



Spokane Park Board Land Committee

3:30 p.m. Wed., May 31, 2023

In-person: Conference Room "A"

The Hive, 2904 E. Sprague Ave. Spokane WA 99202

WebEx virtual meeting:

Call-in: 408-418-9388; Access code: 2481 131 4006

Al Vorderbrueggen – Operations Director

Committee Members:

Greta Gilman – Chair

Sally Lodato

Hannah Kitz

Kevin Brownlee

The Land Committee meeting will be held in-person in Conference Room "A" - The Hive, 2904 E. Sprague Ave. Spokane WA 99202 and virtually via WebEx at 3:30 p.m. Wednesday, May 31, 2023. Committee members, staff, presenters and the public still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2481 131 4006**, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. May 31 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

AGENDA

Call to order – Greta Gilman

Public comment – Greta Gilman

Action Items:

1. [Garco Construction, Inc., change order #5 with time extension/Don Kardong Bridge Rehabilitation Project \(-\\$4,229.50, tax inclusive\)](#) – Berry Ellison
2. [Resolution regarding undeveloped natural lands within Lincoln & Underhill Parks \(no cost\)](#) – Nick Hamad
3. [Amendment to increase McKinstry Co., LLC on-call plumbing services for Park Operations \(\\$75,000 annually\)](#) – Carl Strong

Discussion items:

1. West Hills neighborhood – Carol Corbin
2. [Proposed revisions to Sponsorships, Donations, and Naming Recognition Policy](#) – Fianna Dickson

Standing Report Items:

Adjournment

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or dmoss@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	Land Committee	Committee meeting date: May 31, 2023	
Requester	Berry Ellison	Phone number: 509.724.3639	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	2022-0338		
Master Plan Goal, Objective, Strategy (Click HERE for link to adopted plan)	Maintenance & Care	Master Plan Priority Tier: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	Garco Construction, Inc., change order #5 with time extension/Don Kardong Bridge Rehabilitation Project (-\$4,229.50, tax inclusive)		
Begin/end dates	Begins: 06/08/2023	Ends: 08/31/2023	<input checked="" type="checkbox"/> 06/01/2525
Background/history:			
<p>Change Order #5 consists of two changes to the contract scope of work, a bid quantity reconciliation, and time extension.</p> <p>Item 1: HOA Bark Mulch Change is related to our neighbors directly south of the project. Utilities were placed in their landscape area and remediation was required. Parks' directed the contractor to place wood mulch matching several adjacent landscape areas, however one landscape area (owned by the residential condominiums/HOA) was not their standard mulch type. Parks' Staff directed the contractor to remove the mulch and replace with mulch that matched the HOA's standard.</p> <p>Item 2: Ped Eco Counter Install is related to a person/bicycle trail counter located at the south end of the project. The counter uses cellular technology and after installation the counter was experiencing difficulty sending/receiving data due to nearby obstructions. Parks' staff directed the contractor to move the counter to an alternate location which required modification of an existing railing to properly house the device.</p> <p>After considering available contingency funds and schedule, the scope and cost was determined feasible and well within the project contingency.</p> <p>Item 3: Bid Quantity Reconciliation - some Bid Items' unit costs had final quantities that were more or less than the bid quantities. Reconciliation of these quantities adjusts the Revised Contract Sum so that it matches the total amount billed on the project.</p> <p>Time Extension is 1 month for added processing time for City Staff to close out the project.</p>			
Motion wording:			
Move to approve Garco Construction, Inc., change order #5 for the Don Kardong Bridge Rehabilitation Project in the amount of -\$4,229.50 (tax inclusive) from Park Capital Funds.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: Garco Construction, Inc			
Name: Tim Hutton		Email address: thutton@garco.com	Phone: 509 789-1514
Distribution:			
Parks – Accounting		nhamad@spokanecity.org	
Parks – Sarah Deatrich		dan.wolf@tdhengineering.com	
Requester: Berry Ellison			
Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount: -\$4,229.50 (tax inclusive)		Budget code: 1950-54920-94000-56301-48063	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)		<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)	
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane		<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	
<input type="checkbox"/> UBI: 602-809-160 Business license expiration date: 3/31/24		<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 05**

NAME OF CONTRACTOR: GARCO CONSTRUCTION, INC

PROJECT TITLE: DON KARDONG BRIDGE REHABILITATION

PROJECT NUMBER: 2022-0338

=====

DESCRIPTION OF CHANGE:

Item 1: HOA Bark Mulch Change	\$ 5,183.00
Item 2: Ped Eco Counter Install	\$ 9,833.00
Item 3: Bid Item Quantity Reconciliation	\$(19,245.50)

=====

TOTAL AMOUNT: \$ (4,229.50)

CONTRACT SUM (INCLUDES SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 3,174,498.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 199,792.03
CURRENT CONTRACT AMOUNT	\$ 3,374,290.03
CURRENT CHANGE ORDER (INCLUDES SALES TAX)	\$ (4,229.50)
REVISED CONTRACT SUM	\$ 3,370,060.53

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	07/01/2023
CURRENT COMPLETION DATE	07/01/2023
REVISED COMPLETION DATE	NA

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Pre-Approved as to form: James Richman, Assistant City Attorney

Item 1: HOA Bark Mulch Change

The project specified the use of Medium Nugget Bark Mulch, which is the Park's standard material. In the landscape restoration area that is located on the Riverpoint Condo property, the Homeowner's Association took exception to this bark since it does not match their other landscaping areas. The contractor was directed to remove the nugget bark and install Dark Fine Bark.



Serial Letter # 019

April 06, 2023

Dan Wolf
TD&H Engineering
303 East 2nd Ave
Spokane, WA 99202

RE: Don Kardon Bridge Rehabilitation – HOA Bark Mulch Change

The purpose of this letter is to inform the project team that Garco is requesting compensation for the change to the HOA Riverpoint Condos bark mulch. Per site meeting and email, Garco has replaced plan specific 2" medium nugget with dark fine mulch from SiteOne. The price for replacement work that was done totals \$5,183.00.

