

**Policy Name:** Capital Project Proposals from Outside Groups  
**Section:** 3000 Operational: 3500 Parks  
**Policy Number:** 0000

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**Purpose:** To define criteria used to accept or reject proposals from outside user, community, or service groups to build facilities, structures, trails or other amenities on park property.

**Reference:** None applicable

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## **Policy**

The Bainbridge Island Metropolitan Park & Recreation District will consider accepting proposals from outside user, community, or service groups for donated or partially donated facilities, structures, trails or other amenities proposed for construction on park property when such capital projects are in the interest of the community and consistent with uses for the proposed site.

The purpose of a proposed capital project or site plan is for the benefit of the general public, and is not for the recognition of commercial, cultural, religious, political, fraternal, individual or organizational affiliations, unless approved by the Board of Commissioners.

This policy consists of two sections: 1) General Project Proposals; 2) Community Volunteer Service Project Proposals

### **Section 1: General Project Proposals**

#### **General Projects Equal to or Under \$25,000 Total Project Cost**

Proposals for projects equal to or under \$25,000 will be submitted by the project proponent in writing to the Park District, and reviewed by staff for a recommendation to the Executive Director. Final approval of the proposed project, including its budget, will be made by the Executive Director unless s/he determines Board approval is needed. Any project requiring matching District funds or District funds not allocated in the District's budget must be approved by the Board.

#### **General Projects Over \$25,000 Total Project Cost**

Proposals for projects over \$25,000 will be submitted by the project proponent in writing to the Park District and reviewed by staff for a recommendation to the Executive Director. The Executive Director upon review will present his/her recommendation to the Board of Commissioners. Final approval of the proposed project, including its budget, will be made by the Board of Commissioners.

#### **Project Criteria**

Approval of the proposed project will be assessed and determined based on the following criteria:

- Overall public benefit provided by the proposed project to Bainbridge Island citizens and the Park District.
- Compliance of proposed project with District plans (e.g. existing master or concept plan of proposed site and Park District Comprehensive Plan).
- Inclusion of proposed project in Park District Capital Improvement Plan unless fully funded by project proponent.

- Review of user groups served by the proposed project, availability of use to them, and whether this is consistent with similar existing District facilities
- Impact the proposed project will have on other park users or user groups.
- Assessment of other outside group projects currently underway in the Park District, and whether staff resources are available for the proposed project.
- Assessment of proposed funding sources for project, and whether proposed project will compete with other District projects for the same funding sources.
- Consistency of proposed project with District standards for materials and construction, including those items that are of a temporary nature.
- Cost to District for future upkeep and maintenance of proposed project, and whether this fits within identified District resources.

#### Written Agreement

Project construction will not begin until District approval has been given as specified above, and a written agreement is signed by both parties, the Park District and project proponent. The written agreement will lay out the responsibilities of each party, the project scope, and will include a set duration, project constraints, and the agreed upon outcome of the project.

Some project proponents may opt to function as a non-profit entity. In such cases, the project proponent must provide evidence of its own 501 C (3) non-profit status to the Executive Director or designee, and the written agreement will be between the Park District and the non-profit entity.

#### Fund Raising & Donations of Material Goods

The proponent of the proposed project will be responsible for funding the cost of the entire project, or that portion of the project not designated in the current Park District operational or Capital Improvement Plan budget. Any additional Park District funding will require approval of the Board.

The Park District cannot guarantee the project proponent will receive a tax donation credit for the proposed project. Project proponents must be responsible for accepting and accounting for all donations and pledges received for the proposed project.

Consistent with IRS statutes, the Park District will not determine a final value for material goods donated. The project proponent is responsible for determining the value of any donated items.

All funds must be in hand or formally pledged prior to construction beginning, unless the Executive Director approves the onset of the project (projects equal to or under \$25,000) or Board of Commissioners (projects over \$25,000).

#### Construction, Control and Tenure:

Park District staff will act as project manager, and will manage the construction of any approved project to ensure quality of work and completion of the project in a timely manner.

Park District staff will be responsible for inspecting the project, providing permits and landowner authorizations, and ensuring agreed upon acquisition protocols, standards, and construction criteria are met.

When it is determined to be advantageous, the District may opt to contract with an outside project manager.

All projects will be built and designed to Park District standards.

Construction of the proposed facility, structure or trail will comply with all appropriate Federal, State, County, or Municipal regulations.

Proposed Project Contingency:

Should the Park District in good faith, find for any reason that an agreement to proceed with a project needs to be altered, suspended or halted, it may be necessary to re-negotiate funding between the Park District and project proponent.

If the Executive Director determines that project completion is unfeasible, unspent donated funds held by the District will be returned to the project proponent minus pending project expenses by the Park District that may have been incurred to date for the project.

Completed Projects

All completed projects will be donated in full to the Park District, will become District property, and will be managed by District staff.

**Section 2: Community Volunteer Service Projects**

Volunteer community service projects are defined as small projects done by community volunteer service groups that involve minimum expense to the District and are of short duration.

Park District staff will work with volunteer group to select projects that are currently identified as needs within the District.

Volunteer service projects will require a written agreement defining the scope of work.

Materials will be provided by the service group, or individual, unless authorized for purchase by the Executive Director or his/her designee.

Volunteer projects will be built and designed to Park District Standards.

Volunteers will not be allowed to use the Park District shop to complete their projects unless authorized by the Executive Director or his/her designee.

Park District power tools will not be used by volunteers unless authorized by the Executive Director or his/her designee.

Park District staff will be responsible for inspecting service projects throughout the duration of the project to ensure agreed upon standards and construction criteria are met.

Completed projects will be donated in full to the Park District, will become District property, and will be managed by District staff.