

RESOLUTION NO. 164

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON,
ADOPTING THE SHORELINE PARKS LEGACY FUND POLICY AND
PROCEDURES**

WHEREAS, the City Council wishes to establish policies and procedures for the implementation of the City's "Parks Legacy Fund" Program;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF SHORELINE, WASHINGTON AS FOLLOWS:**

Section 1. Establishment of Policy and Procedures. The City Council hereby adopts policies and procedures set forth in the Parks, Recreation and Cultural Services policy "Shoreline Parks Legacy Fund", a copy of said policy and procedures being attached hereto as "Exhibit A".

ADOPTED BY THE CITY COUNCIL ON MARCH 27, 2000.



Mayor Scott Jepsen

ATTEST:

Sharon Mattioli
Sharon Mattioli, CMC
City Clerk



City of ShorelineCity of Shoreline
Parks Recreation and Cultural Services Department
Department Policies and Procedures

Title & Category Shoreline Parks Legacy Fund Recreation Services	Code No. REC - 9
Department: PARKS, RECREATION AND CULTURAL SERVICES	Effective Date:
Approved By:	

1.0 Purpose:

SHORELINE PARKS LEGACY FUND PHILOSOPHY

The City of Shoreline wishes to make quality public recreation and park facilities available to all interested participants and park visitors. The City of Shoreline has limited resources and has established the Shoreline Parks Legacy Fund to provide a means for citizens and businesses to make donations to the City of Shoreline to benefit Parks, Recreation & Cultural Services (PRCS) facilities and park infrastructure. The funds that are donated will be used for park improvements, including, but not limited to, picnic tables, benches, trees, etc.

2.0 Policy:

a. ELIGIBLE DONORS

- ◆ The City of Shoreline will accept donations from any citizen or organizations.

b. IMPROVEMENTS

- ◆ Donors may select the type of park improvement from a menu of features provided by the Parks Department.
- ◆ The menu of park features will be updated annually and reviewed by the Parks, Recreation and Cultural Services Advisory Committee. It will include items such as park benches, picnic tables, trees, rest stations along linear trails, park signs, kiosks, and play equipment and their costs.
- ◆ All improvements will comply with the Parks, Recreation and Open Space Plan, and with Park Maintenance Standards, and applicable master plans.



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c. RECOGNITION AND MEMORIAL PLAQUES

- ◆ A standard template for recognition and memorial plaques will be approved by the Parks, Recreation and Cultural Services Department.
- ◆ Recognition and memorial plaques may be installed when requested. The donor will pay for the cost of the memorial plaque.
- ◆ Plaques will not be used as a source for advertising of for-profit enterprises.

3.0 Procedure

- a. Department representative receives notice of potential donation (either via phone, "in-person" or in response to marketing flyers and efforts).
- b. Department representative contacts donor to verify the amount of donation and assist the donor in completing donation forms.
- c. Department representative collects donation funds and checks to ensure they are filled out correctly.
- d. Paperwork/forms are forwarded to Administrative Assistant II for logging, tracking, recording, and totaling.
- e. Copy of donation form is provided to the Parks Maintenance Superintendent.
- f. Park Maintenance Superintendent is responsible for coordination of purchase of materials, equipment and installation of donated feature(s).
- g. Department will send thank you letter with appropriate receipt and verification for tax purposes to the donor.