







Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06851-5125
203-854-7806

**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, DECEMBER 14, 2022
7:00 PM
<https://www.norwalkct.org/Meetings>**

-  Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.
-  Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.
-  Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.
-  Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.org to provide written public comment prior to the meeting.

- I Roll Call
- II Minutes of November 9, 2022
- III Public Participation
- IV **Old Business**
- V **New Business**

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. Approve the use of Brian McMahon & Silvermine Elementary School and immediate surrounding grounds by Club Connecticut for their Boston Buildup 10K and 25K event to be held on Sunday, January 8, and March 5, 2023 from 8:30 AM to 11:00 AM. Set-up to begin 8:00 AM with tear-down at 11:00 AM. Approximately 100 people.

2. Authorize the Purchasing Agent to issue a purchase order to Gabrielli Isuzu Truck Sales for a refuse truck, in an amount not to exceed \$124,280.00. Funding from the DEEP Grant.
3. Authorize the Mayor, Harry W. Rilling, to execute a contract for the acceptance, donation, movement, and placement of the Norwalk Harbor Splash! Dragon Boat Trophy in City Hall and as part of the Norwalk Public Art Collection.
4. Authorize the Mayor, Harry W. Rilling, to execute a contract for acceptance, donation, movement, and placement of the Attitude Crossings Sculpture to the Carriage House Arts Center at Cranbury Park to add to the Norwalk Public Art Collection.
5. Discuss and approve the Norwalk Recreation and Parks Gift and Donation and Art Acceptance Policy

VI Discussion



City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form



PLEASE PRINT

ORGANIZATION NAME: Club Connecticut

PERSONAL/FAMILY _____
 COMPANY/BUSINESS _____
 NON-PROFIT (501C3) Yes No _____

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes _____ No _____ #of years _____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Jim Gerweck TITLE: _____

ADDRESS: 156 Fallow St. E-MAIL ADDRESS: jimrg156@gmail.com

CITY: Norwalk STATE: _____ ZIP CODE: _____

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 203-858-5449

FACILITY REQUESTED: Brien McMahon & Silvermine Ele FACILITY & EVENT INFORMATION # OF PARTICIPANTS 100

EVENT: Boston Buildup 10K and 25K DATE REQUESTED: 1/8 & 3/5

SET UP TIME: ~~9 AM~~ STARTING TIME: ~~10 AM~~ BREAKDOWN TIME: 11 AM END TIME: 11 AM RAIN DATE: _____

8 AM 8:30 AM

(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: _____

ARE YOU REQUESTING A TENT? YES NO *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES NO

WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES NO

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES NO

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: _____

DATE: 23 November 2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____

COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



TO: MEMBERS OF RECREATION, PARKS, AND CULTURAL AFFAIRS COMMITTEE OF THE NORWALK COMMON COUNCIL; MEMBERS OF THE NORWALK COMMON COUNCIL

FROM: SABRINA GODESKI DIRECTOR OF BUSINESS DEVELOPMENT & TOURISM, STAFF TO THE NORWALK ARTS COMMISSION

DATE: NOVEMBER 8, 2022

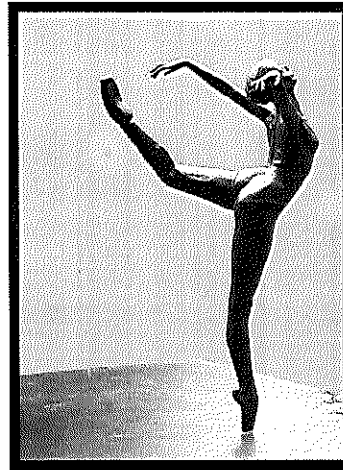
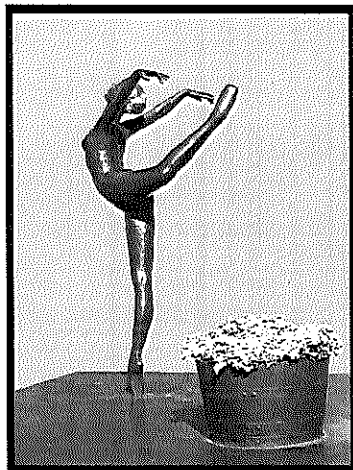
SUBJECT: ATTITUDE CROISE SCULPTURE STERETT-GITTINGS KELSEY DONATION AND DISPLAY

