

RESOLUTION NO. 19-195

A RESOLUTION REPEALING RESOLUTION 00-120 AND
ADOPTING THIS RESOLUTION ESTABLISHING PROVISIONS AND
PROCEDURES FOR ACCEPTING DONATIONS, MEMORIALS AND
SPONSORSHIP CONTRIBUTIONS

WHEREAS, the current policy regarding Gifts and Donations and Memorials is limited and becoming outdated; and,

WHEREAS, it is in the best interest of Casper to establish comprehensive and more detailed provisions and procedures for accepting donations, memorials and sponsorship contributions to the City; and,

WHEREAS, authority is granted to cities and towns by W.S. 15-1-103(a)(xxii)(xi)(vi) and (v): to receive bequests, gifts and donations of all kinds and that cities and towns may establish and regulate parks, zoological gardens and recreation areas, as well as take all necessary action to plan, construct or otherwise improve...streets, alleys, bridges, parks, public grounds, cemeteries and sidewalks and to perform all acts in relation to the property and concerns of the city or town necessary to the exercise of its corporate powers.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF CASPER, WYOMING: That the City of Casper rescinds and repeals Resolution No. 00-120 and adopts this Resolution for the Establishment of Donations, Memorials, and Gifts.

1. Preamble

The City of Casper recognizes the enormous value of direct community support. The City is very fortunate to receive support from scores of community members who regularly give time, money, property, and individual expertise to help ensure that Casper and participating particularly the scenic and aesthetic values of Casper are preserved and will endure; these are vital benefits and improve the quality of life for residents and visitors alike. Whether through foundations, corporations, non-profit organizations, service clubs, or as individuals, these community members work to augment the City's capital and maintenance budgets adopted annually.

This Resolution is adopted with the intent of insuring that philanthropic traditions are fostered, that donors are treated with consistency and fairness, and that contributions are recognized in ways that support Casper's resources and values.

2. Application of Provisions

The provisions in this Resolution, including Appendix “A” and Appendix “B” which are a part of this Resolution, shall apply equally to donors. Exceptions to these provisions may be made only through a pre-determined donation program, fundraising campaign, or partnership agreement developed and administered by, or in cooperation with, the Parks and Recreation Division. Examples of pre-determined programs include the Crossroads Adventure Playground, the Platte River Restoration Project, ongoing and focused tree replacement programs and multiple year commitments for select park, garden, or facilities replacement, development or maintenance.

3. Donations Request Procedure

Members of the public may submit donation requests to the Parks and Recreation Division for consideration using a standard “Parks & Recreation Donation Request” form, unless otherwise specified through a partnership agreement or pre-determined donation program. Donation request forms are available online at www.casperwy.gov or at the Parks and Recreation Division office, located at 1801 East 4th Street, Casper, WY 82601. Completed donation request forms should be delivered to the Parks and Recreation Division office.

For requests to donate items, or cash to purchase a specific item with a value of \$5,000.00 or more, a preliminary site visit and discussion between the donor and Parks and Recreation Division (PRD) staff is often beneficial. Typically, on projects of this magnitude, no design work, processing of permits, or detailed research can be performed until a donation has been approved and items and/or donated funding are received by the Division or sponsor organization, or a signed agreement by the donor to be delivered by a specific date, has been received. If applicable, a final design must be approved in writing by PRD staff prior to ordering, manufacture, or construction of any donation items or features. Completed or installed items or features that have not been approved in writing may not be accepted, may be removed, or reasonable requests may be made to correct any unacceptable elements.

Donation requests will be reviewed by the Parks and Recreation Division Head or his/her designee with the assistance of other staff for consistency with these guidelines. Donation requests will be reviewed in a timely manner, typically within forty-five (45) days of donation request submittal. The PRD retains the right to accept or deny donation requests, except as described in *Appendix A, Naming Policy*. Special requests or appeals may be submitted in writing to the Parks and Recreation Division Director.

4. General Donation Criteria

Donations shall be consistent with the following criteria:

- a) Donations typically must support the needs of a specific park or facility in compliance with an adopted plan or other established guideline regarding

use, management or improvement of the park or facility.

