



Spokane Park Board Agenda

May 12, 2016 – 1:30 p.m.

City Hall, City Council Chambers

808 W. Spokane Falls Blvd, Spokane, Washington

Park Board Members:

- ___ Wright, Chris– President
- ___ Traver, Susan – Vice President
- ___ Eadie, Leroy
- ___ Kelley, Ross
- ___ Van Voorhis, Ken
- ___ Dunau, Andy
- ___ Selinger, Sam
- ___ Pendergraft, Lauren
- ___ Sumner, Nick
- ___ McGregor, Ted
- ___ Mumm, Candace – Council Liaison

Agenda

1. **Roll Call:** *Pamela Clarke*
2. **Minutes:**
 - A. April 14, 2016, Regular Park Board Meeting Minutes
 - B. May 6, 2016, Special Park Board Meeting Minutes
3. **Additions or Deletions to the Agenda:**
 - A. None
4. **Special Guests:**
 - A. None
5. **Claims:** Claims for the month of April 2016 – *Susan Traver*
6. **Financial Report & Budget Update:** *Sari Luciano*
7. **Special Discussion/Action Items:**
 - A. Q1 Performance Measure Report – *Jason Conley*
8. **Committee Reports – Action Items:**
 - Golf Committee:** May 10, 2016 – *Nick Sumner*
 - A. Master Plan Funding (\$100,000)
 - Land Committee:** May 4, 2016 – *Ken Van Voorhis*
 - A. The Bearing Project

Recreation Committee: (The May meeting was cancelled.) – *Sam Selinger*

A. None

Riverfront Park Committee: May 9, 2016 – *Andy Dunau*

A. Riverfront Park Utility Easement for Avista – *Chris Wright*

B. Berger Contract 2.B Budget and Scope/Wheels Park 30% Design (\$980,723)

C. Stantec: Recreational Rink/Skyride Facility Alterations

D. Park-wide Permit Support (\$270,000)

Finance Committee: May 10, 2016 – *Susan Traver*

A. Strategic Fund Balance Usage (\$490,000)

Urban Forestry Tree Committee: May 3, 2016 – *Lauren Pendergraft*

A. None

By-Laws Committee: April 27, 2016 – *Ross Kelley*

A. None

9. **Reports:**

Park Board President: *Chris Wright*

Liaison Reports:

A. Conservation Futures Liaison – *Ken Van Voorhis*

B. Parks Foundation Liaison – *Susan Traver*

C. Council Liaison – *Candace Mumm*

Director's Report: *Leroy Eadie*

10. **Executive Session:**

A. None

11. **Correspondence:**

A. Letters: None

B. Newsletters:

Hillyard Senior Center

Project Joy

Southside Senior and Community Center

Sinto Senior Activity Center

12. **Public Comments:**

None

13. **Adjournment:**

A. Next Committee meeting dates:

Golf Committee: 8:05 a.m. June 7, 2016, City Council Briefing Center

Land Committee: 3 p.m. June 1, 2016, City Council City Hall Conference Room 5A

Recreation Committee: 3 p.m. June 2, 2016 West Central Community Center,
Newton Room

Riverfront Park Committee: 8:05 a.m. June 6, 2016, City Council Briefing Center

Finance Committee: 3 p.m. June 7, 2016, City Hall Conference Room 2B

Urban Forestry Committee: 4:15 p.m. May 31, 2016, Woodland Center, Finch
Arboretum

B. Next Park Board: 1:30 p.m. June 9, 2016, City Council Chambers

C. Next Joint City Council/Park Board Study Session: 3:30 p.m. June 9, 2016, City Hall
Conference Room 5A

Agenda is 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. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Lisa Richards at (509) 625-6909, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or lrichards@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Richards at (509) 625-6909 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

CITY OF SPOKANE PARK AND RECREATION DEPARTMENT
APR 2016 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - MAY 12, 2016

PARKS & RECREATION:

SALARIES & WAGES	\$	964,277.34
MAINTENANCE & OPERATIONS	\$	314,106.30
CAPITAL OUTLAY	\$	52,416.54
PARK CUMULATIVE RESERVE FUND	\$	19,480.54
CAPITAL IMPROVEMENTS - 2008 - PARK	\$	3,397.70
FRANKLIN PARK PROJECT - WATER DEPT.	\$	3,401.49

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	231,625.48
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GOLF:

SALARIES & WAGES	\$	175,846.02
MAINTENANCE & OPERATIONS	\$	107,319.24
CAPITAL OUTLAY	\$	8,316.51
TOTAL EXPENDITURES:	\$	1,880,187.16



Financial Report

April, 2016

City of Spokane Parks & Recreation

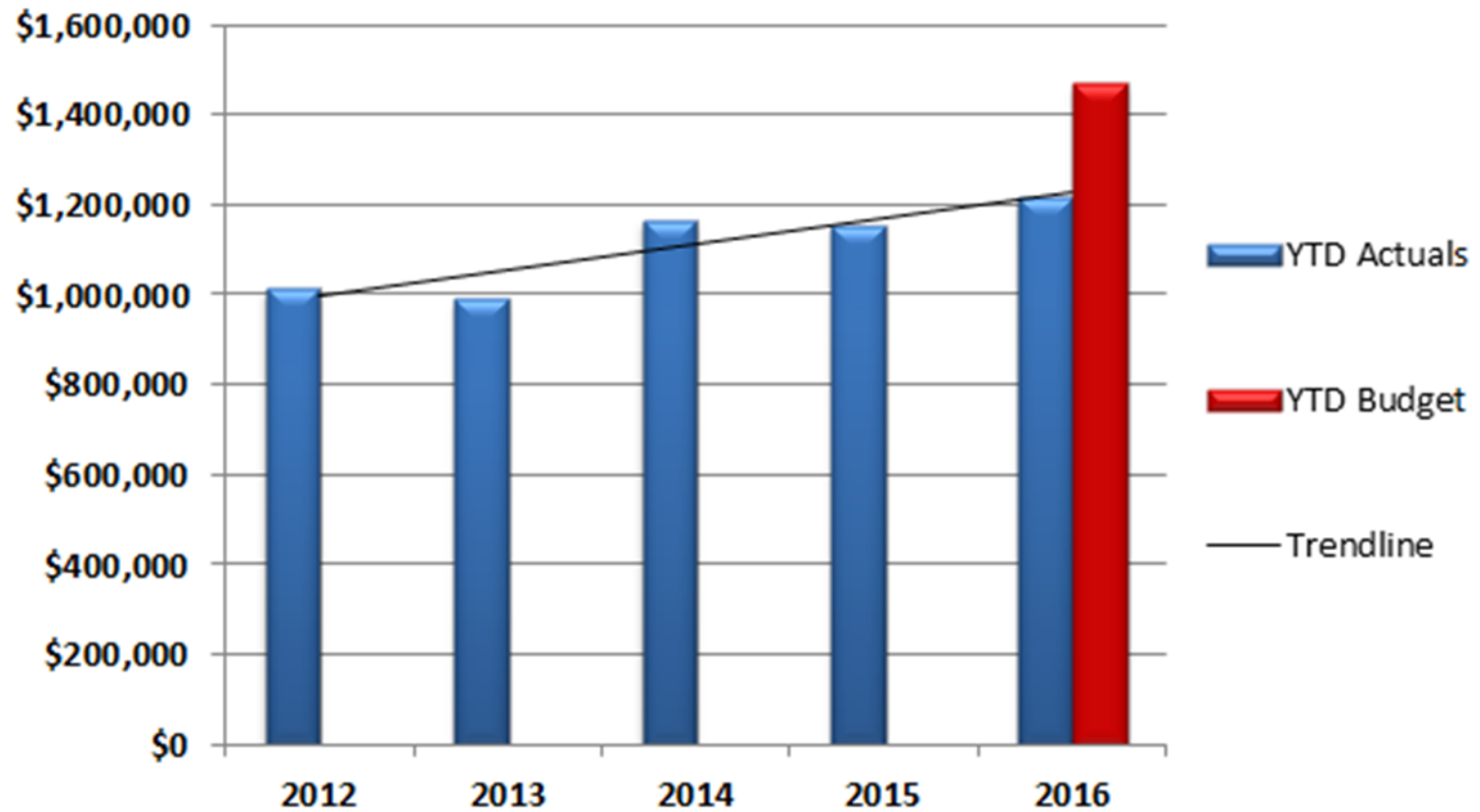
PARK FUND – Revenues & Expenditures

April 30, 2016 (reported in millions)