INTRODUCTION/BACKGROUND

In March 2020, the City was approached by a former resident that had recently moved who had an art piece that they were unable to relocate with them. They requested that the City accept the piece as a donation into their public art collection so that it can be displayed and enjoyed by the public and any visitors. Following the request, the Norwalk Arts Commission took up the matter of its acceptance and any costs that would be incurred by adding and relocating the piece. Though the commission welcomed the pieces donation, there was no available budget at the time to maintain or move the piece from its current location to the desired location and as a result was put on hold until funding was received through a budget request in FY23.

Since receiving the funds, the donor has executed a contract to donate the piece and has provided an appraisal to assess the pieces value and provide any major details about the piece and as such is ready to move forward on deciding the pieces movement and final location.

PIECE IMAGE AND SPECIFICATIONS (SEE ATTACHMENT)





Artist: KELSEY, Sterett-Gittings [b.1941]

Title: Attitude-Croisée

Note: In classical ballet, the positioning of this figure is based on a movement known as Attitude-Croisée. In this bronze, the movement is executed by Princess Odette in Tchaikovsky's "Swan Lake."

Medium: bronze

Description:

- The figure of the ballerina is 87 x 42 inches (220.98 x 106.68 cm). At 7 feet-3 inches tall, this bronze is larger than life-size and often referred to as "heroic-size."
- This figure stands atop a steel platform as its base, which is 120 x 120 inches (305 x 305 cm).
- The sculpture's base rises 9 inches above the ground because it is supported by recessed I-beam supports.
- Joining this assemblage, and positioned just behind the dancer, is a bronze flower planter, cast from a Canadian whiskey keg cut in half.
- The total weight of this assemblage is approximately 3,000 pounds.
- This work was cast in 1999 and is signed and dated by the artist and by the internationally renowned Polich-Tallix foundry in Rock Tavern, New York.

Edition: Attitude-Croisée was cast in a strictly limited edition of 6, and the present work is No. 2 in that edition. The edition allows for a single foundry proof, which would have made the total 7, but this has not been cast.

Condition: This sculpture has been placed in front of the Webster Bank in Kent, Connecticut (right). In February 2020, the artist examined her work and declared it to be in very fine condition. She states that every year she has examined and polished the sculpture. She forwarded her photographs to the appraiser. The appraiser has examined other life-size bronzes by the artist, which have also been meant to be displayed outdoors, and found them to be in equally fine condition

LOCATION

While the pieces owner was hoping the piece be located at Calf Pasture or another coastal location, Parks leadership advised against placing a piece of this medium in a location with beach conditions. This location would have caused significant additional maintenance of the piece and increased deterioration had maintenance ever lapsed. This further eliminated additional park locations in Norwalk as well.



From this, staff recommended the piece to be located at the Norwalk Art Park across from "The Vines" installation on West Avenue. However, it is within the purview of the Committee to accept or deny the piece as well as determine it's placement within the City.



CONCLUSION

It is staff and the Commission's request that the piece be displayed in a publicly accessible outdoor location that will not increase the cost and frequency of maintenance of the piece. All costs associated with the movement of the piece, as well as its ongoing maintenance, will be provided by the Norwalk Arts Commission through the Office of Business Development & Tourism.

ACTION: Authorize the Mayor, Harry W. Rilling, to execute a contract for acceptance, donation, movement, and placement of the Attitude Crossings Sculpture to the agreed upon location to add to the Norwalk Public Art Collection.



