

CITY OF SPOKANE PARKS AND RECREATION DIVISION ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-24-17 LGL 2024-0038 OPR 2024-1026
<b>TITLE: ALTERNATIVE USE ON PARK LAND</b> <b>EFFECTIVE DATE:</b> April 8, 1999 (previously titled “Non-Recreational Use on Park Land”)	
<b>REVISION EFFECTIVE DATE:</b> November 21, 2024	

## 1.0 GENERAL

- 1.1 The purpose of this policy is to evaluate proposals for ‘Alternative Use’ (as defined below) on Park Land owned by the City of Spokane and controlled by the Spokane Park Board, and ensure such proposals provide a quantifiable net improvement to the city park system.
- 1.2 This policy is intended only to evaluate proposals for an “Alternative Use on Park Land” that requires the City of Spokane to transfer a real property interest to a third party. Third parties include all non-city entities, partner organizations, friends of groups, etc., and non-park divisions of the City of Spokane (utilities, fire, police, public library, N.H.H.S., etc.).
- 1.3 This policy is not intended to apply to proposals for park or park facility rentals, community events on Park Land, and park sponsorship.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City of Spokane Parks and Recreation Land.

## 3.0 REFERENCES

City Charter - Section 48. Park Board - Powers

#### 4.0 DEFINITIONS

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

- 4.1 “Alternative Use on Park Land” or “Alternative Use” - Any use of Park Land for other than Park Purposes. Examples of Alternative Use include utility infrastructure (regardless of location below, on or above grade), vehicular and pedestrian access routes crossing Park Land to adjacent property, temporary construction easements, facilities on Park Land which are not owned, maintained, or operated by city parks (including but not limited to those intended for recreational use), farming or agricultural uses, etc.

When granted by the Park Board, the right to use Park Land for an Alternative Use will be effective upon the complete execution of an Instrument of Agreement such as but not limited to, an Easement, Ground Lease, or Interlocal Agreement for Joint Use of Facilities, or Revocable License and Permit.

- 4.2 “Applicant” – The entity or individual proposing an Alternative Use on Park Land.
- 4.3 “Application Form” – Document to be completed by the Applicant which includes background information to Park Staff and Park Board regarding the Applicant’s proposal for an Alternative Use.
- 4.4 “Easement” – An agreement between the Applicant and Park Board granting a right over the Park Property for an Alternative Use and for a particular purpose. It is a non-possessory special interest in the Park Land, meaning it gives the easement holder a right, but no title or right of possession.

An easement is typically used for access related to Alternative Use on Park Land, such as a vehicular / pedestrian access or utility infrastructure.

- 4.5 “Ground Lease” – An agreement between the Applicant and Park Board granting a right to use Park Land for a particular purpose. It is a non-possessory interest in Park Land, meaning it gives the lessee a right, but no title or right of possession.

A Ground Lease is typically used for medium to long-term temporary Alternative Use on Park Land, such as libraries, water tanks, sports facilities, gyms and pools operated by the Applicant. A lease may include provision for extension beyond the initial term.

- 4.6 “Instrument of Agreement” - A legal document which records the execution of an agreement between the Park Board and Applicant, which establishes the associated rights, obligations and duties of the parties. See section 4.1 for typical Instruments of Agreement for Alternative Use on Park Land.
- 4.7 “Interlocal Agreement for Joint Use of Facilities” – An agreement between another local governmental unit and the Park Board for joint performance of functions and activities which they have the authority to perform.

An interlocal agreement is typically used to promote the maximum public utilization of public facilities and grounds owned by the city and other governmental units, minimizing the economic waste of providing duplicate land and facilities at the expense of the common taxpayer, such as the interlocal agreement with Spokane Public Schools for joint use of facilities, or interlocal agreement for the operation of Beacon Hill with Spokane County.

