



## **Spokane Park Board Finance Committee Minutes**

3 p.m. Tuesday, January 6, 2026

WebEx meeting

Rich Lentz – Parks Finance/Budget Director

### **Committee members**

X Bob Anderson – Chair  
X Greta Gilman  
X Gerry Sperling

### **Additional Park Board members**

### **Guests**

Linda Lauch  
Stephanie Sijohn  
Karen Stratton

### **Parks staff**

Jason Conley  
Rich Lentz  
Jon Moog  
Mark Poirier  
Nick Hamad  
Jennifer Papich  
Fianna Dickson  
Megan Kapaun  
Angel Spell  
Amber Ramirez  
Al Vorderbrueggen  
Jerry Stacy

## **Summary**

- The following items were presented by Nick Hamad:
  - American Indian Community Center / High Bridge Park Land Lease (\$896,000 revenue)
  - Community Housing & Human Services / MOU for CDBG funded park improvements
  - Michael Terrell – Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000)
  - SCJ Alliance / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000)
  - SPVV Landscape Architects / Master Contracts for 2026-2029 on-call landscape architecture services (not to exceed \$750,000)
- The Urban Forestry Education Services with Pacific Education Institute (PEI) Funding by IRA USDA USFS Grant \$95,000 was presented by Amber Ramirez.
- The December Financials were presented by Rich Lents, who reviewed each operating division.

## MINUTES

The meeting was called to order at 3 p.m. by committee chair Bob Anderson.

### Action items:

1. [American Indian Community Center / High Bridge Park Land Lease \(\\$896,000 revenue\)](#) – Nick Hamad presented. This is a Land lease agreement with the American Indian Community Center granting rights to use a 2.25-acre portion of High Bridge Park to develop the new American Indian Community Center building.

This agreement was developed after Park Board Land Committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December Park Board Land Committee.

**Motion #1:** Bob Anderson moved to approve the American Indian Community Center / High Bridge Park Land Lease (\$896,000 revenue).

Gerry Sperling seconded.

Motion passed with unanimous consent (3-0). This will be presented to Park Board.

2. [Community Housing & Human Services / MOU for CDBG Funded Park Improvements](#) – Nick Hamad presented. Interdepartmental agreement between City CHHS & City Parks allocating community development block grant (CDBG) funds to (6) park improvement projects in 2026, including: Chief Garry Park fencing, Friendship Park water fountain, Liberty Park gazebo roof repair, Ruth Park bench installation, Harmon Park restroom replacement, & Whittier Park playground improvements.

Parks will implement all improvements and CHHS will reimburse parks up to \$400,000 as the improvements are completed. Parks shall own all improvements upon completion of the work.

**Motion #2:** Bob Anderson moved to approve the Community Housing & Human Services / MOU for CDBG Funded Park Improvements.

Greta Gilman seconded.

Motion passed with unanimous consent (3-0). This will be presented as a consent agenda item.

3. [Michael Terrell – Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000\)](#) – Nick Hamad presented. After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.

20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'Michael Terrell Landscape Architecture' is the highest ranked firm. As a result, staff is recommending contract award to this firm.

**Motion #3:** Bob Anderson moved to approve the Michael Terrell – Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000).

Gerry Sperling seconded.

Motion passed with unanimous consent (3-0). This will be presented to Park Board.

4. [SCJ Alliance / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000\)](#) – Nick Hamad presented. After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.

20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SCJ Alliance' is the second highest ranked firm. As a result, staff is recommending contract award to this firm.

**Motion #4:** Bob Anderson moved to approve the SCJ / Master Contract for 2026-2029 on-call architecture services (not to exceed \$750,000).

Greta Gilman seconded.

Motion passed with unanimous consent (3-0). This will be presented to Park Board.

5. [SPVV Landscape Architects / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000\)](#) – Nick Hamad presented. After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.

20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SPVV Landscape Architects' is the third highest ranked firm. As a result, staff is recommending contract award to this firm.

**Motion #5:** Bob Anderson moved to approve the SPVV Landscape Architects / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000)

Gerry Sperling seconded.

Motion passed with unanimous consent (3-0). This will be presented to Park Board.

6. [Urban Forestry Education Services with Pacific Education Institute \(PEI\) Funding by IRA USDA USFS Grant](#) – Amber Ramirez presented. In September 2023, the U.S. Department of Agriculture announced a \$6 million grant award to Spokane Urban Forestry. These funds will be used to plant and care for trees in areas of Spokane that have the most need, to replace dead trees that have been removed, to create more equitable canopy coverage, and provide community forestry education. \$95,000 over five years was approved by the USDA Forest Service to be sub awarded to the Pacific Education Institute for education and outreach with the Spokane School District. Tree Equity Spokane tasks to be performed by PEI focus is on urban forestry and community benefits of trees. This partnership will educate teachers and students in the community about the many benefits of trees. It will result in the integration of tree related projects into classrooms and school yards. Community outreach will build enthusiasm and support for ongoing tree planting efforts, especially in the neighborhoods with the fewest trees.

**Motion #6:** Bob Anderson moved to approve the Urban Forestry Education Services with Pacific Education Institute (PEI) Funding by IRA USDA USFS Grant.

Gerry Sperling seconded.

Motion passed with unanimous consent (2-0). This will be presented as a consent agenda item.

**Discussion items:**

1. None

**Standing report items:**

1. **December Financials** – Rich Lentz presented the December 2025 Financials.
  - a) Naturals Resources – Revenues are \$47,164 less than the previous year, with expenditures at \$50,424 greater than the previous year.
  - b) Riverfront – Revenues are \$804,056 greater than last year, with expenditures at \$277,662 greater than last year.
  - c) Recreation – Revenues are \$292,353 greater than last year, with expenditures at \$104,012 greater than last year.
  - d) Park Ops – Revenues are \$65,416 less than last year, with expenditures at \$158,332 greater than last year.
  - e) Parks Fund 1400 – Revenues are \$519,243 greater than last year, with total expenditures at about \$1.1 million greater than last year.
  - f) Golf – Revenues are \$34,284 greater than last year, with expenditures at \$363,880 greater than last year.
  - g) Facility Improvement Fee – YTD revenues are \$904,436, with an Ending Fund Balance of about \$3 million.

**Adjournment:** The meeting adjourned at 4:00 p.m.

The next regularly scheduled meeting is 3 p.m. February 10, 2026, at the Finch Woodland Center - Ponderosa Room and via WebEx.



# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <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 #)  | OPR 2023-0047  |  |                                     |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | American Indian Community Center / High Bridge Park Land Lease (\$896,000 revenue)   |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2076                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>Land lease agreement with the American Indian Community Center granting rights to use a 2.25 acre portion of High Bridge Park to develop the new American Indian Community Center building.<br><br>This agreement was developed after park board land committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December park board land committee.  |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve High Bridge Park land lease agreement with American Indian Community Center.   |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No<br>If so, who/what department, agency or company: American Indian Community Center<br>Name: Linda Lauch    Email address: lindal@aiccinc.org    Phone: (509) 535-0886   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    karen@aiccinc.org<br>Parks – Sarah Deatrich    lindal@aiccinc.org<br>Requester: Nick Hamad    garrett jones<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue<br>Amount:    Budget code:  |  |  |                                     |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)<br/> <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane<br/> <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div> |  |  |                                     |

## AMERICAN INDIAN COMMUNITY CENTER LAND LEASE AGREEMENT

This Land Lease Agreement ("Agreement") is between the City of Spokane Park Board ("Park Board"), and the American Indian Community Center ("AICC"), hereinafter referred to as a "Party" and collectively as the "Parties".

WHEREAS, the American Indian Community Center wishes to provide recreational and social services for the Indian community in Spokane and find a dedicated location for this purpose; and

WHEREAS, the Park Board is empowered by Article V of the City Charter with the authority to care for, manage, control and improve all parks and grounds used for park purposes and the authority to grant leases and privileges under such restrictions and for such compensation as the Board may prescribe; and

WHEREAS, in January 2023, the Park Board had adopted a resolution to partner with the American Indian Community Center to help them find a dedicated facility for its activities; and

WHEREAS, in November 2025, the Park Board Land Committee unanimously agreed that leasing a 2.25-acre portion of High Bridge Park in exchange for the development of new park improvements equal to or higher than the value of the land to be leased, which would be considered a Quantifiable Net Improvement under the Alternative Use on Park Land Policy dated November 21, 2024; and

WHEREAS, the parties desire to enter into this Land Lease and Use Agreement for the construction of the new American Indian Community Center within High Bridge Park and the subsequent use and operation;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE. The purpose of this Agreement is for the Park Board to lease land to the American Indian Community Center in order to allow the AICC to construct and operate a new community center in High Bridge Park. The lease granted under this Agreement shall begin upon final execution of this Agreement by the Parties after Spokane City Council approval, which the Park Board shall pursue in a timely manner according to the City Council procedures and run for a period of fifty (50) years. The total amount of Park land to be leased to the AICC at High Bridge Park will not exceed 2.25 acres. The 2.25 acres includes land for an approximately 22,000 square foot building, public parking, an outdoor amphitheater, walkways, landscaping and other necessary requirements (hereinafter referred to as the "Community Center").
2. TERM OF AGREEMENT. The term of this Agreement begins on January 8, 2026, and shall run through December 31, 2076, unless amended by written agreement or terminated earlier under the provisions. If the American Indian Community Center

does not begin construction on authorized improvements on or before January 1, 2030, this lease agreement may be terminated by the Park Board.

3. PROPERTY. The property to be leased to the AICC is located on a 2.25-acre plot of undeveloped land within High Bridge Park, located at the corner of A Street and Riverside Avenue as depicted in Exhibit A, attached hereto and incorporated by this reference. The AICC shall have exclusive control of the Community Center during the time a community center is maintained on that site. Park Board shall have the option to use the premises for Parks and Recreation programming when the AICC is not using the premises. The premises shall not be used for any other purposes without the consent of the AICC. All structures erected on the property shall remain the property of the AICC as long as the property is used as an American Indian Community Center. Parks' use of the premises shall in no way be exclusive and shall not infringe upon the AICC's primary usage of the premises. Parks' use shall be at no cost to Parks and is not part of the Quantifiable Net Improvement determination. The AICC shall maintain and secure all improvements within the dedicated lease area for the duration of this agreement. Following construction of the AICC improvements, a metes and bounds legal description defining the lease area shall be prepared at the request and expense of AICC, which completed legal description shall be added to this agreement by amendment.

4. CONDITIONS. The Park Board leases to the AICC park property for use as the site of a community center subject to the following conditions:

- A. During the design, development and construction phases of the community center, AICC will present the Park Board design plans for review and comment limited to the exterior building, landscaping and impact on the Park. The AICC staff and construction project team shall review, consider, and, when feasible, incorporate the Park Board's comments into the construction design. After the Park Board's review and AICC's approval of the design and development phase of design for the construction of the community center, only substantial changes to the construction documents need to be reviewed by the Park Board and approved by the AICC; and

- B. Concurrent with construction of AICC improvements within the lease area, the AICC shall construct park improvements within High Bridge Park, including but not limited to: a public restroom, public parking and/or trailhead, and a public playground. These improvements must have a value of no less than Eight Hundred Ninety-Six Thousand Dollars (\$896,000.00), which is the median broker's opinion of value of the lease area. These improvements shall be considered the Quantifiable Net Improvement to Parks required to grant the requested land lease. Upon substantial completion of these improvements, they shall become the property of Parks.

C. The AICC shall replace every existing non-invasive tree greater than 12 inches in diameter removed from the community center site with one new tree placed within the park, after consultation and concurrence from Park staff; and

D. The Park Board may lease additional park property to the AICC to be used as a staging area for construction upon such terms as agreed upon by the Park Board and the AICC. The AICC agrees to return the property to its condition before use.

5. **MAINTENANCE.** The AICC shall be responsible for maintenance of all improvements and land within the lease area, including the community center, the parking lot used by the AICC and associated landscaping and irrigation, all driveways, sidewalks and frontage landscape adjacent to the community center; including snow removal, surface sweeping, restriping of parking space lanes, landscape maintenance and repair, and re-construction of site elements at the end of their useable life. The Parties shall address cost sharing for any jointly used surface parking lot repairs (parking south of the AICC facility) in the event the need to repair or replace the asphalt surface. Parks shall maintain all park land and features adjacent to the community center lease area, including the additional park improvements constructed by the AICC as outlined in section 4.B. Maintenance shall be a cooperative venture worked out in the best interests of the Park Board.
6. **TERMINATION.** If the AICC closes the American Indian Community Center, the lease shall terminate. Should the AICC cease to operate a community center on the premises, as contemplated under this agreement, the AICC shall remove all structures from the property and restore the property to a park like condition. This demolition and removal shall occur under the consultation and approval of the Park Board, unless in its discretion, the Park Board notifies the AICC that the improvements may remain.
7. **RENT.** The AICC shall pay the Park Board \$1 per year as rent for the use of the park land as described in this Lease. It is the understanding of the Parties hereto that rent is a negligible amount because the AICC will provide improvements with a value sufficient to be considered the Quantifiable Net Improvement required by the Alternative Use on Park Land Policy.
8. **NOTICE.** All notices, demands, requests, and other communications under this Agreement must be in writing and shall be effective upon delivery by hand or email, one (1) day following the day when deposited with a reputable, established overnight courier service for delivery to the intended addressee, or three (3) business days after deposited in the United States mail, postage prepaid, certified or registered, and addressed to Licensor or to Licensee at the corresponding address set forth below. Any notices sent by email shall be delivered

to the email addresses set forth below, or such other email address as designated by a party during the Term. Notice will be sent to the following recipients:

**AICC**

Attn: Linda Lauch, Executive Director  
1025 W. Indiana Ave  
Spokane, WA 99205  
Email: lindal@aiccinc.org

**City of Spokane**

Attn: Garrett Jones, Director of Parks and Recreation  
808 W. Spokane Falls Blvd. Suite 500  
Spokane, WA 99201  
Email: gjones@spokanecity.org

Copy to:  
Attn: General Counsel

Copy to: City Attorney's Office  
Attn: Megan Kapaun  
808 W. Spokane Falls Blvd. Suite 550  
Spokane, WA 99201  
Email: mkapaun@spokanecity.org

9. RECORDING. The AICC may record this Lease or a Notice thereof at their discretion. If the AICC records a memorandum or "short form" of this Lease, it shall be in a form customarily used for such purposes. Said memorandum or short form of this Lease shall describe the parties, the Property, the lease term and any other provisions reasonably required, shall incorporate this Lease by reference and shall specify that any inconsistency between the memorandum of lease and this Lease shall be resolved in favor of this Lease.
10. APPLICABLE LAW. Notwithstanding anything to the contrary contained in this Agreement, this lease Agreement is subject in all respects to all applicable Laws, including, but not limited to, the Revised Code of Washington, the Spokane Municipal Code, and all present and future contracts entered into by, all other entities, governing bodies or organizations having jurisdiction over the rights and benefits granted to the AICC herein.