TO: MEMBERS OF THE NORWALK COMMON COUNCIL

FROM: SABRINA CHURCH, DIRECTOR OF BUSINESS DEVELOPMENT & TOURISM, STAFF TO THE NORWALK ARTS COMMISSION

DATE: OCTOBER 11, 2022

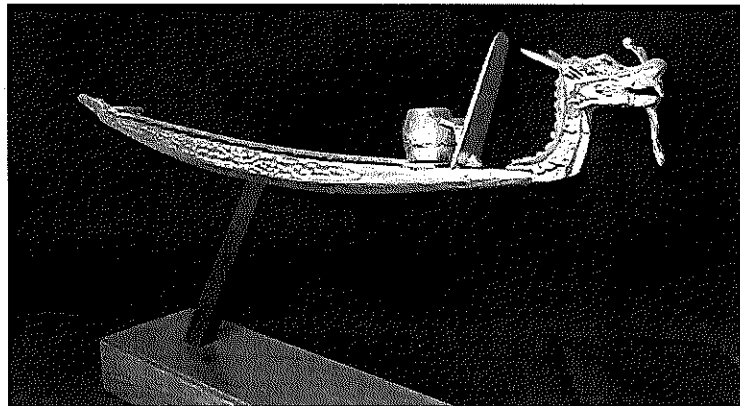
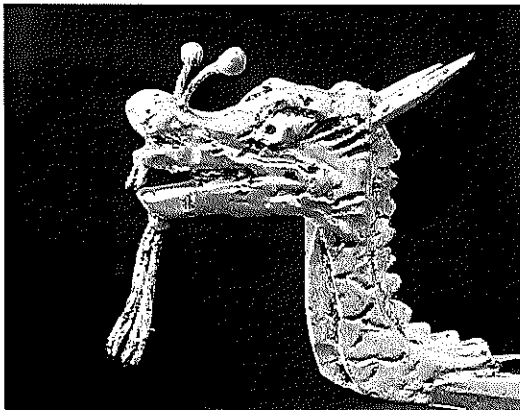
SUBJECT: NORWALK HARBOR *SPLASH!* DRAGON BOAT TROPHY DONATION AND DISPLAY

INTRODUCTION/BACKGROUND

In July 2022, the City was approached by a former South Norwalk Business Association (SNBA) member that has had ownership of the Dragon Boat Trophy that was used in the Norwalk Harbor *Splash!* event that they association hosted before its dissolution. They requested that the City accept the piece as a donation into their public art collection so that it can be displayed and enjoyed by the public and any visitors. Following the request, the Norwalk Arts Commission took up the matter of its acceptance and where it would be located. The Commission supports it's donation and would support it's display in it's case in City Hall.

The donor is prepared to execute a contract to donate the piece and provide any major details about the piece. The City's Legal Department and the donor are prepared to move forward on the donation should the piece be accepted.

PIECE IMAGE AND SPECEFICATIONS





Artist: Rand Arrowitz

Title: Norwalk Harbor *Splash!* Dragon Boat Trophy

Medium: Hand-carved gilded with gold leaf

Description:

- The sculpture is placed on a 14-inch wood base
- The sculpture itself is 26 inches long and 12 inches tall
- The sculpture is affixed to the base by a solid rod

Condition: This sculpture was created in 1995 and has been stored indoors by a former SNBA member.

LOCATION

The owner has requested that the piece be placed in the City Hall Community Room, however, the Arts Commission suggested that the piece be displayed in a more highly trafficked location like the lobby of City Hall or in a hallway on a podium and in its display case. The owner of the piece is supportive of this and will assist in curating a plaque to describe the history of the piece. The Norwalk Arts Commission is working with Facilities Management to install new display cases in City Hall as well as more hanging mechanisms to display more of our public art collection.

CONCLUSION

It is staff and the Commission's request that the piece be displayed in a publicly accessible and well trafficked indoor location. The suggested location is in the City Hall lobby or hallway near the People's Gallery.

