



Spokane Park Board Agenda

3:30 p.m. Thursday, September 10, 2026

In-person: Council Chambers, lower-level City Hall

Webex virtual meeting: Call in: 408-418-9388; Access code: **2480 738 0132**

Park Board Members:

Bob Anderson – President

Barb Richey – Vice President

Garrett Jones – Secretary

Greta Gilman

Sally Lodato

Gerry Sperling

Doug Kelley

Lindsey Shaw

Lee Williams

Dean Davis

Greg Gordon

Paul Dillon – City Council Liaison

Agenda

1. ***Call to order / Roll call:*** Bob Anderson
2. ***Additions or deletions to the agenda***
3. ***Public comment***
4. ***Consent agenda:***
 - A. Administrative/committee-level items:
 - 1) [August 13, 2026, regular Park Board meeting minutes](#)
 - 2) [Claims – August 2026](#)

- 3) [Camco Construction, Inc / BA Clark Park Restroom Renovation Amendment 1 \(\\$8,197.26 plus tax\)](#) - Berry Ellison
- 4) [5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / \\$62,864.83 plus tax](#) - Rich Lentz
- 5) [Memorandum of Understanding with the Friends of Riverfront Park](#) - Jonathan Moog
- 6) [Cameron-Reilly, LLC / contract amendment #2 for Post St Parking Lot Improvements \(\\$4,728.42 plus applicable taxes\)](#) - Berry Ellison

5. ***Special guests:***

A. None

6. ***Financial report and budget update:*** Megan Dyson

7. ***Special discussion / Action items:***

A. Special action items:

- 1) [Asplundh Tree Expert LLC / Emergency Contract to remove high-risk and fire-damaged trees / \\$192,000 plus tax](#) – Angel Spell

B. Special discussion items:

- 1) Recreation update – Recreation Team

8. ***Committee reports / Action items:***

Urban Forestry Tree Committee: September 1, 2026 – Lindsey Shaw

A. Action items: None

Land Committee: September 2, 2026 – Greta Gilman

A. Action items: The action item is presented on the consent agenda.

Recreation Committee: September 2, 2026 – Sally Lodato

A. Action items: None

Riverfront Park Committee: The September 7, 2026, meeting was canceled. – Gerry Sperling

A. Action items: None

Golf Committee: September 8, 2026 – Barb Richey

A. Action items: None

Finance Committee: September 8, 2026 – Bob Anderson

A. Action items: Three of three action items are presented on the consent agenda.

Development & Volunteer Committee: September 9, 2026 – Lee Williams

A. Action items: None

9. Reports:

A. President – Bob Anderson

B. Liaisons:

- 1) Conservation Futures – Doug Kelley
- 2) Parks Foundation – Lindsey Shaw
- 3) City Council – Paul Dillon

C. Director – Garrett Jones

10. Executive session:

A. None

11. Correspondence:

A. None

12. Adjournment

13. Meeting dates:

A. Committee Meetings:

Urban Forestry Tree Committee: 4:15 p.m. September 29, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Land Committee: 3:30 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Recreation Committee: 2:15 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Riverfront Park Committee: 4:30 p.m. October 5, 2026, Riverfront Park Pavilion conference room and virtually via Webex.

Golf Committee: 8:00 a.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Finance Committee: 3:00 p.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Development & Volunteer Committee: 12:00 p.m. November 11, 2026, Finch Arboretum Woodland Center and virtually via Webex.

B. Park Board meeting: 3:30 p.m. October 8, 2026, Council Chambers, lower-level City Hall, and virtually via Webex.

C. Park Board study session: No session scheduled at this time.

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 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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**CITY OF SPOKANE PARK AND RECREATION DIVISION
AUGUST 2026 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - SEPTEMBER 10, 2026**

PARKS & RECREATION:

SALARIES & WAGES	\$	1,515,632.74
MAINTENANCE & OPERATIONS	\$	697,522.08
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS	\$	-
PARK CUMULATIVE RESERVE FUND	\$	781,158.52

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY		
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GOLF:

SALARIES & WAGES	\$	237,963.96
MAINTENANCE & OPERATIONS	\$	634,786.78
CAPITAL OUTLAY	\$	-
DEBT SERVICE PAYMENTS	\$	-
TOTAL EXPENDITURES:	\$	3,867,064.08

Spokane Park Board

Briefing Paper



Committee	Land Committee	Committee meeting date: Sept 2, 2026	
Requester	Berry Ellison	Phone number: 509 625-6276	
Type of agenda item	☐ Consent ☐ Discussion ☐ Information ☒ Action		
Type of contract/agreement	☐ New ☐ Renewal/ext. ☐ Lease ☒ Amendment/change order ☐ Other		
City Clerks file (OPR or policy #)	2026-0455		
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K, Objective 1	Master Plan Priority Tier: (pg. 171-175)	Tier 1
Item title: (Use exact language noted on the agenda)	Camco Construction, Inc / BA Clark Park Restroom Renovation Amendment 1 (\$8,197.26 plus tax)		
Begin/end dates	Begins: 08/01/2026	Ends: 05/03/2027	☐ 06/01/2525
Background/history: Contract Amendment 1 with Camco Construction, Inc. for value added scope of work at the B.A. Clark Park Restroom Renovation project include: Repair of damaged roof shingles, replacement of plywood ceilings, addition of steel restroom stall partitions in lieu of specified CMU stall partitions, delivery of electric hand dryers to Park Operations in lieu of the specified wall-mounted electric hand dryers, addition of cement floor paint in lieu of anti-graffiti coatings, and other credits and debits per PCO 4 Contract Reconciliation (see attached) Park Staff recommends approval of the value-added scope changes.			
Motion wording: Motion to approve Camco Construction, Inc construction contract Amendment 1 for the 'BA Clark Park Restroom Renovation' project in the amount of \$8,197.26 (plus tax)			
Approvals/signatures outside Parks: ☒ Yes ☐ No If so, who/what department, agency or company: Camco Construction, Inc Name: Leif Challender Email address: leif@camcoconstruction.net Phone: 509 868-2331			
Distribution: Parks – Accounting nhamad@spokanecity.org Parks – Sarah Deatrach mdyson@spokanecity.org Requester: bellison@spokanecity.org Grant Management Department/Name:			
Fiscal impact: ☒ Expenditure ☐ Revenue Amount: \$8,197.26 (plus tax) Budget code: 1950-54920-94760-56504-48026			
Vendor: ☒ Existing vendor ☐ New vendor Supporting documents: ☒ Quotes/solicitation (RFP, RFQ, RFB) ☐ W-9 (for new contractors/consultants/vendors) ☒ Contractor is on the MRSC Roster - City of Spokane ☐ ACH Forms (for new contractors/consultants/vendors) ☒ UBI: 604-768-322 Business license expiration date: ☐ Insurance Certificate (min. \$1 million in General Liability)			



CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT AMENDMENT

Title: **B.A. CLARK PARK RESTROOM
TENANT IMPROVEMENTS**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION**, a Washington municipal corporation (the "City"), and **CAMCO CONSTRUCTION, INC.**, whose address is 3105 East Boone Avenue, Spokane, Washington 99202 (the "Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the Parties entered into a Contract, as defined below, wherein the Contractor agreed to perform Tenant Restroom Improvements at B.A. Clark Park; and

WHEREAS, modifications have been requested, requiring the original Contract to be formally amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the Parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated May 8, 2026, and including any previous amendments, addendums, extensions, or renewals thereto (the "Contract"), are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Amendment shall become effective on August 1, 2026, and shall run through May 3, 2027.

3. ADDITIONAL WORK.

The Scope of Work in the original Contract is revised to include the changes set forth in Contractor's Change Order No. 1, which is attached as Exhibit A (the "Change Order"), attached hereto.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **EIGHT THOUSAND ONE HUNDRED NINETY-SEVEN AND 26/100 DOLLARS (\$8,197.26)**, plus applicable sales tax, pursuant to the Change Order, Exhibit A, for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Contract Amendment and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part hereof, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

CAMCO CONSTRUCTION, INC.

**CITY OF SPOKANE PARKS AND
RECREATION**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A - Contractor's Change Order No. 1

26-239

EXHIBIT A

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 1

NAME OF CONTRACTOR: Camco Construction, Inc

PROJECT TITLE: BA Clark Park Restroom Renovation

CITY CLERK CONTRACT NUMBER: OPR# 2026-0455

=====

<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT:</u>
Item 1: PCO 1 Repair Roof Damage	\$691.00
Item 2: PCO 2 Replace Ceiling Plywood	\$1,416.01
Item 3: PCO 4 Reconcile Contract	\$6,090.25

=====

TOTAL AMOUNT: \$8,197.26

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$138,774.67
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$0.00
CURRENT CONTRACT AMOUNT	\$138,774.67
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$8,197.26
REVISED CONTRACT SUM	\$146,971.93

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	05/03/2027
CURRENT COMPLETION DATE	05/03/2027
REVISED COMPLETION DATE	No Change

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Approved as to form: _____ Assistant City Attorney

**PREPARED BY****Scott Case**

Camco Construction

(509) 606-0074

scott@camcoconstruction.net

3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR**Berry Ellison**

City of Spokane Parks & Recreation

(509) 625-6276

bellison@spokanecity.org

3922 N Normandie St, Spokane, WA 99205, USA

CHANGE ORDER DETAILS**B.A. Clark Park**

3922 N Normandie St, Spokane, WA 99205, USA

The purpose of this document is to identify alterations or additions to the scope of work agreed upon in the original contract. This change order is governed by the contract and is incorporated therein.

Below you will find our quotation on the revised scope of work.

The result of the change(s) described, the amount payable to Contractor under the contract is amended as follows:

DESCRIPTION	QTY	TOTAL
Bathroom Renovations		\$691.00
Renovation of two restrooms within the existing restroom building including demolition, HVAC, plumbing, lighting & electrical, fixtures furnishing & equipment, preparation and paint, signage and other improvements shown on the plans and written specifications.		
Change Orders		\$691.00
Roofing Repair		\$691.00
Repair damaged roofing. The roof has 3 tab roofing. 3 Tab roofing has been discontinued so color is very limited. Repair with as close as possible color. Shingles will not match.		
SUBTOTAL		\$691.00
TAX		\$62.88
TOTAL		\$753.88

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5**Contractor License (ID) - RCE-60654**

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON

DATE

**PREPARED BY****Scott Case**

Camco Construction

(509) 606-0074

scott@camcoconstruction.net

3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR**Berry Ellison**

City of Spokane Parks & Recreation

(509) 625-6276

bellison@spokanecity.org

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Below you will find our quotation on the revised scope of work.

The result of the change(s) described, the amount payable to Contractor under the contract is amended as follows:

DESCRIPTION	QTY	TOTAL
Additional work		\$1,416.01
Work outside the original Scope of Work.		
Ceiling Repairs		\$1,416.01
Remove the existing ceilings in the bathrooms and apply some new plywood and trim.		
	SUBTOTAL	\$1,416.01
	TAX	\$128.86
	TOTAL	\$1,544.87

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5**Contractor License (ID) - RCE-60654**

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON

DATE

**PREPARED BY****Leif Challenger**

Camco Construction

(509) 606-1680

leif@camcoconstruction.net

3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR**Berry Ellison**

City of Spokane Parks & Recreation

(509) 625-6276

bellison@spokanecity.org

3922 N Normandie St, Spokane, WA 99205, USA

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Below you will find our quotation on the revised scope of work.

The result of the change(s) described, the amount payable to Contractor under the contract is amended as follows:

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bathroom Renovations			\$6,090.25
Renovation of two restrooms within the existing restroom building including demolition, HVAC, plumbing, lighting & electrical, fixtures furnishing & equipment, preparation and paint, signage and other improvements shown on the plans and written specifications.			
Change Orders			\$6,090.25
Building permits credited	-1 Each	\$1,755.61	-\$1,755.61
Hand Dryer Credit			-\$1,062.50
Credit for hand dryers not installed			
Hand dryers credit	-1 Each	\$375.00	-\$375.00
Electrical credit	-1 Each	\$687.50	-\$687.50
TP Dispenser Credit			-\$125.00
Credit for TP holders that were specified.			
TP Dispenser Credit	-1 Each	\$125.00	-\$125.00
Sign Changes			\$2,228.60
This describes mounting the stainless steel letters that were budgeted in the project on to 3/16 mild steel plate via welding and painting the mild steel with 2 coats of matching wall paint.			
3/16" Mild steel plate	1 Each	\$352.98	\$352.98
Fabrication	1 Each	\$1,562.50	\$1,562.50
Costs to fabricate the restroom signs by affixing letters to a mild steel plate not described in the plans.			
Epoxy	2 Each	\$35.30	\$70.60
Epoxy anchors	20 Each	\$9.03	\$180.50
Stainless 3/8" security screws	20 Each	\$1.61	\$32.24
Sign painting sundries	1 Each	\$16.05	\$16.05
Letter adhesive	1 Each	\$13.73	\$13.73
Door Widening			\$6,244.62

PCO 4 - Contract Reconciliation

After discovering clearance issues with the existing doorways not meeting ADA with standard hollow metal door frames, it was approved verbally by Berry Ellison to move forward with cutting the openings wider and install 3/0 doors that open in to each bathroom. Hardware to hold open the doors will be fabricated to simulate the previous application.