Sincerely,

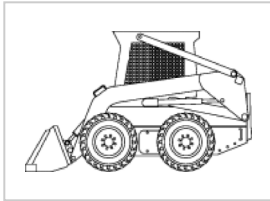
A handwritten signature in blue ink, appearing to read "Tim Hutton".

Tim Hutton, Project Manager

cc: Nick Hamad, City of Spokane Parks and Recreation
Berry Ellison, City of Spokane Parks and Recreation



(/search)



BOBCAT S570

+ ADD TO SAVED MODELS

Skid Steer Loaders (/search-results?categories=%5B53%5D&searchfor=) › Skid Steer Loaders (/search-results?categories=%5B53%5D&searchfor=&subtypes=%5B1435%5D) › 1,751 - 2,200 lbs

⇌ COMPARE SIMILAR MODELS (/COMPARE-SIMILAR-MODELS/189697?CONFIGURATIONSEQUENCE=0&MODEL=)

MARKET POPULARITY: **VERY POPULAR** (HTTP://EQUIPMENTWATCH.COM/RESOURCE-LIBRARY/Dictionary/Model-Popularity/)

YEAR	2023	▼
METER READS	in Hours or MI/KILM	
SERIAL NUMBER	...	
NOTES	...	

Operator Protection: EROPS | Power Mode: Diesel

COSTS/RENTAL RATE BLUE BOOK (/MODEL/SKID-STEER-LOADERS/SKID-STEER-LOADERS/BOBCAT/S570/189697/COSTS/COST-RECOVERY/LOGGED-IN?date=2023-04-05...)

VALUES & MARKET DATA (/MODEL/SKID-STEER-LOADERS/SKID-STEER-LOADERS/BOBCAT/S570/189697/VALUES-&MARKET-DATA)

VERIFICATION (/MODEL/SKID-STEER-LOADERS/SKID-STEER-LOADERS/BOBCAT/S570/189697/VERIFICATION)

RETAIL RENTAL (/MODEL/SKID-STEER-LOADERS/SKID-STEER-LOADERS/BOBCAT/S570/189697/RETAIL-RENTAL)

SPECS (/MODEL/SKID-STEER-LOADERS/SKID-STEER-LOADERS/BOBCAT/S570/189697/SPECS?MODEL=)



Cost Recovery Rate (/model/Skid-Steer-Loaders/Skid-Steer-Loaders/Bobcat/S570/189697/costs)

† Traditionally Rental Rate Blue Book

Format: Landscape Portrait



Select organization ▼

or

Enter Values Manually

LOCATION	Location
OWNERSHIP ADJUSTMENT	100%
OPERATING ADJUSTMENT	100%
OWNERSHIP TIME STANDARD	Monthly

Active Rate
Rate Effective Date
Always Use Current Rate ▼

Ownership Cost (Hourly)

USD \$31.39

Collapse ○
Formula ○ USD \$0.00 | 0%
from Unadjusted Rate

+

Operating Cost (Hourly)

USD \$24.18

USD \$0.00 | 0%
from Unadjusted Rate

=

[\(http://equipmentwatch.com/resource-library/dictionary/fhwa-rate/\)](http://equipmentwatch.com/resource-library/dictionary/fhwa-rate/)
Your Adjusted Hourly Rate

USD \$55.57

USD \$0.00 | 0%
from Unadjusted Rate

Ownership Cost, Unadjusted
(Monthly)

USD \$5,525.00

+

Ownership Adjustment
(100%)

USD \$0.00

+

Regional Adjustment
(0%)

USD \$0.00

+

Year Adjustment
(2023: 100%)

USD \$0.00

176 (Hourly Calculation)

Standby Rate

Rate Effective Date

Always Use Current Rate

Ownership Cost (Hourly)

Expand **USD \$10.99**

Formula

USD \$0.00 | 0%
from Unadjusted Rate

+

Operating Cost (Hourly)

USD \$0.00

USD \$0.00 | 0%
from Unadjusted Rate

=

[\(https://equipmentwatch.com/resource-library/dictionary/standby-rates/\)](https://equipmentwatch.com/resource-library/dictionary/standby-rates/)

Your Adjusted Standby Hourly Rate

USD \$10.99

USD \$0.00 | 0%
from Unadjusted Rate

Idling Rate
Rate Effective Date
Always Use Current Rate ▼

Ownership Cost (Hourly)

Expand Formula ○ **USD \$31.39**
USD \$0.00 | 0%
from Unadjusted Rate

+

Operating Cost (Hourly)

USD \$9.59
USD \$0.00 | 0%
from Unadjusted Rate

=
[\(https://equipmentwatch.com/resource-library/dictionary/idling-rates/\)](https://equipmentwatch.com/resource-library/dictionary/idling-rates/)

Your Adjusted Idling Hourly Rate

USD \$40.98
USD \$0.00 | 0%
from Unadjusted Rate

Rate Element Allocation: Ownership Costs Unadjusted (Monthly)

Element	Depreciation
Percentage	13%
Value	USD \$718.25
Element	Overhaul
Percentage	65%
Value	USD \$3,591.25

Element	Cost of Facilities Capital
Percentage	10%
Value	USD \$552.50
Element	Indirect
Percentage	12%
Value	USD \$663.00

Rate Element Allocation: Operating Costs (Hourly)

Element	Fuel @USD \$4.25
Percentage	40%
Value	USD \$9.59

Revised Date: 2nd quarter 2023

These are the most accurate rates for the selected Revision Date(s). However, due to more frequent online updates, these rates may not match Rental Rate Blue Book Print. Learn more here (<http://equipmentwatch.com/resource-library/product-guides/cost-recovery/#section-1>).