ACTION: Authorize the Mayor, Harry W. Rilling, to execute a contract for the acceptance, donation, movement, and placement of the Norwalk Harbor *Splash!* Dragon Boat Trophy in City Hall and as part of the Norwalk Public Art Collection.

Department Policy & Procedure (DRAFT 12/06/22)

City of Norwalk Recreation and Parks Department



POLICY NAME	ACCEPTANCE OF GIFTS AND DONOR RECOGNITION		POLICY NO.	103122
EFFECTIVE DATE		DATE OF LAST REVISION	VERSION NO.	1
ADMINISTRATOR RESPONSIBLE	NORWALK RECREATION AND PARKS DIRECTOR	CONTACT INFORMATION	SUPERINTENDENT OF PARKS AND PUBLIC SPACES	

1.0 PREAMBLE

Norwalk Recreation and Parks Department gratefully accepts gifts and donations from private individuals and entities that support the programs and services the Department provides to the public; lays out the review process for deciding whether and under what circumstances to accept a gift; creates a record-keeping mechanism; and sets forth guidelines for donor/gift recognition.

2.0 PURPOSE

To establish a policy, criteria, guidelines, and procedures for the acceptance and recognition of proposed gifts and donations made to the City of Norwalk through the Recreation and Parks Department.

3.0 ORGANIZATIONS

- 3.1 Norwalk Recreation and Parks Department
- 3.2 Norwalk Arts Commission
- 3.3 Recreation, Parks, and Cultural Affairs Committee of the Norwalk Common Council
- 3.4 Norwalk Common Council

4.0 REFERENCES

- 4.1 Department Current List of Unfunded Needs List

5.0 POLICY

5.1 It is the policy of Norwalk Recreation and Parks Department to:

5.1.1 Encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the Recreation and Parks system

5.1.2 Accept only those gifts/donations that are consistent with the mission and policies of the Norwalk Recreation and Parks Department

5.1.3 Accept only those gifts given with the full understanding that they become the property of the Department and are subject to the laws, policies and procedures that govern Parks.

5.1.4 Accept gifts from private individuals, for-profit corporations, not-for-profit organizations, and public entities which:

5.1.4.1 Are given with no other contingencies other than they be used for a specific program, activity or area of programming or activity.

5.1.4.2 Bear no emblem of, or reference to, firearms, tobacco, alcohol, or drugs

5.1.4.3 The Department is not obligated to replace if the gift is stolen, vandalized, worn out, irreparably damaged or destroyed.

5.1.5 Limit donations that are memorial in nature to benches with metal engravings. Having this standard prevent the proliferation of memorial objects of different shapes and sizes through Norwalk's Park System.

5.1.5.1. The park system exists to meet the recreation, health and stewardship needs of park users.

5.1.5.1.2 The Department will allow benches with metal engravings as a memorial-based donation for, or on behalf of individuals who have made a significant contribution to Parks or Public Open Space in as stated in 5.1.5.1.2.1 below:

5.1.5.1.2.1. **Significant contributions mean**, impactful volunteer contributions, long-term outdoor stewardship efforts in natural areas, beaches, green spaces, Forested parks areas, trails. Also, persons making large Capital Contribution to the Park System. And/or the person has had a long-dedicated Career in Recreation and Parks in the City of Norwalk

5.1.6 Recognize donors in a manner consistent with department goals.

5.1.7 Protect open space and green natural areas as the foundation of the Norwalk Park System, and to limit donor recognition objects in those areas to benches, trees, and plant materials. Benches should be placed only where placement is deemed a park or recreational necessity as determined by the following guidelines and evaluated by the Parks and Public Spaces Superintendent.

5.1.7.1 Guidelines

5.1.7.1.(1) Current Use of the Site

5.1.7.1.(2) Access to Maintenance

5.1.7.1.(3) Aesthetically fitting in with natural green surroundings

5.1.7.1 (4) Thematically is consistent with the environmental surroundings

5.1.8. Limit plaques and visible recognition objects to areas of the park system recognized as "built" environments, i.e., benches, picnic tables, buildings, play areas, ballfields, tennis courts, etc.