- 4.8 “Park Board” – The Spokane Park Board established pursuant to Article V of the Spokane City Charter.
- 4.9 “Park Board Mission” – The City of Spokane Parks and Recreation Division acquires, operates, enhances, and protects a diverse system of parks, boulevards, parkways, urban forest, golf courses, recreational, cultural, historical and open space areas for the enjoyment and enrichment of all.
- 4.10 “Park Property” or “Park Land” – Any land or lands controlled by the Park Board pursuant to Article V, section 48 of the Spokane City Charter. Includes both developed and undeveloped lands controlled by the Park Board.
- 4.11 “Park Purposes” – Physical improvements, recreational & leisure programs, or any facility or activity on Park Land which is consistent with the Park Board Mission and the goals and objectives identified in the current adopted Parks, Recreation, and Open Space Master Plan.
- 4.12 “Park Staff” – Administrative staff working for the Parks and Recreation Division of the City of Spokane.
- 4.13 “Quantifiable Net-Improvement to the City Park System” or “Quantifiable Net Improvement” – Specific compensation or other benefit from or by the Applicant in exchange for the right to use Park Land for an Alternative Use which, when combined with the loss of dedicated Park Land to the proposed Alternative Use, yields an overall benefit or enhancement to Park Land and/or recreational offerings for park users.

The computation of the Quantifiable Net Improvement may require the Applicant to provide to the Park Board the appraised value of the Park Property affected by the Alternative Use on Park Land, or the market value of the real property rights conveyed, which values may be considered by the Park Board to evaluate the application in the Park Board's sole discretion. Compensation appropriate to secure a Quantifiable Net-Improvement may be in the form of additional land dedication to parks, cash payment, rent payments, physical improvements to adjacent or nearby Park Land or assets, commitments to maintain park assets, etc.

For example, in exchange for a ground lease of approximately one acre of existing Park Land for a new library, the Instrument of Agreement provides the Applicant compensate the city with a dollar amount to be used for the construction of a new playground & associated appurtenances within the same park.

- 4.14 "Revocable License and Permit" – An agreement between the Applicant and Park Board for Alternative Use on Park Land. A revocable license and permit is typically used for short-term Alternative Use of Park Land, such as a temporary construction easement, landscaping, or a permitted encroachment on Park Land.

## 5.0 POLICY

- 5.1 The Park Board will consider each written Alternative Use on Park Land proposal that is submitted on a case-by-case basis and is under no obligation to approve the proposal, regardless of the proposed potential benefit to the Applicant or the City of Spokane.
- 5.2 Permission for an Alternative Use on Park Land may be granted or denied at discretion of the Park Board.
- 5.3 To initiate Park Board consideration of a proposed Alternative Use on Park Land, Applicant shall complete and submit an Application Form for Alternative Use on Park Land, together with relevant backup information and application fees, to Park Staff.
- 5.4 The Applicant shall be required to pay an application fee of \$300, intended to offset the cost for Park Staff to coordinate and review the Application Form.
- 5.5 The Applicant shall provide the necessary information in the Application Form for Park Staff and Park Board to evaluate the proposal.

- 5.6 For any Alternative Use on Park Land to be approved by the Park Board, the proposal must demonstrate that the Alternative Use on Park Land will provide a Quantifiable Net-Improvement to Park Land or a future benefit to Park Land and recreational offerings as determined by the Park Board.
- 5.7 Letters of support or opposition from neighborhood councils, stakeholders, and public affected by the proposed Alternative Use may be considered by the Park Board when considering the Alternative Use proposal.
- 5.8 Park Board may request Park Staff and their agents recommend to the Park Board specific Quantifiable Net-Improvement derived from approval of the proposal.
- 5.9 In considering whether the proposed Quantifiable Net-Improvement is acceptable, the Park Board may consider the market value of the real property rights conveyed by the proposal, including the benefit of the Alternative Use proposal to the Applicant and Applicant's property. An appraisal of this value may be required as noted in section 4.13.

For example, the Park Board may consider the increase in property value brought about by an easement over Park Land allowing access to a parcel of land that is otherwise inaccessible

- 5.10 The Applicant must provide the Park Board with financial assurance that all conditions of the proposed Alternative Use on Park Land can be met by the Applicant to the satisfaction of the Park Board and Park Staff.
- 5.11 The Park Board may place certain conditions on Alternative Use on Park Land approval.
- 5.12 The Alternative Use on Park Land should not compromise the ability of the adjacent remaining Park Land to function, and shall not restrict free access to the surrounding Park Land by the public, or result in potential or actual danger to public health and safety.
- 5.13 Unless otherwise agreed upon by the Park Board, the Applicant, and its successors or assigns shall be responsible for routine maintenance, daily operation, repair and replacement of improvements associated with and/or appurtenant to approved Alternative Use on Park Land.
- 5.14 Unless otherwise agreed upon by the Park Board, Alternative Use on Park Land approval may not be granted if the subject land is quantifiably environmentally sensitive, contain quantifiably unique habitat or life forms, or is classified as culturally significant due to documented historical significance, or other archaeological conditions as defined by Park Staff.