- b) Preference will be given to donations that follow a prioritized list of approved projects and programs as defined by the Parks and Recreation Division.
- c) In the absence of an adopted plan or prioritized list of approved projects for a particular location, donation requests must demonstrate consistency with the customary use and best knowledge of future use of the desired location, as determined by Parks and Recreation Division staff review.
- d) Donations shall include the true cost of donated items including staff time, labor, materials, and permits used in procurement and establishment of the donation, and an endowment contribution for maintenance.
- e) Corporate donations **shall not** constitute an endorsement of or by the City of Casper. Donations implying or suggesting commercial advertising or solicitation will typically not be accepted.

5. Donated Item Evaluation Criteria

Potential donated projects, features, facilities, objects, artifacts, or materials (henceforth “items”) shall be evaluated by Parks and Recreation staff according to the following guidelines:

- a) Donated items shall be considered only if there is an appropriate and safe location for placement.
- b) Donated items shall be made of durable, high-quality materials and construction, and shall be in good condition to allow proper installation and long-term function.
- c) Donated items must be free of inherent hazards or any other characteristics that could potentially cause harm or injury.
- d) In considering donated items for specific sites, future plans for each site must be considered, including improvements, renovations, conversions, or other changes in use.
- e) Donated items must be free of donor-imposed encumbrances (and free of any lien or title encumbrances), except as agreed to in writing by the Parks and Recreation Division.
- f) Donated items must be deemed in keeping with the character of the specific park or facility with consideration to scale, materials, subject, and style of the item and in relation to the physical site, its uses, and its users.

- g) Donation of art objects or creations to parks shall also comply with all criteria listed herein.

6. Recognition of Donations

It shall be the goal of the Parks and Recreation Division to recognize all donations in one or more forms according to these guidelines. In order to protect park and facility resources, values, and the experience of park and facility users, methods of recognition and utilization of contributions shall fully respect the function, public values, needs, master plans, and priorities of park property and other City facilities. Such recognition and utilization of contributions shall be appropriate to the character of each individual park or facility, shall not detract from user's experiences or expectations or impair the visual properties of the locations' environment, shall not be perceived as advertising or commercializing the location and shall not create a feeling or perception of proprietary interest.

- a) In the interest of equal treatment of donors, recognition of donations shall be made in accordance with standardized giving levels, with a preference for recognition of all donations to be made by direct acknowledgment to the donor (e.g. letter of acknowledgment) and other off-site recognition, and to minimize on-site forms of recognition. Exceptions may be granted in special circumstances with the approval of the Parks and Recreation Director.
- b) In order to prevent the proliferation of signs and visual clutter in the park environment, off-site forms of recognition are preferred. When a physical form of on-site recognition is appropriate, temporary forms or forms of limited duration are preferable. Approved on-site recognition may be considered only in a manner that does not detract from the values, goals, and objectives of the park's or facility's location or the appearance or function of the donated item, and that is otherwise consistent with donation guidelines - See Appendix B
- c) All on-site recognition shall be subordinate to, and harmonize with, the characteristic of a park or facility location and surroundings, and shall not inhibit routine maintenance, use and enjoyment or detract from the park's or facility's values or interpretive message.
- d) A donor's wishes for anonymity shall be respected.
- e) Corporate tag lines or marketing messages **shall not** be permitted on any form of recognition.
- f) Naming for City parks, facilities or features shall be administered according to the Naming Policy – See Appendix A

7. Giving Level Status

Recognition of donations through the above-listed methods shall occur according to the following giving level standards, except as described in Appendix B, Bench, Tree and Plant Donations. Each giving level may include one or more forms of recognition from lower giving levels where appropriate. Standards may be refined or modified through a per-determined donation program, fundraising campaign, or partnership agreement developed and administered by, or in cooperation with the Parks and Recreation Division. The dollar amounts below represent cash or equivalent, appraised value.

\$1000 and under	Letter of recognition
\$1000 - \$5000	Off-site recognition
\$5000 - \$10,000	Temporary sign
\$10,000 - \$25,000	Integrated sign of limited duration
\$25,000 and above	Plaque or permanent (approximately 12 years) unless other arrangements for future upkeep are made.

8. Methods of Recognition

Off-Site Recognition

New and innovative methods of off-site recognition will continually be developed to honor the generosity of community donors. Examples include:

Letter of Recognition – A letter of recognition and thanks will be sent to all donors. The letter will acknowledge the amount of the gift, the donor, special circumstances that apply, and the date of acceptance. The letter will serve as evidence of the gift for the purpose of the donor’s tax records. The letter will not attempt to value non-monetary gifts.