5.1.9. Limit gifts and recognition objects in "built" environments to items that complement those environments, e.g., murals for buildings; turf/rebar/sand/play equipment for play areas; turf/backstops/bleachers for ballfields; nets/posts for tennis courts; backboards/nets/scoreboards for basketball courts.

5.1.10. Limit the number of donor recognition projects that involve decorative tiles, pavers, and artwork that require mounting on walls, concrete, or any other surface that enhances the "gray" and detracts from the "green" characteristics of our parks.

5.1.1.1. Ensure that all plaques are approved by the Norwalk Arts Commission for consistency in design and esthetics.

5.1.1.2. Limit sculptures and statues to city own properties that are in visible public spaces, as opposed to park land/green space. The sculptures should have some relation to the history or subject of the public space or donated by someone having or representing someone who has made a substantial investment or contribution to the public space or City.

5.2. The Director of Recreation and Parks has the authority under this policy to accept gifts, and/or donations under \$10,000 in value that follow the policies, definitions and procedures set forth in this document, unless it's a physical gift that would or could make a significant impact on the park or facility, the proposed gift/donation will require Common Council approval.

5.3 The Recreation, Parks, and Cultural Affairs Committee and ultimately the full Norwalk Common Council will have the responsibility for accepting gifts valued at \$10,000 and above, or physical gifts.

6.0 DEFINITIONS

6.1 Department is Norwalk Recreation and Parks Department.

6.2 Director is the Director of Norwalk Recreation and Parks Department.

6.3 Gifts are all gifts, bequests, or donations to include but not be limited to endowments, real property, structures, or portions of structures; money or negotiable securities; materials, equipment, flora, or fauna; improvements to facilities or land; statues, monuments, sculptures, murals, and other works of art; plaques, graphics and/or signs; or recreation and cultural arts program instruction, equipment, and supplies.

6.4 Donor Recognition Object is a physical object placed in a park to acknowledge a donor gift.

6.5 Superintendent is the Superintendent of Parks and Public Spaces, working under the Director of Norwalk Recreation and Parks.

6.6 Recreation and Parks Operations (RPO) Committee is a perpetual internal staff committee that is responsible for addressing operational processes and issues. One of their responsibilities include review of and recommendation for applications concerning gifts/donations to the Recreation and Parks Department. Members of the RPO Committee consist of the Recreation Superintendent, Parks and Facility Maintenance Supervisor, Superintendent of Parks and Public Spaces and the Parks Events and Permit Coordinator.

6.7 The Norwalk Common Council's, Recreation, Parks, and Cultural Affairs Committee will have the responsibility for review and ratification of recommendations made by the Director of Recreation and Parks regarding acceptance or rejection of gifts and/or donor recognition objects offered to the city through the Department.

6.8 Gift Needs Inventory is a list of identified department operational and capital needs which would make appropriate gifts/donations.

6.9 The Commission is the Norwalk Arts Commission (NAC). the Norwalk Arts Commission shall work together with the Superintendent of Parks and Public Spaces to give a recommendation to the Recreation and Parks Director on acceptance or rejection of gifts and donor recognition objects that are artistic in nature offered to the Department. i.e., sculptures, plaques, portraits, etc.

6.10 Donor is an Individual; a private for-profit company, non-profit organization, or public agency wishing to donate funds or equipment, materials, supplies or objects to the Department.

6.11 Donor Recognition Project is a proposal and plan for placing a donor recognition object at a park or park facility.

7.0 **RESPONSIBILITY**

7.1. The Director will make the final decision on acceptance of gifts and donor recognition objects, and refer it to Recreation, Parks and Cultural Affairs Committee for approval, subject only to the limitations of his office under existing city ordinances.

7.1.1. The Director may decline proposed gifts or donor recognition objects which are limited by special restrictions, conditions, or covenants, which pose extreme budgetary obligations on the Department, or which, in the opinion of the Director, may not be in the best interest of the park system and/or the citizens of Norwalk.