Door Widening Labor	52 Hours	\$110.67	\$5,754.84
Labor associated to widening the doorways. Includes removal and salvage of existing jambs, casing legs, casing header, lintel replacement, and filling voids with mortar as well as reinstalling wood jamb support.			
Angle iron	1 Each	\$211.44	\$211.44
Mortar	1 Each	\$39.13	\$39.13
Concrete saw rental	1 Days	\$110.46	\$110.46
Additional Adhesive	1 Each	\$47.50	\$47.50
Door header casing materials	1 Each	\$81.25	\$81.25
Partition changes			-\$1,893.18
The CMU partitions were abandoned due to clearance issues and custom fabricated steel partitions were opted for durability and clearance			
Credits			-\$7,875.00
Partition doors	-2 Each	\$1,000.00	-\$2,000.00
Partition door installation	-1 Lump Sum	\$1,500.00	-\$1,500.00
CMU credit Credit for not installing cmu walls	-1 Lump Sum	\$4,375.00	-\$4,375.00
Metal bathroom Partitions			\$5,981.82
Door stops	2 Each	\$7.46	\$14.93
Material and off site labor Materials and offsite labor. Partitions for bathroom stalls	2 Lump Sum	\$2,812.50	\$5,625.00
Custom toilet paper holders and door stops	2 Each	\$93.75	\$187.50
Partition lock material	1 Each	\$30.54	\$30.54
Mounting screws	1 Each	\$36.44	\$36.44
1/4 - 20 Toggles	1 Each	\$48.73	\$48.73
Column fasteners	1 Each	\$38.68	\$38.68
Painting Changes			\$1,812.50
It was requested to not apply the anti graffiti coating. Added priming and painting bathroom floors with anti skid acrylic coating. The bathroom walls and ceilings were also asked to be changed to white after the beige had been applied			
Anti Graffiti coating Credit	-1 Lump Sum	\$1,250.00	-\$1,250.00
Bathroom floor painting	1 Lump Sum	\$1,250.00	\$1,250.00
Bathroom color change Repainted bathroom ceilings walls and ceilings to white	1 Lump Sum	\$875.00	\$875.00
Metal Painting Partition	1 Lump Sum	\$937.50	\$937.50
Door Hardware			\$640.82
Door hardware schedule not listed with door schedule on sheet A101. Hardware was assumed to be reused since not on schedule during bid phase.			

PCO 4 - Contract Reconciliation

Door Schedule									
NO.	QTY	UNIT	DESCRIPTION	PRICE	AMOUNT	QTY	UNIT	DESCRIPTION	PRICE
1	1	EA	8T37L 626 Deadbolt	\$287.50					
2	1	EA	70C 630 Push Plate	\$20.89					
3	6	EA	608 26D Silencers	\$1.25					
4	1	EA	Spray primer	\$7.50					
5	1	EA	Custom door hold open plates	\$29.93					

Custom door hold open plates Plates mounted to wall for door hold open during open hours.				\$29.93	
Dead bolt 8T37L 626 Deadbolt				2 Each	\$287.50 \$575.00
Door pulls 70C 630 Push Plate				1 Each	\$20.89 \$20.89
Silencers 608 26D Silencers				6 Each	\$1.25 \$7.50
Spray primer				1 Each	\$7.50 \$7.50
				SUBTOTAL	\$6,090.25
				TAX	\$554.21
				TOTAL	\$6,644.46

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5
Contractor License (ID) - RCE-60654

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON

DATE

< Business Lookup

License Information:

New searchBack to results

Entity name:CAMCO CONSTRUCTION, INC.

Business name:CAMCO CONSTRUCTION, INC.

Entity type:Profit Corporation

UBI #:604-768-322

Business ID:001

Location ID:0001

Location:Active

Location address:3105 E BOONE AVE
SPOKANE WA 99202-3607

Mailing address:3105 E BOONE AVE
SPOKANE WA 99202-3607

Excise tax and reseller permit status:Click here

Secretary of State information:Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Deer Park General Business - Non-Resident				Active	Jun-30-2027	Jun-23-2021
Spokane General Business				Active	Jun-30-2027	Jun-22-2021
Spokane Valley General Business - Non-Resident				Active	Jun-30-2027	Jun-23-2021

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CHALLENGER, AMELIA L	
CHALLENGER, LEIF E	

The Business Lookup information is updated nightly. Search date and time: 8/31/2026 2:06:11 PM

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services, LLC 601 Union Street, Suite 1000 Seattle, WA 98101		CONTACT NAME: Jordynn Crouse PHONE (A/C, No, Ext): 509-606-0245 E-MAIL ADDRESS: Jordynn.Crouse@usi.com FAX (A/C, No): 610-362-8530	
INSURED Camco Construction, Inc Leeco, Inc. 3105 E Boone Ave Spokane, WA 99202-3607		INSURER(S) AFFORDING COVERAGE INSURER A : Western National Mutual Insurance Compa INSURER B : Westchester Surplus Lines Insurance Co. INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 15377 10172	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	☒	CPP133223202	01/31/2026	01/31/2027	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 WA Stop Gap \$1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	☒	☒	CPP133087602	01/31/2026	01/31/2027	\$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB DED ☒ RETENTION \$10,000	☒	☒	UMB105543302	01/31/2026	01/31/2027	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Lease/Rent Equip			CPP133223402	01/31/2026	01/31/2027	\$100,000 Limit
B	Pollution Liab			G2436012A014	01/31/2026	01/31/2027	\$1,000,000 / \$5,000 Ded
A	Install. Floater			CPP133223402	01/31/2026	01/31/2027	\$250,000 / \$1,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Owner Project No. PW ITB 0000-00, B.A. Clark Park Restroom Tenant Improvements, 3922 N Normandie St, Spokane, WA.

The General Liability, Automobile Liability, and Umbrella Liability policies includes an automatic Additional Insured endorsement that provides Additional Insured status to City of Spokane, its officers and employees, only when there is a written contract that requires such status, and only with regard to work (See Attached Descriptions)

Install Floater includes theft. (see next page)

CERTIFICATE HOLDER

CANCELLATION

City of Spokane 808 W Spokane Falls Blvd Spokane, WA 99201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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DESCRIPTIONS (Continued from Page 1)

performed by or on behalf of the named insured. The General Liability, Automobile Liability, and Umbrella Liability policies contains a special endorsement with Primary and Noncontributory wording, when required by written contract. The General Liability and Automobile Liability policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law. Per Project Aggregate applies to the General Liability policy as per the attached endorsement. **The General Liability covers Fire & Property Damage as covered perils. Installation Floaters covers material to and from a job site seating at a temporary location and installed until accepted by owner.**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – CONTRACTORS – OPERATIONS AND COMPLETED OPERATIONS – WITH ADDITIONAL INSURED REQUIREMENT IN CONSTRUCTION CONTRACT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. Additional Insured – Operations

A. Section II – Who Is An Insured is amended to include as an additional insured:

- (1) Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and
- (2) Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

B. With respect to Additional Insured - Operations, coverage is limited as follows:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

2. Additional Insured – Completed Operations

A. Section II – Who Is An Insured is amended to include as an additional insured:

- (1) Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and
- (2) Any other person or organization you are required to add as an additional insured under the contract or agreement described in Paragraph 1. above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omissions of those acting on your behalf;

and included in the "products-completed operations hazard".

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B. With respect to **Additional Insured – Completed Operations**, coverage is limited as follows:

- (1) A person or organization's status as an insured under Additional Insured – Completed Operations continues only for the period of time required by any written contract or agreement.
- (2) The insurance provided to the additional insured does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of "your work" for which a consolidated (wrap-up) insurance program has been provided by the prime contractor-project manager or owner of the construction project in which you are involved.

3. Primary and Noncontributory

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

4. Other Provisions Applicable to Additional Insured – Operations and Additional Insured – Completed Operations

- A. The Amendment of Insured Contract Definition (Endorsement CG 24 26) does not apply to an additional insured.
- B. The coverage provided under Paragraph f. of the definition of "insured contract" under **Section V – Definitions** does not apply to an additional insured under this endorsement unless required by a written contract or agreement.
- C. The insurance afforded to such additional insured only applies to the extent permitted by law; and

If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

D. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is:

- (1) The minimum amount required by the contract or agreement; or
- (2) The Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

E. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- (1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against an additional insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or failure to render any professional services by you with respect to your providing engineering, architectural or surveying services in your capacity as an engineer, architect or surveyor.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED CONSTRUCTION PROJECT(S) GENERAL AGGREGATE LIMIT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Construction Project(s):

PER WRITTEN CONTRACT OR AGREEMENT WHERE YOU AGREED TO PROVIDE A SEPARATE GENERAL AGGREGATE LIMIT FOR EACH PROJECT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A.** For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage **A**, and for all medical expenses caused by accidents under Section I – Coverage **C**, which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
 2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under Coverage **A**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage **C** regardless of the number of:
 - a. Insureds;
 - b. Claims made or "suits" brought; or
 - c. Persons or organizations making claims or bringing "suits".
 3. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.
 4. The limits shown in the Declarations for Each Occurrence, Damage To Premises Rented To You and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.
- B.** For all sums which the insured becomes legally obligated to pay as damages caused by "occurrences" under Section I – Coverage **A**, and for all medical expenses caused by accidents under Section I – Coverage **C**, which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
1. Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-completed Operations Aggregate Limit, whichever is applicable; and

- 2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.
- C. When coverage for liability arising out of the "products-completed operations hazard" is provided, any payments for damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard" will reduce the Products-completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.
- D. If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs, specifications or timetables, the project will still be deemed to be the same construction project.
- E. The provisions of Section III – Limits Of Insurance not otherwise modified by this endorsement shall continue to apply as stipulated.

BUSINESS AUTO ENHANCEMENT EDGE ENDORSEMENT

The Business Auto Enhancement Edge Endorsement is an optional endorsement that provides coverage enhancements. The following is a summary of broadened coverages provided by this endorsement. No coverage is provided by this summary, refer to the following endorsement for changes in your policy.

SUMMARY OF COVERAGES	PAGE
Accidental Airbag Deployment Coverage	5
Audio, Visual and Data Electronic Equipment – Limit Amended	5
Auto Loan/Lease Gap Coverage	5
Blanket Additional Insured	3
Blanket Waiver of Subrogation	5
Broadened Definition of Insured includes:	
• Newly Acquired Organizations for up to 180 Days	2
• Employees as Insureds	2
• Subsidiaries in Which You Own 50% or More	2
Deductible Waiver for Glass Repair	4
Employee Hired Auto	6
Fellow Employee Coverage	3
Hired Auto Physical Damage Coverage	3, 6
Knowledge of Accident, Claim, Suit or Loss	5
Loss Of Use Expenses - Amended	3
Personal Effects	3
Primary and Noncontributory If Required by a Written Contract or Written Agreement	6
Rental Reimbursement Coverage	4
Supplementary Payments - Amended:	
• Bail Bonds up to \$5,000	3
• Loss of Earnings up to \$500/Day	3
Temporary Substitute Vehicle Physical Damage	2
Towing	3
Transportation Expense Limits – Amended	3
Unintentional Failure to Disclose Hazards	6

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO ENHANCEMENT EDGE ENDORSEMENT

This endorsement modifies the insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to the coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement. The SECTIONS of the Business Auto Coverage Form identified in this endorsement will be amended as shown below.

SECTION I – COVERED AUTOS COVERAGE AMENDMENTS

A. Temporary Substitute Vehicle Physical Damage

SECTION I – COVERED AUTOS, C. Certain Trailers, Mobile Equipment And Temporary Substitute Autos is amended by adding the following:

If a covered “auto” you own is out of service because of its:

- a. Breakdown;
- b. Repair;
- c. Servicing;
- d. “Loss”, or
- e. Destruction;

the Physical Damage Coverages provided by the Business Auto Coverage Form for that disabled covered “auto” are extended to any “auto” you do not own while used with the permission of its owner as a temporary substitute for the covered “auto” that is out of service.

SECTION II – COVERED AUTOS LIABILITY COVERAGE AMENDMENTS

A. Who Is An Insured

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured is amended to add:

- d. Any legally incorporated subsidiary of yours in which you own more than 50% of the voting stock on the effective date of this coverage form.