Website Donor List – Donor lists may be kept on the City of Casper’s website to recognize and appreciate donor contributions. Typically, online donor lists will be kept for a minimum of five (5) years.

Casper Newsletter or Press Releases – Articles about donors, donation projects or other mention of donor names in newsletter publications or press releases provide direct and community-wide recognition of contributions. Articles may include detailed descriptions of projects and accomplishments that can help the community recognize the value of donations and public-private partnerships, thereby supporting expanded interest in donation and volunteer programs, as well as recognition for generosity of donors.

Other Publications – In order to share specific information with the community supporting the use of Casper’s infrastructure system, a wide range of other printed materials such as activity calendars, maps, guides, books and brochures are published.

These materials may include recognition of an underwriting sponsor, or, as appropriate, credit contributions towards a specific park, facility or feature or program.

On-Site Recognition

Temporary Signs – Temporary signs may be used to acknowledge donor contributions on-site during a project period (i.e. construction period, or the duration of a specific event or project). Temporary signs shall be uniform, of appropriate design and scale, and clearly indicate both the Division and the Division's recognition of the donor's contributions. Signs may carry a brief project-related or interpretive message. Signs shall be consistent with park sign design standards. Temporary signs shall be placed during the project period (e.g. construction period) and for approximately ninety (90) days thereafter; however, phased or long-term projects may require appropriate exceptions, as determined by the Parks and Recreation Director.

Integrated Signs – Recognition of donor contributions may be considered on certain directional, interpretive, and informational signs. For instance, a trail head map or sign may also recognize a donor's significant contributions towards the construction of the trail. Similarly, interpretive displays may note that particular features such as overlooks or other facilities exist through the generosity of specific donors or volunteers. Recognition shall be clearly and substantially subordinate to the sign's intended message or information, and shall be consistent with Park and Recreation Division sign design standards. Single-purpose recognition signs shall be avoided.

Sign recognition, like permanent plaques, may be proposed only for significant contributions (of time, money, land, etc.) that provide exceptional, long-term benefit to a park or facility. Signs shall be located in developed areas and preferably on or inside an existing structure. Typically, signs may not be placed in a natural area or affixed to cultural resources. No commitment for sign maintenance for more than seven (7) years will be made by the City.

Donor Boards – Placement of a donor board recognizing multiple donors may be permitted in appropriate locations provided the board is subordinate to, and in keeping with, the character of the park or facility, is consistent with sign design standards, and harmonizes with other features (e.g. interpretive displays). Donor boards must be part of a pre-defined donation program sponsored or co-sponsored by the Parks and Recreation Division.

Donor boards should be constructed of durable, high-quality materials, may allow recognition of multiple donors through easily replaceable/exchangeable means, and may include a range of donation categories (e.g., volunteers, memorial gifts, donation of exhibit or archive materials, funds, etc.) as appropriate.

Donors shall be advised that donor boards are not intended to be permanent and may need to be removed at any time due to future renovations, persistent vandalism, maintenance issues, or other unforeseen circumstances.

Permanent Plaques – Permanent plaques (twelve (12) years) may be permitted only with the approval of the Director and may be proposed only for significant contributions (of time, money, land, etc.) providing exceptional, long-term benefit to a park or facility. Permanent recognition plaques shall be placed only in developed areas in conjunction with existing facilities (e.g., visitor center, parking area, environmental education center, entry area, etc.) and shall be harmonious and integrated with the character and features of the park, as determined by Parks and Recreation staff.

Interpretive Programs – Occasionally, significant donor contributions are directly related to a park or facility, such as through land donation, project sponsorship, or major restoration work. In such cases, it may be appropriate to mention a donor’s contribution during selected interpretive programs, events, or materials, or when the donation is directly related to the subject of interpretation.

9. Naming

A complete naming policy is outlined in Appendix A of this Resolution.

10. Recognition of Donated Items

Specific items may be donated for placement and use in parks and parks facilities according to Section 5, Donated Item Evaluation and Criteria. Recognition of a donated item displayed in a park shall be allowed according to Section 8, Methods of Recognition, and as appropriate for the value of the gift as determined by an independent appraisal. Recognition through interpretive material associated with a donated item may be allowed if consistent with recognition guidelines.

