



AGENDA

Meeting of the Scotts Valley Parks and Recreation Commission

In-Person and Remote Access

Date: December 21, 2023

Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 Or Zoom Video Conference https://us02web.zoom.us/j/86905757283	Agenda posted on 12-15-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at: www.scottsvalley.gov

ELECTED OFFICIALS	CITY STAFF MEMBERS
David Sanguinetti, Chair Gillian McGlaze, Vice Chair Heidi Denger, Commissioner Rebecca Sorci-Murray, Commissioner	Allison Pfefferkorn, Recreation Division Manager Brian Youmans, Administrative Secretary III

MEETING NOTICE AND AGENDA PACKET MATERIALS

Notice regarding Parks and Recreation Commission Meetings:

The Parks and Recreation Commission meets regularly on the 3rd Thursday of each month at 6:00 PM in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066, and via Zoom Webinar remote access.

Agenda and Agenda Packet Materials:

The Parks and Recreation agenda packet is published at least 72 hours in advance of the regular meeting and is available for review at the Recreation Division office at 361 Kings Village Road, Scotts Valley, CA. The agenda packet is also available for viewing on the City's website at www.scottsvally.gov.

Public Participation:

For those wishing to participate via Zoom you can join the following ways:

Zoom Webinar meeting link: <https://us02web.zoom.us/j/86905757283>

Or dial one of these numbers: (669) 900-9128 or (669) 444-9171

Webinar ID: 869 0575 7283

Whether attendance is in-person or remote, you will be given opportunities to provide public comment at the appropriate times throughout the meeting. The time limit is up to 3 minutes for an individual, or 5 minutes for someone who is representing a group of three or more, at the discretion of the Chair. Please note that this is not a question-and-answer time, but simply a time to provide comments to the Commission. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Chair will announce that public comment will be accepted.

How to comment via in-person attendance:

Please proceed to the public comment podium when the Chair opens the item for public comment.

How to comment via Zoom Webinar:

Use the webinar attendee option to "raise hand" when the Chair opens the item for public comment. The Clerk will unmute you when it is your turn. If you have joined via Zoom phone call, dial *9 or your phone to "raise your hand", and the Clerk will unmute you when it is your turn.

Call to Order

Roll Call

Staff Updates

1. Staff Update - RDM Pfefferkorn

Public Comment Time

This portion of the agenda is reserved for discussion by the public of items which are NOT agendized. No action may be taken by the Commission except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Commission to be concise and to the point. A time limit of three minutes per individual will be allowed. If speaking on behalf of a group, the speaking time limit will be 5 minutes.

Consent Agenda

(Any person wishing to speak on the consent agenda may do so by raising their hand as the item is called out by the chairperson.)

1. 10-19-2023 Parks and Recreation Commission Minutes
2. Review of 2024 Commission Meeting Calendar

Additions/Deletions to Regular Agenda

(Any person wishing to speak on the consent or regular agenda may do so by raising their hand as the item is called out by the chairperson.)

Regular Agenda

(Any person wishing to speak on the regular agenda may do so by raising their hand as the item is called out by the chairperson.)

1. Skypark Court Management App Presentation and Subcommittee Report On Court Use and Neighborhood Issues
2. Memorial Donation Program

Adjournment

ADA Notice

The City of Scotts Valley does not discriminate against persons with disabilities. The Commission meeting locations are accessible facilities. If you wish to attend a Commission meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the Scotts Valley Recreation at (831) 438-3251 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a Commission meeting be available in an alternative format consistent with a specific disability, please call Scotts Valley Recreation. The California State Relay Service (TDD to voice: 1-800-735-2929, voice to

TDD: 1-800-735-2922), provides telecommunications devices for the Deaf and will provide a link between the TDD caller and users of telephone equipment.

Recreation Division Manager Allison Pfefferkorn Staff Updates December 21st, 2023

Past Events

- Halloween Cooking Demo class was held in the Community Center.
- Howloween Oct 31st Dog costume contest had 8 entries all dressed in cute costumes.
- Paint night with local artist- Yeshe Jackson was a sold-out event that happened in November.
- Crafts and Coco had 140 participants attend! It was a great night seeing families together enjoying crafts and each other.
- Multiple classes offered by outside instructors.