However, “insured” does not include any subsidiary of yours that is an “insured” under any other automobile liability policy or would be an “insured” under such policy but for termination of such policy or the exhaustion on such policy’s limits of insurance.

- e. Any organization which is newly acquired or formed by you and over which you maintain majority ownership. However, coverage under this provision:

- (1) is afforded only for the first 180 days after you acquire or form the organization or until the end of the policy period, whichever comes first;
- (2) does not apply to “bodily injury” or “property damage” that results from an “accident” that occurred before you formed or acquired the organization;
- (3) does not apply to any newly acquired or formed organization that is a joint venture or partnership; and
- (4) does not apply to an “insured” under any other automobile liability policy or would be an “insured” under such a policy but for termination of such policy or the exhaustion of such policy’s limits of insurance.

- f. Any “employee” of yours is an “insured” while using a covered “auto” you don’t own, hire or borrow in your business or your personal affairs.

- g. Any “employee” of yours is an “insured” while operating a covered “auto” hired or rented under a contract or agreement in the “employee’s” name, with your permission, while performing duties related to the conduct of your business.

B. Blanket Additional Insured

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 1. Who Is An Insured, paragraph c. is amended to add the following:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the “bodily injury” or “property damage” occurs and that is in effect during the policy period, to be named as an additional insured is an “insured” for Liability Coverage, but only for damages to which this insurance applies and only to the extent that persons or organization qualifies as an “insured” under the Who Is An Insured provision contained in Section II.

C. Liability Coverage Extensions – Supplementary Payments

SECTION II – COVERED AUTOS LIABILITY COVERAGE, A. Coverage, 2. Coverage Extensions, a. Supplementary Payments is amended by replacing subparagraphs (2) and (4) with the following:

- (2) Up to \$5,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an “accident” we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the “insured” at our request, including actual loss of earnings up to \$500 a day because of time off from work.

D. Fellow Employee Coverage

SECTION II – COVERED AUTOS LIABILITY COVERAGE, B. Exclusions, 5. Fellow Employee, the following is added:

Co-Employee Reimbursement	Lawsuit	Defense	Cost
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If a suit seeking damages for “bodily injury” to any fellow “employee” of the “insured” arising out of and in the course of the fellow “employee’s” employment or while performing duties related to the conduct of your business, or a suit seeking damages brought by the spouse, child, parent, brother or sister of that fellow “employee”, is brought against you, we will reimburse reasonable costs that you incur in the defense of such matters. Any reimbursement made pursuant to this sub-section will be in addition to the limits of liability set forth in the Declarations.

SECTION III – PHYSICAL DAMAGE COVERAGE AMENDMENTS

A. Towing

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 2. Towing, is amended by adding the following:

2. Towing

We will pay up to \$250 for towing and labor costs incurred each time a covered “auto” is disabled. However, the labor must be performed at the place of disablement. This \$250 limit is reduced by any applicable towing limit shown in the declarations.

Regardless of the number of disablements, the maximum amount we will pay under this endorsement for all towing and labor costs combined during any one year is \$2,500.

B. Transportation Expense – Limits Amended

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, a. Transportation Expenses is amended by replacing \$20 per day/\$600 maximum limit with \$50 per day/\$1000 maximum.

C. Hired Auto Physical Damage – Loss Of Use Expenses – Limits Amended

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions, b. Loss of Use Expenses is amended by replacing the \$20 per day/\$600 maximum limit with \$50 per day/\$750 maximum limit.

D. Personal Effects Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions is amended by adding the following:

c. Personal Effects

We will pay up to \$500 for “loss” to personal effects, which are:

- (1) Owned by an “insured”; and
- (2) In or on your covered “auto.”

This coverage applies only in the event of the total theft of your covered “auto.” No deductible applies to this coverage.

E. Glass Repair – Deductible Waiver

SECTION III – PHYSICAL DAMAGE COVERAGE,
A. Coverage, 3. Glass Breakage – Hitting A Bird Or Animal – Falling Objects Or Missiles, is amended by adding the following:

No deductible will apply to glass breakage if such glass is repaired, in a manner acceptable to us, rather than replaced.

F. Hired Auto Physical Damage

SECTION III – PHYSICAL DAMAGE COVERAGE,
A. Coverage is amended by adding the following:

5. Hired Auto Physical Damage

If hired “autos” are covered “autos” for Liability Coverage and if Comprehensive, Specified Causes of Loss, or Collision coverages are provided under this coverage form for any “auto” you own, then the Physical Damage Coverages provided are extended to “autos” you hire of like kind and use, subject to the following:

- a. The most we will pay for any one “loss” is \$50,000 or the actual cash value or cost to repair or replace, whichever is less, minus a deductible;
- b. The deductible will be equal to the largest deductible applicable to any owned “auto” for that coverage. Any Comprehensive deductible does not apply to “loss” caused by fire or lightening;
- c. Hired Auto Physical Damage coverage is excess over any other collectible insurance; and
- d. Subject to the above limit, deductible and excess provisions we will provide coverage equal to the broadest coverage applicable to any covered “auto” you own.

If a limit for Hired Auto Physical Damage is indicated in the Declarations, then that limit replaces, and is not added to, the \$50,000 limit indicated above.

G. Rental Reimbursement

SECTION III – PHYSICAL DAMAGE COVERAGE
A. Coverage, is amended by adding the following:

6. Rental Reimbursement

This coverage applies only to a covered “auto” of the private passenger or light truck type as follows:

- a. We will pay for rental reimbursement expenses incurred by you for the rental of a private passenger or light truck type “auto” because of “loss” to a covered private passenger or light truck type “auto”. Payment applies in addition to the otherwise applicable amount of each coverage you have on a covered private passenger or light truck type “auto.” No deductibles apply to this coverage.
- b. We will pay only for those expenses incurred during the policy period beginning 24 hours after the “loss” and ending, regardless of the policy’s expiration, with the lesser of the following number of days:
 - (1) The number of days reasonably required to repair or replace the covered private passenger or light truck type “auto”. If “loss” is caused by theft, this number of days is added to the number of days it takes to locate the covered private passenger or light truck type “auto” and return it to you; or
 - (2) 30 days.
- c. Our payment is limited to the lesser of the following amounts:
 - (1) Necessary and actual expenses incurred, or
 - (2) \$50 per day, up to a maximum of \$1,000.

- d. This coverage does not apply while there are spare or reserve private passenger or light truck type "autos" available to you for your operations.
- e. If "loss" results from the total theft of a covered "auto" of the private passenger or light truck type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided for under **SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage, 4. Coverage Extensions.**

For the purposes of this Rental Reimbursement coverage, light truck is defined as a truck with a gross vehicle weight of 10,000 lbs. or less as defined by the manufacturer as the maximum loaded weight the auto is designed to carry.

H. Accidental Airbag Deployment Coverage

SECTION III – PHYSICAL DAMAGE COVERAGE, A. Coverage is amended by adding the following:

7. Accidental Airbag Deployment Coverage

We will pay to reset or replace factory installed airbag(s) in any covered "auto" for accidental discharge, other than discharge due to a collision loss.

This coverage is applicable only if comprehensive coverage applies to the covered "auto".

This coverage is excess over any other collectible insurance or reimbursement by manufacturer's warranty.

I. Auto Loan/Lease Gap Coverage

SECTION III PHYSICAL DAMAGE COVERAGE, Item A., Coverage, is amended by adding the following:

8. Auto Loan/Lease Gap Coverage

This coverage applies only to a covered "auto" described or designated in the Schedule or in the Declarations as including physical damage coverage.

In the event of a covered total "loss" to a covered "auto" described or designated in the Schedule or in the Declarations, we will pay any unpaid amount due on the lease or loan for a covered "auto" less:

- a. The amount paid under the Physical Damage Coverage Section on the policy; and
- b. Any:
 - (1) Overdue lease/loan payments at the time of the "loss";

- (2) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (3) Security deposits not returned by the lessor;
- (4) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (5) Carry-over balances from previous loans or leases.

J. Audio, Visual and Data Electronic Equipment – Limit Amended

SECTION III - PHYSICAL DAMAGE COVERAGE, C. Limits of Insurance, 1.b. is amended by replacing the \$1000 limit with a \$2,500 limit.

SECTION IV – BUSINESS AUTO CONDITIONS AMENDMENTS

A. Duties In The Event Of Accident, Claim, Suit Or Loss Amended

SECTION IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 2. Duties In The Event Of Accident, Claim, Suit Or Loss, a. is amended by adding the following:

This condition applies only when the "accident" or "loss" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership;
- (3) An executive officer or insurance manager, if you are a corporation; or
- (4) A member or manager, if you are a limited liability company.

But, this section does not amend the provisions relating to notification of police, protection or examination of the property which was subject to the "loss".

B. Blanket Waiver of Subrogation

Section IV – BUSINESS AUTO CONDITIONS, A. Loss Conditions, 5. Transfer of Rights of Recovery Against Others to Us, is amended by adding the following exception:

However, we waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

C. Unintentional Failure to Disclose Hazards

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 2. Concealment, Misrepresentation Or Fraud, is amended by adding the following paragraph:

If you unintentionally fail to disclose any hazards existing at the inception date of the policy, or during the policy period in connection with any additional hazards, we will not deny coverage under this Coverage Part because of such failure.

D. Employee Hired Auto

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance, paragraph **b.** is deleted and replaced by the following:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be a covered “auto” you own:

- (1)** Any covered “auto” you lease, hire, rent or borrow.
- (2)** Any covered “auto” hired or rented by your “employee” under a contract in that individual “employee’s” name, with your permission, while performing duties related to the conduct of your business.

However, any “auto” that is leased, hired, rented or borrowed with a driver is not a covered “auto”.

E. Primary and Noncontributory If Required By Written Contract or Written Agreement

SECTION IV – BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance c., the following is added and supersedes any provision to the contrary:

This Coverage Form’s Covered Autos Liability Coverage is primary to and will not seek contribution from any other insurance available to an “insured” under your policy provided that:

- (1)** Such “insured” is a Named Insured under such other insurance; and
- (2)** You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to such “insured”.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL LIABILITY UMBRELLA COVERAGE PART

The following is added to **Section IV – Conditions – 5. Other Insurance** and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.
- (3) The order of payment specified by this endorsement only applies to the extent permitted by law.

The following is added to:

SECTION II – LIMITS OF INSURANCE

For the purposes of this endorsement only, we will not pay more on behalf of the additional insured and the lesser of:

1. The minimum limits of insurance required in a written contract on a primary and non-contributory basis for such additional insured, but only to the extent the required Limits of Insurance are in excess of the “underlying insurance,” or
2. The Limits of Insurance available after the payment of “ultimate net loss” on any insured’s behalf from any claim or “suit”.

This provision is included within and does not act to increase the limit of insurance stated in the Declarations.

Coverage will not be broader than the coverage provided by the underlying insurance listed in the “Schedule of Underlying Coverages.”

Spokane Park Board

Briefing Paper



Committee	Finance			Committee meeting date: Sept. 8, 2026
Requester	Rich Lentz			Phone number: 509-625-6544
Type of agenda item	☐ Consent ☐ Discussion ☐ Information ☒ Action			
Type of contract/agreement	☒ New ☐ Renewal/ext. ☐ Lease ☐ Amendment/change order ☐ Other			
City Clerks file (OPR or policy #)	Prior OPR = OPR 2023-1308			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	N/A		Master Plan Priority Tier: N/A (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / \$62,864.83 plus tax			
Begin/end dates	Begins: 01/01/2027		Ends: 12/31/2031	☐ 06/01/2525
Background/history: In 2017, through a competitive process, CivicPlus was selected as the Spokane Parks and Recreation Division's Recreation Management Software (RMS). The most recent agreement was a one-year renewal through the end of 2026. This action item is to approve a new 5-year contract. Parks desires to enter into a new contract with CivicPlus to continue RMS software using the specific software product commonly known as CivicRec. This software is used for the registration of all recreational classes and programs as well as park and field facility reservations. This software has been well-received with users, and staff alike.				
Motion wording: Approval of a new 5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / 62,864.83 plus tax				
Approvals/signatures outside Parks: ☒ Yes ☐ No If so, who/what department, agency or company: CivicPlus Name: Amy Vikander Email address: contractsrequest@civicplus.com Phone:				
Distribution: IT - Peggy Lund - klund@spokanecity.org Parks – Accounting Parks – Sarah Deatrich Requester: Rich Lentz Grant Management Department/Name:				
Fiscal impact: ☒ Expenditure ☐ Revenue Amount: \$62,864.83 plus tax Budget code: 1400-30210-76101-54820				
Vendor: ☒ Existing vendor ☐ New vendor Supporting documents: ☐ Quotes/solicitation (RFP, RFQ, RFB) ☐ Contractor is on the City's A&E Roster - City of Spokane ☒ UBI: 602-828-967 Business license expiration date: 5/31/27 ☐ W-9 (for new contractors/consultants/vendors) ☐ ACH Forms (for new contractors/consultants/vendors) ☒ Insurance Certificate (min. \$1 million in General Liability)				



City of Spokane

CONTRACT

Title: **RECREATION MANAGEMENT SOFTWARE**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **CIVICPLUS, LLC**, whose address is 302 South 4th Street, Suite 500, Manhattan, Kansas 66501, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. **PERFORMANCE**. The Company will provide Recreation Management Software, Maintenance and Support, in accordance with Company's Quote No. Q-145566-1, attached as Exhibit B, under TIPS Contract No. 220105. In the event of a discrepancy between the documents this City Contract controls.
2. **CONTRACT TERMS**. The Contract shall begin January 1, 2027, and run through December 31, 2031, unless amended by written agreement or terminated earlier under the provisions.
3. **COMPENSATION**. The City shall pay the Company a maximum amount not to exceed **THREE HUNDRED THIRTY-THREE THOUSAND SEVEN HUNDRED FIFTY-SEVEN AND 94/100 DOLLARS (\$333,757.94) plus tax if applicable**, payable as follows for everything furnished and done under this Contract for the work described in Section 1 above and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Contract.