11. Recognition of Memorial Gifts

Memorial donations (gifts made in memory of a deceased person) may be recognized in the same way as other gifts, i.e. through any form of recognition described in Section 8, and shall meet the criteria for each specific form of recognition. Inclusion of dates in on-site recognition is strongly discouraged. Instead, memorial donation recognition may precede the name of the memorialized individual with the words, “In memory of,” except as described otherwise through a pre-defined donation program.

NOTE: Placement of personal, human or animal remains or other objects is expressly prohibited within the City of Casper parks and shall not be approved or permitted.

12. Existing On-Site Recognition

A range of donor recognition and memorials currently exist throughout the parks and open space system, some of which may not be in conformance with these guidelines. Out of respect for these donors and their families, existing on-site recognition established prior to the enactment date of this document shall be allowed to remain until such time as they are removed or replaced in accordance with these guidelines.

13. Adoption Programs

Adopt-a-Park, Adopt-a-Trail, Adopt-a-Planter, and other adoption programs are designed to provide significant community care and support of specific parks and facilities through volunteer labor or other donations in exchange for recognition of this support. Adoptions shall be considered partnerships, documented in a signed agreement, and may be recognized through a sign located at the place of adoption for the duration of the adoption. Adoption signs shall be consistent with park sign design standards, and shall be subject to the approval of the Parks and Recreation Director.

14. Catalog Programs

Catalog programs may be developed to raise funds for specific park or specific facility-related needs. Catalogs may offer a variety of items such as picnic tables, benches, equipment, trees, shrubs, perennials, and building materials at a pre-determined donation amount (which shall include costs described in Section 4). Catalog programs shall be reviewed and approved by the Parks and Recreation Director for content, methods, and adherence to these guidelines prior to establishment. Catalog programs shall include a price list and description of a variety of items. All prices must include necessary administrative costs and a contribution to be placed in a maintenance endowment account.

15. Partnerships

The Division may elect to enter into a partnership with other organizations for purposes of soliciting donations for a specific program, project, or event. Partnerships represent a special relationship in which the Division and partner organization(s) cooperatively pursue a common goal for community benefit supporting the mission of improving Casper's parks, open spaces, recreation options and public facilities and areas. A written agreement shall be drafted and signed by both parties prior to dedication of significant City resources such as funding or staff time. The agreement shall establish the goals, expectations, commitments and obligations, roles, time line, and specific outcomes, and other pertinent information for the partnership. Recognition of partner organizations' contributions shall follow guidelines for donor recognition as established in this document, unless otherwise stated in the partnership agreement.

16. Event Sponsorship

This section of the Donation Policy applies to events approved and/or co-sponsored by the Parks and Recreation Division. Additional regulations regarding events and special use permits are described in the Casper Special Events Guide and Policy.

Signs or banners, consisting of identifying information, advertising privately-sponsored events may be placed within the park or facility at the perimeter of the approved event venue and within the event venue. Signs typically must be placed no sooner than twenty-

four (24) hours preceding the event, and shall remain for no more than twenty-four (24) hours following the event.

For private events and events co-sponsored with the Parks and Recreation Division, limited on-site use of event sponsors' logos and names on event facilities, signs, and printed materials at special events may be allowed at the discretion of the Parks and Recreation Director. The size, scale, and location of corporate logos and names shall be subordinate to the event facilities and area. Under no circumstances shall corporate logos and/or names be displayed in a manner suggesting endorsement by the City of Casper or the Parks and Recreation Division.

If a sponsorship of a special event requires on-site recognition of donors or sponsors, a written agreement shall be drafted and executed prior to approval of the event wherein the responsibilities of each party shall be described, including specific language to eliminate the appearance of endorsement by the City of Casper. This documentation may be in the form of a special use permit, a memorandum of understanding, or an exchange of letters or other written agreement.

17. Corporate Logos

City parks and open spaces are not considered appropriate venues for advertising, and it is therefore desirable to minimize the use of corporate names, logos, and slogans within the park or open space environment. The use of corporate logos may be permitted in conjunction with approved special events. Corporate names (but not logos, tag lines, or slogans) may be used in any form of recognition for donations as described in Section 8. Corporate logos may not be used except to acknowledge donations of \$25,000 or more, or for special partnership programs. In all cases, corporate logos shall be unobtrusive and subordinate to the donation or event message, and shall not contain corporate tag lines or other marketing-oriented phrases.

