

# SLC Public Lands Confirmed Collaborative Efforts Policy

## Purpose Statement:

This policy identifies how Public Lands works with the community and organizations and the criteria for various collaboration types.

## Introduction

Salt Lake City's Public Lands Department (Public Lands) recognizes the importance of working with the community and other City departments to make our public parks, trails, and natural lands better for everyone.

This policy aims to facilitate meaningful collaborations with external organizations, all guided by the principles of the Reimagine Nature Master Plan. It will also help establish a shared understanding of constraints and opportunities allowed within each Confirmed Collaborative Efforts (CCE) or collaborative effort. By mutually agreeing on what is permissible and aligning our objectives, we aim to minimize direct oversight from Public Lands. These guidelines help optimize resources and ensure that our combined efforts generate the most significant positive impact on the community and Salt Lake City's public lands.

We aim to continuously build relationships that reflect the richness of perspectives within our community. Salt Lake City Public Lands is committed to fostering diverse, equitable, and inclusive community relationships that will extend our ability to reach the goals outlined in the Reimagine Nature Master Plan. Guided by the belief that collaboration thrives when all voices—regardless of race, ethnicity, gender, sexual orientation, age, disability, or religion—are heard and respected, all community members can submit proposals to participate in the collective stewardship of our parks, trails, and open spaces. Public Lands supports approved efforts with various resources, from equipment to expertise, to bolster the impact.

## Types of Confirmed Community Collaborations:

Considering the master plan guidance, this document explains the criteria, processes, and tiers that Public Lands uses to evaluate and establish strategically valuable CCEs for the department.

**Note:** Entering into a collaborative agreement with Public Lands does not grant Recognized Community Organization (RCO) status, a separate process outlined on Salt Lake City's website. While becoming an RCO offers benefits like city networking and enhanced communication, it's not a requirement for working with Public Lands.

### Stewardship and Programming

Public Lands may work with organizations that wish to act as stewards of our spaces, whether that be through volunteer activities or other relevant programming. This category may include "Friends of" groups that advocate or fundraise for specific Public Lands' properties.

## Community Events

Public Lands may work with external organizations that wish to host community events in Public Lands' spaces by providing financial and logistical support to obtain event permits and on-site resources such as waste and recycling, restrooms, and security.

## Community Engagement

Public Lands may work with organizations that allow the department to gather public input on the department's projects and initiatives. These CCE's may have a defined start and end point or be ongoing.

## Park Rangers

The Park Rangers may work with organizations to create deeper connections and enjoyment with our parks and open spaces, particularly around education, customer service, and public safety.

## Confirmed Community Collaboration Establishment Process

Most CCEs will be guided by a document or email that identifies the specific attributes of the work roles, responsibilities, opportunities, and constraints. For more complex collaborations, work agreements such as MOUs, sweat equity agreements, operating agreements, or contracts may be required.

- 1. Submission of CCE Interest Form:**
  - a. This initial form, which can be initiated by either the outside organization or Public Lands staff, gathers essential information to help our Internal CCE Committee evaluate potential collaborations.
  - b. Public Lands will provide an initial response within 10 business days of initial application.
  - c. Based on the CCE category, a more detailed questionnaire may be required.
- 2. Internal Review:**
  - a. The Public Lands staff assesses the submission against pre-established criteria. Meetings are held as needed.
  - b. Each CCE may require an additional level of review approval, to be determined in the early stages of the application process.
- 3. Notification:**
  - a. The initiator of the interest form will be informed of the Department's decision to either pursue or reject the CCE.
  - b. Public Lands will provide notification within 20 business days of completion of all applicable documents.
- 4. CCE Formalization:**
  - a. The nature of each CCE dictates its level of formalization.
  - b. Simple collaborations may involve verbal agreements.