Year 1	\$62,864.83
Year 2	\$64,750.78
Year 3	\$66,693.30
Year 4	\$68,694.10
Year 5	\$70,754.93

4. **PAYMENT**. The Company shall send its application for payment to City of Spokane Information Technology Division, itadmin@spokanecity.org, Attn: Stephen Williams. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.
5. **COMPLIANCE WITH LAWS**. Each party shall comply with all applicable federal, state, and local laws and regulations.

6. ASSIGNMENTS. This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent. Such consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Company may assign this Contract upon a merger or sale of a majority of its assets.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

8. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Contract.

9. TERMINATION. Either party may terminate this Contract by thirty (30) days' written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

10. INSURANCE. During the period of the Agreement, the company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

- A. **Workers' Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide Worker's Compensation coverage for all their subject workers and **Employers Liability Insurance (Stop Gap)** in the amount of \$1,000,000.

Note: Workers Compensation may not be listed on the COI since WA businesses are required to obtain through L & I. Employers Liability or Stop Gap is separate coverage and can be found under the GL or in the Workers Compensation section on COI.

- B. **General Liability Insurance** on an occurrence basis, of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.
 - i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverage limits required in this Agreement; and
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles as applicable; and
- D. **Cyber/Technology Errors and Omissions Insurance**, which includes cyber insurance coverage, with limits of at least \$5,000,000 per claim and in the aggregate.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to

the City. Except with regard to Professional Liability (when required) and Worker's Compensation Insurance, each of the policies shall endorse the City of Spokane as an "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City.

11. **INDEMNIFICATION.** The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

12. **DEBARMENT AND SUSPENSION.** The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

13. **SEVERABILITY.** In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. **STANDARD OF PERFORMANCE.** The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. **NONDISCRIMINATION.** No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Company.

16. **BUSINESS REGISTRATION REQUIREMENT.** Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting

the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

17. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

CIVICPLUS, LLC

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:
Exhibit A – Certificate Regarding Debarment
Exhibit B – Company's Quote No. Q-145566-1

EXHIBIT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
 2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print)	Signature
Title of Certifying Official (Type or Print)	Date (Type or Print)

EXHIBIT B

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-145566-1
7/28/2026 2:16 PM

9/21/2026

Client:
City of Spokane, WA

Bill To:
SPOKANE CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Maggie Brown		maggie.brown@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Recreation Management Annual Renewal	Recreation Management Annual Fee	5.0000	USD 39,940.76
1.00	Recreation Management AudioEye Enterprise Renewal	AudioEye Enterprise for Recreation Management	72.0000	USD 7,411.89
1.00	Recreation Management External Processor Activity Fee Renewal	Annual maintenance and support fee for external processors	19.9837	USD 15,512.18

Initial Term	1/1/2027 - 12/31/2031, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 62,864.83	USD 0.00	USD 62,864.83
Year Two	USD 64,750.78		USD 64,750.78
Year Three	USD 66,693.30		USD 66,693.30
Year Four	USD 68,694.10		USD 68,694.10
Year Five	USD 70,754.93		USD 70,754.93
Subtotal			USD 333,757.94

Annual Recurring Services Starting Year 6		USD 72,877.57
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift	3% to be applied in year 2	

This Statement of Work ("SOW") shall be subject to the terms and conditions of The Interlocal Purchasing System Contract #220105 ("TIPS Contract #220105"), being associated with this agreement guarantees that the Customer is receiving the minimum discount of 5%, and the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-145566-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

Garett Jones

Printed Name:

Director - Parks & Recreation

Title:

Date:

By (please sign):

Amy Vikander

Printed Name:

Title:

Date:

City of Spokane

Organization Legal Name:

Donald Coley

Billing Contact:

Accountant

Title:

509-625-6209

Billing Phone Number:

eraparksap@spokanecity.org

Billing Email:

808 W Spokane Falls Blvd, Spokane, WA 99201

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

License Information:

New searchBack to results

Entity name:CIVICPLUS, LLC

Business name:CIVICPLUS

Entity type:Limited Liability Company

UBI #:602-828-967

Business ID:001

Location ID:0001

Location:Active

Location address:302 S 4TH ST
STE 500
MANHATTAN KS 66502-6410

Mailing address:302 S 4TH ST
STE 500
MANHATTAN KS 66502-6410

Excise tax and reseller permit status:

Click here

Secretary of State information:

Click here

Endorsements

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Bellingham General Business	080771			Active		Feb-20-2026
Burien General Business - Non-Resident				Active	May-31-2027	May-16-2025
Federal Way General Business - Non-Resident				Active	May-31-2027	Sep-01-2020
Issaquah General Business - Non-Resident				Active	May-31-2027	Apr-23-2019
Kirkland General Business - Non-Resident	OBL28216			Active	May-31-2027	Jun-15-2018
Lacey General Business - Non-Resident	181909			Active	May-31-2027	Aug-29-2019
Lakewood General Business - Non-Resident				Active	Jan-31-2027	Jan-23-2026
Mercer Island General Business - Non-Resident	211321			Active	May-31-2027	Jan-03-2022
Mountlake Terrace General Business - Non-Resident				Active	May-31-2027	Jun-04-2025



Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Redmond General Business - Non-Resident	RED18-000656			Active	May-31-2027	Jun-15-2018
Spokane General Business - Non-Resident				Active	May-31-2027	Feb-08-2018
Washougal General Business - Non-Resident				Active	May-31-2027	Apr-25-2019

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CP PATTI, LLC	
MORGAN, STANLEY	

Registered Trade Names

Registered trade names	Status	First issued
CIVICPLUS	Active	Feb-04-2019

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time: 9/8/2026 9:39:07 AM

[Contact us](#)

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[Take our survey!](#)

Don't see what you expected?
[Check if your browser is supported](#)





CIVILLC-03

HEATHERMAGUIRE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP Property & Casualty Services, Inc. 45 Executive Drive Plainview, NY 11803	CONTACT NAME:	
	PHONE (A/C, No, Ext): (516) 327-2700	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED ArchiveSocial, LLC 302 S 4th St Ste 500 Manhattan, KS 66502-6410	INSURER A : Evanston Insurance Company	NAIC # 35378
	INSURER B : Fortegra Specialty Insurance Company	16823
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Liability			MKLV1PCY000375	5/17/2026	5/17/2027	Limit 5,000,000
B	Excess Cyber Liab			C-4MA7-206591-CEPSME-2026	5/17/2026	5/17/2027	Limit 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Spokane are included as Additional Insured as required by written contract subject to the policy terms and conditions. Coverage is Primary and Non-Contributory as required by written contract subject to the policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Spokane 808 W Spokane Falls Blvd Spokane, WA 99201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 32 Old Slip 29th Fl New York NY 10005	CONTACT NAME: Tyler Takahashi PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: Tyler.Takahashi@alliant.com
INSURED CivicPlus, LLC and its direct and indirect subsidiaries 302 S. 4th Street Suite 500 Manhattan KS 66502	INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Compan INSURER B: Continental Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 795855070**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:	Y		7092029663	5/17/2026	5/17/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		7092022602	5/17/2026	5/17/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000	Y		7092030120	5/17/2026	5/17/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	7092032580 7092031056	5/17/2026 5/17/2026	5/17/2027 5/17/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The deductibles/Self Insured Retentions are \$0 for those policies not specified above.

WC - 7092032580 - CA
WC - 7092031056 - AOS

The City of Spokane is included as an Additional Insured as respects to General Liability, Auto Liability and Umbrella/Excess Liability.

CERTIFICATE HOLDER**CANCELLATION**City of Spokane
808 W Spokane Falls Blvd
Spokane WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Spokane Park Board

Briefing Paper



Committee	Finance			Committee meeting date: August 11, 2026
Requester	Jonathan Moog		Phone number: (509) 625-6243	
Type of agenda item	☐ Consent ☐ Discussion ☐ Information ☒ Action			
Type of contract/agreement	☒ New ☐ Renewal/ext. ☐ Lease ☐ Amendment/change order ☐ Other			
City Clerks file (OPR or policy #)	OPR 2022-0560			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal K, Objective 1	Master Plan Priority Tier: (pg. 171-175)	First Tier	
Item title: (Use exact language noted on the agenda)	Memorandum of Understanding with the Friends of Riverfront Park			
Begin/end dates	Begins: 09/14/2026	Ends: 09/13/2029	☐ 06/01/2525	
Background/history: The first memorandum of Understanding (MOU) with Friends of Riverfront Park was established in July 2022 and expired July 2025. This MOU establishes a formal relationship the the Friends of Riverfront Park to coordinate fundraising, projects, and volunteer activities within Riverfront Park.				
Motion wording: Approve Memorandum of Understanding with Friends of Riverfront Park.				
Approvals/signatures outside Parks: ☐ Yes ☒ No If so, who/what department, agency or company: Friends of Riverfront Park Name: Jennifer Ogden Email address: jlmogden@earthlink.net Phone: 509-280-7928				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Jonathan Moog Grant Management Department/Name:				
Fiscal impact: ☐ Expenditure ☒ Revenue Amount: Budget code: Not Applicable				
Vendor: ☒ Existing vendor ☐ New vendor Supporting documents: ☐ Quotes/solicitation (RFP, RFQ, RFB) ☐ Contractor is on the MRSC Roster - City of Spokane ☒ UBI: 604-882-369 Business license expiration date: 3/31/27 ☐ W-9 (for new contractors/consultants/vendors) ☐ ACH Forms (for new contractors/consultants/vendors) ☐ Insurance Certificate (min. \$1 million in General Liability)				



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SPOKANE
AND
THE FRIENDS OF RIVERFRONT PARK,**

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made by and between the City of Spokane Parks and Recreation Division ("**PARKS**"), a Washington State municipal corporation, located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, and the Friends of Riverfront Park, ("**FRFP**"), a Washington nonprofit corporation established pursuant to RCW 24.03A and located at P.O. Box 10421, Spokane, WA 99209, hereinafter the "Parties".