Upcoming Events:

- January has multiple events to start the new years off with a positive healthy start. We have a nutrition class, mindfulness workshop and yoga.

Updates

- Winter/Spring guide will be sent out to all residents on Dec 14th.
- Garden renewal went out for 2024 garden plots using a new system through Activenet and has worked seamlessly and received great feedback from garden members.
- Administrative Assistant, Brian and RDM completed ActiveNet membership module training for the Senior Center memberships.
- In October Mayor Dilles issued a proclamation to 3 SV middle schoolers for their fundraising efforts to plant a tree in Skypark.
- Public Works Director, Bret Swain started at the end of November. We are thankful to Steve Jesberg, the interim PWD and the knowledge and support he brought.
- RDM is in conversation with 3 interested parties to run the programming at the pool and is on track to choose a provider by late January.
- The City Manager, new Public Works Director and RDM met with the consultant of the Parks Master Plan. Revision to the 70% draft were given and the project continues to move forward.
- The Skypark Tot Lot Playground structure is in the installation phase. Once the structure is in place, the fittings will be cemented. The final stage will be the pouring of the pour in place surface. Completion is set for January.
- RDM is working on formalizing field maintenance agreements with soccer, little league and softball which creates a transparent partnership between the City and the Leagues.

Facilities Update

- Reservation signs are now up at all Gazebos that are available for rent. This allows park users to know when the Gazebos are rented
- Field work is set to begin in Jan installing turf on the Majors Little League in field.



MINUTES

Meeting of the
**Scotts Valley Parks and Recreation
Commission**
Date: October 19, 2023
Time: 6:00 PM

CONTACT INFORMATION	MEETING LOCATION	POSTING
Recreation Division 361 Kings Village Road Scotts Valley, CA 95066 (831) 438-3251	City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066 Or Zoom Video Conference https://us02web.zoom.us/j/86905757283	The agenda was posted on 10-13-2023 at City Hall, SV Senior Center, SV Public Works Building, and on the Internet at www.scottsvally.gov .

Call to Order - 6:00 pm

The meeting was called to order at 6:00 PM.

Roll Call

APPOINTED OFFICIALS PRESENT: David Sanguinetti, Chair (Absent) Gillian McGlaze, Vice Chair Heidi Denger, Commissioner Rebecca Sorci-Murray, Commissioner VACANT, Commissioner	CITY STAFF MEMBERS PRESENT: Mali LaGoe, City Manager Allison Pfefferkorn, Recreation Division Manager Cathie Simonovich, City Clerk Brian Youmans, Administrative Secretary
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Staff Updates

1. Staff Updates - Department & Division - RDM Pfefferkorn

Stressless Bike Ride- The recreation department partnered with Ecology Action Now and Scotts Valley Cycle Sport to host a small event at MacDorsa Park. The event included speeches about Bike Safety and Maintenance and concluded with Ecology Action leading the group on a safe ride through the city, from MacDorsa to Siltanen

and back to MacDorsa. The event had about 15 attendees who were appreciative of the event, and our focus on safety.

Senior Center Election- On Wednesday October 18th, the Senior Center held Annual Member Meeting where they held a vote to nominate two new at large board members. The members unanimously nominated two candidates who will be brought to City Council for approval in the next Council Meeting.

Upcoming Events- A Halloween cooking class is being held at the Community Center Friday October 20th. A dog show and trick-or-treating event will be held at the Sky Park recreation office on Halloween day. In November, a local artist will be holding a paint night in the Community Center.

Facility Updates- Last month the Community Garden installed their new sign, designed by a local artist. This design was voted on by the Garden Members in a contest held last spring. Last week, CM LaGoe, RDM Pfefferkorn, and Maintenance Manager Spencer-Cook met with representatives from local softball and little leagues to discuss the Siltanen fields, noting several maintenance needs for the park.

Staff Updates- The Recreation Division has hired Jennifer Dunbar as the Recreation Coordinator. The division is now fully staffed.