18. Endorsements

Standards of ethical conduct adopted by the City of Casper and conflict of interest statements prohibit City employees from using or permitting the use of their position, title, or authority to endorse any products, service or enterprise. However, when endorsement is given by the Division as recognition in support of the City's or the Division's mission, not the employees, the following forms of endorsements may be allowed:

Letter or Public Statement – Private individuals or organizations often engage in activities that contribute clearly to the City's or the Division's mission, including, but not limited to, the donation of funds, supplies or services. In appropriate cases, the Director or appropriate staff designee may issue a letter or public statement commending and endorsing an individual's or organization's contributors to the City or to the Division.

Divisional Endorsement in Partner Organization Literature – If an organization is engaged in fundraising under an approved agreement with the Division, the organization’s fundraising literature and public statements may include a quotation from the director (or designee) commending the organization’s efforts in support for the City and the Division and endorsing the fundraising activity.

Divisional Recognition in an Organization’s Self-Advertising Promotion – Any entity may reference the Division’s commendation, certificate, plaque, or other form of recognition from the Division in its own advertising, promotions or other activities that are intended to promote good will or enhance corporate name recognition. In these instances, care must be taken to reference only recognition of contributions to the community or Division and specifically avoid implying or suggesting any endorsement or a product or service offered by the entity.

19. Special Privileges

Making a donation or co-sponsoring a special event does not entitle the donor/sponsor to any special privileges, other than those described herein, or as authorized and administered by the Division prior to acceptance of the donation. Any requests by such parties shall be subject to the same approval criteria as a request by any member of the public (e.g. Casper Special Events Guide and Policy).

20. Maintenance and Duration

Improvements made in a public space become the property of the public and will be maintained accordingly by the Parks and Recreation Division under the administrative direction of the Director. The Division can offer no guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. However, maintenance of donated items may occur as follows:

The responsibility of the Division for maintenance or replacement of donated resources serving a direct, broad public benefit shall be treated as equal to the responsibility for maintenance and replacement of other City property, at the discretion of the Director, for a minimum of five (5) years, unless damaged by the City, a City contractor or a City employee, in which case City will have no obligation to repair or replace after a maximum period of twelve (12) years, unless other provisions for maintenance and/or replacement have been stipulated in a written agreement between the City and the donor. Typically, maintenance staff are able to respond only to major vandalism, graffiti or other damage. Donors should be aware that staff are unable to carry out higher levels of care such as cleaning, sanding, polishing, oiling, or other treatments that address normal age and use. The Division reserves the right to remove or relocate donated items or donor recognition when reasonably required as a result of necessary park operations.

The maintenance or replacement of donor recognition, except in association with signs or other materials providing direct, broad public benefit, shall be the responsibility of the

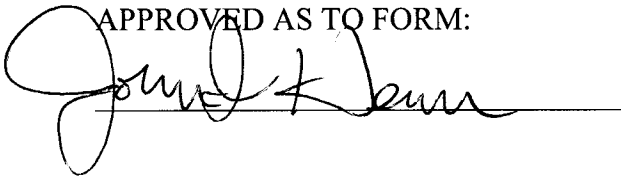
donor. The City reserves the right to remove or modify donor recognition that is hazardous, damaged, in poor repair, or that interferes with park operations.

At any point after the five (5) or twelve (12)-year period described herein (unless there is a contract between the City and donor specifying a greater duration), the item may be removed and may become available again to the general public as a donation opportunity.

At the time of removal, if practical, donation recognition shall be removed from deteriorated items and returned to the donor. If a donor cannot be reached, recognition material shall be retained by the Parks and Recreation Division for a period of one (1) year to be claimed by the donor. Unclaimed recognition may be recycled or discarded after one (1) year.



PASSED, APPROVED AND ADOPTED this 17^m day of September, 2019.