WHEREAS, PARKS owns or operates and maintains real estate, buildings and other recreational and entertainment facilities, and operates a wide variety of programs and services under the auspices of the Spokane Park Board and pursuant to Article V of the Spokane City Charter; and such facilities include Riverfront Park in the City's downtown core, and

WHEREAS, FRFP's purpose is to provide fundraising and volunteer assistance, as requested by PARKS, in furthering the development, growth and excellence of Riverfront Park; and

WHEREAS, FRFP wishes to support PARKS' vision and mission and has the opportunity, made possible by FRFP's association with 501(c)(3) tax-exempt organizations, to accomplish more than public funding allows; and

WHEREAS, FRFP will complement and augment PARKS' advocacy and fundraising efforts to attract private philanthropic support from individuals and organizations in the form of volunteerism and financial contributions to benefit Riverfront Park; and

WHEREAS, PARKS is willing to assist FRFP in its fundraising activities and foster success by providing access to PARKS' resources that will benefit projects that the FRFP wish to pursue for Riverfront Park; and

WHEREAS, FRFP wishes to assure PARKS that it will operate effectively and responsibly with the reasonable expectations of both public and private interests on behalf of PARKS;

WHEREAS, PARKS has established a Friends of Parks Program as detailed in City of Spokane Parks and Recreation Division "Adopt a Park" and "Friends of Parks" Program Policies and Procedures, a copy and the requirements of which are attached as Attachment A hereto and incorporated in this MOU ("Friends of Parks Program"); and

WHEREAS, FRFP wishes to participate in the Friends of Parks Program;

Now, Therefore, the Parties agree as follows:

Section 1. Role of FRFP. FRFP represents and acknowledges the following with regard to its operation and purposes:

- A. FRFP will work with PARKS to solicit donations, recruit, manage and coordinate volunteer services for Riverfront Park in compliance with this Memorandum and PARKS' policies and project requirements.
- B. FRFP will support and ensure that its fundraising activities are consistent with PARKS' vision, mission and goals for Riverfront Park, and its work will be compatible with these interests and goals, and it will support PARKS' master plan for Riverfront Park.
- C. A major purpose of FRFP shall be to solicit and secure privately-raised funds to Riverfront Park for the benefit of PARKS' programs. FRFP may direct funds to Riverfront Park to support capital projects, programs, activities and general needs of Riverfront Park.
- D. The FRFP shall recruit, manage and coordinate volunteer services in such a manner as to maintain full compliance with PARKS' policies and project requirements. All volunteer coordination shall be pre-approved and coordinated with Riverfront Park staff.
- E. FRFP will provide the opportunity to involve community leaders in an advisory board to serve Riverfront Park Committee of the Spokane Park Board and Park Staff as requested by PARKS.
- F. Within five (5) years of formation, FRFP shall comply with the Charities Review Council's Accountability Standards (Attachment 1) to ensure best practices in nonprofit governance and management, as well as to inspire the public's trust and confidence.
- G. FRFP shall review and discuss PARKS' funding needs and priorities and shall not solicit or accept gifts that are inconsistent with the vision, goals and objectives of PARKS.
- H. FRFP will coordinate with PARKS staff on all projects and plans funded by its privately-raised funds. FRFP acknowledges and agrees that Park Board approval shall be secured in advance of all such capital projects. Any capital project campaign recommendation made to PARKS shall include comprehensive information pertaining to construction, maintenance, and operation requirements; restrictions; and warranties.
- I. FRFP, or its fiscal sponsor, shall upon request reimburse PARKS for any reasonable expenditure on goods of value made available by PARKS for the benefit of FRFP in such forms and sums as all parties agree are appropriate.
- J. FRFP shall arrange with private legal entity (or entities) separate from the City of Spokane and PARKS, to act as fiscal sponsor(s) of FRFP until FRFP is able to obtain its own tax-exempt 501(c)(3) designation, in order to ensure that all gifts and bequests received may qualify as deductible, charitable contributions for the donor. At PARKS' request, FRFP shall arrange for biennial upon request auditing of its

books and records by a firm of certified accountants. Copies of the audited financial statements and current list of AGC officers, directors or trustees shall be made available to PARKS upon request.

- K. FRFP will not interfere with PARKS' day-to-day operations.
- L. During the term of this Memorandum (and any extension thereof) FRFP shall maintain its corporate nonprofit status in good standing with the State of Washington, and shall comply with all state laws with respect to charitable solicitations. Within three (3) years of the date of this Memorandum, FRFP shall secure designation as a tax-exempt 501(c)(3) organization. Once FRFP secures designation as a tax-exempt 501(c)(3) organization, it shall maintain such designation under state and federal income tax laws to ensure that gifts and bequests received by the FRFP may qualify as deductible, charitable contributions for the donor.
- M. FRFP will perform all of its commitments and obligations under this Memorandum in accordance with all laws applicable to its activities, and FRFP shall not engage in any fundraising activities on PARKS' behalf until receipt of and compliance with all required permits, registrations, and approvals.

Section 2. Role of PARKS. While this Memorandum is in effect, and so long as the FRFP complies with all provisions of this Memorandum:

- A. PARKS may work independently, and also with FRFP, to solicit donations, recruit, manage and coordinate volunteer services for PARKS in compliance with this MOU and PARKS' policies and project requirements. The Parties acknowledge that PARKS may solicit donations, and recruit, manage and coordinate volunteer services to benefit PARKS independent of the arrangement with FRFP outlined in this Memorandum.
- B. In connection with FRFP's fundraising activities on behalf of PARKS, FRFP will have the right to use Riverfront Park's name and images.
- C. PARKS may provide FRFP with assistance in FRFP activities at the discretion of the Director of PARKS, and consistent with what is permitted under state and federal law.
- D. PARKS may, but is not required to, notify FRFP or its fiscal sponsors of potential donations and provide information necessary to determine the best methods for securing the donations when PARKS becomes aware of donations, actual or potential, intended to benefit PARKS. PARKS and FRFP may collaborate in pursuing such donations so as to maximize the benefit to PARKS. Any direct cost related to acquiring the donation shall be the responsibility of FRFP. For example, PARKS may use point of sale software to solicit donations for FRFP. FRFP shall pay for the merchant ID account.
- E. PARKS may also refer volunteers to FRFP who express interest in volunteering or fundraising on behalf of Riverfront Park. PARKS may provide a link to FRFP website from PARKS official website and other promotional mention as agreed by both parties.
- F. PARKS may present FRFP with an annual list of private funding needs and

priorities for discussion from which FRFP may make suggestions and choose to actively seek and accept funds on PARKS' behalf, subject to the terms of this Memorandum.

- G. PARKS will expend all funds, once accepted and received, in accordance with PARKS' policies, in adherence with the general charitable purposes of FRFP, and in conformance with any restrictions imposed by the donor or FRFP as to the use or purpose of specific funds.
- H. Upon written request, PARKS may provide timely and accurate information to FRFP regarding funding needs, expenditure of funds, program-related outcomes and outputs, and other data assistance to FRFP applicable to FRFP's role under this Memorandum as it plans projects and fundraising activities, solicits and acknowledge donors, and prepares websites or annual report content, etc.
- I. PARKS may provide a non-voting staff liaison to represent PARKS in all matters and dealings with FRFP. This liaison may attend official meetings of FRFP.
- J. PARKS may recognize gifts received from or through FRFP via appropriate signage at related Riverfront Park events, and will recognize gifts received from or through FRFP in its annual report, subject only to donor restrictions on public disclosure of the sources of gifts.
- K. PARKS agrees to provide meeting space at no cost to FRFP for the purposes of holding administrative meetings. Availability of space, date and time shall be mutually agreeable to both parties.
- L. PARKS agrees to provide rental spaces for the purposes of hosting fundraising activity that benefits PARKS. Venue rental cost shall be discounted fifty percent (50%) from current approved rates and FRFP to pay all direct labor and materials cost associated with the rental. All other venue policies, fees and exclusions apply.

Section 3. Mutual commitments. Except as may otherwise be provided herein, the Parties to this Memorandum shall be solely responsible for any cost incurred in fulfilling their respective roles under this Memorandum.

Section 4. Insurance. FRFP shall obtain and maintain general liability insurance and directors' and officers' liability insurance at a reasonable and appropriate amount as determined by the FRFP Board, but in no case shall such coverage be less than \$2 million per occurrence, naming PARKS and its officers, employees, and agents as additional insured. FRFP shall annually provide the City Parks and Recreation Department a Certificate of Insurance (COI) as documentation of its compliance with this Section.

Section 5. Accountability and Stewardship. As PARKS and FRFP want to maintain the highest levels of accountability and stewardship, FRFP agrees to share information with PARKS as reasonably requested, develop reporting processes and institute compliance and auditing procedures that ensure donated funds are accounted for, expenditures are made in accordance with donors' wishes and reports are made to donors on the use of such funds. FRFP shall maintain financial records in accordance with Generally Accepted Accounting Principles and any other standards generally applicable to charitable fundraising entities. Copies of FRFP's financial statements and a current list of FRFP's officers and trustees shall be made available to PARKS upon request. FRFP will permit, upon reasonable notice, authorized PARKS officials or their designees to inspect all FRFP books and records, except to the extent the inspection violates rights to privacy or confidential donor information. PARKS shall be entitled to conduct compliance

reviews of the use of donated funds to ensure that dispositions of donated funds have complied with the purposes and restrictions set forth by the donors. Funds received on PARKS' behalf shall only be accounted for as gifts where the appropriate donor intent is present. Amounts received solely in exchange for services or property shall not be accounted for as gifts.

Section 6. Donations. Pursuant to the terms of this Memorandum, PARKS may request, and FRFP may agree, to solicit and collect donations to support, enhance and promote PARKS. Donations collected by FRFP are either "Restricted Donations" or "Unrestricted Donations" as these terms are defined herein. The collection, stewardship and allocation of donations will be carried out in a manner specific to the assigned category of each donation.

6.1 Restricted Donations. Restricted Donations are donations PARKS requests FRFP to solicit and receive for specific programs or projects and/or donations to FRFP on PARKS' behalf that have been designated for a specific program or project by the donor. Special conditions placed on the donation by the donor must be accepted in advance of receipt by PARKS. At least annually, FRFP shall advise PARKS of the Restricted Donations available for use by PARKS, including any expressions of donor intent which limit the use of any such funds. PARKS and FRFP will jointly identify projects, programs, or any other use of such funds that conform to donor intent. So long as both the FRFP and the City Director of PARKS agree that a project, program, or use conforms to donor intent, PARKS shall have the right to select the project, program or use to which such Restricted Donations are to be applied. After the project, program or other use of such funds have been determined, PARKS will invoice FRFP for the Restricted Donations. FRFP will pay such invoice via direct deposit/ACH within thirty (30) days after receipt of such invoice, except as provided by state law.

6.2 Unrestricted Donations. Unrestricted Donations are donations to FRFP the donor designates for PARKS, but are not designated by the donor to be used for a specific program or project within PARKS. Without prior approval by City, FRFP may recruit, manage and coordinate volunteer services in connection with the solicitation and collection of Unrestricted Donations, so long as such activities are at no cost to PARKS. Upon request of PARKS, FRFP will release Unrestricted Donations to PARKS.

6.3 Donor Communication. In soliciting donations for PARKS, FRFP agrees to make the following clear to prospective donors:

- A. FRFP is a separate legal and tax entity organized for supporting the maintenance, beautification and programming of Riverfront Park and PARKS and plans for the park. FRFP will encourage voluntary, private gifts, trusts, and bequests for the benefit of Riverfront Park and PARKS.
- B. Responsibility for governance of the FRFP resides with the FRFP Board of Directors.
- C. Gifts made to FRFP for a designated purpose – *i.e.*, Restricted Donations - will be dedicated in their entirety to that purpose without a fee of any kind unless, by separate agreement between PARKS and FRFP, an administrative fee has been specified for a specific project; provided, it is anticipated that absent such a separate agreement regarding a specific fundraising campaign, FRFP will not retain a fee of any kind from the donations it receives on PARKS' behalf. Provided nothing herein shall prevent third party fiscal agents of FRFP from retaining fees in their ordinary course. Nothing in this section shall be deemed to prevent FRFP from deducting its actual and documented third-party costs associated with any gift.

- D. FRFP shall keep donors informed on a timely basis regarding accomplishment of gift purpose.

6.4 Conditions of Gift Acceptance. FRFP agrees that in accepting gifts for Riverfront Park and PARKS, it will:

- A. Advise donors that any restrictive terms and conditions they attach to gifts for PARKS are subject to PARKS approval and its policies and procedures covering "Sponsorships, Donations, Naming Recognition of Parks and Recreation Areas or Facilities" (Attachment B).
- B. Ensure that gifts designated for specific purposes follow PARKS' master plans, vision, mission and philosophy.
- C. Ensure, through PARKS' staff, that gifts are promptly reported to and approved for acceptance by the Park Board.
- D. Coordinate FRFP's funding goals, programs and campaigns with PARKS.
- E. Any gift, grant, or contract that includes a financial or contractual obligation binding upon PARKS must have prior concurrence in writing from the Park Board or its designee

Section 7. Notice of Non-Compliance – Opportunity to Cure. In the event of non-compliance with any provision of this Memorandum, the non-breaching party shall notify the other party in writing of the event or practice the non-breaching party believes does not comply with this Memorandum. The other party shall, within thirty (30) days from receipt of the notice of non-compliance, either correct the non-compliance or show cause to the non-breaching party that the other party is in compliance. In the event the allegedly breaching party fails to comply within this time period, the non-breaching party may, at its option, terminate this Memorandum by providing written notice of such termination to the breaching party. In the event of termination under this Section 7, FRFP shall provide PARKS with an accounting of all funds held by FRFP, including any funds designated for PARKS by the donor, and such fund shall be disbursed to PARKS immediately.

Section 8. Termination. In addition to the method of termination provided for in Section 7, this Memorandum may be terminated by either party by delivering written notice of termination to the non-terminating party at least thirty (30) days prior to the effective date of any termination. In the event of termination, FRFP shall provide PARKS with an accounting of all funds restricted for PARKS' purposes in its possession and transfer those receipts, along with any restrictions thereon, to PARKS within thirty (30) days.