7.1.2. The Director may determine the life expectancy of gifts; their appropriateness, usefulness, and continued value to the park system and to the City; and their retention, relocation, modification, improvement, return to donor, transfer, trade, sale, donation to other agency, or other disposition.

7.1.3. Donors are responsible for the total financial costs of donor recognition objects and the installation. The Department is under no obligation to replace stolen, vandalized, irreparably damaged, or destroyed recognition objects.

7.2. The Superintendent is responsible for:

7.2.1. Generating, maintaining, and updating a "Gift Needs Inventory" and reviewing it for currency yearly.

7.2.2. Reviewing all gift and donor recognition proposals, and making disposition recommendations on them for the Director, working with the Norwalk Arts Commission; reviewing all proposals for gifts and donor recognition objects that are works of art; and recommending placement and a maintenance plan.

7.2.3. Assigning staff assistance where necessary.

7.2.4. Scheduling gift and/or donor recognition proposals as agenda items for Recreation, Parks, and Cultural Affairs Committee.

7.2.5. Maintaining the Gift Proposal log and file.

7.2.6. Composing for the Director's signature receipt letters and letters of acceptance or rejection.

7.2.7. Approving installation plans related to gifts and donor recognition objects accepted by the Department.

7.2.8. Making implementation assignments where appropriate.

7.3. The Superintendent of Parks and Public Space is responsible for maintaining an inventory, by location, of all gifts and recognition objects accepted by the Department.

7.4. The Common Council sub-committee, Recreation and Parks Cultural Affairs Committee is responsible for review and ratification of Donations Recommendations made to and by the Director of Recreation and parks valued at \$10,000 and above, or Physical Gifts that would or could make a significant impact on the Park or Park Facility. I

7.5. All Parks and Recreation employees are responsible for documenting any gift or donor recognition proposal received and relaying it through the reporting structure to the Director's Office.

8.0 **PROCEDURE**

8.1 The Recreation and Parks Operation (RPO) Committee places on its agenda each proposal for a gift and donor recognition object made to the Department, using the Gift Form (see Appendix A).

8.1.1. Members of the RPO includes Parks and Public Spaces Superintendent; Parks Maintenance and Facilities Supervisor; Recreation Superintendent; and Parks Events Coordinator.

8.2 Applications for consideration of a recognition object are made in writing to the Director of Recreation and Parks

8.3 Recognition objects that are accepted become the property of the Department and are subject to the laws, policies, and procedures that govern park property.

8.4. Assign each proposal a log number and enter it into the Gift Proposal Log.

8.4.1 Log numbers are composed of the last two digits of the proposal year, plus the digits representing the month and additional digits representing the chronological order in which they were received within the month. For example, the first proposal received in January 2023 would be 01-1-23.

8.5 The Superintendent prepares for the Director's signature receipt letters to potential donors.

8.6 Processing of proposals for specific gifts, excluding works of art, benches, and statues/sculptures.

8.6.1 The Director makes the acceptance decision on any gift or donor recognition proposal requiring an immediate response, such as:

- Perishable supplies
- Equipment
- Furnishings

8.6.2 RPO reviews proposals for specific gifts not requiring immediate disposition.

8.6.2.1 In cases where RPO determines there is need for additional information on the proposal, appropriate and timely steps will be taken by staff to obtain the required information.

8.6.2.2. The RPO will make a recommendation on the specific location/placement of plaques, benches, statues, or sculptures based on the current and future use of Parks and Public Spaces and Land use Guidelines.

8.6.3.1 In cases where RPO believes a gift or donor recognition proposal will have a major impact on the park system, it refers the proposal to the Art Commission for review and recommendation before making its own recommendation.

8.6.3.2 RPO makes recommendations based on these criteria:

- consistency with Parks and Recreation's mission
- consistency with Parks and Recreation design standards
- acceptable impact on the budget in terms of installation costs, utilities costs, and operation and maintenance costs.