As of April (in millions)	2016 Budget	YTD Budget	YTD Actual	% YTD Budget
Park Revenue	6.56	1.47	1.22	83%
Transfers In	13.51	4.20	4.72	112%
Funds Available	20.07	5.68	5.94	105%
Expenditures	17.01	3.83	4.01	105%
Transfers Out	0.51	0.23	0.23	100%
Capital Outlay	2.90	0.25	0.17	71%
Windstorm 2015	0.35	0.35	0.12	34%
NET	-0.71	1.02	1.41	
Beginning Fund Balance	1.05	1.05	1.05	
Ending Fund Balance	0.35	2.07	2.46	

Park Fund Revenue

5 Year Trend & YTD Budget



City of Spokane Parks & Recreation

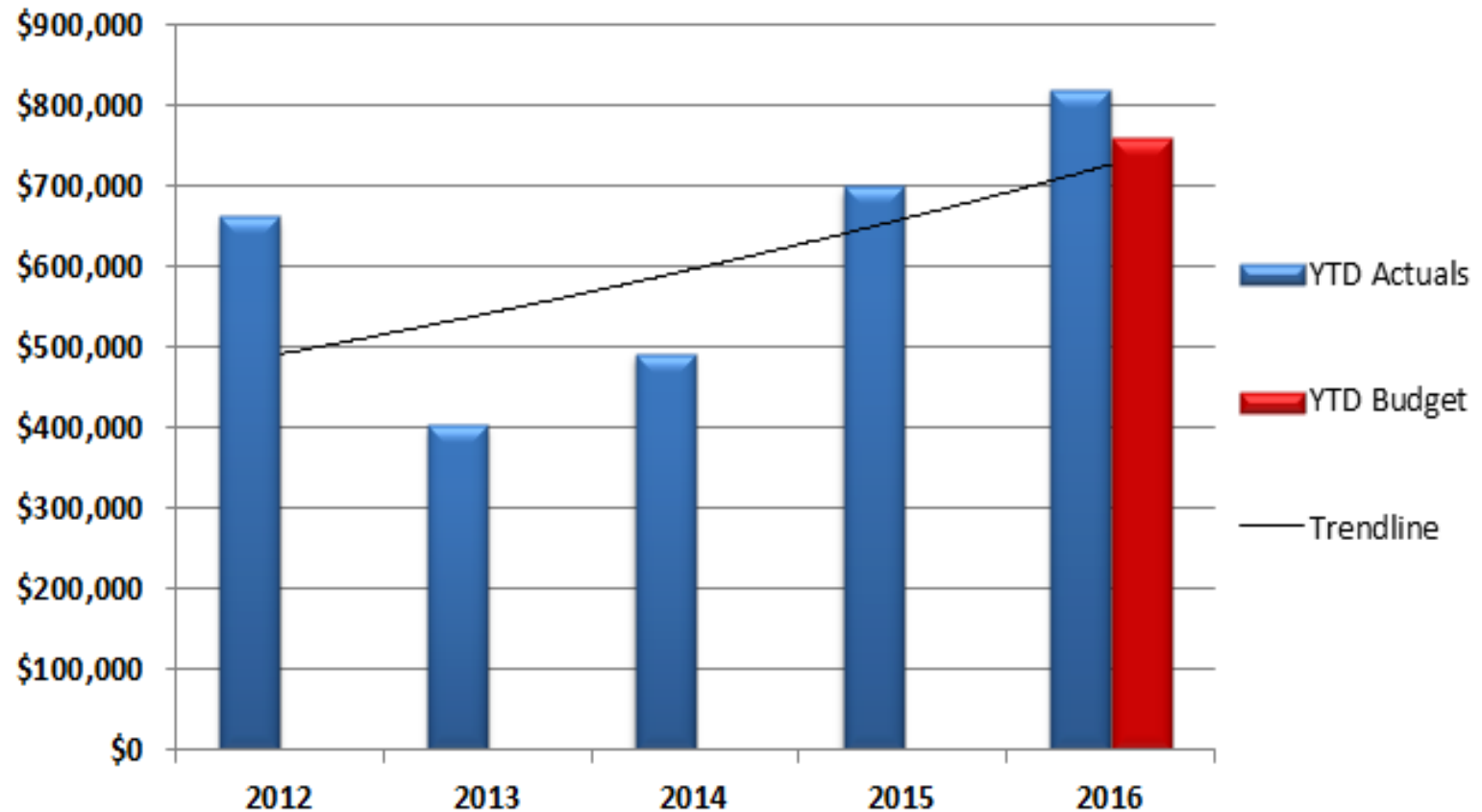
GOLF FUND – Revenues & Expenditures

April 30, 2016 (reported in millions)

As of April (in millions)	2016 Budget	YTD Budget	YTD Actual	% YTD Budget
Golf Revenue	3.38	0.76	0.82	108%
Transfers In	0.00	0.00	0.00	0%
Funds Available	3.38	0.76	0.82	108%
Expenditures	3.17	0.56	0.66	118%
Transfers Out	0.00	0.00	0.00	0%
Capital Outlay	0.25	0.00	0.04	0%
Windstorm 2015	0.15	0.15	0.02	11%
NET	-0.19	0.05	0.11	
Beginning Fund Balance	0.11	0.11	0.11	
Ending Fund Balance	-0.07	0.16	0.22	

Golf Fund Revenue

5 Year Trend & YTD Budget



The City of Spokane Parks & Recreation is seeking qualified consultants to provide comprehensive master plan services for the four municipal golf courses: Downriver, Esmeralda, Indian Canyon, and Qualchan.

Background

The City of Spokane Parks & Recreation owns and maintains four municipal golf courses through an enterprise fund. The superintendents and all maintenance staff are city employees while the golf pros are independent contractors whose responsibilities include operation of the pro shop and club house, operation of the driving range, securing and maintaining a fleet of golf carts, and operation of the restaurant/café. Each course is currently operated and maintained as an independent entity with open collaboration and cooperation between the courses through a golf committee comprised of the golf pros, superintendents, park staff, and park board members.

The Park Board is seeking to develop a sustainable model for golf that supports our golf mission statement, *“To provide a quality recreational golf experience for the citizens of Spokane and visitors by welcoming players of all ages and abilities, offering affordable programs, accessible well operated facilities, and outstanding customer service for all in order to build lasting relationships within the community.”*

The scope of the master plan will include reviewing and making recommendations for capital improvements for each of the four courses on a 5 year, 10 year and 20 year horizon. Inclusive in the master plan will be a review of the business and operations side of the courses and recommendations for changes or improvements.

Detailed Master Plan Services

Capital Improvements:

- Review and evaluate the character of each course and provide long range planning to reinforce and enhance the individuality of each course.
- Review and evaluate the current conditions of the four courses including fairways, rough, bunkers, cart paths, greens and tee boxes. Make recommendations for improvements or modifications to each course for today’s golfer and equipment.
- Review and evaluate the supporting facilities including the driving range, club house, pro shop, maintenance shop, etc. Provide long range plans to improve or enhance these facilities. In some cases this may also include recommendations to add new facilities.
- Review and evaluate the utilities and infrastructure at each course and make recommendations for repairs, replacements or improvements to support and enhance the golf experience in Spokane as well as maximize the operational efficiency of each course.