Maintenance Updates- Bathrooms at Sky Park and Hocus Pocus had minor repairs and were painted. Bathrooms at Siltanen had new floors installed as well as new countertops on the BBQ gazebo. New ADA Compliant water fountains were installed at Sky Park and Hocus Pocus, with water bottle filling stations attached. Currently fresh woodchips are being installed along the linear trail. The Santa Cruz Land Trust created a Trail Report on usage of unauthorized trails in the Glenwood Preserve. They have put signs and barricades up to deter unauthorized trail use. Lodato Trail had storm damage cleaned out with minor repairs.

Public Comment Time

None.

Consent Agenda

1. 8-17-23 Parks and Recreation Commission Minutes

M/S: Denger/Sorci-Murray

To approve the 8-17-2023 Parks and Recreation Commission Minutes.

Carried 3/0 (AYES: Sorci-Murray, Denger, McGlaze)

Additions/Deletions to Regular Agenda

None.

Regular Agenda

1. Parks Master Plan Update

RDM Pfefferkorn presented this item. The Parks Master Plan subcommittee met last month comprising of Chair Sanguinetti, and Commissioner McGlaze. During the meeting, the subcommittee reviewed the 75% draft that they received from the contracted consultant. The Subcommittee will meet again in November to finalize their feedback before sending it back to the consultants for revisions for the 90% draft.

Vice Chair McGlaze commented that she wishes to see the consultants be more precise with their recommendations.

2. Sky Park Tot Playground installation update

RDM Pfefferkorn presented this item and answered questions from the Commission.

Adjournment

The meeting adjourned at 6:14 PM.

City of Scotts Valley PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: 12/21/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: Review of 2024 Commission Meeting Calendar

SUMMARY OF ISSUE

Parks and Recreation Commission Bylaws Article III Section 1 Paragraph B states:

Regular Meetings: Regular meetings of the commission shall be held by-monthly on the third Thursday of February, April, June, August, October, and December and shall begin at 6:00 pm at the Scotts Valley City Hall Council Chambers.

Therefore, the proposed meeting schedule for 2024 is below:

Month	3rd Thursday
February	15th
April	18th
June	20th
August	15th
October	17th
December	19th

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve proposed meeting dates for 2024

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None

City of Scotts Valley PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: 12/21/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Skypark Court Management App Presentation and Subcommittee Report On Court Use and Neighborhood Issues**

SUMMARY OF ISSUE

Skypark Court Management App Presentation

In August 2023, a subcommittee was formed to address the neighborhood issues in the Skypark residential area associated with joint use of the Tennis & Pickleball Courts. Recreation Divisional Manager Pfefferkorn reached out to REC, Inc to receive more information on how their app could help mitigate some of the concerns of overcrowding, long wait times to play, and use of the shared court.

REC, Inc is a technology company that partners with local Parks & Rec departments to provide an app to help manage court use, reservation, instruction, and classes. They are a fast growing company in the parks and recreation industry as there is high demand for better tools to manage court use. Their app helps solve the problems of overcrowding and waiting hours for a court. The REC, Inc app is currently being used in Santa Cruz County, City of Torrance, Emeryville, and Rocklin, to name a few.

The REC, Inc team has spent their careers building products to transform everyday lives, like Google Maps, Uber Eats to name a few. They are also a team who love court sports.

Functions of the App

Balances Play Options. Through the app, staff are able to set a calendar that will encompass different types of play; open play, league/club play, designated hour reservations, as well as classes, lessons and tournaments.

Capacity Management. With court play only possible through making a reservation on the app, there will be less extra people standing around waiting to play. Individuals will come at their reservation time.

Transparent, Visible Schedule. The app features a live real time calendar. Players can quickly and easily see if there are spots open to play from home or when coming to the courts.

Equity for all players. Certain types of reservation (lessons, classes, specific court times) could have a fee based on the approved fee schedule. There would also be ample time for no cost play.

Subcommittee Report On Court Use and Neighborhood Issues

In the past 3 months, RDM Pfefferkorn has met separately with representatives from Pickleball and Tennis to discuss the shared court, noise and parking problems at the court and around the neighborhood. The Parks and Recreation subcommittee also met with the RDM to discuss possible solutions to the neighborhood concerns and the shared court. The Subcommittee and staff then met with representatives from pickleball, tennis and the Skypark neighborhood to discuss possible solutions.