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 (<https://equipmentwatch.com/termsandprivacy/>)

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Help (<http://equipmentwatch.com/resource-library/product-guides/>)



(<https://www.randallreilly.com>)
 © 2023 Randall Reilly

Item 2: Ped Eco Counter Install

Once installed in the standard in-ground box supplied with the Eco Counter equipment, the cell phone connectivity was lost due to low signal strength in that area. To address this lack of communication, the equipment was relocated to an above-ground cabinet to improve signal strength. The existing railing was modified to allow for the cabinet to be accessed from the protected side of the railing.

The project included communications conduits that were stubbed up in the concrete pad next to the Service Cabinet. These conduit stubs present a tripping hazard, so a cabinet will be installed over the conduits. This cabinet can be used for future communications equipment.



Serial Letter # 021

May 04, 2023

Dan Wolf
TD&H Engineering
303 East 2nd Ave
Spokane, WA 99202

RE: Don Kardong Bridge Rehabilitation – Ped Eco Counter Install

The purpose of this letter is to provide a cost for the additional work for the Pedestrian Eco Counter. The cost is for the work that was done by Garco and Midland Electric for the temporary and permanent installations of the ped eco counter. The cost also reflects the future fabrication and installation of the conduit cabinet by Midland Electric. The total for this additional work totals \$9,833.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Hutton".

Tim Hutton, Project Manager

cc: Nick Hamad, City of Spokane Parks and Recreation
Berry Ellison, City of Spokane Parks and Recreation



INDUSTRIAL - COMMERCIAL - TRANSPORTATION

P.O. Box 1267 Davenport, WA 99122 Office: 509.725.7005 Office@midlandelectricinc.com

Don Kardong Bridge

RC #21 - Work performed on 4/6/23 and 4/28/23

Section A: Contractor Labor Costs	Qty	Rate	Amount
Direct Labor	13 hrs	\$72.64	\$944.32
Drive time	3 hrs	\$38.00	\$114.00
Total Craft Hours and Direct Labor Costs	16 hrs		\$1,058.32

State of WA Industry Insurance	6.80%		\$71.97
FICA	7.65%		\$80.96
FUTA	6.20%		\$65.62
Employment Security	4.63%		\$49.00
Supervision (15% of Electrician Direct Labor)	15.00%		\$158.75
WISHA (2% Direct Labor Cost)	2.00%		\$21.17
Travel/Subsistence	16 hrs	\$4.75	\$76.00
G&A Overhead for Added Days		\$84.00	---
Total Labor Costs			\$1,581.78

Section B: Midland's Material Costs	Qty	Price	Total
3/8 lock washers	18.00	\$0.08	\$1.44
3/8 washers	36.00	\$0.29	\$10.44
3/8 nuts	18.00	\$0.25	\$4.50
3/8 bolts	18.00	\$0.45	\$8.10
strut feet	2.00	\$54.44	\$108.88
T strut brackets	2.00	\$11.54	\$23.08
L strut brackets	4.00	\$8.07	\$32.28
deep strut	10.00	\$4.81	\$48.10
Pole Mount Bracket - Part # 3610015000	1.00	\$35.41	\$35.41
Terminal Cabinet - Part # 2020060000	1.00	\$370.92	\$370.92
1" PVC Sch 40	10.00	\$2.11	\$21.10
1" RMC	10.00	\$6.62	\$66.20
1" PVC FA	2.00	\$1.46	\$2.92
1" PVC Coupling	2.00	\$0.79	\$1.58
1" locknut and bushing	2.00	\$2.39	\$4.78
1" hole pipe straps	2.00	\$1.00	\$2.00
1/4" x 1" lead pound in anchors	2.00	\$0.54	\$1.08

Sub Total:			\$742.81

Material Tax:	8.90%			
Material Total:				\$742.81
Section C: Midland's Equipment Costs				
Class A Work Van	2	\$350.00		\$700.00

Total Equipment Costs				\$700.00
Section E: Midland's Small Tool & Expendable Costs				
(5% of Total Labor Costs)	5.00%			\$79.09
Total Small Tool and Expendable Costs				\$79.09
Section G: Overhead				
On Midland's Work				
Subtotal of Midland's Work (Sections A - E)		\$3,103.68		
First \$50,000		\$3,103.68	10.00%	\$310.37
Remaining		---	5.00%	---
Subtotal				\$310.37
On Work Performed by Midland's Subcontractors				
Total of Subcontractor Work (Section F)		---		
First \$50,000		---	10.00%	---
Remaining		---	5.00%	---
Subtotal				---
Total Overhead				\$310.37
Section H: Profit				
On Contractor's Own Work	15.0%	\$3,103.68		\$465.55
On Work Performed by Sub	5.0%	---		---
Total Profit				\$465.55
Section I: Insurance and Bond				
Total of Sections A - G				\$3,879.60
Change Liability Insurance @	1.25%	of subtotal		\$48.49
Change Public Works Bond @	2.50%	of subtotal		\$96.99
Total Insurance and Bond				\$145.48
Section J: Summary and Total				
			Totals	
Total Change Order				\$4,025.08
Added Day(s)				---



INDUSTRIAL - COMMERCIAL - TRANSPORTATION

P.O. Box 1267 Davenport, WA 99122 Office: 509.725.7005 Office@midlandelectricinc.com