Section 9. Ownership/Use after Project Completion. All PARKS projects funded with donations raised by FRFP will be owned and maintained by PARKS and used according to PARKS' policies.

Section 10. Entire Agreement and Amendment. This Memorandum represents the Parties' entire agreement with respect to the matters specified herein. This Memorandum shall not be amended, altered, or otherwise changed except by written agreement signed by all parties, or their assignees or delegates.

Section 11. Anti-Kickback. No officer or employee of the City of Spokane, having

the power or duty to perform an official act or action related to this Memorandum shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Memorandum.

Section 12. Indemnification. Each party to this Memorandum shall be responsible for any and all acts and omissions of its own staff, employees, officers, agents and independent contractors. Each party shall furthermore defend and hold harmless the other party from any and all claims, damages, and liability, of whatever kind and nature, arising from, out of or in connection with the performance of the indemnifying party's obligations under this Memorandum.

Section 13. Nondiscrimination. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Memorandum because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. FRFP agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to FRFP.

Section 14. Governing Law and Venue. This Memorandum shall be governed by and construed under and in accordance with the laws of the State of Washington. Venue for any actions arising under this Memorandum shall be in the County of Spokane, Washington.

Section 15. Severability. Any provision of the Memorandum which is prohibited or unenforceable shall be ineffective only to the extent of the prohibition or unenforceability without invalidating the remaining provisions thereof.

Section 16. Attorney's Fees. In the event of litigation or arbitration over the terms or performance of this Memorandum, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Section 17. Mediation. Should any dispute arise out of or related to this Memorandum or its performance by the parties, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The parties shall select a mediator within ten (10) days of the notice by a party to mediate a claim. Mediation shall be concluded within sixty (60) days of the notice to mediate being made unless extended by the parties by mutual agreement. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution of the claim(s). The costs of mediation shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of obtaining attorney's fees and legal costs.

Section 18. Contact Information. Representatives and their contact information, for each party, are as follows:

- A. For the City's Parks and Recreation Division contact:
Director of Riverfront Park or his/her designee
808 W Spokane Falls Boulevard
Spokane, WA 99210
- B. For the FRIENDS OF RIVERFRONT PARK contact:
President, Friends of Riverfront Park, or his/her designee

PO Box 10421
Spokane WA 99209

Section 19. Assignment and Delegation. No party may assign its rights or delegate its duties created under this Memorandum without every other party's prior written consent, which the other parties may not unreasonably withhold; provided, without further consent of PARKS, FRFP may delegate certain of its obligations with respect to management and retention of donor funds to an established tax-exempt 501(c)(3) organization, consistent with state and federal law.

Section 20. Term. This Memorandum shall become effective upon execution by both parties and shall have an initial term of three (3) years, and may thereafter be renewed for additional three-year terms upon mutual consent of the Parties and approval of the Spokane Park Board, unless terminated earlier as provided in this Memorandum.

FRIENDS OF RIVERFRONT PARK

CITY OF SPOKANE
PARKS AND RECREATION DIVISION

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A – Friends of Parks Program

Attachment B – Sponsorships, Donations, Naming Recognition of Parks and Recreation Areas or Facilities

CITY OF SPOKANE PARKS AND RECREATION DIVISION DIVISION POLICY AND PROCEDURE	DEPT LGL
TITLE: “ADOPT A PARK” AND “FRIENDS OF PARKS” PROGRAM POLICIES AND PROCEDURES EFFECTIVE DATE: REVISION EFFECTIVE DATE:	

Appendix items are in progress.

1.0 GENERAL

1.1 PURPOSE

The Spokane Parks and Recreation Division “Adopt a Park” and “Friends of Parks” (the “Program”) is a public participation program of Spokane Parks and Recreation which encourages volunteer involvement and community service in support and enhancement of public parks under the control of Spokane Parks and Recreation. The purpose of this policy is to establish policies and procedures for participation in the Program.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

4.0 DEFINITIONS

- 4.1 “Adopt a Park” means a program where a group of volunteers commit to routine volunteer efforts to help care for a park; work could include routine clean-ups, tending to flowers/trees, trail maintenance, locking/unlocking facilities, or similar. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

- 4.2 “Director” means the Director of Parks and Recreation.
- 4.3 “Division” means the Spokane Parks and Recreation Department.
- 4.4 “Friends of group” or “Park Friends groups” means a program with all of the features of “Adopt a Park” plus additional responsibilities which may include fundraising, hosting events, joint vision-planning with the division, and/or similar approved activities. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).
- 4.5 “Program Agreement” means a contractual agreement (or Memorandum of Understanding/MOU) entered into and signed by a Division representative and the volunteer group’s representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.
- 4.6 “Program Coordinator” means a Division employee who manages the Program and provides liaison and support between the Division and the volunteer group’s leader and volunteers.
- 4.7 “Volunteer” means a registered, approved volunteer with Parks & Recreation acting on their own behalf and committed to completing approved tasks on a one-time or ongoing basis.

5.0 POLICY

5.1 Program Eligibility

- a) Volunteer organizations/groups are eligible to participate in the Program if the Division is satisfied that the group will fulfill its obligation under the Program in a safe and responsible manner and in harmony with the Division’s mission/vision and master plans and/or preferred plan for the park in question.
- b) Volunteer groups eligible to participate in the Program may be individuals, members or a sub-committee of neighborhood councils, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.
- c) Adopt a Park and Park Friends groups naming will be mutually-agreed upon by the group and the division. A volunteer group is not eligible to participate in the Program if its name:
 - i. Endorses or opposes a particular candidate for public office;

- ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or
 - iii. Includes a reference to a political party.
- d) Volunteer groups and/or individuals that have been denied participation in the Program due to a lack of compliance to a previous Program Agreement shall not be eligible to participate for a period of five years following the termination of the previous Program Agreement.
- e) Each volunteer group must have a designated representative/group leader who functions as the group's primary liaison with the Division. The group leader must be an adult (eighteen years of age or older).

5.2 Group Bylaws and Tax-Exempt Status for Park Friends groups.

- a) Only groups with organized structure via bylaws are eligible to participate in the Division's Park Friends groups. Adopt a Park groups are not required to have bylaws.
- b) Generally, the most successful Park Friends groups have a strong and broad charter from the start of their creation and have well drafted bylaws for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.
- c) Generally, bylaws include the group's name, their purpose, and membership criteria and define how the group aligns with the Division's mission and goals. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with the Division.
- d) The Parks divisions requires Park Friends groups to either obtain tax-exempt status, or utilize a non-profit fiscal sponsor to act as their agent and provide a written agreement with the fiscal sponsor as such. The division does not require Adopt a Park groups to obtain tax-exempt status, because they are not engaging in fundraising activities.
- e) The Appendix contains sample bylaws.

5.3 Program Agreement.

- a) In order to participate, eligible Adopt a Park and Park Friends groups must follow the Procedures in section 6.0. and be recognized through a Program Agreement.
- b) The Adopt a Park program requires a one-year commitment by groups, and Park Friends groups require a five-year commitment.

- c) Park Friends groups will maintain, at their own expense, general liability insurance on an occurrence basis, the specifics of which will be outlined in the Program Agreement. It shall provide that the City, its officers, and employees are additional insured but only with respect to Park Friends services to be provided under the Program Agreement. Park Friends groups may satisfy this requirement by providing a certificate naming the City as an additional insured under the Neighborhood Council's insurance policy with respect to matters covered in the Program Agreement if the Park Friends group acts as an official committee under the Neighborhood Council. Adopt a Park groups are not required to have general liability insurance.
- d) Volunteer groups and/or individuals may be denied participation in the program and/or have their agreement terminated due to a lack of compliance with policies, procedures, and/or the Program Agreement. The Program Agreement will outline termination clauses.
- d) Adopt a Park and Park Friends groups will follow all division and city policies, to include the sponsorship, naming, donation, and social media policies.

5.4 Service Opportunities and Projects.

- a) Adopt a Park and Park Friends groups work in collaboration with the division to find compatible goals and partnership opportunities. The following considerations form the basis for determining which projects the Division partners on with Adopt a Park and Park Friends groups:
 - i. Mission: Does the project meet the missions/goals/objectives of Parks & Recreation?
 - ii. Needs and Level of Service: Is it aligned with community desires and physical need, as outlined in our Master Plan?
 - iii. Park Conditions and Ongoing Sustainability: Does it target facilities in poor condition or out of service? Is the project sustainable?
 - iv. Equity Investment Zones: Does the project address social/health vulnerabilities or economic disparities?
 - v. Opportunities: Is there an opportunity to leverage funds or resources (combination of Park funds and Park Friends fundraising efforts)?
 - vi. Community Benefit: Does this project benefit the greater community or neighborhood (as opposed to special interests of individuals or smaller groups)?

- b) Groups will not complete any fundraising or work project without prior written approval by their staff liaison or the director. Projects may require written plans to be submitted by the group and may require additional steps like a traffic control or safety plan. Fundraising or work projects are defined as any maintenance, programming, or capital improvement to a park.
- c) Adopt a Park and Friends of groups should host at least two times per calendar year an event/activity. Additional events/service opportunities/projects can be completed as needed to support the park.

5.5 Group Leader.

- a) The Group Leader (as identified within the Friends group's bylaws or the Adopt a Park agreement) shall sign the Program Agreement and act as the group's primary liaison with the Division.
- b) The Group Leader is responsible for:
 - i) Serving as the communication point person with the Division's assigned staff liaison. Groups are required to keep open lines of communication. It is critical that groups and the division work, communicate, and collaborate as a team and operate with respect and professionalism;
 - ii) Ensuring that the group complies with the provisions of the Program Agreement;
 - iii) Ensuring that each volunteer receives the appropriate training;
 - iv) Submitting project request and records;
 - v) Ensuring that activities/events are conducted in a safe manner;
 - vi) Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;
 - vii) Filing all required reports and forms with the staff liaison; and
 - viii) Reporting any injuries incurred by volunteers during activities/events to the staff liaison and communicating with the staff liaison as necessary to ensure smooth conduct of the program.

5.6 Program Support.

- a) Adopt a Park and Park Friends groups will be supported by their Program Coordinator (staff liaison) and other members of the division, which may include: coordination of shared resources; marketing support and event promotion (i.e. graphic design and press release assistance, social media sharing); opportunities to participate and present to the Development and Volunteer Committee Citizen Advisory Committee of the Park Board; priority access for venue reservations and review of venue rental costs; and recognition of contributions.

5.7 Record keeping.

- a. Adopt a Park and Park Friends groups will be required to maintain their own records to include email/mailling lists of their members, volunteer tracking, committee/board/meeting records and/or minutes, and any paperwork required by government agencies.
- b. They agree to make these records available to the division at any time upon request, within 30 days of request, and to report annually to their staff liaison in alignment with Procedures in section 6.0.

5.8 Hazardous materials.

- a. Volunteers shall not handle hazardous materials or materials they suspect to be hazardous.
- b. Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description to 911/crime check or their staff liaison as soon as possible.

6.0 PROCEDURE

6.1 Adopt a Park

6.1.1 Interested parties must first register and complete at least one volunteer session with the Division in an approved activity.

6.1.2 After volunteering at least once, a group of at least two volunteers may fill out an application to Adopt a Park. Adopted parks will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.1.3 Approved groups will be required to commit to one year of service, and sign the Division's Adopt a Park Program Agreement.

6.1.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of

the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

6.2 Park Friends

6.2.1 Interested groups must have completed at least one year of volunteer work under the Adopt a Park program.

6.2.2 Adopt a Park groups interested in expanding their scope of work in alignment with the Park Friends definition may fill out an application to form a Park Friends group. Park Friends groups will be confirmed upon a determination by the Division that the group will be able to foster and support the Division's mission/goals and plans.

6.2.3 Approved groups will be required to commit to five years of service, and sign the Division's Park Friends group Program Agreement.

6.2.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

- Application to Adopt a Park
- Adopt a Park agreement template
- Application to form a Park Friends group
- Park Friends agreement template
- Matrix (volunteer, Adopt a Park, Park Friends)
- Toolkit for Adopting a Park & Forming/Growing a Park Friends group
- Sample Bylaws

APPROVED BY:

CITY OF SPOKANE PARKS AND RECREATION DIVISION

Garrett Jones

Printed name

Garrett Jones

Signature

2/16/2023

Date

Director, Parks and Recreation

Title

CITY OF SPOKANE PARKS BOARD

Bob Anderson

Printed name

Bob Anderson

Signature

2/16/2023

Date

President Park Board

Title

Attest:

Approved as to form:

Lin H. H. H.

