




TO: Mayor Linda Gorton
Honorable Members, Urban County Council

FROM: 
Monica Conrad, Director of Parks & Recreation

DATE: March 7, 2024

SUBJECT: Neighborhood Park Center Concession Agreement
Cardinal Valley Park Activity Board, Inc.

Request:

Request Council authorization to execute a Concession Agreement with Cardinal Valley Park Activity Board, Inc. for the management and operation of the Cardinal Valley Park Center, located at 2077 Cambridge Drive.

Purpose:

Parks & Recreation has traditionally longstanding partnerships with park activity boards for the management and operation at neighborhood park center facilities. The Concession Agreement formally extends and further defines the partnership roles and responsibilities for community programming at the facility, through the guiding principles of 1) Neighborhood Engagement and Activation, and 2) Shared Governance and Accountability. The concession agreement allows for park activity boards to designate Center Keyholders, who manage public access and community programming, on behalf of the park activity board. Rental income is retained by the park activity board, solely for reinvestment in community programming and public benefit. Biannual financial reports are required for submission to Parks and Recreation. The park activity board will procure and maintain commercial general liability insurance in the amount of \$2 million, as well as worker's compensation insurance. Parks and Recreation will be responsible for utility and capital improvement costs at the facility. The initial term of the agreement is for 2 years, with an automatic renewal for an additional 2 years.

Budgetary Implication:

The neighborhood association is eligible for financial stipends and allowances, up to a total of \$6,000 per year. Funds have been requested in the FY 25 budget.

File Number: 0279-24

Director / Commissioner: Monica Conrad / Chris Ford