Don Kardong Bridge

RC # 22 - 30-36" TALL ALUMINUM PAD-MOUNT CABINET

Section A: Contractor Labor Costs			
	Qty	Rate	Amount
Superintendent Direct Labor	2 hrs	\$72.64	\$145.28
Electrician Direct Labor		\$72.64	---
Total Craft Hours and Direct Labor Costs	2 hrs		\$145.28
State of WA Industry Insurance	6.80%		\$9.88
FICA	7.65%		\$11.11
FUTA	6.20%		\$9.01
Employment Security	4.63%		\$6.73
Supervision (15% of Electrician Direct Labor)	15.00%		\$21.79
WISHA (2% Direct Labor Cost)	2.00%		\$2.91
Travel/Subsistence	2 hrs	\$4.75	\$9.50
G&A Overhead for Added Days		\$84.00	---
Total Labor Costs			\$216.20
Section B: Midland's Material Costs			
	Qty	Price	Total
WEDGE ANCHOR	4.00	\$15.00	\$60.00
ALUMINUM CABINET	1.00	\$2,796.86	\$2,796.86

Sub Total:			\$2,856.86
Material Tax:	8.90%		
Material Total:			\$2,856.86
Section E: Midland's Small Tool & Expendable Costs			
(5% of Total Labor Costs)	5.00%		\$10.81
Total Small Tool and Expendable Costs			\$10.81
Section G: Overhead			
On Midland's Work			
Subtotal of Midland's Work (Sections A - E)	\$3,083.87		
First \$50,000	\$3,083.87	10.00%	\$308.39
Remaining	---	5.00%	---
Subtotal			\$308.39
Total Overhead			\$308.39
Section H: Profit			

<i>On Contractor's Own Work</i>	15.0%	\$3,083.87	\$462.58
<i>On Work Performed by Sub</i>	5.0%	---	---
Total Profit			\$462.58

Section I: Insurance and Bond

Total of Sections A - G			\$3,854.84
Change Liability Insurance @	1.25%	of subtotal	\$48.19
Change Public Works Bond @	2.50%	of subtotal	\$96.37
Total Insurance and Bond			\$144.56

Section J: Summary and Total

		Totals	
Total Change Order		\$3,999.40	
Added Day(s)		---	

Spokane Park Board

Briefing Paper



Committee	Land Committee	Committee meeting date: May 31, 2023	
Requester	Nick Hamad	Phone number: 509.363.5452	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal C, Objectives 1-5	Master Plan Priority Tier: (pg. 171-175)	Second Tier
Item title: (Use exact language noted on the agenda)	Resolution regarding undeveloped natural lands within Lincoln & Underhill Parks (no cost)		
Begin/end dates	Begins: 05/31/2023	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history:			
<p>During recent public outreach associated with siting an off-leash dog park, it was determined that neither location was acceptable to the participating public or the Park Board due to a preference that those spaces remain natural. A citizen stakeholder group has formed to request undeveloped natural portions of Lincoln Park and Underhill Park be designated as park 'natural lands', rather than remaining listed as neighborhood & community parks.</p> <p>Rather than focus on just these two locations, park staff recommends a comprehensive 'natural lands management plan' be completed as recommended in the recently adopted citywide park master plan. Staff recommends this plan be scheduled to begin after completion of already planned and scheduled work, and therefore recommends that no proposal for development within either Underhill Park or Lincoln Park be considered or permitted until a citywide natural lands management plan can be completed.</p>			
Motion wording:			
Motion to adopt resolution regarding undeveloped natural lands within Lincoln & Underhill Parks			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:	Email address:	Phone:	
Distribution:			
Parks – Accounting	Garrett Jones		
Parks – Sarah Deatrich	Karen Mobley (karen@karenmobley.com)		
Requester: Nick Hamad	Jeff Lambert (ecojeff@me.com)		
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:	Budget code:		
N/A	N/A		
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input type="checkbox"/> UBI: Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		

CITY OF SPOKANE
PARK BOARD RESOLUTION

A RESOLUTION regarding undeveloped natural lands within Lincoln & Underhill Parks

WHEREAS, the City of Spokane owns and operates 3,900+ acres of parks & natural lands within and outside of the City of Spokane; and

WHEREAS, the Park Board is empowered by the City Charter with exclusive jurisdiction and control to lay out, establish, procure, purchase, accept, and have the care, management control and improvement of, all parks and grounds used for park purposes, all boulevards and parkways, and connecting parks and structures thereon located both within and outside of the City of Spokane; and

WHEREAS, according to community feedback received during the adopted 2022 parks and natural lands master plan (OPR2022-0454), 93% of Spokane residents desire to protect wildlife habitat, conserve native plants, sensitive landscapes and forest and preserve areas with beautiful or unique natural features; and

WHEREAS, during site suitability evaluation for a proposed potential community dog park within the natural portions of Underhill or Lincoln Park, it was determined that neither location was acceptable to the majority of the public and/or the Park Board due to a preference that those spaces to remain natural; and

WHEREAS, while initial assessment regarding these specific natural spaces is insufficient and requires additional study, species of concern including but not limited to aspen stands, eastside steppe, shrub steppe, cliffs, and other unique features are found in within Underhill and/or Lincoln Park. These areas do host intact endemic ecosystems and public feedback has expressed strong support for retaining these spaces as native ecosystems in undeveloped lands within the developed urban fabric of the city; and

WHEREAS, comprehensive technical study, planning, and public outreach regarding all city park natural lands is required prior determining if portions of Lincoln Park or Underhill Park should be permanently designated as park natural lands or receive additional land restrictions; and

WHEREAS, 'Goal C, Objectives 1-5' of the adopted 2022 park and natural lands master plan identify the need for a various natural land management strategies, including but not limited to developing a natural land acquisition plan, advancement of existing partnerships for natural land preservation, initiating interdisciplinary partnerships for land management, developing a trail maintenance plan, developing a fuels reduction plan, implementing strategies to reduce and remove invasive species, and forming partnerships for best practices for forest treatments; several of which are identified in the master plan implementation chapter as 'second tier' division priorities for future action; and

WHEREAS, rather than pursue implementation of the above objectives independently, park staff recommend conducting a single 'natural lands management plan', including components of all above goals & objectives; and