## Reimagine Nature Master Plan Guiding Values and Strategies

The Reimagine Nature Master Plan offers targeted purposes for cultivating collaborative relationships and securing sponsorships. Key recommendations encompass a range of CCE strategies, though they are not limited to the following highlights:

Guiding Values & Strategies	Description & Actions
<b>Equity (Supporting Policy 1.2)</b>	Committed to improving equitable access and distribution of maintenance resources. Focus areas include Jordan River Parkway and Westside parks.
<b>Livability (Supporting Policy 2.3)</b>	Aims to maintain quality of outdoor life amid climate change and population growth. Strengthen relationships with "Friends Of" groups for fundraising and improvements. Accept private and public contributions.
<b>Stewardship</b>	Inspires community responsibility for the care of parks, trails, and open spaces. Promotes a collective sense of identity and pride in maintaining natural areas.
<b>Formalized CCE Agreements (Strategy P-2, Action 2.1A)</b>	Creation of official agreements to solidify collaborations.
<b>Seek New Community relationships (Strategy P-2, Action 2.1D)</b>	Actively pursue creative and strategic community relationships for mutual benefit.
<b>Resource Mobilization (Strategy W-2, Action 2.2B)</b>	Enhance opportunities for donations, sponsorships, adoptions, memorial assets, and "Friends Of" groups to support public lands.
<b>Community Building (Strategy W-2, Action 2.3A)</b>	Collaborate with community leaders for park events and improvements and promote volunteer stewardship.
<b>Park Activation (Action 2.3D)</b>	Deepen existing collaborations and form new community relationships to activate underutilized park spaces.
<b>West-side Park Enhancement (Action 1.2A)</b>	Allocate additional resources for the improvement and activation of west-side parks, to achieve parity with east-side parks.

## Public Lands Role in Community Collaborative Efforts

Public Lands resources are based on availability of supplies, staff capacity, and alignment with Masterplan goals.

While the level and type of support provided will vary based on the unique needs and scope of each organization or event, the bullet points below outline some keyways we may be able to assist in community collaborations.

**The options outlined below are provided to CCEs based on availability of resources.**

- **Staff Expertise:** Provide expert guidance and staff coordination to help CCEs accomplish their goals.

- **Networking:** Connect CCEs to relevant people and organizations to enhance their initiatives.
- **Community Outreach:** Assist in publicizing CCEs' opportunities and events to garner more community participation.
- **Volunteer Tools:** Supply essential tools for volunteers during service events to ensure effective work. The Public Lands Volunteer Program has a tool inventory that includes wheelbarrows, shovels, rakes, brooms, pruners, grabbers, buckets, garbage bags and other items to assist in volunteer efforts. Availability of these supplies will vary depending on other event needs.
- **Waste Management:** Offer dumpster and bin delivery and pick-up services to maintain cleanliness in public spaces.
- **On-Site Coordination:** Provide on-site staff for event coordination and facilitation, ensuring smooth execution.
- **External Volunteers:** Facilitate CCEs with outside volunteer groups to amplify manpower and reach.
- **Funding Opportunities:** Guide CCEs to potential funding sources available through city programs.
- **Community Building:** Create opportunities for CCEs to socially connect with other community members through beneficial projects.
- **Recognition:** To the extent agreed upon by both parties share CCEs' efforts so that they can be recognized and celebrated by both the city and the community at large.

## CCE Considerations

Public Lands staff use the considerations below to determine if a proposed CCE aligns with organizational goals, resources, and strategy. Each CCE proposal may be subject to additional review to ensure the goals of each party are met.

<p><b>Agreed to SLC Public Lands' code of conduct?</b> Yes/No</p>
<p><b>Activate area(s) that receive less frequent visitation?</b> The ability to bring life and utility to areas within public lands that are currently less used. <a href="#">Public Lands Staff Evaluation</a></p>
<p><b>Engage community &amp; under-represented groups?</b> Does this proposal help Public Lands engage with various demographic groups, especially those usually less represented in public decision-making. <a href="#">Public Lands Staff Evaluation</a></p>
<p><b>Fosters public lands stewardship culture.</b> Encourages a community ethic that focuses on the responsible and fair management and care of public lands. <a href="#">Public Lands Staff Evaluation</a></p>
<p><b>Enhances west-side parks.</b> Specific contributions aimed at improving parks located on the west side of Salt Lake City. Yes/No</p>
<p><b>Impacts wildlife, habitat, or biodiversity?</b> Applicant demonstrates an understanding of the effects—positive or negative—on local fauna, flora, and ecological diversity within public lands. <a href="#">Public Lands Staff Evaluation</a></p>

Activities will create cost-savings and/or efficiencies for Public Lands.