APPROVED AS TO FORM:



ATTEST:

CITY OF CASPER, WYOMING,
A Municipal Corporation


Fleur D. Tremel
City Clerk
Charles Powell
Mayor

APPENDIX A

NAMING POLICY FOR CITY PARKS, FEATURES AND FACILITIES

1. Introduction and Purpose

The Parks and Recreation Division in conjunction with the City Manager and the Division Head of Community Development shall oversee and recommend the naming of parks, features and facilities of the City of Casper. The Casper City Council must, by Resolution, approve such recommendations. To ensure fair and consistent application of naming, all locations requiring naming, or for which formal naming is requested, shall be evaluated and processed in accordance with these guidelines. Approved naming or renaming shall not constitute an obligation to provide a sign or other indication of the name.

2. Common Name vs. Legal Name

For operational and public identification purposes, properties have been referenced by a particular name which has not been legally defined or assigned by the City Council. Such names are called “common” or “use” names. In many cases, common names are used for long periods of time, and subsequently appear in documents and printed materials. Names may only achieve legal standing by one of two means:

1. The Casper City Council adopting the name, or
2. The Casper City Council adoption of a plan or document in which the common or use name is clearly used to identify the property or facility.

3. New Property Facilities and Features

As new property is acquired and new facilities and features are constructed, the City of Casper typically establishes a name based on one or more of the source criteria listed below. Similarly, the City may establish a name for existing parks property or features which have not been named.

Adjacent Street – Names referencing an adjacent street.

Geography – Names referencing geographical characteristics of an area near the park or facility, with consideration being given to archeological, geological, topographical, botanical, zoological, or human-made geographical characteristics. Geographical names shall reference features expressing timeless qualities likely to maintain name appropriateness over time.

History – Names referencing a historic person, place, culture, or event associated with the land or facility.

Subdivision/Neighborhood – Names referencing the surrounding neighborhood or subdivision comprising a significant portion of the park service area.

4. Recognition Naming

Naming park land, features or facilities in recognition of a person, group or entity shall be considered based on the following criteria:

Donor – Names referencing a donor, or a name suggested by a donor, may be considered in exchange for significant contributions. Naming of land, where the land itself is donated, may be considered where the appraised value of the donated land is \$500,000 or greater, and where the donated land represents at least 51% of the area of a particular park or facility. Naming of donated

features for parks or facilities, using donated funds, may be considered for donations of 51% of the feature construction or acquisition cost, or \$150,000, whichever is greater. Long-term gifts and endowments are encouraged and may also be considered for naming opportunities.

Honoring a Living Person – Park land, facilities and features may be named to honor a living person whose gift or service to the community is of a most extraordinary nature.¹

Honoring a Deceased Person – Park lands, features or facilities may be named to honor a deceased person to recognize an extraordinary service or gift to the community. Requests for naming in honor of a deceased person shall be considered after five (5) years from the date of death.¹

Group Recognition – Park lands, facilities or features may be named to recognize an organization or group for extraordinary gifts or service to the community.

5. Renaming Procedures

In order to respect past community values, a commonly- or legally-named park or feature shall not be renamed in its entirety under most circumstances. The following procedures describe the process for renaming parks, facilities and features in a variety of circumstances:

Renaming Through Public Process

During public discussions within a park, City facility or open space resources plan update process, a general consensus may be reached to rename park, facilities or features to better reflect current community values or the area's special characteristic, or for similar reasons deemed significant by participating members of the community. Public discussions of naming shall be directed to address the criteria outlined herein.

Legal change of the name for a park, facility or feature does not occur unless or until formally adopted by the City Council of Casper, by Resolution.

Renaming Features Outside of Public Process

Requests for renaming outside of a public process may originate from members of the community, organizations, or elsewhere. Any donation consistent with the size and purpose of the location, facilities or features shall be required. An official written request for renaming must be sent to the Parks and Recreation Division containing the following information:

- √ Compelling evidence of the extraordinary contribution of the individual to the community
- √ The proposed name
- √ Concise description of reason(s) for the name change
- √ A description of how the renaming request meets the criteria contained within this policy

¹ The City reserves the right to remove the name designated if the named person is or has been convicted of a felony or a high misdemeanor violating moral turpitude or is charged with a felony or a high misdemeanor involving moral turpitude, but passes away before the charges are resolved.

If the proposed name recognizes a living or deceased person, the proposal must also contain the following:

- √ Compelling evidence of the extraordinary contribution of the individual to the community
- √ Date of the death, if applicable
- √ Explanation of how renaming a park or feature would improve community awareness and historical perspective

7. Naming Approval Procedures

All naming requests and proposals shall be reviewed by the Parks and Recreation Division, the City Manager and the Division head of Community Development Division. Requests shall be reviewed initially by the Parks Division staff, who shall forward a recommendation to the Division Head, who will coordinate future evaluations.