WHEREAS, park lands which have been acquired for future development into neighborhood and community parks but which are currently undeveloped (Meadowglen, Qualchan Hills, Skeet-so-Mish, Sterling Heights) are not planned to be included in the natural lands management plan or considered for complete preservation in a natural state; however, during the detailed park design process, park staff shall work with adjacent residents and community partners to identify portions of these properties for preservation in their natural state; and

WHEREAS, a city parks natural lands management plan is envisioned to create a framework for natural land decisions, including but not limited to acquisition, management partnerships, education, trail maintenance, monitoring, fuels reduction, and restoration decisions in all City park natural lands citywide, including Lincoln Park and Underhill Park; and

WHEREAS, this natural lands management plan should incorporate input from a project advisory committee consisting of qualified subject matter experts, citizen representatives from all 3 city council districts, city staff, agency partners with experience managing natural land, and substantial input from community scientists and volunteers; and

WHEREAS, development of such a plan is anticipated to commence after the establishment and adoption of an unrelated "park land use and land partnership evaluation policy" as outlined in Goal M, Objective 2 of the adopted 2022 park and natural lands master plan and listed as a 'first tier' priority for future action in the adopted master plan implementation chapter; and

WHEREAS, development of a comprehensive natural lands management plan shall be completed prior to any partnership involving undeveloped Park land, except for the undeveloped park lands noted above which have been acquired specifically for development into neighborhood and community parks; and

WHEREAS, the Park Board desires the natural portions of Lincoln Park and Underhill Park remain in their current condition until at least such time as the natural lands management plan is complete and adopted; and

NOW, THEREFORE,

BE IT RESOLVED by the Park Board to complete and adopt a city park natural lands management plan within the next 3-4 years and which substantially conforms to recommendations from the 2022 adopted parks and natural lands master plan and includes a project advisory committee and public input; and

BE IT FURTHER RESOLVED that proposals for development or significant alteration within either Underhill Park or Lincoln Park shall not be considered or permitted by the Park Board until said plan is complete and adopted by the Park Board.

ADOPTED BY THE PARK BOARD ON _____

Attest:

Park Board President
Approved as to form:

City Clerk

Assistant City Attorney

Spokane Park Board

Briefing Paper



Committee	Land Committee	Committee meeting date: 05/31/2023	
Requester	Carl Strong	Phone number: 363-5415	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2022-0455		
Master Plan Goal, Objective, Strategy (click for link to adopted plan)	Maintain & Care	Master Plan Priority Tier: (pg. 171-175)	Second
Item title: (Use exact language noted on the agenda)	Amendment to increase McKinstry Co., LLC on-call plumbing services for Park Operations (\$75,000 annually)		
Begin/end dates	Begins: 08/01/2022	Ends: 07/31/2024	<input type="checkbox"/> 06/01/2525
Background/history: Due to a rise in city-wide crime and vandalism which is affecting the park system, the original contracted amount of \$75,000 annually has already been expended and will not be sufficient moving forward. Park Operations foresees a need to double the amount of funding to \$150,000 annually and is requesting an amendment of \$75,000 annually (for a total of \$150,000 annually)			
Motion wording: Move to approve amendment to increase annual amount of the existing two-year McKinstry Co., LLC on-call plumbing contract (\$75,000 annually)			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Carl Strong Grant Management Department/Name: _____ Thea Prince			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$75,000.00 Budget code: 1400-54500-76810-54802 ; 1400-54311-76810-54801 1400-54600-76820-54801 ; 4600-55#00-76650-54801 1400-54600-76820-54801 1400-54703-76903-54801			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: 602-569-922 Business license expiration date: 1/31/24 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Spokane Park Board

Briefing Paper



Committee	Land	Committee meeting date: 5/31/23	
Requester	Fianna Dickson	Phone number: x 6297	
Type of agenda item	<input type="radio"/> Consent <input checked="" type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	LGL 2011-0031		
Master Plan Goal, Objective, Strategy (click for link to adopted plan)	Parks for All	Master Plan Priority Tier: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	Proposed revisions to Sponsorships, Donations, and Naming Recognition Policy		
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> 06/01/2525
Background/history: The Sponsorship, Donation, and Naming Recognition policy was developed in 2011 and updated in 2017. With an idea of rotating policies through for review every 5 years or so, it is about the right time to review the policy to note any changes desired by the Park Board. A small workgroup comprised of 2 Park Board members and 2 staff drafted the suggested red revisions for discussion.			
Motion wording:			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:		Email address:	Phone:
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Fianna Dickson Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input type="checkbox"/> UBI:	Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	

TITLE: **SPONSORSHIPS, DONATIONS, NAMING RECOGNITION OF PARKS
AND RECREATION AREAS, FACILITIES AND PROGRAMS**

EFFECTIVE DATE: JULY 14, 2011

REVISION EFFECTIVE DATE: OCTOBER 12, 2017

Note: Draft revisions in red reflect March 2023 discussions

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- 11.0 TERMINATION
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1.0 GENERAL

Spokane Parks and Recreation is a Division of the City of Spokane whose services are primarily funded from the City's general fund. In recent years demands upon these funds have increased, a trend that is expected to continue.

To maintain and enhance the City's park and recreation system, Spokane Parks and Recreation is actively seeking to establish revenue streams and resources that will increase its ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.

This policy will provide opportunities for the private sector to invest back into the community.