Yes/No

The proposal will support the inclusion of ongoing, scheduled activities or events in public spaces.

Yes/No

The applicant(s) have an established history of successful engagement or projects related to public lands.

Yes/No

Proximity of CCE organization members?

The geographical closeness of the members of a working organization to the public lands they propose to utilize/support.

Public Lands Staff Evaluation

Aligns with other elements of the SLC Public Lands Master Plan?

The proposal is compatible with the long-term strategic goals and vision of the Reimagine Nature Plan.

Public Lands Staff Evaluation

## Supporting Documentation

- [Donation Policy and Information](#)
- Friends of Group Information (*Coming soon*)
- SLC Public Lands Civility Policy (*Coming Soon*)

## Stewardship and Programming Confirmed Community Collaborations

Evaluation criteria for stewardship and programming CCEs with Public Lands uses specific considerations to assess the strategic value of potential stewardship or programming work. This document outlines different types of CCEs.

### 1: Community Groups

- **Description:** Community groups collaborate with SLC Public Lands to steward and activate specific parks. These groups concentrate their volunteer efforts in a localized area, usually within their neighborhood.
- **Responsibilities:** CCEs commit to a predetermined number of yearly stewardship or programming events.
- **Examples:** Friends of Allen Park and Friends of Fairmont Park are affiliated with community councils but not formally incorporated.
- **Scope:** Limited to a specific site or park.

### 2: Program and/or Project Non-profit CCE

- **Description:** Organizations with missions closely aligning with SLC Public Lands' objectives. These CCEs have a track record of event leadership, programming, or fundraising in conjunction with Public Lands.
- **Responsibilities:** Clearly defined scope of work related to specific public lands, programs, or initiatives.

- **Legal Requirements:** Must be a registered legal entity (e.g., 501(c)(3)).
- **Examples:** Local Non-profits, Sage Land Cooperative, Friends of SLC Cemetery, and Tree Utah.
- **Memorandum of Understanding (MOU):** Public Lands may pursue an MOU with CCEs at this tier.
- **Scope:** Not limited to a specific site or park.

### 3: Operating Agreement

- **Description:** Organizations entering into an operating agreement to manage significant aspects of a property's maintenance, operations, or programming.
- **Responsibilities:** More autonomy in construction, operation, maintenance, and programming projects.
- **Legal Requirements:** Must be a registered legal entity (e.g., 501(c)(3)).
- **Examples:** Gilgal Gardens, which oversees all operations of its site.
- **Scope:** Aligns closely with the broader mission, vision, and values of SLC Public Lands.

### One-Time Stewardship or Volunteer Projects

Public Lands may collaborate with volunteer groups for one-off projects outside the CCE types. However, preference will be given to Tier 1, 2, or 3 CCEs scheduling or resource conflicts.

### "Friends of" Groups Explained

The term "Friends of" is not a standalone category. Depending on the specifics of their CCE with the City, such groups can fall under any of the above types. Some "Friends of" groups may exist in Salt Lake City without any formal CCE arrangement with Public Lands.

## Community Events CCEs and Sponsorships

Understanding the importance of community engagement, Public Lands aims to support neighborhood and community events.