On receipt of a request from the City Council to consider renaming a park, the same procedure will be followed with staff evaluating the information provided and staff shall then return a recommendation to the City Council regarding the request. The Council will then make the decision.

APPENDIX B

BENCH, TREE AND PLANT DONATIONS

1. Introduction

Benches, trees, and a variety of plan materials are among the most popular types of donations to the City of Casper. Special guidelines shall apply to these donations to help ensure ongoing, equitable donation opportunities for individuals and organizations and to maximize community benefit. All other Donation Policy guidelines shall apply unless otherwise noted herein.

2. Bench Donations

Special guidelines shall apply to the donation of benches, and recognition of bench donations, as follows:

Bench Catalog

A catalog may be established by the Parks and Recreation Division to provide a broad range of consistent, pre-approved bench donation opportunities through the park system. Bench locations and types, and donor recognition shall be established as part of the pre-determined catalog in accordance with these guidelines. Bench requests outside the catalog shall be considered but encouraged to utilize approved bench donation opportunities.

Bench Types

All bench designs and specifications shall be subject to Parks and Recreation Division review to ensure consistency with the character of the bench location, other nearby site furnishings, and existing planning documents.

Bench Locations

Benches shall be installed at each park, trail or facility site in accordance with the location's character, development plans and consistent with an approved list of suitable bench locations as developed by the Division. All locations shall be subject to Parks and Recreation Division review, including on-site investigation of utilities, irrigation, potential conflicts with trees, and other technical or functional factors potentially affected by a new bench installation. Modification of bench locations may be necessary following site investigation. The following general bench location criteria shall be considered in determining bench locations.

- a) Benches shall be located to serve as an appropriate resting place such as at the summit of a steep trail, at an interval along a trail, walkway, or esplanade, at a scenic overlook or other vista point, near playgrounds or other park amenities, and at other special locations. Benches should offer a comfortable place to enjoy the natural, historic, recreational or other features in the area or park.
- b) Benches shall be placed at intervals appropriate to the intended use and scale of the park, or the specific area within the park. For example, benches placed around a law area in a community park might be spaced closer than benches placed along

a more rural trail.

- c) Benches shall not be placed in a location attracting pedestrian traffic or activity that would damage natural resources, such as in a location to which visitors would make a new path through a pristine or sensitive natural area, or in a location where litter might cause particular maintenance problems. Bench locations shall avoid creating unsafe conditions, such as offering a platform for children to stand on in order to climb a tree, or locations situated close to vehicular traffic lanes or other potential hazards.
- d) Benches shall be placed in locations that offer easy observation from public streets, commonly used facilities, frequented trails, etc. to reduce the likelihood of negative use. Care should be taken to avoid hidden or dark locations that may encourage illegal or inappropriate activities.

Cost of Bench Donation

The cost of bench donations shall follow the guidelines established in the Donation Policy, or as determined through the bench catalog.

Bench Donation Recognition

Unless otherwise specified in the bench catalog, bench donations shall be recognized on the donated bench itself in a method that is subtle, subordinate to the character of the bench, and that avoids interfering with the comfort of the user. Recognition inscriptions shall typically include the words, "A Gift From [donor's name]," for a living donor, group, or organization, and, "In Memory of [person's name]," for a memorial donation. Appropriate methods of recognition include:

- √ Engraving in the bench material
- √ Metal plate permanently attached, either recessed into the bench material or affixed in a manner that provides a maximum 1/16-inch relief from any bench surface
- √ Text die-cast in bench components as provided by a bench manufacturer
- √ Metal plate, stone tile, or other engraved material inset into the surface material, typically concrete, to which the bench is permanently affixed, in a manner that provides a maximum of 1/4-inch relief from any adjacent surface
- √ Maximum type size of any recognition shall be 3/8-inch in height
- √ Methods of recognition shall be durable and resistant to vandalism

Maintenance and Duration of Bench Donations

Benches will be maintained according to the Donation Policy.