Any naming must be to the benefit of enhancing the space, as a first priority. The Parks Master Plan, approved by the Park Board, will guide all investments.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

2.0 DIVISIONS/DEPARTMENTS AFFECTED

This policy and procedure shall apply to the Spokane Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48. Park Board - Powers
Park Board Rules - Section 14. General Operating Policies and Procedures, Ruling and Appeals

4.0 DEFINITIONS

For the purpose of this policy, the following definitions apply:

- 4.1 "Advertising" - a form of marketing that is paid for by an individual or organization to attract the public's attention to a particular product or service.
- 4.2 "Division" - Spokane Parks and Recreation Division.
- 4.3 "Department Directors" - senior Parks and Recreation management directly under the Director of Parks and Recreation or the Executive Officer who have responsibility for parks recreation departments.
- 4.4 "Historical or Prominent Individuals/Families/Groups"- individuals, families or groups that have a historical connection to the City's heritage or have in some way made significant contributions to the Spokane community.
- 4.5 "Individual and Family Giving" – A donation garnered from the general public who desire to contribute financially to the Division, for which there may be some mutually agreed upon recognition benefit. Donations are typically driven by fondness or affection for Parks and Recreation, ~~desire to memorialize self or loved ones,~~ or in support of the Division mission.
- 4.6 "Interpretive sign" - a sign within a park that interprets natural, historic, and/or cultural features.
- 4.7 "Logo" - a symbol or name that is used to brand an organization.
- 4.8 "Marketing" - all forms of promotional efforts to attract the public's attention to a particular product or service. Marketing opportunities offered to sponsors are specific to each sponsorship and detailed in the agreement in accordance with City laws and Division policies.
- 4.9 "Memorials and tributes" – plaques, benches, trees or other ~~similar~~ elements designed to honor an individual ~~and/or~~ in recognition of a contribution.
- 4.10 "Naming rights" – A financial transaction and form of advertising whereby a corporation, ~~community organization,~~ or other entity purchase the right to name a park asset ~~or program,~~ typically for a defined period of time of 3 to 20 years, with the intent to promote its brand or market its programs and services.
- 4.11 "Park" – Division property designated as a park.
- 4.12 "Park asset" – Physical Division amenities, features and facilities identified by

the Park Board as an opportunity for naming rights or individual and family giving.

- 4.13 "Park facilities" - buildings, outdoor fields, recreation, sports or entertainment facilities in which structured and unstructured activities are provided.
- 4.14 "Park features" – fountains, artwork, amenities, and similar.
- 4.15 "Plaque" - a flat memorial plate containing information that is either engraved or in bold relief that may be affixed to a park asset or displayed in a public place as a form of recognition.
- 4.16 "Program sponsorship" – A payment or in-kind service by a business to support a program, activity or special event of the Division in return for certain recognition benefits, **which may include naming**. Sponsorships will generally be a year or shorter in duration and not associated with a permanent park asset.
- 4.17 "Recognition benefits" – Opportunities provided to the sponsor or donor as an incentive or appreciation for charitable donations.
- 4.18 "Sign" - a structure that is used to identify a specific park, to convey directions/rules to park users, and/or to inform about a project or attraction. May be temporary or permanent.
- 4.19 "Sponsorship or donation agreement" - the legal instrument that sets out the terms and conditions agreed upon by the parties.

5.0 POLICY

- 5.1 It is the policy of Spokane Parks and Recreation Division to actively seek sponsorships, charge fees for advertising and to accept donations and gifts where appropriate, for its events, services, parks, equipment and facilities. The purpose of such is to increase the Division's ability to delivery services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.
- 5.2 In appreciation of this support, it is the policy of the Division to provide suitable acknowledgement and recognition of these contributions. The recognition shall adhere to the aesthetic values and purpose of the Division's parks, facilities, and services, and to the recognition guidelines outlined in this policy.
- 5.3 Sponsorships and donations will be considered for the following broad types of activities:
 - 5.3.1 Event Sponsorship - financial or in-kind support for an event organized by the Parks Division on park property. Depending on the details of the agreement, the sponsor's name may or may not be directly linked to the event (i.e. a title sponsorship), and the sponsor may have a variety of temporary marketing opportunities.
 - 5.3.2 Park Facility or Feature - financial or in-kind support associated with the design, construction and/or on-going maintenance and operation of a particular park or recreational, sport, entertainment or cultural

- 5.3.3 facility. Recognition opportunities are negotiated with the agreement. Program Sponsorship - financial or in-kind support that facilitates the ongoing delivery of a particular citywide or site-specific program. Recognition of the sponsor could be associated directly to the program, or other marketing opportunities could be available, depending on the terms of the agreement.
- 5.3.4 Memorials or Tributes – plaques, trees, or similar in honor of a person or persons, with recognition benefits outlined in the proposal and agreement.
- 5.4 All sponsorships, gifts, donations, naming recognition, memorials, tributes, and plaques shall be formalized legally in writing through a Sponsorship or Donation Agreement, and signed by a representative from each party.
 - 5.4.1 The agreement should include a clear statement of the purpose, financial value, benefits associated including specific recognition and marketing opportunities, total costs, maintenance and replacement, each party's roles and responsibilities, and term and termination provisions.

6.0 GUIDING PRINCIPLES

The following principles form the basis of the Division's consideration of sponsorships, gifts, and naming requests, and have been established to ensure all considerations are treated equitably.

- 6.1 Sponsorship, **naming**, gift and donation proposals:
 - 6.1.1 Must directly relate to the intent of the facility or park, and its master plan or business plan.
 - 6.1.2 Cannot be made conditional on Division performance.
 - 6.1.3 Will not be accepted from organizations whose mission conflicts with the mission of the Division, **and must be deemed age-appropriate**
 - 6.1.4 Will provide a positive and desirable image to the community.
 - 6.1.5 Will provide benefits commensurate with the relative value of the sponsorship.
 - 6.1.6 Cannot limit the Division's ability to seek other sponsors.
 - 6.1.7 Will include an operating endowment or operating donation if the gift requires a level of service, maintenance, or service beyond current staffing levels.
 - 6.1.8 Will enhance the design and visual integrity of the park/facility.
 - 6.1.9 Will be evaluated individually and shall include, but not be limited to: products/services offered; sponsor's record of involvement in environmental stewardship and social responsibility; principles of the sponsor; sponsor's rationale for its interest; sponsor's expectations; and sponsor's timeliness and/or readiness to enter into an agreement.
- 6.2 Ethical Considerations
 - 6.2.1 Sponsorships, **naming**, gifts and donations may come with unintended consequences and need to receive careful consideration. On occasion, the Division **or Park Board** may need to reject an offer under circumstances including, but not limited to: the potential sponsor seeks to secure a contract, permit or lease; the potential sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; acceptance of a potential sponsorship would create a conflict of interest or policy (e.g., sponsorship from a tobacco company, political organization; the potential sponsor is in litigation with the City of Spokane.)