The goals of the Subcommittee were to hear Skypark resident feedback regarding the negative impacts of Tennis & Pickleball Courts on the neighborhood and receive recommendations for mitigation and/or solutions; and hear Tennis & Pickleball Court user recommendations for mitigation and/or solutions for impacts on the neighborhood; and ultimately identify recommended mitigation and solutions to balance stakeholder needs.

In discussing solutions to the concerns, the following things were kept in mind:

Using the wood-chipped area to the right of the courts is not an immediate option for parking. The need for additional or relocated pickleball courts is noted in our Parks Master Plan. This Plan will be finalized early 2024. The plan will prioritize the needs of the city.

Identified issues and solutions include:

Issue 1: Players not following court etiquette. They walk behind players, wait in areas that interfere with play. There is nothing that states how the shared court should be managed, which causes problems with court equity for tennis and pickleball. The current court signs are outdated and worn. There are no hours listed. The current rules are only for Tennis. Play time limits need updating.

Solution: Court Signage (See attachment)

- Court Entrance - Signs will be placed above each entrance designating what sport participant enters through what door.
- Court Rules- General Court rules will be placed at each entry.
- Sport/Court Specific Rules- Court 1 & 2 will have tennis specific rules posted, Court 3 will have shared court rules and Court 4 will have Pickleball specific rules.

Issue 2: People are parking in unsanctioned areas; in the dirt lot, in the medians, and incorrectly in the neighborhood. Players are being loud while walking to their cars parked in the neighborhood and overbearing the area. Cars are speeding and ignoring the stop sign on Coast Range Rd.

Solutions:

- Signs - 'No parking' signs will be placed on the wood chipped median and between the court and the porta potties.
- Barriers - Barriers will be installed to limit unauthorized access to the wood chipped area to the right of the courts. This will keep users from parking in an area that is not developed and unsafe for parking.
- APP - Using the app for reservation on the court allows the Recreation Division to manage the court capacity, which in turn, would limit the number of cars in the area.
- Speeding - Meet with PD to bring enforcement to those speeding on Coast Range road heading to the courts parking lot.

- Skypark Lot - Signs directing players to park in the Skypark lot by the fields when there are no designated parking spots available at the courts lot. Proposing further investigation of solar lighting on the walkway from the Skypark lot to the tennis courts for safe pathway to courts in the dark.

Issue 3: The increasing number of people on the courts is causing more noise pollution to the surrounding houses in the neighborhood. The noise is from early in the morning to late in the evening, 7 days a week with little break from the noise.

Solution:

- Hours

Court hours will be posted Sunday- Thursday 8:00 AM- 8:30 PM Friday- Saturday 8:00 AM- 9:30 PM.

Court lights will be set on a timer to turn off at 8:30 PM Sunday- Thursday and 9:30 PM Fri-Sat.

- Court Use Management

Court use management will be mitigated through making a court reservation through the REC app. The App will allow the Division to limit the number of people on the court.

A live open court calendar will be visible on the app to indicate when courts are open for play. This will help eliminate cars driving to see if there is an open court and eliminate people waiting for a court.

- High School

Investigating a joint use agreement with the School District for the Recreation Division to manage public reservations for the high school courts. Reservation times would be based on non-school hours.

FISCAL IMPACT

The REC app collects fees from paid reservations therefore implementation of the REC app is anticipated to be at no cost to the City.

Signage cost will be absorbed by the Recreation Budget.

STAFF RECOMMENDATION

Staff recommend that the Commission receive and discuss the Subcommittee recommendations for mitigating the impacts of shared pickleball and tennis courts, provide feedback on the proposed solutions and direct staff to forward on the recommendations to the City Council.

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1. Court Rules-Final

Court Rule Signs

Skypark Court Rules: To be posted by each entrance.