Business & Operations:

- Work with golf and park staff to assess the cost of golf operations at each course including, but not limited to, staffing, maintenance equipment, utility and infrastructure costs, chemical and fertilizer costs, etc.
- Work with the golf superintendents to develop a city of Spokane golf maintenance standard.
- Work with park staff and the golf pros to evaluate the current and potential revenue from golf operations.
- Review the golf market in Spokane and assess competitors, demographics and opportunities to reach and develop new golfers.
- Review the current business model of golf in the City of Spokane and make recommendations to maximize the operational and financial efficiency of the courses. This may include a consideration for golf operations to change from the current enterprise model to inclusion in the park general fund.
- Make recommendations for improvements or changes in current contracts or contractual relationships related to the operation of the courses.

The Spokesman-Review

LETTERS TO THE EDITOR

SATURDAY, APRIL 30, 2016

Sculpture unfit for trail

I think there should be no work of art on the Centennial Trail that depicts cigarettes or guns ("The Art of War," April 26). Let us continue to celebrate the themes of nature and river history which are so subtly sculpted on the trail west of the Division Street Bridge.

Jean Larson

Spokane

Clarke, Pamela

From: Dickson, Fianna
Sent: Friday, April 15, 2016 9:46 AM
To: Clarke, Pamela
Subject: FW: A local artist viewpoint on the Bearing Project

Follow Up Flag: Flag for follow up
Flag Status: Flagged

From: Bernadette Vielbig [<mailto:bernadettevielbig@icloud.com>]
Sent: Thursday, April 14, 2016 6:28 PM
To: Dickson, Fianna
Subject: A local artist viewpoint on the Bearing Project

Hi,

I was not able to attend today's meeting, however I hope it is not too late to voice my opposition to this 'gift' to the city.

I have a national career as an exhibiting artist & have been very involved/exhibited in the local arts scene here in Spokane during my 13 years here.

I am on my way out of the community because I am tired of a city this size settling for such things as this proposal and calling them public art.

I think this is bad for the arts community to just accept donations and not assess quality from the professional artists/arts organizers.

I personally know Ildiko & think she is well intended, but I for one cannot look at any more bad art in the public sphere here — for the large collection the city has, many are mediocre at best. This may come off as arrogant, but I am a property owner here and have served this community in so many ways while residing here that I feel my voice counts.

I taught bronze casting here for 12 years & can tell you the 10K retainer for maintenance will never cover the needs of such a work outdoors with the seasonal climates that exist here.

I also see this as little more than a lesser known mediocre artist wanting to get publicity as a public artist by gifting this work, which is not good visually— I do appreciate the idea/content being it though. This city has the ability to work with the state arts commission to do a proper public arts procurement process if there is a capital project with % for art funds. I personally have sat on several of those committees for local colleges during my time here and seen really strong works from artists qualified for such endeavors get sighted in our community.

I do support local artists, but I often tell my students, just because it is made locally does not mean it is good.

Please do not install this work on public lands.

I would appreciate my opinion not being publicized in any way as well as this is not a public forum, but rather my private e-mail account.

Thank you.
Bernadette Vielbig

Clarke, Pamela

From: Clarke, Pamela
Sent: Thursday, April 28, 2016 8:26 AM
Subject: Bearing Project citizen input - Jan Abrams

Good morning,

Jan Abrams called the Parks and Recreation Division to respond to the Bearing project article which appeared in the April 26 issue of the *Spokesman-Review*. Ms. Abrams asked that the following points be made available to the Park Board:

- While Ms. Kalapacs may be a very talented artist, I don't believe the Bearing artwork is the type of sculpture we should have along Centennial Trail.
- This is a place for youth and families, not a place for a war image.
- There are more appropriate locations in our community where we may honor veterans and their families.

Ms. Abrams is a citizen of Spokane and lives on the South Hill. She sincerely appreciates the opportunity to voice her opinion on the project.

Thank you.



Pamela Clarke | City of Spokane | Clerk III
509.625. 6241 | pclarke@spokanecity.org | SpokaneParks.org
SpokaneRiverfrontPark.com | RiverfrontParkNow.com

Contact information: Jan Abrams - 509-991-2036

BYLAWS OF THE PARK BOARD
of the
City of Spokane Washington

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Reference: City Charter Article V, Section 44 Park Board Organization- "The Park Board shall have the power to make Bylaws and Rules for the conduct of business."