7.0 RECOGNITION OF SPONSORSHIPS AND GIFTS

7.1 The following principals will guide the recognition:

- 7.1.1 The recognition shall not detract from the visitors' experience or routine use, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.
- 7.1.2 All forms of recognition must meet Division design and maintenance guidelines.
- 7.1.3 Recognition shall not suggest in any way the endorsement of a sponsor's goods or services by the Division, or any proprietary interest of the sponsor in the Division.
- 7.1.4 All sponsorship, donation or naming rights agreements will be for defined period of time having regard to the ~~value and the life of the asset involved-~~ contribution.
- 7.1.5 Benefits will be provided at a level of recognition and will specify costs commensurate with the contribution, as outlined in an annual plan by the Division.
- 7.1.6 All sponsorship marketing materials must be approved by the Division's Communication Manager.
- 7.1.7 The Division's Communication Manager must approve the use of the City's or Parks and Recreation's logo by the sponsor in their own business publications.
- 7.1.8 All signs must comply with city ordinance.

7.2 Forms of recognition: The Division wishes to work closely with each donor to provide recognition that is meaningful to the donor. Acknowledgement may include one or more of the following:

- 7.2.1 A thank you letter.
- 7.2.2 Publicity through printed materials, publications, the Division website, social media, and/or media releases, and through the sponsor's channels. Design standards of the Parks and Recreation Division will apply.
- 7.2.3 Events such as a ground breaking or ribbon cutting ceremony, private group tour or photo opportunity.
- 7.2.4 Mayor, City Council and/or Park Board member acknowledgement at civic functions.
- 7.2.5 Designated seating at an event, passes to an event, waived fee for facility use, or similar.
- ~~7.2.6 Commemorative recognition such as a memorial, plaque or tribute (see section 9.0).~~
- 7.2.7 On-site recognition such as a temporary or permanent sign.
 - 7.2.7.1 The form of any on-site recognition shall be of an appropriate size and color and shall not detract from the park surroundings or any interpretive message.
 - 7.2.7.2 The Division Communication Manager shall determine approval of the sign/plaque style and design and inclusion of a sponsor's name and/or logo.
 - 7.2.7.3 The placement of temporary signs and plaques shall be determined between the Communication Manager and the appropriate Department Director. In the event of consensus not being reached, the Parks and Recreation Director's decision shall be final.

- 7.2.7.4 Permanency of the sign is limited to the ~~life of the asset-~~
~~terms of the contribution.~~
 - 7.2.8 Name association to an event, program or project.
 - 7.2.9 Naming of a facility, feature or park (see section 8.0).
- 7.3 Determining the form of recognition
- 7.3.1 Annually, sponsor/donor opportunities and recognition tiers will be developed and/or reviewed by the Communication Manager and/or consultants or staff designated by the Director in collaboration with appropriate Department Directors.
 - 7.3.2 Annually, recommended sponsor/donor opportunities and recognition tiers will be presented to and approved by the Director and the Park Board.
 - 7.3.3 In determining the type and extent of recognition benefits, current market research data and cost analyses will be used to determine the value for each tangible and intangible benefit offered.
 - 7.3.4 If a recognition plan involves naming of a park, facility or feature within a park, the naming procedures will apply (section 8.0).
- 7.4 Sample of sponsor/gift opportunities and recognition tiers: each sponsorship is negotiated and tailored, however a hierarchy of benefits is associated with varied levels of sponsorships. The following demonstrates some benefits that may be included at various levels
- 7.4.1 Lower investments may offer banner placements, give-away opportunities, recognition without logo in publications and social media, mention in a press release, recognition in remarks at the event, recognition on site signs.
 - 7.4.2 Mid-level investments may offer the above in addition to logo placement or advertisements in publications/print materials (i.e. the Activity Guide) and social media, passes or special access to events, product sampling, waived fees for facility use.
 - 7.4.3 High-level sponsorships may include the above plus name association to an event or program, designation as the official sponsor of an event or program, permanent signs or plaques, or naming rights of a park, facility or feature.

8 NAMING AND RE-NAMING OF A PARK, FACILITY OR FEATURE

The following principles form the basis of the Division's consideration of naming or re-naming parks, facilities and features within a park (i.e. "Acme Park" or "Acme Field" or "Acme Fountain"). They do not apply to the associated naming of an event, program or project (i.e. "Acme Skate Night" or "Acme Softball Tournament"); those are temporary program name associations in accordance with the annual sponsor opportunities.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

- 8.1 In accordance with the City Charter, Section 48, the Park Board may designate by name any park and structures thereon.
- 8.2 The recommendations for park, facility and feature names will be based on and chosen from the following criteria:

- 8.2.1 Historic events, places and people related to Spokane and the region
- 8.2.2 Exceptional individuals who have positively impacted parks and recreation in Spokane and the region
- ~~8.2.3 In commemoration of a group of individuals who perished or survived a tragic event or war~~
- 8.2.4 A suitable program or community related name which denotes an appropriate linkage to its function
- 8.2.5 Living nominees must have been deemed by Park Board and the community to have made an outstanding contribution to the City
- 8.2.6 Living political nominees must be retired from political life for at least five (5) years
- 8.2.7 In recognition of a significant donation covering one or preferably more of the following:
 - 8.2.7.1 Sixty percent (60%) or more of the cost of the particular park or facility, or one hundred percent (100%) of the feature
 - 8.2.7.2 Deeding to the City all of the land on which the park, facility or feature will be situated
 - 8.2.7.3 Some long term endowment for the repair and maintenance of the donated park, facility or feature
 - 8.2.7.4 The provision of costs that will service program needs
- 8.2.8 The duplication or repeat use of names will be avoided, where possible.