SPOKANE PARK BOARD

By \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

AMERICAN INDIAN COMMUNITY CENTER

By \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Approved as to form:

Attest:

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

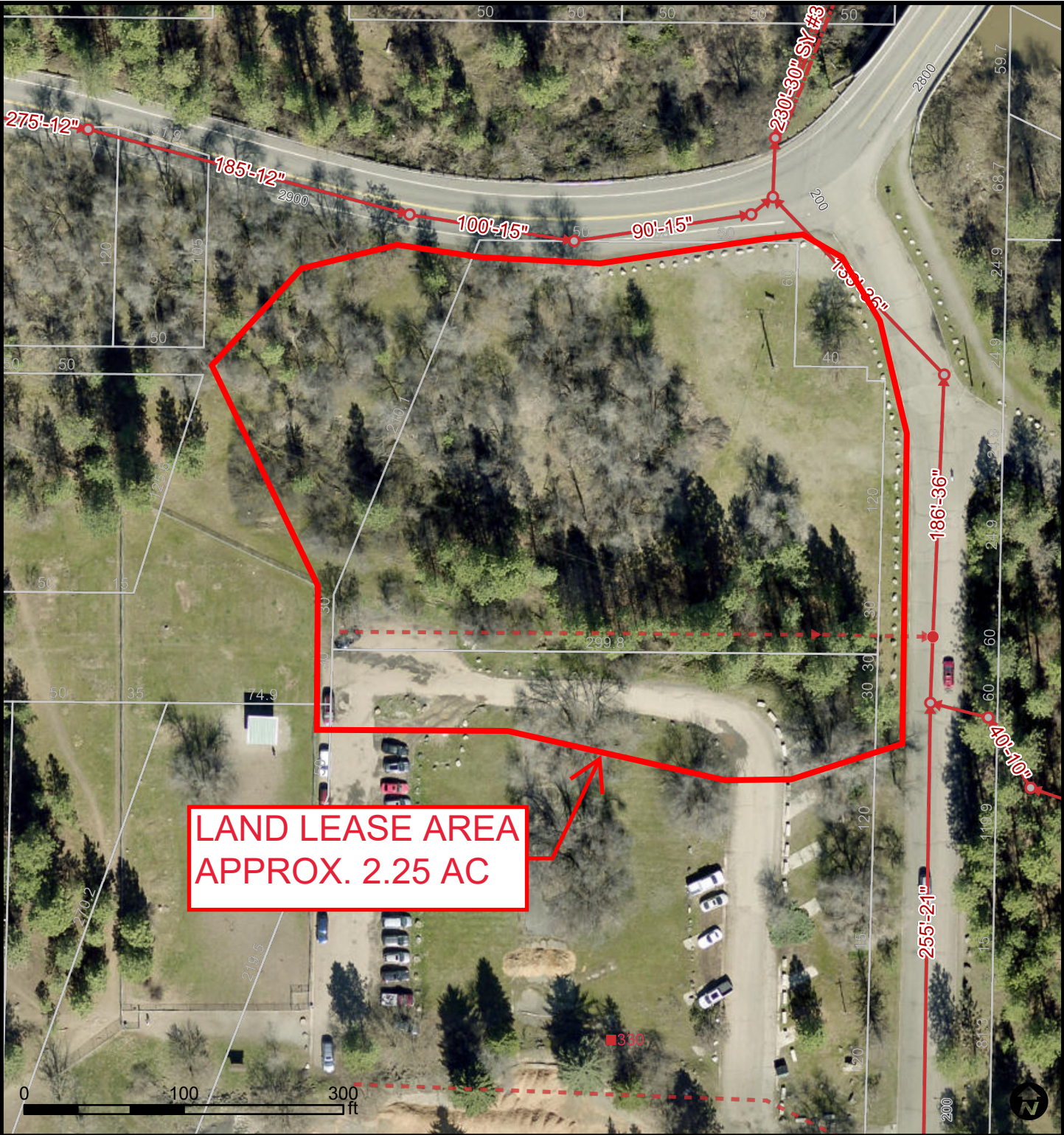
\_\_\_\_\_  
City Clerk

EXHIBIT A  
LAND LEASE AREA




EXHIBIT A  
LAND LEASE AREA

# Ground Lease Area








## Legend

 City of Spokane Boundary

 Parcel

## Address Point

-  Primary
-  Secondary
-  County Address Point
-  Hundred Block
-  Parcel Dimension

World Imagery  
Low Resolution  
15m Imagery  
High Resolution  
60cm Imagery  
High Resolution  
30cm Imagery  
Citations

30cm  
Resolution  
Metadata

## City of Spokane GIS



**THIS IS NOT A LEGAL DOCUMENT:**  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.



VOLUME  
CUT VOLUME (UNADJUSTED) 3956.69 CU. YD.  
FILL VOLUME (UNADJUSTED) 4761.98 CU. YD.  
NET VOLUME (UNADJUSTED) 805.30 CU. YD. <FILL>  
  
CONCRETE: 11,184 SF  
ASPHALT: 19,600 SF

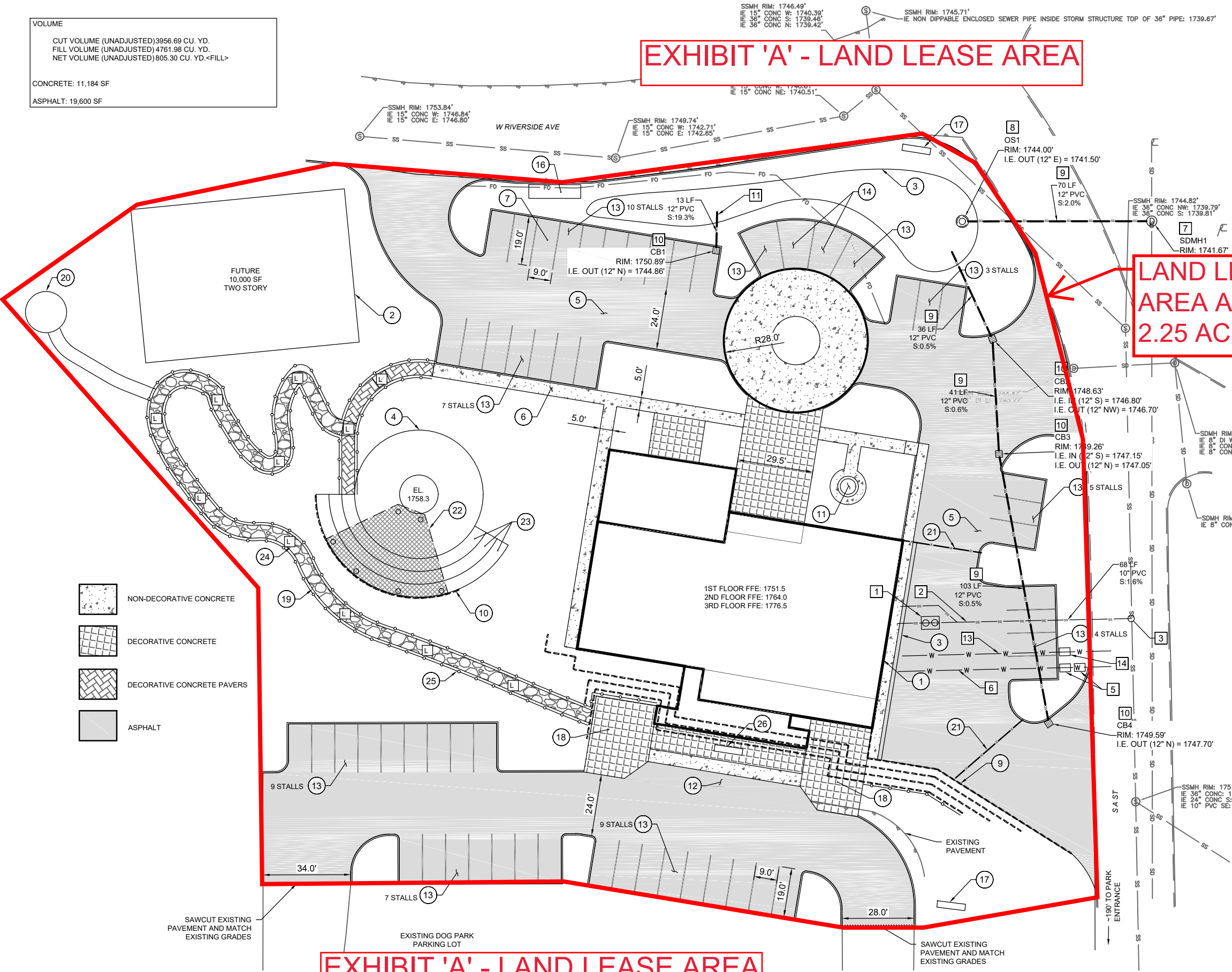
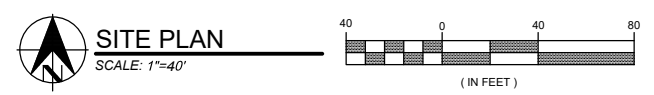
EXHIBIT 'A' - LAND LEASE AREA

KEYNOTES

- 1 MAIN BUILDING
- 2 FUTURE BUILDING
- 3 ROLLED CURB
- 4 STORY CIRCLE
- 5 ASPHALT AREA, TYP
- 6 SIDEWALK, TYP
- 7 STANDARD PARKING STALL, TYP
- 8 ADA PARKING STALL, TYP
- 9 RETAINING WALL
- 10 CIRCLE RETAINING WALL
- 16 BUS STOP
- 17 MONUMENT SIGN
- 18 PATIO
- 19 INTERPRETIVE TRAIL
- 20 SWEAT LODGE
- 21 SECURITY GATE
- 22 SHADE STRUCTURE
- 23 STORY CIRCLE TIER
- 24 ADA LANDING
- 25 36" HIGH HANDRAIL, 920 LF
- 26 DIRECTIONAL SIGN

UTILITY NOTES

- 1 5'X7' SANITARY GREASE INTERCEPTOR
- 2 4" PVC SEWER
- 3 CONNECT 4" SEWER TO EXISTING 36" SEWER MAIN. APPROXIMATE I.E. OF NEW SERVICE: 1742.8'
- 4 2 1/2" PVC WATER SERVICE
- 5 2 1/2" PVC WATER METER AND DOUBLE CHECK VALVE
- 6 NEW WATER SERVICE TO CONNECT TO FUTURE WATER MAIN
- 7 NEW STORMWATER MANHOLE OVER EXISTING STORMWATER LINE
- 8 OVERFLOW STRUCTURE FOR POND DISCHARGE
- 9 12" PVC STORMWATER
- 10 CATCH BASIN
- 11 POND INLET
- 12 CURB CUTS TO ALLOW RUNOFF TO SHEET FLOW TO POND
- 13 4" FIRE PROTECTION SERVICE
- 14 DOUBLE CHECK VALVE



LAND LEASE BOUNDARY.  
AREA APPROXIMATELY  
2.25 ACRES

EXHIBIT 'A' - LAND LEASE AREA



AMERICAN INDIAN  
COMMUNITY CENTER  
PRELIMINARY SCHEMATIC DESIGN



# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <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>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Community Housing & Human Services / MOU for CDBG Funded Park Improvements (\$400,000 revenue)   |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2026                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>Interdepartmental agreement between City CHHS & City Parks allocating community development block grant (CDBG) funds to (6) park improvement projects in 2026, including:<br>- Chief Garry Park fencing, Friendship Park water fountain, Liberty Park gazebo roof repair, Ruth Park bench installation, Harmon Park restroom replacement, & Whittier Park playground improvements.<br><br>Parks will implement all improvements and CHHS will reimburse parks up to \$400,000 as the improvements are completed. Parks shall own all improvements upon completion of the work.   |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve MOU with Community Housing and Human Services for CDBG funded park improvements in the amount of \$400,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: City of Spokane CHHS<br>Name: Arielle Anderson    Email address: arielleanderson@spokanecity.org    Phone: 509.625.6055   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting<br>Parks – Sarah Deatrich    garrett jones<br>Requester: Nick Hamad<br>Grant Management Department/Name:  |  |  |                                     |
| <b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue<br>Amount: \$400,000 (reimbursable)    Budget code: 1950  |  |  |                                     |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)<br/> <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane<br/> <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div> |  |  |                                     |

City Clerk's No.

Cross Ref. City Clerk's No.