The Park Board may require the Applicant to provide to the Park Board studies or reports verifying the Park Land area proposed for Alternative Use is suitable for proposed use and does not contain quantifiably unique habitat or life forms, items of cultural significance, or geological hazards. Such study may include but not limited to phase I environmental site assessment, critical areas report, or cultural resource survey.

- 5.15 Unless otherwise agreed upon by the Park Board, an Instrument of Agreement shall not include terms which require the Park Board to fund site improvements or additional site security, or commit public funds to additional maintenance and/or capital replacement.
- 5.16 Any Alternative Use proposal for utility installation shall ensure utilities are installed underground to the maximum extent possible, unless it can be justified that an above ground installation is required, and such installation is acceptable to the Park Board, and it such installation will not interfere with the intended use and enjoyment of the Park Land.

## 6.0 PROCEDURE

- 6.1 The Applicant, or Applicant's representative, may or may not be required to attend the Park Board Land Committee meeting to discuss the proposal.
- 6.2 The Park Board Land Committee typically meets monthly. Park Staff will notify the Applicant of the specific meeting date, time and location the Alternative Use on Park Land proposal will be placed on the Land Committee's agenda.
- 6.3 Unless otherwise agreed upon the Park Board, all Alternative Use on Park Land proposals shall follow the below process:
  - 6.3.1 Applicant shall prepare and shall submit completed Application Form, together with any relevant backup documentation and application fees (if required) for proposed Alternative Use on Park Land. Application shall be submitted at least two weeks prior to appearing on the next regularly scheduled Park Board Land Committee meeting.
  - 6.3.2 Submitted Application Form and backup documentation shall be received & processed by Park Planning & Development Manager. Upon Receipt Park Planning & Development Manager shall distribute completed Application Form & materials to:

- i. Park Operations Director
- ii. Parks Management Team Member(s) responsible for subject property.
- iii. Park Board Land Committee

NOTE – Staff contact information can be found online at the City of Spokane Parks Division Staff Directory.

6.3.3 Park Planning & Development Manager shall review the Application Form for completeness & general compliance with policy, and if determined to be complete & generally compliant with policy, shall coordinate the placement of a 'discussion item' for the proposed Alternative Use on Park Land on the next regularly scheduled Park Board Land Committee Meeting.

- i. Prior to committee, Park Planning Manager shall route the application materials to members of parks management team potentially affected by the application for comment and input regarding the proposal.
- ii. If additional information is needed or revisions are required, Applicant shall coordinate with Park Planning Manager as required to provide required information.
- iii. If no Quantifiable Net-Improvement is offered by the Applicant, Park Staff may reject the application outright or request the Application Form be revised to include a net-improvement prior to Park Board Land Committee discussion.

6.3.4 Park Staff and/or the Applicant shall present the Alternative Use on Park Land proposal as a discussion item to the Park Board Land Committee to review the application and gather Park Board input and feedback

- i. If during discussion the Park Board Land Committee finds the application to be generally compatible with Park Land and determines the proposal yields a Quantifiable Net-Improvement to the City Park System, the committee will authorize Park Staff to coordinate with the Applicant to refine the proposal and prepare the applicable Instrument of Agreement and required backup materials (appraisals, maps, etc.).

Any special conditions or revision required by the Park Board Land Committee may be incorporated into the proposal during preparation of agreement documentation.

- ii. If during discussion the Park Board Land Committee finds the proposal is not compatible with Park Land and/or determines the proposal is not likely to yield a Quantifiable Net-Improvement to the City Park System (as determined by the committee in its sole discretion), then the committee will instruct Park Staff to discontinue work on the proposed Alternative Use on Park Land and/or reject the application.

6.4 Upon completion of a proposed Instrument of Agreement, Park Staff shall coordinate the placement of an 'Action Item' for the proposed Alternative Use on Park Land on the next regularly scheduled Park Board Land Committee meeting.

