any necessary replacement costs.
   iii. All recognitions will be removed if/when the enhancement or donation is no longer serviceable or not maintained as agreed upon.

5. Land Donations

a. Proposed land donations will be carefully reviewed and increased maintenance and other costs to the City must be considered. A letter shall be submitted to the LPCR Director which includes the following:

   i. Purpose for the donation
   ii. Address and/or parcel number/s for the property
   iii. Brief description of the property and its condition

b. Proposed land donations will be reviewed by the LPCR Director, Public Works Director and City Manager and a recommendation will be made to the Parks Board.

6. Benches

a. The City will accept bench donations that are either commemorative or not commemorative. For commemorative benches, the persons or events must be/have been related to LPCR or the local community.

b. Benches and associated costs will be paid for by the requestor, if approved.

c. Design (there are three options to choose from)

   i. For non-commemorative benches: The Parks standard bench is the 6' Superior Regal bench. The frame color is black and the bench coating is VIP Mariner Blue. Benches can be in ground or surface mount.
   ii. For commemorative benches: Premier Memorial Benches models AM400RB, AM600RB or AM800RB (premiermemorialbenches.com) or Wabash Valley perforated 6' Prestige Bench with plaque. Frame will be black and the bench blue.

d. Invoice process: Upon completion of all listed criteria, an invoice will be generated for the requestor including the bench price, delivery costs, sales

tax, concrete (if applicable), installation fees (by City staff, if applicable) and recognition (if applicable).

i. Ordering and installation will begin upon receipt of the full amount listed on the invoice.
ii. Once installation is complete, the bench will be maintained by Public Works Parks Maintenance staff until it is deemed unserviceable.

7. Lacey Museum Collections

Authority for acquisition of collections rests with the Lacey Historical Commission in partnership with the Museum Curator, as outlined in the Lacey Museum Policy Manual. As such, the Museum Curator will make decisions about acceptance of items for the collection subject to review by the Commission.

8. Monetary Gifts and Donations

a. Monetary gifts or donations may be given by any person and are not subject to the Enhancement Request Review. Monetary gifts are not associated with a specific project, facility or program unless specified by the donor. Non-specific donations will be designated at the discretion of the LPCR Director (or designee).

b. Monetary gifts that are given with specifications will be reviewed and approved by the LPCR Director (or designee). The decisions will be reported to Parks Board or Historical Commission at the next available meeting. Fund balances should be designated as restricted (see 3f).

9. Public Art

Lacey City Council retains final authority on the selection and placement of all art to be located in City-owned properties within Lacey per Council Policy **10.03 Public Art Policy.** Public art proposed in a LPCR park or facility may go before Parks Board and/or Historical Commission for a recommendation to City Council.

ORIGINAL DATE OF ADOPTION: August 23, 2010
Updated: May 3, 2023

Related Department Policies
Lacey Parks, Culture & Recreation Department Policy: Sponsorship & Naming Rights
Lacey Museum Policy Manual