City Clerk

James Richman

Assistant City Attorney



Certificate Of Completion

Envelope Id: 85818A7124934672A179A5C3EE9E9A03

Status: Completed

Subject: Please Sign: OPR 2023-0237 Adopt a Park and Park Friends Group Policy & Procedure

Source Envelope:

Document Pages: 11

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Melanie Coe

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopeld Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US &

mcoe@spokanecity.org

Canada)

IP Address: 155.190.3.8

Record Tracking

Status: Original

Holder: Melanie Coe

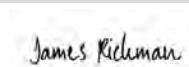
Location: DocuSign

2/14/2023 2:17:37 PM

mcoe@spokanecity.org

Signer Events**Signature****Timestamp**

James Richman



Sent: 2/14/2023 2:20:05 PM

jrichman@spokanecity.org

Viewed: 2/14/2023 2:22:03 PM

Assistant City Attorney

Signed: 2/16/2023 8:29:19 AM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

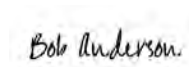
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Electronic Record and Signature Disclosure:

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ID: 4ce8b242-382c-4557-acc5-641916b342fa

Bob Anderson



Sent: 2/16/2023 8:29:22 AM

banderson@spokanecity.org

Viewed: 2/16/2023 11:23:57 AM

President Park Board

Signed: 2/16/2023 11:24:55 AM

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

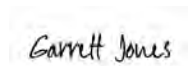
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Electronic Record and Signature Disclosure:

Accepted: 2/16/2023 11:23:57 AM

ID: 1f2aa6f8-9217-47ba-a814-2c8b21418d9c

Garrett Jones



Sent: 2/16/2023 11:24:59 AM

gjones@spokanecity.org

Viewed: 2/16/2023 11:26:04 AM

Director, Parks and Recreation

Signed: 2/16/2023 11:26:16 AM

City of Spokane Parks

Signature Adoption: Pre-selected Style

Security Level: Email, Account Authentication
(None)

Using IP Address: 155.190.3.7

Electronic Record and Signature Disclosure:

Accepted: 2/16/2023 11:26:04 AM

ID: a3075f22-9606-4f79-ac08-404a72662bba

Terri L. Pfister



Sent: 2/16/2023 11:26:19 AM

tpfister@spokanecity.org

Viewed: 2/16/2023 3:33:07 PM

City Clerk

Signed: 2/16/2023 3:33:17 PM

City of Spokane

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	2/16/2023 3:33:07 PM
Signing Complete	Security Checked	2/16/2023 3:33:17 PM
Completed	Security Checked	2/16/2023 3:33:17 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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CITY OF SPOKANE PARKS AND RECREATION DIVISION ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400- 11-07 LGL 2011-0031 TP Jun 3, 2025
TITLE: SPONSORSHIPS, DONATIONS, NAMING RECOGNITION OF PARKS AND RECREATION AREAS, FACILITIES AND PROGRAMS EFFECTIVE DATE: JULY 14, 2011 #1 REVISION EFFECTIVE DATE: OCTOBER 12, 2017 #2 REVISION EFFECTIVE DATE: SEPTEMBER 14, 2023	

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1.0 GENERAL

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

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

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

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

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

2.0 DIVISIONS/DEPARTMENTS AFFECTED

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

3.0 REFERENCES

City Charter - Section 48. Park Board - Powers

Park Board Rules - Section 14. General Operating Policies and Procedures, Ruling and Appeals

4.0 DEFINITIONS

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

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

giving.

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

5.0 POLICY

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

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

6.0 GUIDING PRINCIPLES

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

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

7.0 RECOGNITION OF SPONSORSHIPS AND GIFTS

7.1 The following principals will guide the recognition:

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

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

- 7.2.1 A thank you letter.
- 7.2.2 Publicity through printed materials, publications, the Division website, social media, and/or media releases, and through the sponsor's channels. Design standards of the Parks and Recreation Division will apply.
- 7.2.3 Events such as a ground breaking or ribbon cutting ceremony, private group tour or photo opportunity.
- 7.2.4 Mayor, City Council and/or Park Board member acknowledgement at civic functions.
- 7.2.5 Designated seating at an event, passes to an event, waived fee for facility use, or similar.
- 7.2.6 On-site recognition such as a temporary or permanent sign.
 - 7.2.6.1 The form of any on-site recognition shall be of an appropriate size and color and shall not detract from the park surroundings or any interpretive message.
 - 7.2.6.2 The Division Communication Manager shall determine approval of the sign/plaque style and design and inclusion of a sponsor's name and/or logo.
 - 7.2.6.3 The placement of temporary signs and plaques shall be determined between the Communication Manager and the appropriate Department Director. In the event of consensus not being reached, the Parks and Recreation Director's decision shall be final.
 - 7.2.6.4 Permanency of the sign is limited to the terms of the contribution.
- 7.2.7 Name association to an event, program or project.
- 7.2.8 Naming of a facility, feature or park (see section 8.0).

7.3 Determining the form of recognition

- 7.3.1 Annually, sponsor/donor opportunities and recognition tiers will be developed and/or reviewed by the Communication Manager and/or consultants or staff designated by the Director in collaboration with appropriate Department Directors.
- 7.3.2 Annually, recommended sponsor/donor opportunities and recognition tiers will be presented to and approved by the Director and the Park Board.
- 7.3.3 In determining the type and extent of recognition benefits, current market research data and cost analyses will be used to determine the value for each tangible and intangible benefit offered.
- 7.3.4 If a recognition plan involves naming of a park, facility or feature within a park, the naming procedures will apply (section 8.0).

7.4 Sample of sponsor/gift opportunities and recognition tiers: each sponsorship is negotiated and tailored, however a hierarchy of benefits is associated with varied levels of sponsorships. The following demonstrates some benefits that may be included at various levels

- 7.4.1 Lower investments may offer banner placements, give-away opportunities, recognition without logo in publications and social media, mention in a press release, recognition in remarks at the event, recognition on site signs.
- 7.4.2 Mid-level investments may offer the above in addition to logo placement or advertisements in publications/print materials (i.e. the Activity Guide) and social media, passes or special access to events, product sampling, waived fees for facility use.
- 7.4.3 High-level sponsorships may include the above plus name association to an event or program, designation as the official sponsor of an event or program, permanent signs or plaques, or naming rights of a park, facility or feature.

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

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

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

- 8.1 In accordance with the City Charter, Section 48, the Park Board may designate by name any park and structures thereon.
- 8.2 The recommendations for park, facility and feature names will be based on and chosen from the following criteria:
 - 8.2.1 Historic events, places and people related to Spokane and the region
 - 8.2.2 Exceptional individuals who have positively impacted parks and recreation in Spokane and the region

- 8.2.3 A suitable program or community related name which denotes an appropriate linkage to its function
 - 8.2.4 Living nominees must have been deemed by Park Board and the community to have made an outstanding contribution to the City
 - 8.2.5 Living political nominees must be retired from political life for at least five (5) years
 - 8.2.6 In recognition of a significant donation covering one or preferably more of the following:
 - 8.2.6.1 Sixty percent (60%) or more of the cost of the particular park or facility, or one hundred percent (100%) of the feature
 - 8.2.6.2 Deeding to the City all of the land on which the park, facility or feature will be situated
 - 8.2.6.3 Some long term endowment for the repair and maintenance of the donated park, facility or feature
 - 8.2.6.4 The provision of costs that will service program needs
 - 8.2.7 The duplication or repeat use of names will be avoided, where possible.
- 8.3 Renaming of a Park, Facility or Feature
- 8.3.1 Proposals to rename parks are not allowed unless Park Board determines a legitimate public interest to do so.
 - 8.3.2 Proposals to rename facilities or features will be considered in accordance with any naming rights agreements (i.e. a 10 year agreement for naming rights to "Acme Fountain.")
- 8.4 Process for Naming Parks, Facilities and Features
- 8.4.1 Anyone wishing to propose a name for a park, facility or feature must submit a written request to the Director. The request should include a brief synopsis of the reasons for the proposed name.
 - 8.4.2 All naming opportunities shall be developed under the guidance of the Communication Manager and/or a designated consultant in collaboration with the appropriate Department Director.
 - 8.4.3 The Communications Manager or other Parks staff may meet with neighborhood representatives, other City government organizations (e.g. Historic Preservation, Planning Services), or organizations concerned with parks and/or park facilities in order to prepare a recommendation.
 - 8.4.4 For assets with an annual contract dollar value at or less than \$20,000/year and/or at or less than 5 years in duration, decisions about naming rights will be made within the Division and appropriate Department and will not require Park Board approval (only Park Board notification through the appropriate committee).
 - 8.4.5 For assets with an annual contract dollar value greater than \$20,000 and/or greater than 5 years in duration, the naming rights proposal will be submitted to the Park Board through the appropriate committee for approval.
 - 8.4.6 Accepted proposals will adhere to the City Charter and all other relevant guidelines and procedures as previously outlined.
 - 8.4.7 If a new park or facility is completed and no fitting suggestion for a name has come from the community or in association with a gift, the Park Board will select a name and may involve community outreach (i.e. nominations, contest, etc.).

9.0 MEMORIALS, PLAQUES AND TRIBUTES

The following principles form the basis for the Division's consideration of memorial, plaque or tribute proposals:

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

10. PLANNING AND FULFILLMENT

- 10.1 Sponsor and donation recognition will be determined as outlined in section 7.0.
- 10.2 Solicitation Planning
 - 10.2.1 The Communication Manager and any designated consultants, in consultation with the Division Director and appropriate Department Directors, shall develop an on-going accrual plan that includes prioritized opportunities for the purpose of solicitation.
 - 10.2.2 Sponsorships and giving opportunities are either initiated by the Division through a formal Request for Sponsors (RFS) process, initiated by the Division or their representative based on perceived potential interest of a specific sponsor/donor, or self-initiated by the potential sponsor/donor.
 - 10.2.3 Identified opportunities shall be approved by the Director and subsequently communicated to the Spokane Parks Foundation to facilitate an integrated approach to the procurement and management of sponsorships and gifts/donations by the two organizations.
 - 10.2.4 Selected Parks and Recreation staff, Park Board members, and elected officials may be tasked with soliciting sponsors in accordance with the plan and upon their willingness.
 - 10.2.5 All unsolicited sponsorship proposals shall be referred to the Communication Manager or designated consultant who shall be responsible for their evaluation and the provision of a recommendation to the appropriate authority level.

10.3 Monitoring and Performance Reporting

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

11.0 TERMINATION

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

12.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

13.0 APPENDICES

None

APPROVED BY:

James Richman
City Attorney

9/20/2023
Date

Garrett Jones
Director of Parks and Recreation

9/20/2023
Date

LGL 2011-0031 SPONSORSHIPS, DONATIONS, NAMING RECOGNITION POLICY

Final Audit Report

2025-06-03

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"LGL 2011-0031 SPONSORSHIPS, DONATIONS, NAMING RE COGNITION POLICY" History

-  Document created by Daniel Rose (drose@spokanecity.org)
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-  Document emailed to Terri Pfister (tpfister@spokanecity.org) for signature
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-  Document e-signed by Terri Pfister (tpfister@spokanecity.org)
Signature Date: 2025-06-03 - 11:21:16 PM GMT - Time Source: server
-  Agreement completed.
2025-06-03 - 11:21:16 PM GMT

Spokane Park Board

Briefing Paper



Committee	Finance Committee			Committee meeting date: September 8, 2026
Requester	Berry Ellison			Phone number: 509.625.6276
Type of agenda item	☐ Consent ☐ Discussion ☐ Information ☒ Action			
Type of contract/agreement	☐ New ☐ Renewal/ext. ☐ Lease ☒ Amendment/change order ☐ Other			
City Clerks file (OPR or policy #)	2026-0043			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	N/A		Master Plan Priority Tier: N/A (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	Cameron-Reilly, LLC / contract amendment #2 for Post St Parking Lot Improvements (\$4,728.42 plus applicable taxes) - Berry Ellison			
Begin/end dates	Begins: 07/31/2026		Ends: 12/31/2027	☐ 06/01/2525
Background/history: During construction a site improvement modification was needed to correct a grading and drainage issue. Parks Staff asked the contractor to extend an 18" tall retaining wall by twelve (12) feet to correct the condition. The change increased the scope and fee. During the shop drawing review phase, a modification to the 18" tall retaining wall top was made. The bid drawings showed square knock-outs on a regular interval to deter skateboard damage. Staff asked the contractor to place metal skate deterrents in lieu of the square knockouts. The change will result in a more durable wall at no additional cost. Three (3) owner furnished/contractor installed bollards were changed to contractor furnished/contractor installed bollards. This change increased the contractor's fee but decreased the program budget, resulting in a "wash". Parks Staff has reviewed the change order by line item and recommends approval to the Committee.				
Motion wording: Motion to approve Cameron-Reilly, LLC / Contract Amendment Two (2) for Post St Parking Lot Improvements (\$4,728.42 plus applicable taxes) - Berry Ellison				
Approvals/signatures outside Parks: ☐ Yes ☒ No If so, who/what department, agency or company: Cameron-Reilly, LLC Name: Jason Grainger, Partner Email address: Jayson@Cameron-Reilly.com Phone: 509.466-5555				
Distribution: nhamad@spokanecity.org Parks – Accounting Parks – Sarah Deatrich Requester: bellison@spokanecity.org Grant Management Department/Name:				
Fiscal impact: ☒ Expenditure ☐ Revenue Amount: \$ 4,728.42 Budget code: 1950-54920-94760-56301-48096 \$ 430.29 (WSST at 9.1%) 1950-54920-94760-56301-48096				
Vendor: ☒ Existing vendor ☐ New vendor Supporting documents: ☒ Quotes/solicitation (RFP, RFQ, RFB) ☐ W-9 (for new contractors/consultants/vendors) ☐ Contractor is on the MRSC Roster - City of Spokane ☐ ACH Forms (for new contractors/consultants/vendors) ☒ UBI: 602-633-401 Business license expiration date: ☐ Insurance Certificate (min. \$1 million in General Liability)				