6.5 Park Staff and the Applicant shall present the Instrument of Agreement, along with the specific Quantifiable Net-Improvement to the City Park System to the Park Board Land Committee for a vote of approval.

6.5.1 If the Park Board Land Committee votes to approve the Instrument of Agreement, then the Instrument of Agreement will be placed on the agenda for the next regular meeting of the Park Board for final authorization. The Land Committee may approve the Instrument of Agreement with or without additional conditions.

6.5.2 If the Park Board Land Committee votes not to approve the Instrument of Agreement, the committee chair will either instruct the Applicant to either revise and resubmit the Instrument of Agreement with requested changes or will reject the Instrument of Agreement outright.

6.6 Upon approval by the Park Board Land Committee, Park Staff will present the Instrument of Agreement for consideration of the full Park Board. If the Instrument of Agreement is approved by the Park Board, it will be executed by all parties, filed & recorded as required by applicable city and county policies, and take legal effect.

## 7.0 RESPONSIBILITIES

7.1 The Director of Parks and Recreation is responsible for administering this policy.

## 8.0 APPENDICES

8.1 Application Form



APPROVED BY:

Bob Anderson  
President, Spokane Park Board

11/21/2024  
Date

Alex Scott  
City Administrator

11/21/2024  
Date

Garrett Jones  
Director, Parks & Recreation

11/21/2024  
Date

Tim Szambelan  
Assistant City Attorney

11/21/2024  
Date

## APPENDIX – Application Form

# Application Form - Alternative Use on Park Land

The purpose of this form is to gather relevant information regarding applications proposing an 'Alternative Use' on park land owned by the City of Spokane and controlled by the Spokane Park Board. Submitted applications will be reviewed by Park Staff for completeness, and completed applications and backup materials will be reviewed on a case-by-case basis by the City Park Board to determine whether the proposed alternative use is permissible or not. Permission for an Alternative Use on park land may be granted or denied only at the discretion of the Park Board. The Park Board is under no obligation to approve proposals, regardless of the proposed potential benefit to the Applicant or the City of Spokane.

The 'Alternative Use on Park Land' policy may be viewed in its entirety using the below link

## Applicant Information

Name

First

Last

Applicant Organization (if applicable)

Email

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Phone Number

 -  - 

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## Park Property Affected by Proposal

Site Address

Parcel number(s)

Approximate area of park property impacted by proposal

Park Name (if applicable)

Applicant to Attach a map of the approximate area of park property impacted by the proposal

No file chosen

Proposal Classification / Proposed Type of Alternative Use: Check All That Apply

- Access across park land – vehicular
- Access across park land – pedestrian or bicycle
- Utility installation – At or above ground level
- Utility installation – Underground
- New construction – Permanent Structure

If none of the above, please describe

What is the proposed time duration for the alternative use

- Temporary, <1 year
- Temporary, >1 year, <10 years
- Perpetual
- Temporary, >10 years (enter length)

## Applicant Proposal for Alternative Use

Briefly describe the proposed alternate use on park land, taking care to explain why the usage of park property is required, and the intended benefits to the applicant.

Is the proposed action primarily intended to benefit a private use on or near park land, or is it intended to benefit a public use on or near park land, or both? (select one)

- Private use
- Public use
- Both

If you selected 'private' or 'both' to the above describe the private use proposed and describe how the proposed alternative use will improve or enhance public park function.

OR

If you selected 'public' or 'both' to the above, describe the public use proposed and describe how the proposed alternative use will improve or enhance public park function.

Please summarize how this proposal will result in a 'quantifiable net improvement' to the city's park system (note – improvement of private land adjacent to public park land is not considered net improvement to park) – provide example

Per adopted park policy, for any alternative use on park land to be approved by the Park Board, the proposal must demonstrate the Alternative Use will provide a Quantifiable Net-Improvement to Park Land, and/or recreational offerings as determined by the Park Board. If no quantifiable net improvement is offered, the application may be rejected outright or requested to be revised to include such an improvement prior to consideration by the Park Board.

What is the appraised value of the subject park land?

\$  .   
Dollars Cents

If applicable, what is the estimated increase in value of the applicant's property as a result of an approved alternative use application.