3. Tree and Plant Donations

Special guidelines shall apply to the donation and recognition of trees, shrubs and other living plant material in Parks and Recreation system, as follows:

Special Programs

Special programs may be established by the Parks and Recreation Division to provide a

broad range of consistent, pre-approved tree and other plant donation opportunities throughout the park system and on other City properties. Tree locations, species, and/or donor recognition may be established as part of the pre-determined program in accordance with these guidelines. Tree and other plant material donation requests outside special programs may be considered, however utilization of pre-approved donation opportunities, including special programs and new park construction, is strongly preferred.

Species Selection

Offers of donated plants will be declined if the plants are considered invasive according to Parks and Recreation Division staff, or if the plants exhibit characteristics considered incompatible with a public park (e.g. certain plants exhibiting fruit, nuts, thorns, poisonous or allergenic qualities, shallow roots, etc.). In order for a donation to be accepted, trees and other plant species must be determined by the Parks and Recreation Division's Department Head or his/her designee, in conjunction with Parks and Recreation Division design and maintenance staff, to be compatible with the general or specific conditions of a proposed location, including climate, soil, solar aspect, air quality, drainage, wind, and other factors.

Location

Donated trees and other plants shall be installed at each park site in accordance with each park's respective concept design, master plan, or as defined by special donation programs. All locations require the prior approval of the Parks Division's designee, in conjunction with Parks and Recreation Division design and maintenance staff, to ensure compatibility with utilities, irrigation, and other technical or functional factors. Modification of locations may be necessary following site investigation. The following general location criteria shall be considered:

1. Trees and other plants shall be located to provide shade, shelter, wind breaks, physical definition of park areas and facilities, and visual interest. Where possible, trees and plants shall serve multiple functions.
2. Trees and other plants must be located where existing, automated irrigation is available. Existing irrigation must be compatibly zoned for the type of tree or plant donation. If irrigation is not available, the donation amount must include the full cost of extending irrigation services to the desired location, or include a written agreement that the donor shall accept responsibility for watering the tree or plant for an appropriate amount of time by whatever means is agreeable to the Division and available to the donor without the assistance of Division staff.
3. Trees and plants shall be located to preserve existing open spaces, unless otherwise specified in an approved concept design or master plan.

Recognition for Donations

Donated plant material shall be recognized with off-site forms of recognition only. Special programs, for example, Adopt-a-Planter, may allow for exceptions.

Tree Donation Maintenance and Duration

Donated trees located in special program sites will be maintained by the Parks and Recreation Division for a maximum period of three (3) years from the date of planting. However, there can be no guaranty that trees, plants or shrubs will survive. No agreement will be made by the Division regarding pruning, grafting, or specialized treatment of donated trees. The Division will accept no responsibility for maintenance or replacement of donated trees that are not watered by an automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

Various species of trees exhibit different growth patterns, including periods of dormancy, and may react negatively to environmental stress factors beyond the control of Parks and Recreation Division staff. If a tree shows potential for a healthy recovery, Division staff may elect not to remove and replace the tree in favor of close monitoring for continued health.

If a donor wishes to pay for replacement of a declining tree after the three-year maintenance period, it may be allowed at full replacement cost according to Donation Police Section 4c. If the original cost of purchase included a percentage for an organized fundraising campaign or maintenance fund, or for the extension of irrigation, those fees shall be excluded from the cost of the replacement tree.

Plant Donation Maintenance and Duration

No agreement will be made by the Parks and Recreation Division for the replacement of donated, living plants. Donated plants, including trees that decline or die at any time after installation may or may not be replaced, as determined by Parks and Recreation Division staff to be in the best interest of the public.

Notice of Change or Removal

Due to continually changing and evolving landscaping needs in parks, any donation of trees or other plant material shall be made with the understanding that it may become necessary in the future to remove donated items from specific locations. Notification of the donor regarding changes will be made only if a donation is marked by on-site recognition.

Special Circumstances

Typically, donated trees and other plants that need to be dug and transported will not be accepted. Exceptions may be made in cases where the plant has high historic value and a reasonable chance of surviving transplant shock. Trees and other plants that remain from holiday decorations will not be accepted.

Quality of Materials

All plant donations that have been approved shall be pre-inspected for quality by Parks and Recreation Division staff prior to delivery if possible, or upon delivery prior to installation. Plant materials that are root-bound, have been held over, are in otherwise poor condition or exhibit poor growth characteristics, or that do not meet City standards, will not be accepted.