



**Spokane Park Board  
Development and Volunteer Committee  
3 p.m. Wednesday, January 18, 2023**  
In-person in Tribal Conference Room, City Hall Lobby;  
WebEx virtual meeting Call-in #: 408-418-9388;  
Access code: 2486 570 6615  
Fianna Dickson – Marketing & Communications

**Committee members**

Bob Anderson – Committee chair/Park Board

Jennifer Ogden – Park Board

Gerry Sperling – Park Board

Christina VerHeul – Park Board

Kelly Brown – Development & Volunteer Citizen Advisory Committee representative

Julie Biggerstaff – Community Assembly representative

Rick Romero – Member-at-large

The Park Board Development and Volunteer Committee meeting will be held virtually via WebEx at 3 p.m. Wednesday, January 18, 2023. The public will be able to listen to the meeting by calling 408-418-9388 and entering access code: 2486 570 6615, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11:00 a.m. January 18 by email to: [spokaneparks@spokanecity.org](mailto:spokaneparks@spokanecity.org) or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to meeting attendees prior to the meeting.

**Agenda**

1. **Call to order** – Bob Anderson

2. **Public comment** – Bob Anderson

3. **Action items**

A. [Adopt a Park and park Friends Groups Policy & Procedure](#) – Fianna Dickson

4. **Discussion items**

A. Engagement videos – Fianna Dickson

5. **Standing reports**

A. DVCAC monthly update – Kelly Brown

6. **Adjournment**

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. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	DVC & Finance		
<b>Committee meeting date</b>	Jan. 18 DVC, February 7 Finance		
<b>Requester</b>	Fianna Dickson	<b>Phone number:</b> 6297	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Adopt a Park and Park Friends Group Policy & Procedure		
<b>Begin/end dates</b>	Begins: 01/11/2023	Ends:	<input checked="" type="checkbox"/> Open ended
<p><b>Background/history:</b> Park Friends groups and organized groups of volunteers are invaluable to our division, but we previously haven't had a policy and procedure that overviews the ways we work collaboratively. This document, with the guidance of legal, seeks to clarify the relationships and outline the principals that will guide our partnerships and the steps we take when working together.</p> <p>Additionally, formal agreements will be in place with each Friends and Adopt a Park groups that align with this policy and procedure.</p>			
<p><b>Motion wording:</b> Motion to approve the Adopt a Park and Park Friends Group policy and procedure.</p>			
<p><b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input type="radio"/> No</p> <p>If so, who/what department, agency or company:</p> <p>Name: _____ Email address: _____ Phone: _____</p>			
<p><b>Distribution:</b> Parks – Accounting Parks – Sarah Deatrich Requester: Fianna Dickson Grant Management Department/Name:</p>			
<p><b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue</p> <p>Amount: _____ Budget code: _____</p>			
<p><b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor</p> <p><b>Supporting documents:</b></p> <p><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)</p> <p><input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)</p> <p><input type="checkbox"/> UBI: _____ Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)</p>			

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

Items in red reflect changes since previous draft.  
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 fa-

cilities, 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 agreement. 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 Pro-



gram 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/ mailing 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

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

CITY OF SPOKANE PARKS BOARD

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney