

# CLARK COUNTY STAFF REPORT

**DEPARTMENT:** Public Works/ Parks Division

**DATE:** July 21, 2015

**REQUESTED ACTION:** Approve capital replacement project to install new park play equipment at Stockford Village Neighborhood Park.

**SR Number:**

**FOR APPROVAL BY:** \_\_\_ BOCC \_\_\_X\_\_\_ COUNTY MANAGER \_\_\_ HEARING

---

## **PUBLIC WORKS GOALS:**

- Provide safe and efficient transportation systems in Clark County
- Create and maintain a vibrant system of parks, trails and green spaces
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a healthy, desirable quality of life
- Increase partnerships and foster an engaged, informed community
- Cultivate a nimble, responsive work force
- Make Public Works a great place to work

## **BACKGROUND**

Stockford Village Park is a 4.23 acre neighborhood park located in Hazel Dell at NE 9<sup>th</sup> Avenue and NE 105<sup>th</sup> Street. The park was originally constructed in 1978 and amenities include a basic play area that consists of a swing set, monkey bars and two drainage culverts. The basic play features are outdated, do not meet ADA accessibility standards and do not foster creative play.

Parks staff identified the replacement of the play features as a priority and was successful in receiving a Parks Foundation Grant in the amount of \$10,000 to assist with the installation of the new play features. Funding from the Greater Clark Parks District capital repair budget will be utilized to purchase the play features and associated construction costs at an estimated cost of \$66,216. Volunteers will assist staff with spreading the fall protection chips. No additional funding for this project will be necessary.

## **ADMINISTRATIVE POLICY IMPLICATIONS**

This action does not impact or add any new policies.

## **COUNCIL POLICY IMPLICATIONS**

This staff report does not result in any policy implications.

## **PREVIOUS REVIEWS AND ACTIONS**

None.

## **COMMUNITY OUTREACH**

Community volunteers will be invited to assist with spreading fall protection chips at a Public Works Volunteer Program one-day work party. Participating in the play equipment replacement in this manner will build a sense of community and ownership at the park among local residents.

PW15-060

**BUDGET IMPLICATIONS**

This project will be funded by the Greater Clark Parks District capital repair budget. No additional funds will be necessary.

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

**DISTRIBUTION OF BOARD STAFF REPORTS:**

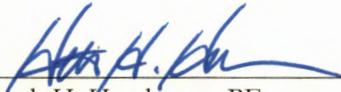
Distribution of staff reports is made via the Grid. <http://www.clark.wa.gov/thegrid/>  
Copies are available by close of business on the Thursday after council deliberations.

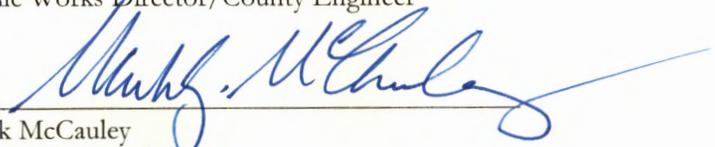
**DISTRIBUTION OF COUNTY MANAGER STAFF REPORTS:**

Public Works Administration – Anita Temme

**PUBLIC WORKS APPROVALS:**

\_\_\_\_\_  
Bill Bjerke  
Clark County Parks Division Manager

  
\_\_\_\_\_  
Heath H. Henderson, PE  
Public Works Director/County Engineer

  
\_\_\_\_\_  
Mark McCauley  
Acting County Manager

CC: Heath Henderson and Anita Temme

**APPROVED:** \_\_\_\_\_  
**CLARK COUNTY, WASHINGTON**  
**BOARD OF COUNTY COUNCILORS**

DATE: \_\_\_\_\_  
SR #: \_\_\_\_\_

# BUDGET IMPACT ATTACHMENT

## Part 1: Narrative

This request is to approve the Greater Clark Parks District capital repair project of replacing play equipment at Stockford Village Neighborhood Park in Hazel Dell. The current play equipment is outdated, does not foster creativity and is not ADA accessible. The neighborhood park is surrounded by apartments and housing developments and the children in the area would significantly benefit from updated play equipment.

## Part 2: Budget Impact

The Greater Clark Parks District capital repair budget will be utilized to fully support the expense. No additional funds will be necessary.

Expenditure:

Fund	Dept	Obj	Expense Change Year 1	Expense Change Year 2	Expense Change Year 3	Expense Change Year 4	Expense Change Year 5	Expense Change Year 6	One Time or Ongoing
1032	633	637	\$66,216	\$0	\$0	\$0	\$0	\$0	One time
Total:			\$66,216	\$0	\$0	\$0	\$0	\$0	\$0

Revenue: Parks Foundation Grant Fund (\$10,000)

Fund	Dept	Obj	Expense Change Year 1	Expense Change Year 2	Expense Change Year 3	Expense Change Year 4	Expense Change Year 5	Expense Change Year 6	One Time or Ongoing
			\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
Total:			\$10,000	\$0	\$0	\$0	\$0	\$0	\$0

Part 3: FTE Profile Over Time

# FTE	Type*	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
N/A							

\*operating, revenue, project, temporary

Estimated start date for employees: N/A

**COUNTY MANAGER ACTION\RECOMMENDATION**

**By:** Mark McCauley

**Date:**

**SR Number:**

**REQUESTED ACTION:**

Approve capital replacement project to install new park play equipment at Stockford Village Neighborhood Park.

**COUNTY MANAGER RECOMMENDATION:**

<b>Action</b>	<b>Conditions</b>	<b>Referral to council?</b>
<i>-Approval\denial</i>	<i>Enter conditions or requests here</i>	<i>Yes\No</i>

---

**Mark McCauley**  
**Acting County Manager**

**DISTRIBUTION**

Public Works Administration – Anita Temme, Lori Pearce

---



## 2015 Community Grant Guidelines

The Parks Foundation is proud to provide strategic funding opportunities in support of the parks, trails, and recreation programs of Clark County. The number of grants awarded and the amount of funding available will vary on a year-to-year basis as we grow our fund. What will remain constant, however, is the vision that drives both our fundraising and our grant-making processes.

### GRANT ELIGIBILITY REQUIREMENTS

- Grants are available to Clark County and the cities of Clark County that:
  - Support the mission and vision of the Parks Foundation.
  - Are current sponsors of the Parks Foundation at a minimum pre-determined level.
    - All municipalities must meet minimum sponsor level requirements in order to be eligible to apply for funding through the Parks Foundation Community Grant program.
    - Financial and in-kind support of the Parks Foundation may be considered and weighted in the grant evaluation process.

### GRANT FUNDING REQUIREMENTS

- Grants are to be used to fund hard costs (e.g. construction, maintenance, programming, etc.,) and not “soft” costs such as planning, conceptual studies, etc.
  - Under certain conditions, and upon approval by the Parks Foundation board of directors, grant dollars may be used to fund soft costs.
  - Applications which contemplate grant funds being used on soft costs will be considered on a case-by-case basis.
  - Requests which include soft cost funding must include a separate itemization of both the hard and soft costs.
  - Applications which include soft cost funding may not be weighted as favorably by the Parks Foundation as requests solely for hard costs.

### PROJECT EVALUATION CRITERIA

- Project/programs will be evaluated on the following criteria:
  - Feasibility, scope, focus, and location
  - Impact of the project/program both to the community and the Parks
    - Projects with clear, tangible value and high visibility in the community will receive added weight and consideration.
  - Support and endorsement from local municipality or county
  - Total project/program cost and additional funding sources applied for and/or received
  - Timeline for completion of project
    - Unless otherwise stipulated, all grants should be expended within one year of funding.
  - Special consideration will be given to project/programs which include leveraged and/or matched funds.

### GRANT APPLICATION TIMELINE

- November 2014—Invitation to Apply
- Friday, January 30, 2015—Application deadline  
*(Please note, applications will not be accepted after 5 p.m. on Friday, January 30, 2015)*
- February 2015—March 2015—Review of applications and invitation to provide presentation to Grant Review Committee
- April 2015—Announcement of funding
- April 30, 2015—Formal grant presentation at the Parks Foundation Annual Luncheon
- December 31, 2015—Grant Report due to Parks Foundation Office



## 2015 Community Grant Application

**Organization:** Clark County Public Works, Parks

**Date:** 1/22/15

**Contact Name:** Karen Llewellyn

**Title:** Volunteer Program Coordinator

**Phone:** (360) 397-6118 ext. 1627

**Email:** karen.llewellyn@clark.wa.gov

**Address:** 4700 NE 78<sup>th</sup> Street

**City:** Vancouver

**Funding Amount Requested:** \$10,000

**Project/Program Description:** Stockford Village Neighborhood Park Play Equipment Replacement

**Location:** NE 9<sup>th</sup> Avenue and NE 105<sup>th</sup> Street, Vancouver, WA 98685

**Demographic Served:** Youth ages 2-12

### Community Benefits:

#### **Why is this project/program important?**

Outdoor recreation opportunities are important for the citizens of Clark County, especially children. According to the 2010 census, one-fifth of the population immediately surrounding Stockford Village Park is comprised of youth under the age of 14. Further, nearly half of the population in the immediate area lives in apartments, potentially limiting their access to play equipment and outdoor recreation opportunities. Replacing and improving the play equipment at the park would give children in the neighborhood access to safe, fun outdoor activity within walking distance from their home.

#### **What issues/problems will the project/program address?**

The existing play equipment at Stockford Village Park consists of a set of swings, monkey bars, and two large and one small concrete tunnel structures (Figure 1). These pieces of play equipment are out dated, dilapidated and do not foster creativity or excitement. Further, the existing equipment does not meet ADA accessibility standards. Installing safe, modern play equipment would provide new opportunities for children to play (Figure 2). ADA accessibility will also be addressed with the new installation, ensuring that children with disabilities are also able to enjoy the play equipment at the park. The equipment will meet updated safety standards ensuring a safer play environment for the children using the equipment.

## Project/Program Visibility

### **Describe how you will celebrate/share/promote this project/program with and to the community.**

We will hold a volunteer event to spread wood chips under the play structure and this event will act as the “grand opening” of the new play area. We will promote the volunteer event on our volunteer website, in our monthly newsletter, through our volunteer distribution lists, and with flyers posted at the park and distributed throughout the immediate area, including the numerous apartment complexes in the immediate vicinity. We will also reach out to the many businesses in the surrounding area and ask them to post flyers to promote the volunteer event and new play equipment, and invite them to participate in the day.

### **Describe the recognition opportunities available to the Parks Foundation through this project/program? (i.e. plaques, logo placement, public recognition/presentations/website link to PF site, etc.).**

One of the park entrances features a large boulder with an existing plaque recognizing the individuals who donated the park property. There is space on the boulder for an additional plaque recognizing the use of a Parks Foundation grant to fund new play equipment installation.

Further, volunteers will be engaged to help spread wood chips under the play equipment after it is installed. Information about the Parks Foundation and the grant will be posted on-line at [www.parkhero.org](http://www.parkhero.org) when the call for volunteers is made.

## Budget:

### **Are there any other funding sources available for this project?**

We will be using funding from our Metropolitan Parks District capital repairs budget, equipment and labor from Clark County Parks, and matching in the form of volunteer hours.

Metropolitan Parks District capital repairs budget: To fund the play equipment, grading, drainage, curbing, handicap ramp, crushed stone paving, and wood chips we will use money allocated to our Metropolitan Parks District capital repairs budget. We would use approximately \$63,000 of this budget towards the Stockford Village play equipment replacement.

Clark County Parks: Clark County Parks will contribute labor and equipment to prepare the area for new play equipment. Grounds maintenance staff will be responsible for removing the existing play structures, removing and recycling the existing wood chips, and installing a bench and garbage can near the new play structure. It is estimated that it will take two grounds maintenance staff approximately two, eight-hour days to complete this work. This labor plus the associated equipment is expected to cost \$4,800.

Volunteer Hours: In 2014, volunteers donated 54 hours to cleaning up Stockford Village Park. Much of the work they completed entailed litter and vegetation debris removal to clean up the park. The monetary equivalent of these hours is \$1,217.70. Once the new play structure installation is complete, we will engage volunteers in spreading wood chips in the surrounding area. We estimate it will take approximately four hours for 30 volunteers to spread the 150 cubic yards of wood chips. The monetary equivalent of these volunteer hours is \$2,706.

List other sources you have requested funding assistance from and the amount you have requested.

None.

Provide an itemization of total project/program expenses with an indication of which expenses a Parks Foundation Grant will fund.

Materials/Supplies	Expected Cost
Play equipment + tax	\$42,671
Installation of play equipment	\$10,000
Removal of old play equipment	\$4,800
Wood chips	\$3,300
Grading and earth work to prep site for installation	\$2,700
Drainage	\$2,700
Curbing (260 linear feet)	\$7,500
Handicap ramp	\$1,800
Crushed stone paving	\$2,500
Total	\$77,971

\*Items highlighted in yellow would be funded by Parks Foundation Grant

Does your project/program include soft costs (planning, conceptual studies, etc.)? If so, please itemize the soft costs you seek to fund through a Parks Foundation grant.

No.

**Please Note:** For capital projects over \$5,000, the Parks Foundation may elect to hold grant funds and disburse them as required to meet the project/program's budgeted timelines.

**Timeline:**

**Will this project/program be completed within one year of award date? If not, please explain why.**

Yes, this project will be completed within one year of award date. We expect to have the new play equipment installed by the summer of 2015.

**Will this project/program require permits or letters of approval from any regulatory agency? If so, have you obtained these permits or letters? Have any permits been denied or letters refused? If so, please explain.**

No, this project does not require any permits or letters of approval from any regulatory agency. We are replacing an existing structure within the same footprint, thus exempting us from permits.



## Community Grant Agreement

The Parks Foundation has an obligation to both the community and our donors to ensure that grant funds are used responsibly.

In an effort to inform our constituency and evaluate our process, grant recipients agree to the following:

### Use of Funds

The Parks Foundation has the right, upon a finding of misuse of funds, to withhold scheduled funding and require the return of unused funds if:

- a. Funds have been used for a purpose outside the scope of the original grant application; or
- b. The project/program is significantly behind schedule and is at risk of not being completed.

A determination of the misuse of funds may preclude a municipality from applying for a Parks Foundation Community Grant for a period of up to two grant cycles.

If for any reason you encounter difficulties with your project/program and are unable to use grant funds as outlined in your application, please contact the Parks Foundation office to discuss the details. We will do our best to work with you to develop a satisfactory solution to the problem.

We understand that sometimes unforeseen challenges may prevent a project/program from being implemented altogether. In those instances, funds must be returned to the Parks Foundation.

### Project/Program Grant Summary

- A. Complete and provide a Final Grant Report to the Parks Foundation office by December 31 of each year.
- B. For project/programs with a longer (one year) timeline, grant recipients are required to complete and provide an Interim Grant Report regarding the status of the project/program to the Parks Foundation office by December 31 and a final grant review form upon completion of the project/program.

### Project/Program Schedule

- A. If the project/program is significantly behind schedule, the Parks Foundation will communicate any concerns before funding is withheld or retrieved.
- B. The Parks Foundation may work with Grantee to revise the existing project/program schedule. If it appears funds are deliberately being misused, the Parks Foundation has the right for immediate withholding and retrieval of funds.

### Rights of the Parks Foundation

- A. The Parks Foundation has the right to perform on-site inspections during and after completion of a project/program or following the purchase of goods or services with funds obtained from the Parks Foundation.
- B. In the event the project/program was over-funded, the remaining funds will be returned to the Parks Foundation.
- C. In the event the project/program was funded from multiple sources, the Parks Foundation will be returned funds in proportion of the amount of funds given (*i.e.* if the Parks Foundation funded 70% of the project/program, the Parks Foundation will be returned 70% of the remaining funds at the completion of the project/program).

- D. The Parks Foundation may include a description of the funded project/program, take photos of the funded project/program, and include the use of the Grantee's name in promotional and fundraising materials.

**Acknowledgement and Promotion:**

- A. Grantee agrees to acknowledge the Parks Foundation's sponsorship in project/program public presentations, speeches, and all special events related to the project/program.
- B. Grantee agrees to include the Parks Foundation name and logo on all project/program promotional and communication materials, including press releases, announcements, and marketing materials distributed by print, social media, email, or web.

Grantee agrees the Parks Foundation Community Grant application is filled out truthfully and correctly.

Clark County Public Works, Parks  
Name of Municipality

Karen Llewellyn  
Municipality Representative (print name)

Karen Llewellyn  
Municipality Representative (signature)

1/22/15  
Date



Figure 1. Existing play equipment at Stockford Village Park



Figure 2. New play equipment design