8.7 Processing of proposals for works of art:

The Superintendent of Parks and Public Spaces is the Chair of RPO and processes all gifts of art and works with the Maintenance staff to develop a Maintenance plan for any artwork that is donated, plaques, sculptures etc.

8.8 Processing of proposals for non-specified gifts:

8.8.1 RPO is responsible for:

8.8.1.1 Advising the prospective donor on possible appropriate gifts based on the Gift Needs Inventory.

8.8.1.2 Scheduling appropriately submitted proposals for review and disposition decision according to the procedure, including the specific location of plaques, benches, statutes, or sculptures will be located, if accepted.

8.9 Post-Disposition processing of Gift Proposals

8.9.1 Accepted gift proposals:

8.9.1.1 RPO prepares a gift acceptance letter for the Director's signature.

8.9.1.2 RPO enters in the Gift Log the disposition decision and the date of the gift acceptance letter.

8.9.1.3 RPO updates the Gift Needs Inventory, if necessary.

8.9.1.4 RPO or its designee initiates necessary preparations and arrangements for receipt of the gift (including an approved installation work plan).

8.9.1.5 RPO files the gift proposal package in the Gift file by log number under the heading "Accepted."

8.9.1.6 PRO monitors all activities connected with receipt and installation of a gift.

8.9.2 Rejected Gift Proposals:

8.9.2.1 RPO prepares a rejection letter for the Director's signature.

8.9.2.2 RPO enters the disposition decision and the date of the rejection letter into the Gift Proposal Log.

8.9.2.3 RPO files the Gift Proposal package in the Gift file by log number under the heading "Rejected."

8.9.2.4 RPO maintains a cross-reference system to facilitate quick retrieval of information from the Gift proposal file.

8.9.3 RPO reviews the Gift Needs Inventory and updates it annually during the Budget Process

Appendix A

NORWALK RECREATION AND PARKS DEPARTMENT

PROPOSAL TO ACCEPT A GIFT OR

APPROVE A DONOR RECOGNITION OBJECT

Date Log Number _____

FOR RPO USE ONLY Accept Gift _____ Approve Recognition Object _____

Recommendation to? Accept/Approve? Decline Date _

A. Donor Name Office phone

Address Home phone

City State _____ ZIP _____ E-mail _____

B. GIFT DESCRIPTION:

1. FACILITY AND SITE RECOMMENDATION (Attach sketch/map if possible)

- a. Name of park or facility
- b. Proposed location in park or facility

2. ESTIMATED COST OF:

- a. Gift item..... \$
- b. Delivery..... \$
- c. Site preparation... \$ (comments...)
- 1) Installation... \$
- 2) Utilities..... \$
- d. Annual maintenance \$
- e. Planning \$
- f. Design \$
- g. Public Involvement \$
- h. Project Management \$
- i. Misc./Unforeseen \$

Total \$

3. LIFE EXPECTANCY years

4. OTHER IMPACTS on Department - comments and explanation (contingencies by donor; vandalism, etc.)

5. RECOMMENDED SUPPLIER:

a. Firm

Address Phone

City State ZIP

6. Appropriateness of plaque for donor recognition? Yes ___ No ___

a. Required by donor as contingency? Yes ___ No ___

C. RECOMMENDATION ON PROPOSED GIFT:

1. Superintendent of Parks and Public Spaces signature _____

Approve ___ Reject ___

2. Director, Recreation and Parks signature, _____

Approve ___ Reject ___

LIST OF TYPICAL GIFTS

Cash Programs: Aquatics programs; holiday event/activities, scholarship fund

Office/Program Equipment: Copiers, computers, file cabinet, chairs, tables, program software

Athletic Fields/Program: Electric scoreboard; megaphones

Park Maintenance: Equipment, tools; trash cans

Commemorative Donations: Benches, plaques, trees

Other: Food, tickets, vans, trophies, gifts & prizes for program participants