Court Hours are Sunday- Thursday 8:00 AM- 8:30PM Friday- Saturday 8:00 AM- 9:30PM

- Please be kind, friendly and inclusive to all who play on our Skypark courts.
- Court Shoes must be worn at all times.
- Only Tennis and Pickleball play allowed on courts.
- Animals, bikes, skateboards, roller/inline skates, scooters, are not permitted.
- No private lessons unless sanctioned by the Recreation Division via the REC app.
- Parks & Recreation programs have court priority, visible on the REC app.
- Food, tobacco products, vaping or use of amplified sound are not permitted.
- Any league or tournament play must be issued a permit through the Recreation Division

Tennis Court Rules: Posted in between courts 1 & 2 and on either side.

Court time limit when players are waiting:

- Solo Serving 15 min court limit
- Singles or doubles 30 min court limit
- No private lessons unless sanctioned by Recreation Division
- Parks & Recreation programs have court priority
- Any league or tournament play must be issued a permit through the Recreation Division

Etiquette:

- Please be kind, friendly and inclusive to all who play on our Skypark courts.
- Do not walk behind players while game is in play
- If waiting for court, please do not infringe on the players on the courts

Pickleball Court Rules: To be displayed between court 3 & 4 both sides

Rules for Open Play

- Warmup time limit is 5 minutes.
- Only one (1) game to 11 points (win by 2 points) may be played or a maximum of 45 minutes;
 - The court shall be relinquished at the end of the game or 30 minutes
- If there are no players waiting, players may continue to play for another game.

- Exit court after each game.
- When your turn to play arrives, please wait until players have exited the court prior to entering.
- No singles, unless 1 or more courts are unused.
- Any league or tournament play must be issued a permit through the Recreation Division

Etiquette

- Players who are waiting to join a game please respect those playing on the courts.
- Courts may not be held by one (1) person alone or by placing equipment on the court.
- Please be kind, friendly and inclusive to all who play on our Skypark courts.

Shared Court Rule:

- All play on the shared court must be reserved through the REC app.
- Please be kind, friendly and inclusive to all who play on our Skypark courts.
- Tennis and Pickleball court rules apply on shared court.

Tennis

- Solo Serving 15 min
- Singles or doubles 30 min court limit

Pickleball

- Warmup time limit is 5 minutes.
- Only one (1) game to 11 points (win by 2 points) may be played or a maximum of 45 minutes;
 - The court shall be relinquished at the end of the game or 45 minutes
- If there are no players waiting, players may continue to play for another game.
- Exit court after each game.
- No singles, unless 1 or more courts are unused.

City of Scotts Valley

PARKS AND RECREATION COMMISSION STAFF REPORT

DATE: 12/21/2023
TO: Honorable Mayor and City Council
FROM: Allison Pfefferkorn, Recreation Division Manager
APPROVED: Mali LaGoe, City Manager
SUBJECT: **Memorial Donation Program**

SUMMARY OF ISSUE

Memorial donations are a way for an individual, organization or service group to honor a loved one. Throughout our parks, we have several benches that have memorial dedications on the backrests. Memorial dedications can be done with an engraving on a bench, a tree planted in someone's honor or other ways approved by the City.

Pre-Pandemic, the process for applying to make a memorial donation was a paper form completed and then brought to the Recreation Office. This process was put on hold while the Recreation Division was closed. Now that staff has been rehired and programs are being offered again, we would like to update the process and start accepting applications for memorial donations again.

A new process and application have been created to streamline the process, define the guidelines and track memorial donations. Further, Staff are working on a broader Donation and Gift Policy to govern donations of funding, goods and services from small items to large contributions to capital projects. The Memorial Donation program will ultimately be governed by this new Donation and Gift Policy once it is finalized and approved by the City Council in the coming months.

The Memorial Donation Program includes the following:

- Public Works, Recreation Division and Donor will agree on the location of the donated item.
- Public Works Departments deems the right of relocation of donated items, if necessary.
- The selection of item, cost of item, installation, and maintenance will be determined by
- Public Works and Recreation Division. The Donor payment must be received prior to procurement.
- Public Works will order the donated item and facilitate delivery and installation to the chosen site.
- Public Works and Recreation Division approves wording for the engraving.
- Public Works agrees to maintain the donated item as part of its regular inventory, at no further cost to the Donor. Items will be maintained for 10 years (excluding normal wear

and tear) after the installation date including damage due to acts of nature.