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We, the members of the Park Board of the City of Spokane, State of

Washington, do hereby publish and declare the following Bylaws of the Board:

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Section 1. Definitions.

1. The City of Spokane Park Board: "shall consist of ten electors of the City of Spokane, who shall be appointed by the City Council, and one member of the City Council to be designated by the Council." (Spokane City Charter §42)
2. Park Board Member: A person who has been nominated by the Mayor and appointed by the City Council.
3. Financial Report: An annual report of all receipts and expenditures, and of all other business transacted by the Park Board. This report shall be furnished to the City Council. (Spokane City Charter §45)

Section 2. Regular Meetings.

1. The regular meetings of the Park Board shall be held at 1:30 p.m., on the second Thursday of each month in the City Council Chambers in City Hall and shall be conducted generally following Robert's Rules of Order.
2. Except for executive sessions, all Park Board meetings are open to the public. The Board or President may cancel or reschedule meetings. If a regular meeting is to be canceled or rescheduled notice, shall be given pursuant to the Open Public Meetings Act (RCW Ch. 42.30).

3. The public may address the Park Board during scheduled meetings. The President may prescribe, on a case-by-case basis, procedures for public testimony as necessary to maintain order.

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Section 3. Special Meeting.

1. Special meetings may be called, canceled, or rescheduled by the President whenever he/she deems the same expedient and/or shall be called whenever three Park Board members shall request the same in writing. Any measure adopted by six affirmative votes at a special meeting shall have the same effect as if adopted at a regular meeting. Special meetings are open to the public.
2. The date, hour and place of the special meetings shall be set by the President; notice of special meetings shall be given consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Section 4. Annual Meetings.

1. The annual meeting shall be held at the regular February meeting of the Park Board each year. Parks and Recreation Division staff shall present a Financial Report at the Annual Meeting.

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Section 5. Quorum and Voting of Park Board.

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1. Six members shall constitute a quorum for conducting business for the Park Board. In case there is no quorum present on a day set for a regular, continued, or special meeting, the Park Board members present may adjourn until a quorum is obtained or may adjourn said meeting specifying the time and place to which the meeting matter was continued. Six affirmative votes shall be necessary to adopt any measure in a regular, continued or special meeting.

2. Voting shall be by voice unless a show of hands is called for by the President or Board Member. Minutes shall record the number of yeas and nays and the names of any members abstaining. Any member may ask that his or her vote be recorded by name. Any member recusing from a vote shall place the reason for the refusal on the record.

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CONDUCT OF BUSINESS

Section 6. Scheduling Business.

1. Business to be transacted at any regular or special meeting shall be scheduled by the Secretary or designee subjected to order of the President. The Secretary or designee shall prepare, transmit to Park Board members, release to news media, and give official notice of business to be considered in the normal administration of business at the Park Board meetings, provided the consideration of all or any one item of business shall be subjected to cancellation or rescheduling to another meeting of the Park Board by order of the President or by the Park Board. The agenda of a regular or special meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Deleted: Each Park Board member shall be given notice of tentative business to be conducted at the regular monthly meeting, the Friday prior to the date of said meeting.

Section 7. Chairing Meetings.

1. Meetings shall be called to order by the President, or in his/her absence, by the Vice President, or in the anticipated absence of both, the President or the Park Board shall designate a member of the Park Board to preside. In the event a person to preside has not been named, the Secretary shall call the meeting to

~~order~~ and the Park Board members present may, by general consent, select a President pro-term. Meetings may be adjourned by majority vote of the Park Board members present or by order of the President if there are no objections from Board members.

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Section 8. Minutes.