### Equipment and Support

In CCE agreements, Public Lands Events Division may offer various equipment including, but not limited to:

- Trailer stage
- Sound system
- Generators
- Canopies
- Tables
- Chairs
- Coolers

### Evaluation Criteria for Event CCEs and Sponsorships

Public Lands considers the following criteria to assess the strategic value of a potential event CCE:

Description	Priority Level
Event must be open to the public.	Required
Event organization(s) must not profit while also requesting Public Lands funding.	Required
Event cannot occur within 90 days of the CCE request.	Required
Given to organizations seeking initial opportunities to host events on public lands.	High
CCEs that activate spaces during off-peak seasons (November–April).	Medium
CCEs that activate newly or recently improved spaces (e.g., Three Creeks Confluence).	Medium
Given to organizations with which we have a history and are in good standing.	Medium

### Alternative Funding: ACE Program

Event organizers may also explore funding through the ACE Program, administered by the Mayor's Office. Organizers are encouraged to pursue ACE funding if a CCE with Public Lands is not feasible. Learn more about ACE funding [here](#).

### Permitting Requirements

- The primary event organizer is responsible for obtaining all relevant permits.
- Public Lands will only secure an event permit on behalf of an organization if Public Lands is the primary organizer.
- Example: If an event organizer requests equipment like a sound system and tables but no other specific support, the organizer will be responsible for permit acquisition. In this case, Public Lands is not the primary event organizer.

## Community Engagement CCEs

In alignment with our commitment to community engagement, these CCEs help extend our reach, build capacity, and foster a deeper understanding of community needs.

### Types of Community Engagement CCEs

- Groups that Extend Reach and Activate Parks
- Groups that can extend our community reach through information sharing and diverse programming that activates our parks. Examples: Schools, Park, BioBlitz
- Groups that Build Capacity: We value CCEs that can contribute supplies or assist in volunteer recruitment, enhancing our operational capacity. Examples: Interns from schools, University of Utah students helping with engagement
- Groups that Increase Access to Knowledge and Experts: CCEs with specialized expertise can guide us in ecological restoration, environmental design, and community accessibility. Examples: Advisory Committees for projects, Jordan River Commission, Tracy Aviary

Priority is given to CCEs that can connect us with community leaders and organizations, facilitating better community engagement and trust-building.

## Park Rangers CCEs

CCEs with Public Lands fit into one or more categories: open spaces, particularly around public safety, customer service, and education.

The Salt Lake City Park Rangers actively engage in CCEs to increase program capacity and support various city divisions, organizations, and groups. Park Ranger CCEs also help connect groups to Public Lands' resources and enhance visitors' knowledge and experience in parks and natural areas. While some criteria overlap with those in other sections of this document, specific factors are crucial when evaluating a potential CCE with Park Rangers.

### Types of Park Rangers CCEs

- **City Entity CCEs:** Involving city entities, such as other departments or divisions within Salt Lake City.
- **Non-Profit Groups:** Non-profit organizations that have an existing relationship with the city.
- **Resource-Oriented Groups:** Groups that require specific Ranger resources, other than time.
- **Community Activation Groups:** CCE aimed at activating underutilized parks or public spaces.
- **Youth-Oriented Groups:** CCE specifically aimed at serving children rather than adults.

### Evaluation Considerations for Park Rangers CCEs

Criteria	Description	Additional Information
<b>City Entity</b>	Is the applicant a city entity?	yes/no
<b>Non-Profit Status</b>	Is the applicant a non-profit with a city relationship?	yes/no
<b>Ranger Time Required</b>	Estimated Ranger time this CCE requires.	Evaluated based on ranger availability
<b>Number of Rangers</b>	Number of Rangers required for this CCE.	Evaluated based on ranger availability
<b>Space Activation</b>	Does this CCE activate underutilized parks or public spaces?	Yes/No
<b>Ranger Resources</b>	Other Ranger resources needed, excluding time.	Evaluated based on resource availability
<b>Audience</b>	The CCE targets an audience that includes under-represented groups.	Under-represented groups include youth, seniors, people with disabilities, BIPOC members, LGBTQ+ members, and low-income households.
<b>Youth Orientation</b>	Is this CCE geared towards children or adults?	Youth activities are prioritized.



<b>CCE Goals</b>	The requestor has established themes and objectives they hope people will achieve or learn because of the CCE.	yes/no
------------------	--	--------