FISCAL IMPACT

This program will require staff time to manage, facilitate and maintain memorial donations. These costs will be absorbed in the Public Works and Recreation Division budgets.

STAFF RECOMMENDATION

Staff recommends the Commission review the Memorial Donation materials and provide feedback to staff before it is ultimately taken to the City Council for consideration.

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1. Memorial Dedication Packet



CITY OF SCOTTS VALLEY

RECREATION DIVISION

361 Kings Village Road • Scotts Valley • California • 95066
Phone (831) 438-3251 • Facsimile (831) 438-2557 • www.scottsvally.org

Memorial Dedications Information

The City of Scotts Valley invites any individual, organization or service group to honor a love one by the purchase of a bench, picnic table, tree, or planter to be placed in a Scotts Valley park.

A Dedication

You may choose to have a dedication to honor a specific individual, family, or organization. This can be engraved on a bench or plaque.

Locations Include:

- Sky Park
- Sky Park Linear Trail
- Siltanen Park
- MacDorsa Park
- Hocus Pocus Park
- Lodato Park Trail
- Glenwood Trails
- City Hall

The Guidelines

- Public Works, Recreation Division and Donor will agree on the location of the donated item.
- Public Works Departments deems the right of relocation of donated items, if necessary.
- The selection of item, cost of item, installation, and maintenance will be determined by Public Works and Recreation Division. The Donor payment must be received prior to procurement.
- Public works will order the donated item and facilitate delivery and installation to the chosen site.
- Public Works and Recreation Division approves wording for the engraving.
- Public Works agrees to maintain the donated item as part of its regular inventory, at no further cost to the Donor. Items will be maintained for 10 years (excluding normal wear and tear) after the installation date including damage due to acts of nature.



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Memorial Dedications Application

1. Applicant Information

Applicant Name			
Address			
City, State, Zip			
Phone number	() -	E-Mail Address	

2. Memorial Information

Item to dedicate:	☐ Bench ☐ Picnic table ☐ Tree ☐ Other:	Location of Dedication:	☐ Sky Park ☐ Linear Trail ☐ Siltanen ☐ Glenwood East ☐ Glenwood West ☐ Lodato ☐ MacDorsa ☐ Hocus Pocus ☐ Vern Hart ☐ City Hall
Engraving:			
Notes:			



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Memorial Dedications Contract

1. Applicant Information

Applicant Name			
Address			
City, State, Zip			
Phone number	(____)____-____	E-Mail Address	

2. Memorial Information

Item to dedicate:	☐ Bench ☐ Picnic table ☐ Tree ☐ Other	Location of Dedication:	☐ Sky Park ☐ Linear Trail ☐ Siltanen ☐ Glenwood East ☐ Glenwood West ☐ Lodato ☐ MacDorsa ☐ Hocus Pocus ☐ Vern Hart ☐ City Hall
Engraving:			
Notes:			

3. Maintenance Costs: The cost of item, installation, and maintenance will be determined by the city and the individual will have to pay prior to procurement.	
Cost of Materials:	\$
Cost of Labor:	\$
Total Price:	\$
Notes/ Comments:	

Terms:

- Public Works, Recreation Division and Donor will agree on the location of the donated item.
- Public Works Departments deems the right of relocation of donated items, if necessary.
- The selection of item, cost of item, installation, and maintenance will be determined by Public Works and Recreation Division. The Donor payment must be received prior to procurement.
- Public Works will order the donated item and facilitate delivery and installation to the chosen site.
- Public Works and Recreation Division approves wording for the engraving.
- Public Works agrees to maintain the donated item as part of its regular inventory, at no further cost to the Donor. Items will be maintained for 10 years (excluding normal wear and tear) after the installation date including damage due to acts of nature.

From signed contract to installation, it can take up to a maximum of 6 months for ordering and installation.

Applicant

Date

Recreation Division Manager

Date

Maintenance Division Manager

Date