1. The Secretary or designee shall prepare official minutes of the meetings containing the actions of the Park Board as a substantive account of proceedings. A record of the Park Board members present and absent shall be entered in the minutes of the meeting. Minutes shall be signed by the Secretary and placed on public record. Minutes may be approved by the Park Board without reading at Park Board meetings unless such reading is requested by a member of the Park Board. Correction of typographical errors in signed minutes may be made by the Secretary. Correction of substantive records in signed minutes may be made by majority vote of the Park Board.
2. All regular meetings and special meetings of the Park Board may be recorded, provided such shall not be deemed the official minutes and the absence of such recording due to mechanical failure or other cause shall not invalidate the actions taken at such meetings. Remarks and other volunteer statements from the public present but not recognized by the Chair and which may have been recorded, will not be considered as part of the transcript. Any interested party may listen to a recording or read written minutes on file pursuant to the Washington State Public Records Act (RCW Ch. 42.56). Recordings will not normally be transcribed except by order of the Park Board or the Director of Parks and Recreation.

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Section 9. Order of Business.

1. At a regular meeting, the order of business shall be as follows unless otherwise ordered by the President or as amended by the majority vote of the Park Board:

AGENDA

1. Roll Call
2. Minutes of the Previous Park Board Meeting
3. Additions or Deletions to the Agenda
4. Monthly Highlights: President
5. Special Guests
6. Claims
7. Financial Report & Budget Update
8. Special Discussion/Action Items
9. Committee Reports – Action Items
 - Golf Committee
 - Land Committee
 - Recreation Committee
 - Riverfront Park Committee
 - Finance Committee
 - Urban Forestry Tree Committee
 - Bylaws Committee
10. Reports

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Park Board President

Liaison Reports

Director's Report

11. Correspondence

12. Public Comments

13. Adjournment

Next Committee meeting dates

Next Park Board meeting dates

Section 10. Executive Sessions.

1. Executive sessions may be held as allowed by the Open Public Meetings Act (RCW Ch. 42.30). No action or minutes shall be taken in executive sessions.

OFFICERS AND COMMITTEES

Section 11. Officers.

1. At its regular February meeting of each year, the Park Board shall elect a President and Vice President from its members, but in case of failure to elect at the time specified, the election shall take place at a subsequent regular meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.

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2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of Secretary, the Park Board shall elect an interim Secretary.

Section 12. Nominations.

1. At the regular meeting in January, the President shall appoint the ad hoc committee of four (4) other Park Board members to serve as the Nomination Committee to recommend nominees for the office of Park Board President, Vice President, and Secretary. In making such nominations, the Committee shall take into consideration, among other matters, the length of service on the Park Board of the member being considered for election to an office. No voting member of the Park Board shall serve more than two consecutive terms in any office of the Park Board unless said member receives the unanimous consent of the entire membership of the Park Board.

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Section 13. Duties of the President.

The duties and powers of the President shall be as follows:

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.

2. To preside over the meetings of the Park Board.
3. To call special meetings and to order executive sessions of the Park Board within the limits of state law.
4. To set the agenda and change the order of business.
5. To set the place, date, and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration.
7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.
9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Interview Committee, which shall recommend to the Mayor two (2) Park Board candidates per vacancy for City Council appointment.

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12. To have the same rights and privileges as all other Park Board members. To send a letter of support or nonsupport to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

The duties and powers of the Vice President shall be as follows:

1. The Vice President shall act in the absence of the President at any meeting, and when the President is unavailable, all duties of the office of President or as a member or any committee of which the President may be a member, shall temporarily fall upon the Vice President.

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custody of all the Park Board books, documents, records, minutes, and papers which properly belong in the Secretary's office.
4. The Secretary shall handle correspondence of the Park Board, including responses to inquiries and provide correspondence copies to all Park Board members.
5. The Secretary shall prepare agendas and schedule business on regular Park Board meetings, with the approval of the Park Board President, and transmit a tentative notice of business to Park Board members in advance

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of the meeting, and provide legal notice of public hearings as required by law.

6. The Secretary may delegate these duties as appropriate and necessary for their accomplishment.

Section 16. ~~Standing~~ Committees.

1. The standing committees of the Park Board shall be:

Finance

Land

Recreation

Golf

Riverfront Park

Urban Forestry Tree

By ~~laws~~

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2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to Spokane Municipal Code (SMC 04.28.030).

Unless otherwise ordered by the Park Board, all such Committees shall consist of a minimum of three (3) members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens.

3. The Board may re-classify, add to, or change the number of standing committees by adopting changes to the Park Board By-Laws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.

5. Committees shall be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.

Section 17. Duties of Committees.

1. Committees are advisory to the Park Board and shall serve the Park Board acting as factfinders to provide information and make recommendation to the Park Board. Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting.
2. Committees shall have the authority to task the Director of Parks and Recreation to provide information upon a majority vote of committee members present.
3. The Chair~~v~~ of each committee shall consult with the Director of Parks and Recreation to establish the agenda of the meetings.
4. In the event the Committee Chair~~v~~ is not present at a meeting, the committee~~s~~ by consensus~~s~~ shall select a Chair pro tern.
5. Committee Chairs may allow public participation in matters coming before the committee as time permits.
6. Committee Chairs~~v~~, or their designees, shall present committee information, recommendations, and minutes to the full Park Board at the regular monthly Park Board meeting.
7. All Committee Chairs can make, second and vote on motions brought before the committee and shall have the same rights and privileges as all other Committee members.

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8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Section 18. Administration.

1. The administration of the Spokane Parks and Recreation Division is the responsibility of the Director of Parks and Recreation.
2. The Director of Parks and Recreation will assign lead staff to support each committee.

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Section 19. Functions of the Director of Parks and Recreation.

1. The Director of Parks and Recreation, or his designee, is the chief executive officer of the Park Board. The director is also an employee under the direct supervision of the Mayor.
2. The Director of Parks and Recreation is responsible for carrying out all policies or rules and regulations established by the Park Board.
3. All individuals employed in the Parks and Recreation Division report directly to, and are responsible to, the Director of Parks and Recreation.
4. The Director of Parks and Recreation shall make such rules, develop an administrative organization, and give such instructions to Parks and Recreation Division employees as may be necessary to make policies of the Park Board effective. The Director of Parks and Recreation may delegate authority for actions to subordinates.
5. The Director of Parks and Recreation shall be present at all meetings of the Park Board, except when matters pertaining to the Director's employment are being considered or when requested by the Park Board President not to be present.
6. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a budget for the ensuing fiscal year, for Park Board approval. The Director shall develop the Parks and Recreation Division budget working with the Park Board Finance Committee.
7. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a monthly and an annual report on the

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operation of the Park and Recreation Division and additional information as requested by the President or by consensus of the Park Board.

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8. The Director of Parks and Recreation shall keep a continuous inventory of all property, furniture, material, and supplies of the Park and Recreation Division.

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9. The Director of Parks and Recreation shall draw all requisitions against the budget of the City Parks and Recreation Division, handle funds of the Park Board, and shall keep proper record of expenditures and funds available.

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10. As the Park Board's professional advisor, the Director of Parks and Recreation is expected to keep abreast of technical advances, Park and Recreation techniques, to participate in professional Parks and Recreation organizations and to attend conventions and meetings of said organizations as approved by the Park Board.

11. The Director shall provide a Parks and Recreation Division orientation for new Park Board members, and new members shall read and sign the Duties and Responsibilities form, attached to these Bylaws.

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Section 20. Employment of Park Director.

1. Employment of the Park Director shall be in accordance with City Charter Article IV Administration of City Affairs, §24, ¶ 1.

Section 21. Adoption and Amendment of Rules, Bylaws and Policies

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1. Proposed new Rules, Bylaws and Policies and proposed changes in existing Rules, Bylaws and Policies will be presented in writing for

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reading and discussion. Unless it is deemed by the Park Board that immediate action would be in the best interest of the Park Board, the final vote for adoption shall take place not earlier than the next succeeding regular or special Park Board meeting.

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2. In the event that immediate action on a proposed Rule, By-law or policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Park Board. No further action is required. All new Rules, Bylaws or amended Policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

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3. Rules, Bylaws and Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Park Board's Rules, Bylaws and Policy Manual.

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Section 22 Adoption

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The foregoing Bylaws are hereby declared adopted at the meeting of the Spokane Park Board held this _____ day of _____, _____ and all previous Rules, Bylaws and Policies are hereby declared void and repealed.

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Spokane Park Board

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By:

Park Board President

Park Board Date Approved: _____