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 2

NAME OF CONTRACTOR: Cameron-Reilly, LLC

PROJECT TITLE: Post Street Parking Lot Improvement

CITY CLERK CONTRACT NUMBER: OPR# 2026-0043

=====

DESCRIPTION OF CHANGE:

AMOUNT:

Item 1: PCO#2 Extend Curbwall, Add Skate Stops, Add Bollards \$4,728.42
w/Time Extension of Twelve (12) Working Days

=====

TOTAL AMOUNT: \$4,728.42

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$762,704.81
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$10,088.81
CURRENT CONTRACT AMOUNT	\$772,793.05
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$4,728.42
REVISED CONTRACT SUM	\$777,521.47

SUBSTANTIAL COMPLETION DATE	
ORIGINAL SUBSTANTIAL COMPLETION DATE	08/28/2026
CURRENT SUBSTANTIAL COMPLETION DATE	09/09/2026
REVISED SUBSTANTIAL COMPLETION DATE	09/25/2026

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Approved as to form: _____ Assistant City Attorney

COS Post Street Parking Lot Improvements

Cameron-Reilly, LLC

Curb Wall Extension, Skate stops, Bollards

8/25/2026

*Trade cost of Concrete Curb Wall Blockouts for metal skate stops

A. Labor Costs

	# of Hours	Wage w/ Fringe	Amount
Cement Mason	10	\$75.00	\$750.00
Total Craft Hours	10		

Total Direct Labor Wages and Benefits			\$750.00
State of WA Indust. Insur.	6.80%		\$51.00
FICA	7.65%		\$57.38
FUTA	6.20%		\$46.50
Employment Security	4.63%		\$34.73
WISHA (Max 2% of Direct Labor)	2.00%		\$15.00
Supervision (Max 15% of Direct Labor)	15.00%		\$112.50
Travel/Subsist.(Craft Hrs x \$4.75 Hr.)	0.0	\$4.75	\$0.00
G&A Overhead for added days			\$0.00
Total Labor Costs			\$1,067.10

B. Material Costs

Skate Stops (20)			\$500.00
Bollards (3)			\$2,400.00
			\$0.00
Total Material Costs			\$2,900.00

C. Equipment Costs

	Hours	Rate	
One Ton Tool Truck	5	\$25.00	\$125.00
			\$0.00
Total Equipment Costs			\$125.00

D. Small Tools & Expendables

(3% of Direct Labor Costs)			\$22.50
Total of Contractor's Own Work (total of a-d)		\$4,114.60	

E. Subcontractors

Total of Subcontractor's Work			\$0.00
--------------------------------------	--	--	---------------

F. Allowable Contract Markups

Labor	15%		\$160.07
Material	15%		\$435.00
Equipment	15%		\$18.75
Subcontractors	8%		\$0.00
Total Overhead and Profit			\$613.82

H. Total Change Order Costs and Added Contract Days

Subtotal Change Order (total of green boxes in A-F)		\$4,728.42
Sales Tax (9.1%)		\$430.29
Total Change Order with Sales Tax		\$5,158.70
Added Contract Days		0

License Information:

New searchBack to results

Entity name:CAMERON REILLY, LLC

Business name:CAMERON-REILLY, L.L.C.

Entity type:Limited Liability Company

UBI #:602-633-401

Business ID:001

Location ID:0001

Location:Active

Location address:309 N PARK RD
SPOKANE VALLEY WA 99212-1128

Mailing address:309 N PARK RD
SPOKANE VALLEY WA 99212-1128

Excise tax and reseller permit status:Click here

Secretary of State information:Click here

Endorsements

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Asotin County General Business - Non-Resident				Active	Jul-31-2027	Jul-29-2025
Asotin General Business - Non-Resident				Active	Jul-31-2027	Jul-29-2025
Cheney General Business - Non-Resident	BUS2015-075			Active	Jul-31-2027	Jan-14-2019
Deer Park General Business - Non-Resident				Active	Jul-31-2027	Apr-24-2025
Ephrata General Business - Non-Resident				Active	Jul-31-2027	Aug-09-2021
Liberty Lake General Business - Non-Resident	00809			Active	Jul-31-2027	Jul-05-2007
Minor Work Permit				Active	Jul-31-2027	Apr-20-2015
Moses Lake General Business - Non-Resident	BL2021-0523			Active	Jul-31-2027	Aug-02-2021
Othello General Business - Non-Resident				Active	Jul-31-2027	Jul-23-2025

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Pasco General Business - Non-Resident	29854			Active	Jul-31-2027	Aug-19-2016
Pullman General Business - Non-Resident				Active	Jul-31-2027	Mar-08-2024
Spokane General Business - Non-Resident	T11049806BUS			Active	Jul-31-2027	Oct-15-2012
Spokane Valley General Business				Active	Jul-31-2027	Feb-26-2007
West Richland General Business - NR				Active	Jul-31-2027	Jun-25-2025

Owners and officers on file with the Department of Revenue

Owners and officers	Title
GRAINGER, JAYSON	
REILLY, MICHAEL	
WESTBY, TODD	

Registered Trade Names

Registered trade names	Status	First issued
CAMERON-REILLY, L.L.C.	Active	Aug-03-2006
CR CONCRETE	Active	Sep-29-2021
EMPIRE CONCRETE CUTTING	Active	Jul-09-2025

The Business Lookup information is updated nightly. Search date and time: 9/2/2026 11:24:15 AM

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Spokane Park Board

Briefing Paper



Committee	N/A			Committee meeting date: 9/10/2026
Requester	Angel Spell		Phone number: 509.363.5493	
Type of agenda item	☐ Consent ☐ Discussion ☐ Information ☒ Action			
Type of contract/agreement	☒ New ☐ Renewal/ext. ☐ Lease ☐ Amendment/change order ☐ Other			
City Clerks file (OPR or policy #)				
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)			Master Plan Priority Tier: (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	Asplundh Tree Expert LLC / Emergency Contract to remove high-risk and fire-damaged trees / \$192,000 plus tax			
Begin/end dates	Begins: 08/31/2026		Ends: 12/31/2026	☐ 06/01/2525
Background/history: On August 1, 2026, the City of Spokane experienced a catastrophic wildfire event which began as the Old Trails Fire and is now referred to as the Spokane Complex Fires. The fires resulted in significant property damage and loss, both in the built and natural environments. On August 4, 2026, Spokane City Council approved Resolution 2026-0060 regarding an Executive Order 2026-0004 issued by the Mayor declaring an emergency. The emergency order and resolution are essential to the community, enabling the City to efficiently mobilize services and resources, provide necessary assistance to our affected citizens, and protect public safety. This emergency contract with Asplundh Tree Expert is necessary due to the urgency to protect public safety and the expertise needed to complete the work. Large high-risk and fire-damaged trees pose a risk to residents and properties adjacent to the right-of-way and public travel along Nine Mile Rd (Hwy 291) from Francis Ave north to the City boundary. Asplundh Tree Expert has significant expertise in large and hazardous tree removal in urban areas, near roadways, and overhead power lines. Asplundh Tree Expert is already mobilized in the area under contract and performing work for others so their response time will be immediate. This will be a purchased services agreement with prevailing wage for time and materials, labor and equipment, estimated at 24-30 workdays, amounting to \$192,000 estimated cost plus tax. The Park Board was presented with a written finding from the Director regarding this emergency contract on August 28, 2026.				
Motion wording: Motion to approve Asplundh Tree Expert LLC emergency contract for the removal of high-risk and fire-damaged trees in rights-of-way along Nine Mile Rd related to the Spokane Complex Fires / \$192,000 plus tax				
Approvals/signatures outside Parks: ☒ Yes ☐ No If so, who/what department, agency or company: Asplundh Tree Expert LLC Name: Jon-Paul Paulson Email address: jpaulsen@asplundh.com Phone: 406.363.5807				
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Angel Spell aspell@spokanecity.org Grant Management Department/Name:				
Fiscal impact: ☒ Expenditure ☐ Revenue Amount: \$192,000 (plus tax) Budget code: 1400-42455-76820-54201-54921				
Vendor: ☐ Existing vendor ☒ New vendor Supporting documents: ☐ Quotes/solicitation (RFP, RFQ, RFB) ☐ Business license Expiration date: ☐ Insurance Certificate				

[<](#) Business Lookup

License Information:

New searchBack to results

Entity name:ASPLUNDH TREE EXPERT, LLC

Business name:ASPLUNDH TREE EXPERT, LLC.

Entity type:Limited Liability Company

UBI #:409-019-409

Business ID:001

Location ID:0002

Location:Active

Location address:20004 144TH AVE NE
WOODINVILLE WA 98072-4461

Mailing address:680 BLAIR MILL RD
HORSHAM PA 19044-2223

Excise tax and reseller permit status:[Click here](#)

Secretary of State information:[Click here](#)

Endorsements

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Shelton General Business - Non-Resident	0060440			Active	Aug-31-2027	Oct-05-2018
Skykomish General Business - Non-Resident				Active	Aug-31-2027	Oct-11-2016
Snohomish General Business - Non-Resident				Active	Aug-31-2027	Sep-17-2019
Snoqualmie General Business - Non-Resident				Active	Aug-31-2027	Nov-03-2023
Spokane General Business - Non-Resident				Active	Aug-31-2027	Oct-05-2016
Spokane Valley General Business - Non-Resident				Active	Aug-31-2027	Apr-01-2016
Stanwood General Business - Non-Resident	602			Active	Aug-31-2027	Dec-12-2016
Sultan General Business - Non-Resident				Active	Aug-31-2027	Oct-26-2018
Sumner General Business - Non-Resident				Active	Aug-31-2027	Oct-11-2016



Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Tenino General Business - Non-Resident				Active	Aug-31-2027	Mar-15-2017
Tukwila General Business - Non-Resident				Active	Aug-31-2027	Sep-17-2019
Tumwater General Business - Non-Resident	R-014284			Active	Aug-31-2027	Oct-11-2016
University Place General Business - Non-Resident				Active	Aug-31-2027	Jan-16-2019
Vancouver General Business - Non-Resident				Active	Aug-31-2027	Dec-12-2016
Woodinville General Business				Active	Aug-31-2027	Sep-18-2015

Owners and officers on file with the Department of Revenue

Owners and officers	Title
ASPLUND JR, CHRISTOPHER	
ASPLUNDH, BRENT D	
ASPLUNDH, MATTHEW B	
GRAHAM JR, GEORGE	
MACALUSO, PETER	
MOSELEY, ANDREA	
SIMPSON, RONALD	

The Business Lookup information is updated nightly. Search date and time: 9/2/2026 11:04:16 AM

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CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)

7/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. Two Logan Square 100 North 18th Street, 16th floor Philadelphia, PA 19103	Aon Risk Services Central, Inc. 4 Overlook Point Lincolnshire, IL 60069	CONTACT NAME: PHONE (A/C, No, Ext): 215-255-2000 E-MAIL ADDRESS: FAX (A/C, No):
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Greenwich Insurance Company
		INSURER B: XL Insurance America, Inc.
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 137425 **REVISION NUMBER:** 2145180907

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:	X		RGD300136209	8/1/2026	8/1/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ \$10,000 Med Pa			RAD943783709 (AOS) RAD943786809 (VI)	8/1/2026	8/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	RWD300135809 (AOS) RWR300135909 GA, IL, LA, MD, ME, NC, OH, PA, SC,	8/1/2026	8/1/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Spokane is listed as additional insured as required by written agreement but only according to policy terms, conditions and exclusions for liability arising from operations performed by or on behalf of the named insured.

CERTIFICATE HOLDER

CANCELLATION

City of Spokane
808 West Spokane Falls Blvd
Spokane, WA 99201-3343

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

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