- 8.3 Renaming of a Park, Facility or Feature
 - 8.3.1 Proposals to rename parks are not allowed unless Park Board determines a legitimate public interest to do so.
 - 8.3.2 Proposals to rename facilities or features will be considered in accordance with any naming rights agreements (i.e. a 10 year agreement for naming rights to "Acme Fountain.")

- 8.4 Process for Naming Parks, Facilities and Features
 - 8.4.1 Anyone wishing to propose a name for a park, facility or feature must submit a written request to the Director. The request should include a brief synopsis of the reasons for the proposed name.
 - 8.4.2 All naming opportunities shall be developed under the guidance of the Communication Manager and/or a designated consultant in collaboration with the appropriate Department Director.
 - 8.4.3 The Communications Manager or other Parks staff may meet with neighborhood representatives, other City government organizations (e.g. Historic Preservation, Planning Services), or organizations concerned with parks and/or park facilities in order to prepare a recommendation.
 - 8.4.4 For assets with an annual contract dollar value at or less than \$20,000/year and/or at or less than 5 years in duration, decisions about naming rights will be made within the Division and appropriate Department and will not require Park Board approval (only Park Board notification through the appropriate committee).
 - 8.4.5 For assets with an annual contract dollar value greater than \$20,000 and/or greater than 5 years in duration, the naming rights proposal will be submitted to the Park Board through the appropriate committee for approval.
 - 8.4.6 Accepted proposals will adhere to the City Charter and all other relevant guidelines and procedures as previously outlined.
 - 8.4.7 If a new park or facility is completed and no fitting suggestion for a name has come from the community or in association with a gift, the Park Board will select a name and may involve community outreach

(i.e. nominations, contest, etc.).

9.0 MEMORIALS, PLAQUES AND TRIBUTES

The following principles form the basis for the Division's consideration of memorial, plaque or tribute proposals ~~and to help prevent proliferation of memorials, plaques and tributes:~~

- 9.1 Memorials, plaques or tributes should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary goal.
- 9.2 Inventory options vary by location and are dependent upon space and need. The Director or Assistant Director of Park Operations will review and approve all requests.
- 9.3 An agreement will be consummated to include responsibilities related to the memorial or plaque including but not limited to: installation costs including on-going upkeep, and replacement or repair costs.
- 9.4 Proposals of memorials, plaques or tributes in parks and recreation areas may include: **Note: Identify easy vs. more complex tiers?**
 - 9.4.1 New trees, tree replacement, or seasonal planting beds;
 - 9.4.2 New or replacement park benches, picnic tables, BBQ pit stands, drinking fountains, or trash receptacles;
 - 9.4.3 New or replacement picnic shelters, play equipment, or water misting stations
- 9.5 Accepted proposals will adhere to all other relevant guidelines and procedures as previously outlined.

~~9.6 Process for Memorials, Plaques and Tributes~~

- ~~9.6.1 All memorial and plaque requests must be in writing and shall be referred to the Communication Manager.~~
- ~~9.6.2 The Communication Manager is responsible for evaluation of requests and the provision of a recommendation to the Director of Park Operations or appropriate Department Director.~~
- ~~9.6.3 The Communication Manager will liaise with the appropriate Department Director to execute the necessary agreement and benefit recognition provisions.~~

10. PLANNING AND FULFILLMENT

- 10.1 Sponsor and donation recognition will be determined as outlined in section 7.0.
- 10.2 Solicitation Planning
 - 10.2.1 The Communication Manager and any designated consultants, in consultation with the Division Director and appropriate Department Directors, shall develop an on-going accrual plan that includes prioritized opportunities for the purpose of solicitation.
 - 10.2.2 Sponsorships and giving opportunities are either initiated by the Division through a formal Request for Sponsors (RFS) process, initiated by the Division or their representative based on perceived potential interest of a specific sponsor/donor, or self-initiated by the

potential sponsor/donor.

- 10.2.3 Identified opportunities shall be approved by the Director and subsequently communicated to the Spokane Parks Foundation to facilitate an integrated approach to the procurement and management of sponsorships and gifts/donations by the two organizations.
- 10.2.4 Selected Parks and Recreation staff, Park Board members, and elected officials may be tasked with soliciting sponsors in accordance with the plan and upon their willingness.
- 10.2.5 All unsolicited sponsorship proposals shall be referred to the Communication Manager or designated consultant who shall be responsible for their evaluation and the provision of a recommendation to the appropriate authority level.

~~10.3 Fulfillment of Agreements~~

- ~~10.3.1 The Communication Manager shall liaise with the appropriate Department Director or their designee to execute the necessary sponsorship agreement and benefit recognition provisions.~~
- ~~10.3.2 Fulfillment of the promised recognition shall be the shared responsibility of the Communications Manager and the appropriate Department Director or their designee.~~

10.4 Monitoring and Performance Reporting

- 10.4.1 It will be reported upon annually by the Communication Manager or designated consultant to the Park Board the number of active sponsorships/donations and their dollar value.

11.0 TERMINATION

The Division reserves the right to terminate any contractual relationship should conditions arise during the life of the agreement result in a conflict with this policy or if the agreement is no longer in the best interests of the Division. Decisions to terminate an agreement shall be made by the Director. Circumstances include but may not be limited to: the sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; a conflict of interest or policy arises during the agreement period; the potential sponsor is in litigation with the City of Spokane.

12.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

13.0 APPENDICES

None

APPROVED BY:

City Attorney

Date

Director of Parks and Recreation

Date