\$  .   
Dollars Cents

Will this proposal displace an existing developed park use?

- Yes
- No

If you selected "Yes" to the above, please describe the specific use(s) or facility displaced and detail the specific relocation, improvement or compensation proposed to ensure public park functionality or access is restored and improved by this action.

Will this proposal disturb or develop existing undeveloped or natural park land?

- Yes
- No

If you selected "Yes" to the above, please describe the restoration or compensation proposed by the applicant to ensure offset the loss of free access.

Will this proposal remedy an existing problem within the park, repair a damaged or neglected portion of the park, or enhance the subject park?

- Yes
- No

If yes, please describe the specific improvement and how it will enhance public park function.

Is the use of public park land required to meet the applicant's desired goal, or can a similar outcome be achieved without the use of public park land?

- Yes, there are alternatives to the use of park land
- No, use of park land is required

**NOTE – additional information specific to a proposal may be required by if deemed necessary by the Park Board to fully evaluate the proposal.**

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**Certificate Of Completion**

Envelope Id: 0621409B27E64A7B9B9E0B1309C5876D	Status: Completed
Subject: OPR 2024-1026 ALTERNATIVE USE ON PUBLIC LAND	
Source Envelope:	
Document Pages: 19	Signatures: 5
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Daniel Rose
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	808 W. Spokane Falls Blvd.
	Spokane, WA 99201
	drose@spokanecity.org
	IP Address: 198.1.39.252

**Record Tracking**

Status: Original	Holder: Daniel Rose	Location: DocuSign
11/19/2024 1:28:02 PM	drose@spokanecity.org	

**Signer Events**

Signer Events	Signature	Timestamp
Bob Anderson banderson@spokanecity.org President Park Board Security Level: Email, Account Authentication (None)	<i>Bob Anderson</i>  Signature Adoption: Pre-selected Style Using IP Address: 174.165.140.123	Sent: 11/19/2024 1:34:47 PM Resent: 11/21/2024 8:03:21 AM Viewed: 11/21/2024 8:17:01 AM Signed: 11/21/2024 8:17:24 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 11/21/2024 8:17:01 AM  
ID: 7a8862ed-0000-4d54-a34b-801c91dd4987

Tim Szambelan tszambelan@spokanecity.org Assistant City Attorney City of Spokane Security Level: Email, Account Authentication (None)	<i>Tim Szambelan</i>  Signature Adoption: Pre-selected Style Using IP Address: 198.1.39.252	Sent: 11/21/2024 8:17:25 AM Viewed: 11/21/2024 8:47:54 AM Signed: 11/21/2024 8:48:15 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Garrett Jones gjones@spokanecity.org Director of Parks and Recreation City of Spokane Parks Security Level: Email, Account Authentication (None)	<i>Garrett Jones</i>  Signature Adoption: Pre-selected Style Using IP Address: 198.1.39.252	Sent: 11/21/2024 8:48:17 AM Viewed: 11/21/2024 11:25:13 AM Signed: 11/21/2024 11:25:22 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 11/21/2024 11:25:13 AM  
ID: 861fdaf4-7315-44c5-885a-466b42668149

Alex Scott ascott@spokanecity.org City Administrator Security Level: Email, Account Authentication (None)	<i>Alex Scott</i>  Signature Adoption: Pre-selected Style Using IP Address: 198.1.39.252	Sent: 11/21/2024 11:25:23 AM Viewed: 11/21/2024 2:22:17 PM Signed: 11/21/2024 2:22:53 PM
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**Electronic Record and Signature Disclosure:**  
Accepted: 11/21/2024 2:22:17 PM  
ID: 4685fcb1-9f0b-424c-905d-7e3884f67599



<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	11/19/2024 1:34:47 PM
Certified Delivered	Security Checked	11/21/2024 2:22:17 PM
Signing Complete	Security Checked	11/21/2024 2:22:53 PM
Completed	Security Checked	11/21/2024 2:22:53 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

**How to contact SHI International Corp OBO City of Spokane:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [klund@spokanecity.org](mailto:klund@spokanecity.org)

**To advise SHI International Corp OBO City of Spokane of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [klund@spokanecity.org](mailto:klund@spokanecity.org) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.