**CITY OF SPOKANE**  
**COMMUNITY HOUSING**  
**AND HUMAN SERVICES**  
**and**  
**PARKS AND RECREATION**

**MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is between the **CITY OF SPOKANE CHHS DIVISION**, as "CHHS", and the **CITY OF SPOKANE PARKS AND RECREATION DIVISION**, as "PARKS", whose addresses are both 808 West Spokane Falls Boulevard, Spokane, Washington, 99201.

WHEREAS, PARKS owns or operates and maintains real estate, developed and natural park grounds, 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

WHEREAS, the purpose of this MOU is to establish and define the working relationship between City of Spokane Community Housing and Human Services (CHHS) and the City of Spokane Parks and Recreation Division (PARKS), for collaboration on funding and work to be completed for Neighborhood Allocation projects throughout the city park system; and

WHEREAS, PARKS adopted the 2022 Park and Natural Lands Master Plan Goal A Objectives 2 & 3 specifically recommend PARKS 'serve the under-resource' by prioritizing investment within neighborhood and community parks through a neighborhood parks initiative and prioritize investment in improving parks within Social and Environmental Equity zones as outlined in the master plan; and

WHEREAS, PARKS adopted the 2022 Park and Natural Lands Master Plan Goal L Objective 1 which specifically recommends PARKS pursue additional funding sources to ensure park facilities and conditions are consistent with the expectations of the Spokane citizens; and

WHEREAS, CHHS has received Community Development Block Grant funding and desires to allocate \$400,000 to PARKS to complete park renovations within areas where at least 51 percent of the residents are low- and moderate-income persons; and

WHEREAS, CHHS solicited applications for park improvements from qualifying neighborhood councils, receiving 12 well prepared submissions requesting a total funding of \$2,845,000; and

WHEREAS, CHHS and its agents reviewed said applications through its Community Assembly, Community Development Committee, Affordable Housing Committee and adopted and recommended award of funding toward six projects at the May 7<sup>th</sup> CHHS board meeting; and

WHEREAS, PARKS is responsible for the maintenance, care and improvement of all public park facilities in the City of Spokane, portions of which are developed as restrooms, playgrounds, play fields, sport courts, and other miscellaneous recreational facilities, PARKS is best suited to manage the design and implementation of the park improvement projects recommended by the CHHS board; and

WHEREAS, CHHS and PARKS will collaborate to design and implement the specific park projects in parks designated throughout the City; and

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, City of Spokane PARKS and CHHS agree as follows:

1. PREMISES

CHHS' allocation of funds will be designated to complete work at the following City parks:

- Chief Garry Park: Fully fund, the installation of missing fence section along Mission Avenue, estimated to cost \$15,000. Length of fencing is approximately 30 lineal feet.
- Friendship Park: Fully fund the replacement of one damaged water fountain near the playground, estimated to cost \$25,000.
- Liberty Park: Partially fund the replacement of the existing park gazebo roofing, estimated to cost \$22,000.
- Ruth Park : Fully fund the installation of two new park benches near the existing park playground, estimated to cost \$8,000.
- Harmon Shipley Park: Fully fund the replacement of the existing restroom building & adjust associated utilities as required, estimated to cost \$300,000.
- Whittier Park: Fully fund the replacement of damaged playground deck structures, fill and top off playground mulch, and make minor upgrades to worn play surfaces, estimated to cost \$30,000.

NOTE: Projects listed above are listed in no particular order. Additional project scoping details can be found in the neighborhood applications submitted to CHHS.

## 2. USE OF THE PREMISES

- A. The Premises will be used by PARKS to complete the designated projects.
- B. Public use shall be maintained during the renovation projects.
- C. All allocations from CHHS from Community Development Block Grant (CDBG) funds shall be dedicated to improvement of PARKS for Neighborhood Allocation projects.

## 3. TERM

This MOU will run from November 1, 2025 through December 31, 2026, at which time its content will be reviewed for a possible extension.

## 4. FEES

CHHS shall allocate \$400,000 to complete the projects. PARKS, at its sole discretion, may provide additional funding to complete partially funded projects.

## 5. TAXES

- A. Leasehold Excise Tax. Since it holds no lease on the Park property in question, CHHS does not owe any Leasehold Excise Tax. To the extent it is determined that Leasehold Excise Tax applies to this arrangement, CHHS shall be responsible to pay the taxes.
- B. Other Taxes. In addition, CHHS agrees to pay all other taxes imposed in connection with its holding or exercise of privileges under this MOU.

## 6. PARKS RESPONSIBILITIES

- A. PARKS will complete the renovation projects on the sites designated under Section 1.
- B. PARKS shall own and care for all of the improvements made to the sites.
- C. PARKS may adjust the detailed scope of recommended projects as required to ensure improvements are consistent with the development standards within neighborhood parks and the adopted policies of PARKS.



- D. In the event the allocated funding is not sufficient for the completion of all approved / recommended projects, PARKS shall make a good faith effort to allocate remaining funding necessary to complete listed projects.

## 7. CHHS RESPONSIBILITIES

- A. CHHS shall allocate \$400,000 in CDBG funds to PARKS for Neighborhood Allocation projects to be completed in the City parks designated in Section 1.
- B. In the event the allocated funding is not sufficient for the completion of all approved / recommended projects, CHHS shall make a good faith effort to assist parks in securing remaining funding necessary to complete listed projects.
- C. CHHS shall provide informational updates regarding project progress to applicable neighborhood councils as project work progresses.

## 8. FINANCING

- A. CHHS shall allocate CDBG funds in the amount of \$400,000 for the necessary construction, maintenance or supply costs associated with the park renovations.
- B. CHHS will support and ensure that the fund allocation is consistent with PARKS' vision, mission and goals, and its work will be compatible with these interests and goals, and it will support PARKS' master plan(s).

PARKS agrees to submit invoices and required documentation through Neighborly for approval by CHHS before reimbursements will be transferred to a PARKS designated account.

## 9. OWNERSHIP OF IMPROVEMENTS

Following completion of any City park improvements, the improvements and any associated appurtenances shall become the property of PARKS.

## 10. LIABILITY

- A. In the performance of this MOU, CHHS is an independent division within the City of Spokane and not an employee or agent of PARKS.
- B. CHHS shall defend, indemnify and hold harmless PARKS and its officers and employees from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising directly or indirectly from

CHHS's use of the Premise and/or its exercise of the rights and privileges granted in this MOU or CHHS's breach of any of its obligations under this MOU, provided that nothing herein shall require CHHS to indemnify PARKS against and hold harmless PARKS from claims, demands or suits based solely upon the conduct of PARKS or the conduct of its agents, officers and employees, representatives, or contractors; and provided further that if the claims, demands or suits are caused by or result from the concurrent negligence of (a) CHHS or its officers, employees, agents, representatives, contractors, or volunteers and (b) PARKS or its agents, officers, employees, representatives or contractors, this indemnity provision with respect to (1) claims, demands, or suits based upon such negligence (2) the costs to PARKS of defending such claims, demands, or suits shall be valid and enforceable only to the proportionate extent of CHHS's negligence or the negligence of CHHS's officers, employees, agents, representatives, contractors, or volunteers.

- C. CHHS shall not allow liens of any kind to be placed against the Premises for any unpaid materials or laborer, and shall defend, indemnify and hold harmless PARKS if liens arise as a result of contracts for services or materials entered into by CHHS.

## 11. ASSIGNMENTS

This MOU 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.

## 12. ENTIRE AGREEMENT

Except as expressly stated herein, this MOU is the Agreement between the Parties with respect to the subject matter hereof. No other understandings, oral or otherwise, regarding the matter of this MOU will bind the signatories to this MOU unless agreed to by both Parties in writing.

## 13. WAIVER OF PROVISIONS

The failure of a Party to insist upon or enforce performance of any of the provisions or to exercise any rights under this Agreement will not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon any such provisions or rights in that or any other instance; rather, the same will be and remain in full force and effect.

## 14. DISPUTES

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

Washington.

#### 15. 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 MOU shall have or acquire any interest in it, 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 the MOU.

#### 16. MODIFICATION

Should either party wish to modify this MOU, either during the current year or any subsequent extensions, the party desiring the modification shall submit the proposed changes for review by the other party. Only written approval of such proposed changes shall alter or modify this MOU. The party reviewing the requested changes shall either approve or reject the changes within ten (10) days. Either party may, at any time, call the other party to discuss alteration and/or review this MOU.

#### 17. TERMINATION

This MOU may be terminated without cause by either party with thirty (30) days' notice of said termination. This MOU may be terminated for cause with ten (10) days' notice. The party being terminated shall have ten (10) days to appeal or request reconsideration of the termination by the terminating party. Should the terminating party's decision remain unchanged, either by affirmative response or no response, the termination shall be final.

#### 18. SEVERABILITY

In the event any portion of this MOU should become invalid, the rest of the MOU shall remain in full force and effect.

CITY OF SPOKANE  
COMMUNITY HOUSING AND HUMAN  
SERVICE (CHHS)

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

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

Attachments that are part of this Agreement:

Attachment A – Certificate Regarding Debarment

CITY OF SPOKANE  
PARKS AND RECREATION

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

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

**ATTACHMENT 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 are 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.

|  |   |
|--|---|
| City of Spokane Parks and Recreation Division                  | 2025 CDBG Funded Neighborhood Park Improvements |
| Name of Subrecipient / Contractor / Consultant (Type or Print) | Program Title (Type or Print)                   |
| Nicholas A. Hamad  |   |
| Name of Certifying Official (Type or Print)                    | Signature                                       |
| Park Planning and Development Manager                          |   |
| Title of Certifying Official (Type or Print)                   | Date (Type or Print)                            |

# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <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>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Michael Terrell - Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)                          |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'Michael Terrell Landscape Architecture' is the highest ranked firm. As a result, staff is recommending contract award to this firm. |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve Michael Terrell Landscape Architecture, PLLC. master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.   |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Michael Terrell Landscape Architecture, PLLC.<br>Name: Michael Terrell    Email address: mterrell@mt-la.com    Phone: 509.922.7449  |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: not to exceed \$750,000    Budget code: 1950-54920-94760-56504   |  |  |                                     |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 603-368-643    Business license expiration date: 1/31/27 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)             |  |  |                                     |



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

|  |  |
|--|--|
| <b><u>RFQu NUMBER:</u></b> 6470-25<br><b><u>RFQu TITLE:</u></b> 2026-2029 ON-CALL<br>LANDSCAPE ARCHITECTURE SERVICES<br><b><u>RFQu COORDINATOR:</u></b> Thea Prince, City of<br>Spokane Purchasing Department<br><b><u>QUESTION DEADLINE:</u></b> FRIDAY, December 5,<br>2025<br><b><u>TIME:</u></b> 3:00 P.M. | <b><u>PROPOSAL DUE DATE:</u></b> MONDAY, December<br>15, 2025<br><b><u>TIME:</u></b> 1:00 P.M.<br><b><u>PROPOSAL SUBMITTAL:</u></b><br>All Proposals shall be submitted electronically<br>through the ProcureWare online procurement<br>system portal:<br><a href="https://spokane.procureware.com">https://spokane.procureware.com</a> by the due<br>date and time. |
|--|--|

### 1. GENERAL INFORMATION

#### 1.1 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter "City") shall be with the Request for Qualifications Coordinator and submitted through the 'Clarifications' tab in the City's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

#### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Parks and Recreation Division (hereinafter "City") is initiating this Request for Qualifications (RFQ) seeking qualifications excluding costs from qualified landscape architecture and multi-disciplinary firms with experience in landscape architecture, park planning, public engagement, and detailed park design and documentation to support the City's planning, design, bidding and implementation various park improvement & enhancement projects throughout the city park system on an 'on-call basis'.

Selected firm(s) can expect to be utilized to plan, design and document park improvement projects within neighborhood, community, special use, and regional parks citywide, including but not limited to: development and renovation of park grounds, facilities, pathways, sports courts, sports fields, playgrounds, irrigation systems, trail, trailheads, shoreline & pond enhancement, parking facilities, informational and interpretive signage, and various other park amenities.

The City of Spokane Parks and Recreation Division acquires, enhances, protects, maintains, and operates a variety of public lands, open spaces, and facilities located within and immediately adjacent the bounds of the City of Spokane. 105 individual properties consisting of 4,025 acres in area make up the city's system of park lands, including:



AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| <b>Rank</b> | <b>Firm</b>      | <b>NAH</b> | <b>HMS</b> | <b>BSE</b> | <b>MP</b> | <b>TOTAL</b> |
|-------------|------------------|------------|------------|------------|-----------|--------------|
| 1           | MTLA             | 135        | 150        | 132        | 141       | 558          |
| 2           | SCJ Alliance     | 140        | 140        | 140        | 124       | 544          |
| 3           | SPVV             | 115        | 138        | 150        | 140       | 543          |
| 4           | Berger           | 125        | 143        | 143        | 123       | 534          |
| 5           | Dig Studio       | 130        | 148        | 120        | 125       | 523          |
| 6           | Place            | 110        | 133        | 146        | 130       | 519          |
| 7           | Ground3          | 125        | 145        | 125        | 115       | 510          |
| 8           | AHBL             | 100        | 135        | 138        | 136       | 509          |
| 9           | Mithun           | 105        | 128        | 130        | 127       | 490          |
| 10          | ESA              | 110        | 130        | 115        | 129       | 484          |
| 11          | GGLO             | 105        | 123        | 117        | 135       | 480          |
| 12          | JETT             | 95         | 125        | 117        | 121       | 458          |
| 13          | Architect's West | 95         | 115        | 120        | 125       | 455          |
| 14          | Land Expressions | 80         | 105        | 136        | 133       | 454          |
| 15          | MacLoed Reckford | 95         | 120        | 110        | 128       | 453          |
| 16          | Bernardo Wills   | 85         | 95         | 120        | 139       | 439          |
| 17          | Szabo L.A.       | 95         | 113        | 117        | 110       | 435          |
| 18          | RW Droll         | 95         | 110        | 95         | 107       | 407          |
| 19          | ALSC             | 75         | 65         | 125        | 126       | 391          |
| N/R         | PNW Landscape    | N/R        | N/R        | N/R        | 20        | 20           |





**City of Spokane Parks and Recreation**  
RFQu Number: 6470-25  
2026-2029 On-Call Landscape Architecture Services



**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150  
Liberty Lake, WA 99016  
509.922.7449 | [www.MT-LA.com](http://www.MT-LA.com)

**LIVE | LEARN | PLAY | SUSTAIN**



December 15, 2025

Thea Prince, City of Spokane Purchasing Department  
915 N. Nelson St., Spokane, Washington 99202

Reference: 2026-2029 On-Call Landscape Architecture Services, RFQu Number: 6470-25

To the City of Spokane Parks & Recreation Evaluation Committee:

Spokane stands at an exciting and pivotal moment with the recent voter approval of the **Healthy Parks, Healthy Neighborhoods** levy. This generational investment will deliver tangible improvements to parks and open spaces that residents can see, feel, and enjoy in every neighborhood. Michael Terrell – Landscape Architecture, PLLC (MT-LA) is uniquely positioned to support this effort through our grounded, implementation-focused approach to park planning and project delivery.

This opportunity carries great responsibility: to move efficiently, communicate clearly, maintain the hard-earned community trust, and create durable, inclusive, and beloved public spaces that reflect Spokane's unique character while respecting real-world constraints such as budget, maintenance, and long-term stewardship.

MT-LA understands these priorities because we live them here at home. Our entire team resides within minutes of the parks, trails, plazas, and natural areas that Spokane families use daily. We hear directly from neighbors about what they value, their concerns, accessibility challenges, and small changes that could make a big difference. This local proximity keeps us grounded and reminds us that every project impacts real families, children, and communities who depend on these spaces to live, gather, play, and recharge.

Our foundational philosophy, **LIVE | WORK | PLAY | SUSTAIN**, guides every project. It mirrors how Spokane interacts with its public spaces and how those spaces shape our city. We design places where people can live fully, learn naturally, play joyfully, and sustain their community and environment for generations to come. Above all, we believe parks define how people feel about their city. They are where Spokane gathers, plays, celebrates, and reconnects. We are eager to help the City build spaces that foster a stronger sense of belonging in every neighborhood.

For more than two decades, MT-LA has partnered with local communities to plan and design parks, playgrounds, plazas, trail systems, and public spaces across the Inland Northwest. In Spokane specifically, our team has contributed to projects including the Southeast Sports Complex, Dutch Jake's Park, Liberty Park's playground and restrooms, Peaceful Valley futsal



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Liberty Lake, WA 99016  
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court, Mission Park tennis courts, Centennial Trail improvements, and various streetscape and accessibility upgrades in urban districts, along with more than ten park and trail projects completed in the past year alone. This deep, hands-on experience has given us practical knowledge of Spokane's landscapes, natural systems, materials, community expectations, and interdepartmental collaboration, enabling us to integrate quickly, collaborate effectively, and advance projects with confidence.

There is an ambitious workload ahead: modernizing neighborhood parks, replacing aging playgrounds and adding splash pads, upgrading irrigation, expanding maintenance capacity, and developing new parks in growing areas. This demands a responsive, trusted partner like MT-LA that is capable of scoping, designing, documenting, and supporting construction across multiple projects annually. We have successfully filled this role before, and our experienced team stands ready to do so again.

A local firm, MT-LA has the expertise, capacity, and commitment to serve as a seamless extension of Spokane Parks & Recreation staff. We currently provide On-Call Landscape Architecture Services for Spokane County delivering responsive, task-order-based support across varied projects and timelines. Our team has recently led effective community engagement for parks and public spaces in Spokane, Spokane County, Kalispell, and Sandpoint, building resident trust and translating input into legacy designs. Our on-call approach is built on:

- Proven municipal experience and capacity, with over 100 parks, splash pads, trails, recreation plans, and sports facilities delivered regionally.
- Full in-house capabilities, including playground and splash pad design, sport courts, trails, irrigation, grading, public engagement, construction documentation, and administration—supported by three Certified Playground Safety Inspectors (CPSI).
- Responsive delivery, emphasizing clear scoping, consistent communication, predictable schedules, and familiarity with public-sector processes.
- Practical, inclusive engagement, tailored to Spokane's diverse neighborhoods, with close coordination alongside maintenance and operations staff to minimize long-term costs and meet functional standards.
- A flexible network of local engineering and technical partners, ready to provide specialty services and integrate smoothly with City workflows.

MT-LA is prepared to help implement the Healthy Parks, Healthy Neighborhoods levy, turning this vital investment into essential upgrades across Spokane's neighborhood parks. We will advance the vision of the Parks and Natural Lands Master Plan, "*Preserve and Play*", by creating spaces that respect natural systems, welcome all users, strengthen connections, and endure for future generations.

Thank you for considering our team. We care deeply about this work and are ready today to partner with Spokane Parks & Recreation with the energy, insight, and dedication this moment demands.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael D. Terrell', written over a horizontal line.

Michael D. Terrell, PLA, CPSI, ASLA  
Principal | Michael Terrell Landscape Architecture



## 3.2 LETTER OF SUBMITTAL

**A)** Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.

**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150,  
Liberty Lake, WA 99016

Michael D. Terrell, PLA, CPSI, ASLA | Principal  
509.922.7449 | [mterrell@MT-LA.com](mailto:mterrell@MT-LA.com)

**B)** Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.

**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150,  
Liberty Lake, WA 99016

MT-LA is a Washington State Certified Veteran-Owned Business.



**C)** Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.

**Michael Terrell - Landscape Architecture, PLLC** does not employ any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.

**D)** Confirmation that Firm meets minimum qualifications identified in Paragraph 1.3 "Minimum Qualifications". Firm must have been in business for five years with at least five completed park improvement projects and must demonstrate proven experience in landscape architecture and/or park planning for municipalities, parks and recreation agencies, public facilities districts, or other similar size and scope service industries. Provide evidence firm leadership includes professional landscape architect(s) currently licensed to practice within the State of Washington.

**Michael Terrell - Landscape Architecture, PLLC**, meets minimum qualifications identified in Paragraph 1.3 "Minimum Qualifications".

**Michael Terrell - Landscape Architecture, PLLC**, MT-LA has been business since 2002 (23 years) and has completed at least five park improvement projects in the last five years. These projects include:

1. Liberty Park Playground (2023)
2. Camas Meadow Park (2025)
3. Plantes Ferry, Synthetic Turf Fields (2025)
4. Meadworks Park (2025)
5. North Coeur d'Alene Park (2025)

**Landscape Architecture Licenses:**

Michael Terrell, Washington: #584  
Jeff Stiltz, Washington: #1507  
Staci Heathman, Washington: #22036865

**E)** Acknowledgement that the Firm will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.

**Michael Terrell - Landscape Architecture, PLLC**, will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.



Liberty Park | City of Spokane

**F)** Please See Appendix for Debarment Statement.

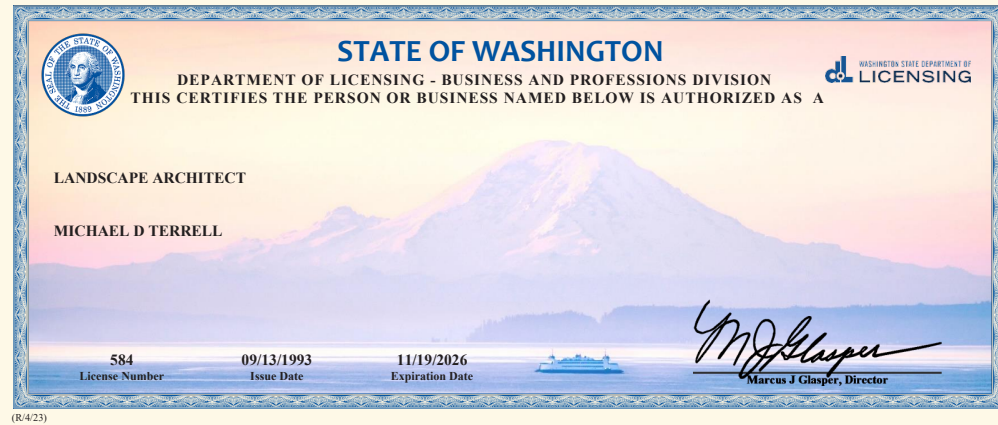
**G)** Acknowledgment that the Firm will not subcontract with any Firms or consultants which do not meet the above criteria.

**Michael Terrell - Landscape Architecture, PLLC**, will not subcontract with any Firms or consultants which do not meet the above criteria.

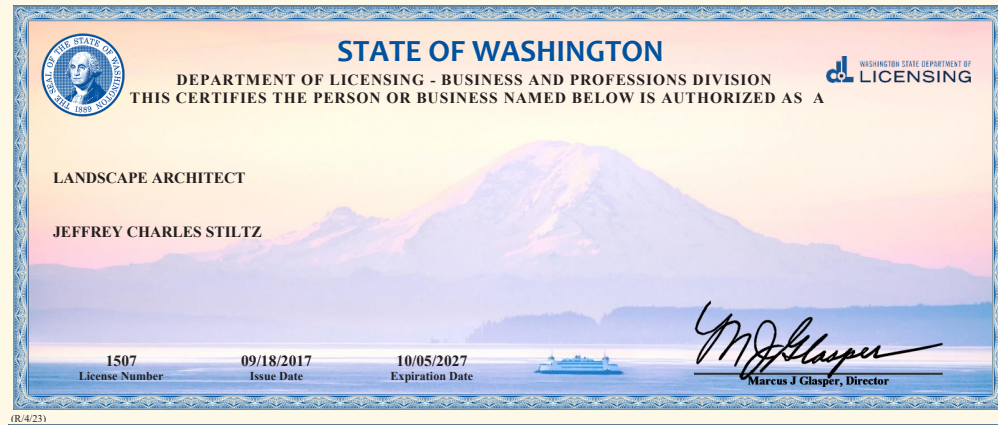


# APPENDIX

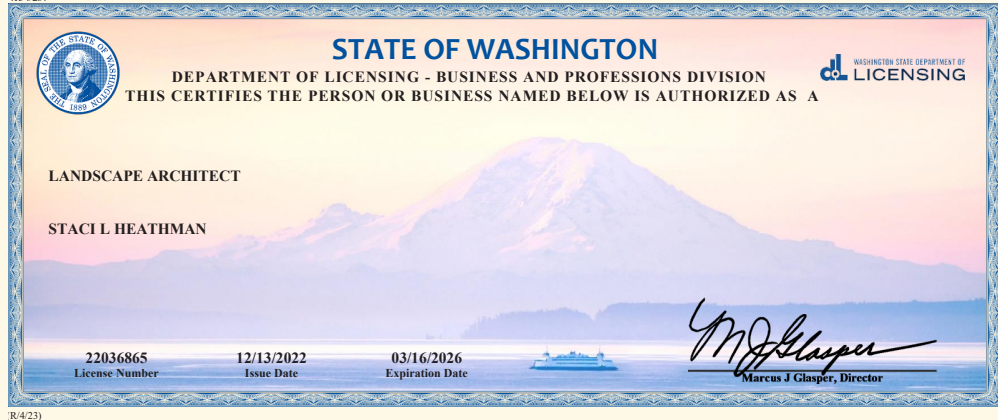
Michael Terrell, Washington: #584

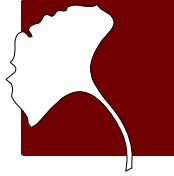


Jeff Stiltz, Washington: #1507



Staci Heathman, Washington: #22036865





# MEMO

**From:** Michael D. Terrell, ASLA

**Effective Date:** 1/1/2026

**To:** File

**Re:** 2026 MTLA Hourly Rates

**CC:** File

Below are our hourly rates by position for your reference.

|                                 |                   |
|---------------------------------|-------------------|
| Landscape Architect, Principal: | \$175.00 per hour |
| Landscape Architect, Associate: | \$152.00 per hour |
| Landscape Architect I:          | \$130.00 per hour |
| Landscape Architect II:         | \$122.00 per hour |
| Landscape Architect III:        | \$115.00 per hour |
| Landscape Designer:             | \$95.00 per hour  |
| Office Manager/Administration:  | \$85.00 per hour  |

Reimbursable expenses, printing, postage etc. are billed at cost.

Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City will be provided with invoices.

Vehicle mileage will be invoiced for reimbursement at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred.

Sincerely,

Michael D. Terrell, ASLA  
Principal

Michael Terrell ■ Landscape Architecture, PLLC  
1421 N. Meadowwood Lane, Suite 150 ■ Liberty Lake, WA 99019  
(509) 922-7449  
[www.mt-la.com](http://www.mt-la.com)

Member American Society of Landscape Architects





THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 23, 2025

City of Spokane Parks and Recreation  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201

#### Account Information:

|                         |  |
|-------------------------|--|
| Policy Holder Details : | MICHAEL TERRELL- LANDSCAPE<br>ARCHITECTURE, PLLC |
|-------------------------|--|



#### Contact Us

##### Need Help?

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,  
Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/23/2025

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 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).

| <b>PRODUCER</b><br>USAA INSURANCE AGENCY INC/PHS<br>65812846<br>The Hartford Business Service Center<br>3600 Wiseman Blvd<br>San Antonio, TX 78251 | <b>CONTACT</b><br><b>NAME:</b><br><b>PHONE</b> (888) 242-1430 <b>FAX</b><br>(A/C, No, Ext):<br><b>E-MAIL</b><br><b>ADDRESS:</b>  |                               |  |       |             |   |       |             |  |  |             |  |  |             |  |  |             |  |  |             |  |  |
|--|--|-------------------------------|--|-------|-------------|---|-------|-------------|--|--|-------------|--|--|-------------|--|--|-------------|--|--|-------------|--|--|
| <b>INSURED</b><br>MICHAEL TERRELL- LANDSCAPE ARCHITECTURE, PLLC<br>5312 S CHAPMAN RD<br>GREENACRES WA 99016-8832                                   | <table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC#</th></tr> </thead> <tbody> <tr> <td>INSURER A :</td><td>Hartford Underwriters Insurance Company</td><td>30104</td></tr> <tr> <td>INSURER B :</td><td></td><td></td></tr> <tr> <td>INSURER C :</td><td></td><td></td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE |  | NAIC# | INSURER A : | Hartford Underwriters Insurance Company | 30104 | INSURER B : |  |  | INSURER C : |  |  | INSURER D : |  |  | INSURER E : |  |  | INSURER F : |  |  |
| INSURER(S) AFFORDING COVERAGE  |  | NAIC#                         |  |       |             |   |       |             |  |  |             |  |  |             |  |  |             |  |  |             |  |  |
| INSURER A :  | Hartford Underwriters Insurance Company  | 30104                         |  |       |             |   |       |             |  |  |             |  |  |             |  |  |             |  |  |             |  |  |
| INSURER B :  |  |                               |  |       |             |   |       |             |  |  |             |  |  |             |  |  |             |  |  |             |  |  |
| 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 INSR                            | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYYY) | LIMITS   |
|----------|--|--------------------------------------|----------|---------------|-------------------------|---------------------------|--|
| A        | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> General Liability  | X                                    |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027                | EACH OCCURRENCE \$2,000,000  |
|          |  |                                      |          |               |                         |                           | DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000                |
|          |  |                                      |          |               |                         |                           | MED EXP (Any one person) \$10,000                                    |
|          |  |                                      |          |               |                         |                           | PERSONAL & ADV INJURY \$2,000,000                                    |
|          |  |                                      |          |               |                         |                           | GENERAL AGGREGATE \$4,000,000  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:  |                                      |          |               |                         |                           | PRODUCTS - COMP/OP AGG \$4,000,000                                   |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS |                                      |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027                | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000                      |
|          |  |                                      |          |               |                         |                           | BODILY INJURY (Per person)   |
|          |  |                                      |          |               |                         |                           | BODILY INJURY (Per accident)   |
|          |  |                                      |          |               |                         |                           | PROPERTY DAMAGE (Per accident)                                       |
|          |  |                                      |          |               |                         |                           |  |
|          | <b>UMBRELLA LIAB EXCESS LIAB</b><br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |                                      |          |               |                         |                           | EACH OCCURRENCE  |
|          |  |                                      |          |               |                         |                           | AGGREGATE  |
|          |  |                                      |          |               |                         |                           |  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> N/ A |          |               |                         |                           | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
|          |  |                                      |          |               |                         |                           | E.L. EACH ACCIDENT   |
|          |  |                                      |          |               |                         |                           | E.L. DISEASE - EA EMPLOYEE   |
|          |  |                                      |          |               |                         |                           | E.L. DISEASE - POLICY LIMIT  |
| A        | Employment Practices Liability Insurance   |                                      |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027                | Each Claim Limit \$25,000<br>Annual Aggregate Limit \$25,000         |

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

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy. Notice of Cancellation will be provided in accordance with Form SS1223, attached to this policy.

## CERTIFICATE HOLDER

## CANCELLATION

City of Spokane Parks and Recreation  
 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

*Susan L. Castaneda*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**12/24/2025**

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.

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|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br><br>The Buckner Company<br>6550 South Millrock Dr, Suite Suite 300<br>Salt Lake City Utah, 84121<br> |  | <b>CONTACT NAME:</b> Phillip Naples<br><b>PHONE (A/C, No. Ext):</b><br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> serviceteam@buckner.layrpartner.com                                 |  |
| <b>INSURED</b><br><br>Michael Terrell - Landscape Architecture, PLLC<br>1421 N. Meadowwood Lane, Suite 150<br>Liberty Lake Washington, 99019   |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford Fire Insurance<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|  |  | <b>NAIC #</b><br>19682   |  |

## 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  |
|----------|---|-----------|----------|------------------|-------------------------|-------------------------|---|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |                  |                         |                         | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                 |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><br>DED <input type="checkbox"/> RETENTION \$   |           |          |                  |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y / N <input type="checkbox"/> N / A   |           |          |                  |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                      |
| A        | Professional Liability  |           |          | 34 OH 0496727-25 | 01/16/2025              | 01/16/2026              | Each Claim \$2,000,000.00<br>General Aggregate \$2,000,000.00   |

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

## CERTIFICATE HOLDER

## CANCELLATION

|   |  |
|---|--|
| City of Spokane Parks and Recreation<br>808 W SPOKANE FALLS BLVD<br>Spokane Washington, 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<br><br>Phillip Naples                           |

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# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <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>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | SCJ Alliance / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)  |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SCJ Alliance' is the second highest ranked firm. As a result, staff is recommending contract award to this firm.        |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve SCJ Alliance master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: SCJ Alliance Consulting Services<br>Name: Chris Overdorf    Email address: chris.overdorf@scjalliance.com    Phone: 509886.3265x286   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad    chris.overdorf@scjalliance.com<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: not to exceed \$750,000    Budget code: 1950-54920-94760-56504   |  |  |                                     |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 602-612-261    Business license expiration date: 5/31/26 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) |  |  |                                     |



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

|  |  |
|--|--|
| <b><u>RFQu NUMBER:</u></b> 6470-25<br><b><u>RFQu TITLE:</u></b> 2026-2029 ON-CALL<br>LANDSCAPE ARCHITECTURE SERVICES<br><b><u>RFQu COORDINATOR:</u></b> Thea Prince, City of<br>Spokane Purchasing Department<br><b><u>QUESTION DEADLINE:</u></b> FRIDAY, December 5,<br>2025<br><b><u>TIME:</u></b> 3:00 P.M. | <b><u>PROPOSAL DUE DATE:</u></b> MONDAY, December<br>15, 2025<br><b><u>TIME:</u></b> 1:00 P.M.<br><b><u>PROPOSAL SUBMITTAL:</u></b><br>All Proposals shall be submitted electronically<br>through the ProcureWare online procurement<br>system portal:<br><a href="https://spokane.procureware.com">https://spokane.procureware.com</a> by the due<br>date and time. |
|--|--|

### 1. GENERAL INFORMATION

#### 1.1 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter "City") shall be with the Request for Qualifications Coordinator and submitted through the 'Clarifications' tab in the City's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

#### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Parks and Recreation Division (hereinafter "City") is initiating this Request for Qualifications (RFQ) seeking qualifications excluding costs from qualified landscape architecture and multi-disciplinary firms with experience in landscape architecture, park planning, public engagement, and detailed park design and documentation to support the City's planning, design, bidding and implementation various park improvement & enhancement projects throughout the city park system on an 'on-call basis'.

Selected firm(s) can expect to be utilized to plan, design and document park improvement projects within neighborhood, community, special use, and regional parks citywide, including but not limited to: development and renovation of park grounds, facilities, pathways, sports courts, sports fields, playgrounds, irrigation systems, trail, trailheads, shoreline & pond enhancement, parking facilities, informational and interpretive signage, and various other park amenities.

The City of Spokane Parks and Recreation Division acquires, enhances, protects, maintains, and operates a variety of public lands, open spaces, and facilities located within and immediately adjacent the bounds of the City of Spokane. 105 individual properties consisting of 4,025 acres in area make up the city's system of park lands, including:

AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| <b>Rank</b> | <b>Firm</b>      | <b>NAH</b> | <b>HMS</b> | <b>BSE</b> | <b>MP</b> | <b>TOTAL</b> |
|-------------|------------------|------------|------------|------------|-----------|--------------|
| 1           | MTLA             | 135        | 150        | 132        | 141       | <b>558</b>   |
| 2           | SCJ Alliance     | 140        | 140        | 140        | 124       | <b>544</b>   |
| 3           | SPVV             | 115        | 138        | 150        | 140       | <b>543</b>   |
| 4           | Berger           | 125        | 143        | 143        | 123       | <b>534</b>   |
| 5           | Dig Studio       | 130        | 148        | 120        | 125       | <b>523</b>   |
| 6           | Place            | 110        | 133        | 146        | 130       | <b>519</b>   |
| 7           | Ground3          | 125        | 145        | 125        | 115       | <b>510</b>   |
| 8           | AHBL             | 100        | 135        | 138        | 136       | <b>509</b>   |
| 9           | Mithun           | 105        | 128        | 130        | 127       | <b>490</b>   |
| 10          | ESA              | 110        | 130        | 115        | 129       | <b>484</b>   |
| 11          | GGLO             | 105        | 123        | 117        | 135       | <b>480</b>   |
| 12          | JETT             | 95         | 125        | 117        | 121       | <b>458</b>   |
| 13          | Architect's West | 95         | 115        | 120        | 125       | <b>455</b>   |
| 14          | Land Expressions | 80         | 105        | 136        | 133       | <b>454</b>   |
| 15          | MacLoed Reckford | 95         | 120        | 110        | 128       | <b>453</b>   |
| 16          | Bernardo Wills   | 85         | 95         | 120        | 139       | <b>439</b>   |
| 17          | Szabo L.A.       | 95         | 113        | 117        | 110       | <b>435</b>   |
| 18          | RW Droll         | 95         | 110        | 95         | 107       | <b>407</b>   |
| 19          | ALSC             | 75         | 65         | 125        | 126       | <b>391</b>   |
| N/R         | PNW Landscape    | N/R        | N/R        | N/R        | 20        | <b>20</b>    |

## 3.2 Letter of Submittal

December 15, 2025

City of Spokane  
915 N. Nelson Street  
Spokane, WA 99202

### Re: 6470-25 2026-2029 On-Call Landscape Architecture Services

Dear Members of the Selection Committee,

We're excited to partner with the City of Spokane for on-call landscape architecture services. As a Spokane-based team, we care about the places our community uses daily and are honored to help shape them. Our approach blends local insight, proven experience in parks and public space design, and a strong commitment to responsible budgeting. The result is resilient and thoughtful designs that meet the needs of Spokane.

**SCJ Alliance (SCJ)** is a 100% employee-owned company founded in 2006. Our multidisciplinary firm brings together landscape architects, planners, engineers, designers, arborists, and other specialists under one roof. This mix of talent enables us to approach each project from every angle, including creative, technical, and practical perspectives. As a result, we deliver solutions that are inspiring and grounded in real-world considerations.

Your project work will be led entirely from our Spokane office, where we have in-house professionals in landscape architecture, planning, civil engineering, traffic engineering, and utility engineering, ensuring responsive communication and a team that understands Spokane's character and priorities. With more than one hundred completed park improvement and planning projects and extensive experience supporting cities, park agencies, public facilities districts, and federal clients, our deep bench of 20 landscape architecture professionals (including 14 Washington State licensed landscape architects) is well equipped for this work.

We are committed to delivering project-ready, community-focused designs that support the Parks and Recreation Department's mission and enhance residents' experiences. We look forward to collaborating with you.

Sincerely,



Kevin Cash, PLA, ASLA  
Project Manager  
[kevin.cash@scjalliance.com](mailto:kevin.cash@scjalliance.com)  
509.835.3770 x471



Chris Overdorf, PLA, ASLA  
Principal-in-Charge  
[chris.overdorf@scjalliance.com](mailto:chris.overdorf@scjalliance.com)  
509.886.3265 x286



**SCJ ALLIANCE**  
CONSULTING SERVICES

#### **A. Name:** SCJ Alliance

**Principal Place of Business:**  
8730 Tallon Lane NE, Suite 200  
Lacey, WA 98516

**Phone:** 509.835.3770

**Email for Contract:**  
[chris.overdorf@scjalliance.com](mailto:chris.overdorf@scjalliance.com)

#### **B. Legal Status:** S-Corporation

**Operating From:**  
108 N Washington, Suite 300  
Spokane, WA 99201

#### **C. Current or Former Agency Employees:** None

#### **D. Minimum Qualifications:**

- ✓ In business over 19 years
- ✓ Over 100 completed park improvement projects
- ✓ 14 Washington state licensed landscape architects

**E.** SCJ will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.

**F.** SCJ certifies: *it has not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension". Further Acknowledge that Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and the Firm agrees to comply with City requirements to follow cost principals outlined in 2 CFR 200, Subpart E—Cost Principles for financial disbursements under its Grant Agreement. The Firm also agrees to comply with audit requirements outlined in 2 CFR 200 Subpart F—Audit Requirements".*

**G.** SCJ will not subcontract with any Firms or consultants which do not meet the above criteria.



# Who is SCJ?

**SCJ Alliance (SCJ)** is a multidisciplinary landscape architecture, engineering and planning firm specializing in solving complex issues that challenge developing communities. With over 130 employees, we provide a broad range of professional services to public- and private-sector clients, including landscape architecture, outreach facilitation, urban design, land use and environmental planning, transportation planning and design, and civil engineering.



We enjoy being a part of the creative process and seeking effective and efficient solutions to project challenges. Our responsiveness and ability to communicate, work with you side by side, develop creative solutions, and pay attention to the details are attributes that set us apart in consistently delivering successful projects.

## Anticipate. Envision. Create.

When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.




## Areas of Expertise

- ♦ Landscape Architecture
- ♦ Parks, Recreation, Open Space & Trails Planning
- ♦ Master Planning
- ♦ Public Outreach & Facilitation
- ♦ Environmental Engineering
- ♦ Environmental Permitting
- ♦ Land Use Planning & Design
- ♦ Outdoor Recreation
- ♦ Grant Funding
- ♦ Civil Engineering
- ♦ Arboriculture
- ♦ Parking & Circulation
- ♦ Specialty Structures
- ♦ Transit Services
- ♦ Transportation Design
- ♦ Transportation Planning
- ♦ Cable-Propelled Transit






# Landscape Architect Licenses



STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION

THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

KEVIN K CASH

880


License Number

10/30/2002

Issue Date


01/07/2027

Expiration Date



Marcus J Glasper, Director


(R/4/23)



STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION

THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

CHRISTOPHER LESTER OVERDORF

929


License Number

08/13/2004

Issue Date

07/21/2026

Expiration Date



Marcus J Glasper, Director

(R/4/23)



# STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

JULIANA LOLI

23018753  
License Number

06/23/2023  
Issue Date

09/11/2027  
Expiration Date



Marcus J Glasper, Director

(R/4/23)



# STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

JON P MCNAMARA

903  
License Number

10/14/2003  
Issue Date

06/29/2027  
Expiration Date



Marcus J Glasper, Director

(R/4/23)



January 5, 2026

Nick Hamad  
City of Spokane Parks and Recreation  
808 W Spokane Falls Blvd # 5,  
Spokane, WA 99201

Re: 2026-2029 On-Call Landscape Architectural Services – Rate Table  
SCJ Project 25-P00577

Dear Nick:

Pursuant to your request, please see our hourly rate table by individual employee below. We've included an estimated percentage of time we would expect individuals to be involved based on the Scope of Services in the RFQu and the areas of expertise for our staff members:

| Full Name:                     | Position | Billing Rate | Time on Project |
|--------------------------------|----------|--------------|-----------------|
| Landscape:                     |          |              |                 |
| Cash, Kevin                    | SPM      | \$185.00     | 20%             |
| Forbes, Megan                  | L1       | \$110.00     | 45%             |
| Gilleland, Josh                | L2       | \$116.00     | 45%             |
| Goode, Laure                   | L3       | \$132.00     | 25%             |
| Hawks, Lindsay                 | PM1      | \$172.00     | 15%             |
| Loli, Juliana                  | PM3      | \$184.00     | 15%             |
| Malhotra, Lakshita             | L1       | \$112.00     | 20%             |
| McNamara, Jon                  | P        | \$230.00     | 2%              |
| Overdorf, Chris                | PIC      | \$260.00     | 3%              |
| Shinpaugh, Sophia              | L1       | \$112.00     | 45%             |
| Zepeda-Fuertes, Lorena         | L1       | \$116.00     | 10%             |
| Planning (Community Outreach): |          |              |                 |
| Schubring, Lauren              | PM1      | \$185.00     | 2%              |
| Taylor, Liam                   | P3       | \$140.00     | 5%              |
| Civil:                         |          |              |                 |
| Rivas, Scott                   | P        | \$252.00     | 2%              |
| Trueblood, Sophia              | PM1      | \$218.00     | 5%              |
| Reed, Adam                     | T2       | \$120.00     | 5%              |
| Thompson, Freedom              | E1       | \$120.00     | 5%              |
| Tetzlaff, Jennifer             | E4       | \$174.00     | 5%              |



We appreciate the opportunity to be a part of your project team and look forward to getting started.  
If you have any questions or comments, please call me at 509-835-3770. Thank you.

Respectfully,  
SCJ Alliance

Kevin Cash, PLA  
Senior Project Manager





SCJALLI-01

JTVEIT

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

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<br>License # 0C36861<br>Seattle-Alliant Insurance Services, Inc.<br>401 Union Street, 31st Floor<br>Seattle, WA 98101           | CONTACT NAME: <b>Melanie Kelly</b>  |              |
|  | PHONE (A/C, No, Ext):<br>E-MAIL ADDRESS: <b>melanie.kelly@alliant.com</b> |              |
| INSURED<br><br><b>Shea, Carr &amp; Jewell, Inc. dba: SCJ Alliance</b><br><b>8730 Tallon Lane NE, Suite 200</b><br><b>Lacey, WA 98516</b> | INSURER(S) AFFORDING COVERAGE   | NAIC #       |
|  | INSURER A : <b>Travelers Indemnity Company of America</b>                 | <b>25666</b> |
|  | INSURER B : <b>Travelers Casualty Insurance Company of America</b>        | <b>19046</b> |
|  | INSURER C : <b>Travelers Property Casualty Company of America</b>         | <b>25674</b> |
|  | INSURER D : <b>Standard Fire Insurance Company</b>                        | <b>19070</b> |
|  | INSURER E : <b>Continental Casualty Company</b>                           | <b>20443</b> |
| 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   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br>OTHER: | X         |          | 6803S28842A   | 6/15/2025               | 6/15/2026               | EACH OCCURRENCE \$ <b>2,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b><br>MED EXP (Any one person) \$ <b>5,000</b><br>PERSONAL & ADV INJURY \$ <b>2,000,000</b><br>GENERAL AGGREGATE \$ <b>4,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b><br>\$ |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                     |           |          | BA3S293103    | 6/15/2025               | 6/15/2026               | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |           |          | CUP3S296295   | 6/15/2025               | 6/15/2026               | EACH OCCURRENCE \$ <b>3,000,000</b><br>AGGREGATE \$ <b>3,000,000</b><br>\$   |
| D        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | N         | N/A      | UB3S295329    | 6/15/2025               | 6/15/2026               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ <b>1,000,000</b><br>E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b><br>E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>   |
| E        | Prof/Pollution Liab   |           |          | AEH591920345  | 6/15/2025               | 6/15/2026               | Each Claim \$ <b>5,000,000</b>   |
| E        | Prof/Pollution Liab   |           |          | AEH591920345  | 6/15/2025               | 6/15/2026               | Aggregate \$ <b>5,000,000</b>  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: #25-000577 Spokane Parks Capital Improvements

## CERTIFICATE HOLDER

## CANCELLATION

City of Spokane Parks and Recreation Division  
808 W Spokane Falls Blvd. #5  
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 Disclaimer**

Alliant Insurance has recently updated their Certificate of Liability procedures to minimize unnecessary errors and to help clients and certificate holders understand the limitations and provisions outlined in their insurance policies. We will do so by adhering to the recommendations found in the recent Acord form manual and by staying compliant with state statute WAC 284-30-355 and (ORS)744.074(1)(e). Alliant aims to ensure clarity and accuracy in coverage interpretation while also protecting the interests of its clients and certificate holders.

While we can still add specific details such as job numbers, contract names, event dates, or specific locations on certificates, it's crucial to note that Alliant cannot bind our insurers to anything beyond what is specified in the endorsement. If the Additional Insured box is checked, individuals can refer to the Additional Insured endorsement attached to their certificate for detailed coverage information.

Ultimately, coverage is determined by the policy, its terms, and individual endorsements, and as established by the contract between the Named Insured and the Additional Insured. If there are any further inquiries or requests for clarification, please do not hesitate to reach out to us for further assistance.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

**1. The following is added to SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

**2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

## COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.



# Spokane Park Board

## Briefing Paper



|   |  |  |                                     |
|---|--|--|-------------------------------------|
| <b>Committee</b>  | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>  | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <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>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)   |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)   | T.C. Sherry & Associates, dba SPVV Landscape Architects / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)                 |  |                                     |
| <b>Begin/end dates</b>  | Begins: 01/08/2026   | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SPVV Landscape Architects' is the third highest ranked firm. As a result, staff is recommending contract award to this firm. |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve SPVV Landscape Architects master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: SPVV Landscape Architects<br>Name: Tom Sherry    Email address: tsherry@spvv.com    Phone: 509.325.0511  |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad    kvan@spvv.com<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount:    Budget code:<br>not to exceed \$750,000    1950-54920-94760-56504  |  |  |                                     |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 601-610-448    Business license expiration date: 3/31/26 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)      |  |  |                                     |



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

|  |  |
|--|--|
| <b><u>RFQu NUMBER:</u></b> 6470-25<br><b><u>RFQu TITLE:</u></b> 2026-2029 ON-CALL<br>LANDSCAPE ARCHITECTURE SERVICES<br><b><u>RFQu COORDINATOR:</u></b> Thea Prince, City of<br>Spokane Purchasing Department<br><b><u>QUESTION DEADLINE:</u></b> FRIDAY, December 5,<br>2025<br><b><u>TIME:</u></b> 3:00 P.M. | <b><u>PROPOSAL DUE DATE:</u></b> MONDAY, December<br>15, 2025<br><b><u>TIME:</u></b> 1:00 P.M.<br><b><u>PROPOSAL SUBMITTAL:</u></b><br>All Proposals shall be submitted electronically<br>through the ProcureWare online procurement<br>system portal:<br><a href="https://spokane.procureware.com">https://spokane.procureware.com</a> by the due<br>date and time. |
|--|--|

### 1. GENERAL INFORMATION

#### 1.1 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter "City") shall be with the Request for Qualifications Coordinator and submitted through the 'Clarifications' tab in the City's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

#### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Parks and Recreation Division (hereinafter "City") is initiating this Request for Qualifications (RFQ) seeking qualifications excluding costs from qualified landscape architecture and multi-disciplinary firms with experience in landscape architecture, park planning, public engagement, and detailed park design and documentation to support the City's planning, design, bidding and implementation various park improvement & enhancement projects throughout the city park system on an 'on-call basis'.

Selected firm(s) can expect to be utilized to plan, design and document park improvement projects within neighborhood, community, special use, and regional parks citywide, including but not limited to: development and renovation of park grounds, facilities, pathways, sports courts, sports fields, playgrounds, irrigation systems, trail, trailheads, shoreline & pond enhancement, parking facilities, informational and interpretive signage, and various other park amenities.

The City of Spokane Parks and Recreation Division acquires, enhances, protects, maintains, and operates a variety of public lands, open spaces, and facilities located within and immediately adjacent the bounds of the City of Spokane. 105 individual properties consisting of 4,025 acres in area make up the city's system of park lands, including:

AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| <b>Rank</b> | <b>Firm</b>      | <b>NAH</b> | <b>HMS</b> | <b>BSE</b> | <b>MP</b> | <b>TOTAL</b> |
|-------------|------------------|------------|------------|------------|-----------|--------------|
| 1           | MTLA             | 135        | 150        | 132        | 141       | <b>558</b>   |
| 2           | SCJ Alliance     | 140        | 140        | 140        | 124       | <b>544</b>   |
| 3           | SPVV             | 115        | 138        | 150        | 140       | <b>543</b>   |
| 4           | Berger           | 125        | 143        | 143        | 123       | <b>534</b>   |
| 5           | Dig Studio       | 130        | 148        | 120        | 125       | <b>523</b>   |
| 6           | Place            | 110        | 133        | 146        | 130       | <b>519</b>   |
| 7           | Ground3          | 125        | 145        | 125        | 115       | <b>510</b>   |
| 8           | AHBL             | 100        | 135        | 138        | 136       | <b>509</b>   |
| 9           | Mithun           | 105        | 128        | 130        | 127       | <b>490</b>   |
| 10          | ESA              | 110        | 130        | 115        | 129       | <b>484</b>   |
| 11          | GGLO             | 105        | 123        | 117        | 135       | <b>480</b>   |
| 12          | JETT             | 95         | 125        | 117        | 121       | <b>458</b>   |
| 13          | Architect's West | 95         | 115        | 120        | 125       | <b>455</b>   |
| 14          | Land Expressions | 80         | 105        | 136        | 133       | <b>454</b>   |
| 15          | MacLoed Reckford | 95         | 120        | 110        | 128       | <b>453</b>   |
| 16          | Bernardo Wills   | 85         | 95         | 120        | 139       | <b>439</b>   |
| 17          | Szabo L.A.       | 95         | 113        | 117        | 110       | <b>435</b>   |
| 18          | RW Droll         | 95         | 110        | 95         | 107       | <b>407</b>   |
| 19          | ALSC             | 75         | 65         | 125        | 126       | <b>391</b>   |
| N/R         | PNW Landscape    | N/R        | N/R        | N/R        | 20        | <b>20</b>    |

RFQu #6470-25

## 3.2 LETTER OF SUBMITTAL

December 15, 2025

City of Spokane Parks & Recreation Department  
808 W. Spokane Falls Boulevard  
Spokane, WA 99201

Dear Members of the Selection Committee,

SPVV Landscape Architects is pleased to be considered for this on-call contract with the City of Spokane Parks Department. The Together Spokane initiative is an exciting new chapter for our community, and we would be honored to support the Parks Department in bringing those commitments to life. We are skilled in park planning, public engagement, detailed park design, and the necessary documentation for implementing these public facilities. Our 30+ years of serving the City of Spokane and the surrounding region will provide unique insights into the culture, climate, and considerations of what works best in this area. With our broad experience encompassing parks, sports fields, sports courts, trailheads, shoreline enhancements, interpretive signage, pathways, parking, irrigation, and other park amenities, SPVV and our team members are ready to tackle any project on this on-call roster.

In addition to the SPVV staff, our team includes seasoned professionals with whom we have had the pleasure of working for many years: Coffman Engineers, Upward 7 Consulting, and Haley Aldrich. Their expertise in civil engineering, planning and grant applications, and environmental engineering, respectively, will provide essential support as the City implements the Together Spokane park projects.

### Team Administrative Information:

- A. SPVV Landscape Architects, 1908 W. Northwest Blvd, Suite A, Spokane, WA 99205  
509-325-0511  
kvan@spvv.com  
Coffman Engineers, 221 N Wall St, Suite 500, Spokane, WA 99201  
509-328-2994  
nreed@coffman.com  
Upward 7 Consulting, 9116 E Sprague Ave #439, Spokane Valley, WA 99206  
509-216-0500  
upward7@outlook.com  
Haley & Aldrich, 70 Blanchard Road, Suite 204, Burlington, MA 01803  
509-960-7447  
kbertelsen@haleyaldrich.com
- B. SPVV Landscape Architects is an S corporation, and would operate from our office at the address above. Coffman Engineers is a corporation and would operate from the Spokane office at the address above. Upward 7 Consulting is a sole proprietorship operating from its Spokane Valley office at the address above. Haley Aldrich is an Active Corporation Service Company, operating for this project from their Spokane office at 505 W. Riverside Avenue, Suite 450, Spokane, WA 99201.
- C. SPVV, Coffman, Upward 7, and Haley Aldrich do not have any current or former employees from participating Agencies employed by or on the Firms' governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. SPVV confirms that the Firm meets the minimum qualifications identified in Paragraph 1.3 of the RFQu. In business for thirty years, SPVV has completed more than 250 parks and recreation projects for municipalities and agencies throughout the region. SPVV's owners are all registered landscape architects currently licensed to practice in the State of Washington (business and professional licenses attached on following pages).
- E. SPVV, Coffman, Upward 7, and Haley Aldrich agree to comply with all terms and conditions set forth in the





RFQu, unless otherwise agreed by the City.

- F. SPVV, Coffman, Upward 7, and Haley Aldrich each certify that the Firms have not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension." Our team will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes, and Codified Federal Regulations. Our team agrees to comply with City requirements to follow cost principles outlined in 2 CFR 200, Subpart E – Cost Principles for financial disbursements under its Grant Agreement. Our team agrees to comply with audit requirements outlined in 2 CFR 200 Subpart F – Audit Requirements.
- G. SPVV and our subconsultants will not subcontract with any Firms or consultants that do not meet the above criteria.

Thank you for this opportunity to serve the City and our neighbors, and for your consideration of our qualifications.

Sincerely,



**Ken Van Voorhis**  
Principal  
SPVV Landscape Architects



## BUSINESS LICENSE

**STATE OF WASHINGTON**

**Professional Service Corporation**

**T. C. SHERRY & ASSOCIATES, P.S.**  
**APT A**  
**1908 W NORTHWEST BLVD**  
**SPOKANE WA 99205-3719**

**UNEMPLOYMENT INSURANCE - ACTIVE**                      **INDUSTRIAL INSURANCE - ACTIVE**

**TAX REGISTRATION - ACTIVE**

**CITY/COUNTY ENDORSEMENTS:**  
**SPOKANE GENERAL BUSINESS #T12041381BUS - ACTIVE**  
**PASCO GENERAL BUSINESS - NON-RESIDENT #36198 - ACTIVE**  
**RICHLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE**  
**SPOKANE VALLEY GENERAL BUSINESS - NON-RESIDENT - ACTIVE**  
**YAKIMA GENERAL BUSINESS - NON-RESIDENT - ACTIVE**

**LICENSING RESTRICTIONS:**  
**Not licensed to hire minors without a Minor Work Permit.**

**REGISTERED TRADE NAMES:**  
**SPVV LANDSCAPE ARCHITECTS**

**Issue Date: Feb 07, 2025**

**Unified Business ID #: 601610448**


**Business ID #: 001**

**Location: 0001**

**Expires: Mar 31, 2026**

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.


  
 Director, Department of Revenue



## STATE OF WASHINGTON

**DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION**

**THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A**



**WASHINGTON STATE DEPARTMENT OF LICENSING**


**LANDSCAPE ARCHITECT**

**THOMAS C SHERRY**

**489**  
License Number


**12/20/1988**  
Issue Date

**07/08/2026**  
Expiration Date

  
 Marcus J. Ginsper, Director

(R/4/23)




 **STATE OF WASHINGTON**  
DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A


**LANDSCAPE ARCHITECT**

**KENNETH L VAN VOORHIS**

647 License Number      04/28/1995 Issue Date      04/30/2027 Expiration Date

  
Marcus J. Glasper, Director


(R/4/23)

 **STATE OF WASHINGTON**  
DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A


**LANDSCAPE ARCHITECT**

**ANNE M HANENBURG**

1252 License Number      11/08/2011 Issue Date      09/20/2027 Expiration Date

  
Marcus J. Glasper, Director


(R/4/23)

 **STATE OF WASHINGTON**  
DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A

**LANDSCAPE ARCHITECT**

**DARREN L TEAL**

1186 License Number      03/31/2010 Issue Date      08/31/2027 Expiration Date

  
Marcus J. Glasper, Director

(R/4/23)





1908 W Northwest Blvd, Suite A  
Spokane, WA 99205

509.325.0511

[www.spvv.com](http://www.spvv.com)

MEMO

City of Spokane Parks Dept.

1/5/2025

Nick Hamad:

- SPVV Landscape Architects and our associated team members is honored and proud to provide support to the City of Spokane Parks & Recteation Dept. In this effort of support, we are providing our professional Landscape Architectural services fee schedule:
  - **SPVV Landscape Architects**
  - Managing Principal (SPVV) \$195.00/Hr.
  - Landscape Architect Project manager \$160.00/Hr.
  - Landscape Designer \$125.00/Hr.
  - Irrigation Designer \$125.00/Hr.
  - Drafting \$120.00/Hr.
  - Clerical \$100.00/Hr.
  - **Sub-Consultants** (will be charged at actual invoicing times 1.04 multiplier).
  -
- **Schedule of Expenses Charges**
  - Travel expenses will be in accordance with City of Spokane policy.
  - General business expenses shall be at actual cost.
  -
- **All Rates are effective through December 31, 2026**

---

Kenneth L Van Voorhis  
Landscape Architect  
SPVV Landscape Architects





[kvan@spvv.com](mailto:kvan@spvv.com)



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 30, 2025

CITY OF SPOKANE PARKS  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201-3333

#### Account Information:

|                                |   |
|--------------------------------|---|
| <b>Policy Holder Details :</b> | <b>T.C. SHERRY AND ASSOCIATES,<br/>P.S. DBA SPVV Landscape<br/>Architects</b> |
|--------------------------------|---|



#### Contact Us

##### Need Help?

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2025

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 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).

|   |  |
|---|--|
| <b>PRODUCER</b><br>NORTHEAST AGENCIES INC/PHS<br>01214608<br>The Hartford Business Service Center<br>3600 Wiseman Blvd<br>San Antonio, TX 78251 | <b>CONTACT NAME:</b><br><b>PHONE</b> (866) 467-8730<br><b>(A/C, No, Ext):</b><br><b>FAX</b><br><b>(A/C, No):</b><br><b>E-MAIL ADDRESS:</b>   |
| <b>INSURED</b><br>T.C. SHERRY AND ASSOCIATES, P.S. DBA SPVV Landscape Architects<br>1908 W NORTHWEST BLVD APT A<br>SPOKANE WA 99205-3719        | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford Underwriters Insurance Company<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |

**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/Y YYY) | LIMITS                                    |             |
|----------|--|---|-----------------|---------------|-------------------------|--------------------------|---|-------------|
| A        | COMMERCIAL GENERAL LIABILITY   | X   |                 | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | EACH OCCURRENCE                           | \$2,000,000 |
|          | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |   |                 |               |                         |                          | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$1,000,000 |
|          | <input checked="" type="checkbox"/> General Liability                            |   |                 |               |                         |                          | MED EXP (Any one person)                  | \$10,000    |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |   |                 |               |                         |                          | PERSONAL & ADV INJURY                     | \$2,000,000 |
|          | POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |   |                 |               |                         |                          | GENERAL AGGREGATE                         | \$4,000,000 |
|          | OTHER:   |   |                 |               |                         |                          | PRODUCTS - COMP/OP AGG                    | \$4,000,000 |
|          | <b>AUTOMOBILE LIABILITY</b>  |   |                 |               |                         |                          | COMBINED SINGLE LIMIT (Ea accident)       |             |
|          | ANY AUTO   |   |                 |               |                         |                          | BODILY INJURY (Per person)                |             |
|          | ALL OWNED AUTOS  |   | SCHEDULED AUTOS |               |                         |                          | BODILY INJURY (Per accident)              |             |
|          | HIRED AUTOS  |   | NON-OWNED AUTOS |               |                         |                          | PROPERTY DAMAGE (Per accident)            |             |
|          |  |   |                 |               |                         |                          |   |             |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB                                | <input checked="" type="checkbox"/> OCCUR |                 | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | EACH OCCURRENCE                           | \$1,000,000 |
|          | <input type="checkbox"/> EXCESS LIAB   | <input type="checkbox"/> CLAIMS-MADE      | AGGREGATE       |               |                         |                          | \$1,000,000                               |             |
|          | DED <input type="checkbox"/>   | RETENTION \$ 10,000                       |                 |               |                         |                          |   |             |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                             |   |                 | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | PER STATUTE                               | OTH-ER      |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)      | Y/N <input type="checkbox"/>              |                 |               |                         |                          | E.L. EACH ACCIDENT                        | \$1,000,000 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                           |   |                 |               |                         |                          | E.L. DISEASE - EA EMPLOYEE                | \$1,000,000 |
|          |  |   |                 |               |                         |                          | E.L. DISEASE - POLICY LIMIT               | \$1,000,000 |
| A        | Employment Practices Liability Insurance   |   |                 | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | Each Claim Limit                          | \$25,000    |
|          |  |   |                 |               |                         |                          | Annual Aggregate Limit                    | \$25,000    |

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

Those usual to the Insured's Operations. RE: ON CALL MASTER CONTRACT. The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32 or SL 30 63, if applicable.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF SPOKANE PARKS  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201-3333

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

*Susan L. Castaneda*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2025

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).

|  |  |   |  |                          |
|--|--|---|--|--------------------------|
| <b>PRODUCER</b><br>The Buckner Company of Colorado<br>6400 S. FIDDLERS GREEN CIRCLE, SUITE 950<br>Greenwood Village CO 80111               |  | <b>CONTACT</b><br>NAME: Select Business Team<br>PHONE (A/C, No. Ext):<br>E-MAIL ADDRESS: select@buckner.com |  | <b>FAX</b><br>(A/C, No): |
| License#: 480397<br>TCSHERR-01   |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  | <b>NAIC #</b>            |
| <b>INSURED</b><br>T.C. Sherry & Associates, P.S. dba SPVV Landscape Architects<br>1908 W. Northwest Boulevard, Suite A<br>Spokane WA 99205 |  | INSURER A: Certain Underwriters at Lloyds   |  | 15792                    |
|  |  | INSURER B:  |  |                          |
|  |  | INSURER C:  |  |                          |
|  |  | INSURER D:  |  |                          |
|  |  | INSURER E:  |  |                          |
|  |  | INSURER F:  |  |                          |

**COVERAGES****CERTIFICATE NUMBER:** 1848116118**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  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |               |                         |                         | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                 |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                         |           | N/A      |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                      |
| A        | Professional Liability  |           |          | TMP00031902   | 9/9/2025                | 9/9/2026                | Aggregate Per Claim<br>2,000,000<br>\$2,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project / Reference: On-Call Master Contract

**CERTIFICATE HOLDER****CANCELLATION**

|  |   |
|--|---|
| City of Spokane Parks & Recreation<br>808 W. Spokane Falls Blvd<br>Spokane WA 99201<br>United States | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|---|

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# Spokane Park Board

## Briefing Paper



|  |  |  |  |  |
|--|--|--|--|--|
| <b>Committee</b>   | Finance Committee  |  |  | <b>Committee meeting date:</b> January 7, 2026 |
| <b>Requester</b>   | Katie Kosanke  |  |  | <b>Phone number:</b> 509-363-5496              |
| <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>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  | Goal K, Obj 3  | <b>Master Plan Priority Tier:</b> First<br>(pg. 171-175) |  |  |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Urban Forestry Education Services with Pacific Education Institute (PEI)<br>Funding by IRA USDA USFS Grant   |  |  |  |
| <b>Begin/end dates</b>   | Begins: 12/01/2025   | Ends: 06/30/2028   | <input type="checkbox"/> <del>06/01/2525</del> |  |
| <b>Background/history:</b><br>On September 2023, the U.S. Department of Agriculture announced a \$6 million grant award to Spokane Urban Forestry. These funds will be used to plant and care for trees in areas of Spokane that have the most need, to replace dead trees that have been removed, to create more equitable canopy coverage, and provide community forestry education. \$95,000 over over five years was approved by the USDA Forest Service to be sub awarded to the Pacific Education Institute for education and outreach with the Spokane School District. Tree Equity Spokane tasks to be performed by PEI focus is on urban forestry and community benefits of trees. This partnership will educate teachers and students in the community about the many benefits of trees. It will result in the integration of tree related projects into classrooms and school yards. Community outreach will build enthusiasm and support for ongoing tree planting efforts, especially in the neighborhoods with the fewest trees. |  |  |  |  |
| <b>Motion wording:</b><br>Motion to approve subaward contract request for The Pacific Education Institute for education services.  |  |  |  |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Pacific Education Institute<br>Name: Kathryn Kurtz    Email address: kkurtz@pacifieducationinstitute.or    Phone: (360) 489-6769  |  |  |  |  |
| <b>Distribution:</b><br>Parks – Accounting<br>Parks – Sarah Deatrich<br>Requester: Katie Kosanke<br>Grant Management Department/Name:  |  |  |  |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: 95,000    Budget code:<br>Expense: 1390-95855-76903-54201<br>Revenue: 1390-95855-76903-33310   |  |  |  |  |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input type="checkbox"/> UBI:    Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)   |  |  |  |  |





**CITY OF SPOKANE**  
**PARKS AND RECREATION**

**PERSONAL SERVICE CONTRACT**

**Title: EDUCATIONAL SERVICES  
WITH USDA USFS GRANT**

This Agreement is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City"), a Washington municipal corporation, and **PACIFIC EDUCATION INSTITUTE.**, whose address is 724 Columbia St. NW., Olympia, Washington 98501, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

**1. PERFORMANCE.**

The Company shall provide a Partnership to educate Teachers and Students in the Community about the benefits of Trees, in accordance with Federal Award Identification Number (FAIN): 24-DG-11062765-157, CFDA/Assistance Listing: 10.727 IRA Urban & Community Forestry attached as Exhibit B and made part of this Agreement. In the event of a conflict between the Company and this City Contract, the terms of this contract will control.

**2. TERM OF AGREEMENT.**

The term of this Agreement begins on December 1, 2025, and shall run through June 30, 2028, unless amended by written agreement or terminated earlier under the provisions.

**3. COMPENSATION / PAYMENT.**

Total compensation for Company's services under this Agreement shall be a maximum amount not to exceed **NINETY-FIVE THOUSAND AND NO/100 DOLLARS (\$95,000.00)**, plus tax if applicable, unless modified by a written amendment to this Agreement. This is the maximum amount to be paid under this Agreement 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 Agreement.

The Company shall submit its applications for payment to City of Spokane Parks and Recreation Department, 808 West Spokane Falls Boulevard, 5<sup>th</sup> Floor, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

**4. TAXES, FEES AND LICENSES.**

- A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Company's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

**5. CITY OF SPOKANE BUSINESS LICENSE.**

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](http://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.

**6. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.**

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 Agreement 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, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

**7. 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.

**8. 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. **Worker's Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
- B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence 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 \$2,000,000, 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.
- D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least three (3) years after the Agreement is completed.

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. 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. The certificate shall specify the City of Spokane as "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.

**9. DEBARMENT AND SUSPENSION.**

The Company 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.

**10. AUDIT.**

The Company and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its sub-contractors 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 Agreement, the federal law shall prevail.

**11. ASSIGNMENT AND SUBCONTRACTING.**

The Company shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Agreement, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Company from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**12. TERMINATION.**

Either party may terminate this Agreement, with or without cause, by ten (10) 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.

**13. STANDARD OF PERFORMANCE.**

The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Company performing the same or similar services at the time the services under this Agreement are performed.

**14. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.**

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

**15. ANTI KICK-BACK.**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, 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 Agreement.

**16. MISCELLANEOUS PROVISIONS.**

- A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

- C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

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

**PACIFIC EDUCATION INSTITUTE**

**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:

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City Clerk

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Assistant City Attorney

**Attachments that are part of this Agreement:**

Exhibit A – Certification Regarding Debarment

Exhibit B – Company’s Response to IRFP

25-254b

## 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.

|  |                                     |
|--|-------------------------------------|
| <hr/> Name of Subrecipient / Contractor / Consultant (Type or Print) | <hr/> Program Title (Type or Print) |
| <hr/> Name of Certifying Official (Type or Print)                    | <hr/> Signature                     |
| <hr/> Title of Certifying Official (Type or Print)                   | <hr/> Date (Type or Print)          |

## Exhibit B

## **Tree Equity Spokane- Grant Subaward to Pacific Education Institute**

Federal Award Identification Number (FAIN): 24-DG-11062765-157

CFDA/Assistance Listing: 10.727 IRA Urban & Community Forestry

**Period of Performance:** July 1, 2025 – June 30, 2028

**Contract Amount:** \$95,000

**Indirect Cost Rate:** \$0

**Requirements Imposed by the City of Spokane:** Tree Equity Spokane tasks to be performed by Pacific Education Institute

**Objective:** This partnership will educate teachers and students in the community about the many benefits of trees. It will result in the integration of tree related projects into classrooms and school yards. Community outreach will build enthusiasm and support for ongoing tree planting efforts, especially in the neighborhoods with the fewest trees.

### **Scope of Work for Education Outreach Partner:**

Deliverables by End of Year 1:

- Finalized curriculum alignment map (standards + content replacement)
- First draft of curriculum unit (lessons, assessments, field activity framework)
- Initial MOUs or agreements with SPS and City of Spokane for long-term partnership

Tasks for Year 1:

- Convene a core advisory group with representatives from SPS (curriculum specialists, science/social studies/civics teachers, administrators), City of Spokane Urban Forestry, tribal consultants, community-based organizations, and local environmental educators.
- Host initial visioning and listening sessions to understand SPS priorities, existing curriculum gaps, and community assets.
- Identify where urban forestry naturally fits into science/social studies/civics scope and sequence. Likely touchpoints:
  - Ecosystems interactions
  - Human impact/environmental stewardship
  - Data collection & analysis
  - Civic responsibility/informed action
  - Standards of mathematical practice such as: Reason abstractly and quantitatively, Make sense of problems and persevered in solving them, or Construct viable arguments and critique the reasoning of others
- Identify what existing content will be adapted or replaced.
- Align curriculum with SPS frameworks.
- Begin co-developing a modular, place-based unit on Urban Trees, including:
  - The science of trees in urban ecosystems
  - Mapping tree equity in Spokane

- Climate resilience and human health impacts
- Historical land use and community engagement
- Service-learning tie-ins with the City of Spokane tree planting efforts.

#### Deliverables by End of Year 2:

- Revised and final-ready version of the curriculum
- Documented PD materials and teacher resource kits
- Evaluation of pilot year (qualitative + preliminary student engagement data)

#### Tasks for Year 2:

- Enter into a Memorandum of Understanding (MOU) with Spokane Public Schools for the scope of the project (including data sharing agreements).
- Offer summer and fall PD sessions for a cohort of ~15–20 science/social studies/civics teachers across the district. Topics include:
  - Urban forestry science
  - Environmental justice pedagogy
  - Community-based learning
  - Field trip facilitation and safety
  - Using local data and GIS tools (tree canopy, equity maps, etc.)
  - Use of [CEJST tool](#).
- Soft launch of the urban forestry unit in a select group of schools (~5–7) with diverse student demographics. During launch, students participate in:
  - Tree canopy mapping
  - Field visits to urban forest sites
  - Co-design or participation in City planting projects
  - Interviews or oral history with local leaders or tree stewards.
- Iterative improvement of the urban forestry unit through feedback from teachers and students.
- Work with City of Spokane to gain proper permissions for partner branding on urban forestry unit (including, but not limited to, USDA Forestry, PEI, and City of Spokane).
- Convene debrief and revision workshops in winter/spring.
- Adjust lesson pacing, language, scaffolding, and assessment tools per feedback and input from City of Spokane.

#### Deliverables by End of Year 3:

- Finalized and embedded curriculum in SPS scope and sequence
- Full impact report
- Support for public “storytelling” campaign (press releases, social media, student showcase events, etc.)
- Plan for ongoing professional development and curriculum support

#### Tasks for Year 3:



- Curriculum taught in all SPS middle schools' identified science/social studies/civics classrooms.
- City of Spokane coordinates field opportunities (e.g., local planting days, data collection, monitoring projects).
- Student Involvement:
  - All students in curriculum launch engage in hands-on urban forestry experience
  - Some schools may adopt additional capstone projects or exhibitions (e.g., Tree Equity Fair, student GIS story maps, etc.)
- Measure impact on student learning (science content, environmental literacy, civic engagement).
- Collect teacher feedback and perform classroom observations.
- Support collection of participation and partnership metrics (e.g., number of trees planted, community members engaged).
- Support publication of community impact report with photos, student reflections, partner testimonials.
- Highlight the curriculum on SPS and City of Spokane platforms (including presentation at school board).
- Secure long-term commitment to keep unit in SPS science curriculum.
- Explore opportunities to replicate in other grade levels or subjects (e.g., elementary integrated subjects or high school CTE programs).

#### Ongoing Tasks:

- Semi-annual progress reports for periods ending June 31st and December 31st will be submitted to the City of Spokane no later than July 15th and January 15th each year. Project updates outside of these timeframes and any additional future reporting requirements will be provided upon request. Produce and provide multimedia materials to include content such as stories, videos, photographs and testimonials that document project accomplishments (metrics and activities) of the project work supported under this agreement.

#### **City of Spokane Responsibilities. General:**

- Provide Assistance and guidance as needed to educational partner.
- Complete coordination of all tasks associated with school yard and street tree planting projects, including School Maintenance Director approval. PEI to connect teachers and students directly to City Urban Forestry staff.
- Submit reports to Department of Agriculture, United States Forest Service on all activities, high level goals, and metrics associated with this Agreement.
- Help facilitate partnership development and stakeholder outreach.
- Develop and coordinate training with the Subawardee and other project partners.
- Provide fiscal oversight for all payments to the Subawardee.
- Provide budget guidelines and required financial reporting forms.

- Conduct a timely review of Subawardee reimbursement requests and execute payments according to the agreed upon schedule.
- Conduct monitoring activities designed to prevent, detect, and enforce applicable regulations.
- Provide the Subawardee timely notification of and reasonable opportunity to address any areas of non-compliance.
- Help coordinate media and press events. All press releases and any other public documents must be approved by The City of Spokane
- Manage the use of names and logos for project publications and media releases.

### **Reporting and Acknowledgment:**

Semi-annual progress reports for periods ending June 31st and December 31st will be submitted to the City of Spokane no later than **July 15th** and **January 15th** each year. Project updates outside of these timeframes and any additional future reporting requirements will be provided upon request.

The U.S. Forest Service and Inflation Reduction Act will be acknowledged as a funding source for work performed under this grant, including any future signage requirements. The USDA non-discrimination statement will be present on products resulting from this grant (including online content). Use of the USFS logo will be pre-approved through the USFS grant monitor.

The Forest Service grant monitor will be included when sharing communication products, making announcements, and conducting other significant outreach efforts regarding this grant.

**Additional Terms and Conditions.** Subawardee will comply with the applicable regulations and cost principles, including any subsequent amendments, contained in:

- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

### **Non-Federal Funds Match Waiver:**

A match waiver has been authorized for this grant, requiring that 100% of work takes place in or benefits disadvantaged communities. Match waiver will be passed on to any sub-awardees.

### **Grant Closeout:**

Grant closeout is the process by which FS determines that all applicable administrative actions and all required work of the grant have been completed. The close out amount will be based on the costs recorded at that time. In the event a final audit has not been performed prior to the

closeout of the grant, FS reserves the right to recover appropriate amounts after fully considering the recommendations on disallowed costs resulting from the final audit.

Grantee shall, no later than 90 calendar days after the end date of the period of performance (Grant Expiration), all financial, performance, and other reports as required by the terms and conditions of the Federal award. A subrecipient must submit to the pass-through entity, no later than 90 calendar days (or an earlier date as agreed upon by the pass-through entity and subrecipient) after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested and justified by the non-Federal entity, as applicable.

### **Financial Procedures:**

Pacific Education Institute will submit an invoice for payment at a frequency of no greater than 2 months on the 10<sup>th</sup> of the month beginning on January 1, 2026. Invoices should contain a date and number with services rendered and a thorough description of those services.

Any amendments to the budget must be requested in writing by the GRANTEE and shall be submitted to the CITY's Contract Representative. If approved, the CITY will notify the GRANTEE in writing. **Budgeted amounts shall not be shifted between categories or programs without written approval by the CITY** and any costs for completing the project over and above the amount awarded by the CITY shall be the responsibility of the GRANTEE. Requests for amendments to the budget must be submitted in writing.

**All amendments to this agreement must be requested in writing by the GRANTEE and shall be submitted to the CITY's Contract Representative at least ten (10) days prior to the end date of this Agreement.** The CITY may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the overall funding, the scope of services, period of performance or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both PARTIES. In the event that project funding is withdrawn permanently at the Federal Level, this contract will be cancelled.

Requests for amendments to the budget must be submitted in writing. GRANTEE understands that when submitting a budget amendment, ALL pending invoice reimbursements will be paused. Additionally, no more than two budget amendments will be allowed during a fiscal year except due to extenuating circumstances. The GRANTEE must outline, in writing, the reasoning for needing an additional budget shift beyond the two allowed. The CITY may, at its discretion, deny the request due to administrative burden. Additionally, GRANTEE understands that requesting more than two budget amendments may lead to an increased Risk Level.

### **Budget:**

Instructions: Outline the federal grant amount based on the scope of work and methodology. A suggested table format is provided below for inserting budget information by each Object Class Category that is summarized in the SF 424A. Delete or add lines as needed to reflect work in this narrative. If any of these grant funds will be passed to a third party to complete the work, via sub-grants, provide that amount in the "Other" category.

| Budget Items by<br>SF 424A Object Class Categories  | Federal<br>\$    |
|---|------------------|
| <b>a. Personnel and Fringe Benefits</b>   |                  |
| Executive Staff, \$70/hr x 100 hrs/yr x 3 yrs   | \$ 21,000        |
| Program Staff, \$52/hr x 300 hrs/yr x 3 yrs   | \$ 46,800        |
| Operation Staff, \$35/hr x 10 hrs/yr x 3 yrs  | \$ 1050          |
| Contract Professionals  | \$ 9,000         |
| <i>Subtotal of personnel and benefits cost</i>  | <i>\$ 77,850</i> |
| <b>b. Travel</b>  |                  |
| Travel to sites, outreach meetings, professional development and implementation of curriculum | \$ 5,350         |
| <b>c. Equipment* (should not apply per USDA)</b>  |                  |
| <b>d. Supplies</b>  |                  |
| Meeting/event supplies, curriculum materials, guides  | \$ 7,000         |
| <b>e. Construction (Not allowable expense)</b>  |                  |
| <b>f. Other</b>   |                  |
| Stipends  | \$ 4,800         |
| <b>g. Total Direct Charges (sum of a-f)</b>   | \$ 95,000        |
| <b>h. Indirect Charges</b>  | \$ 0             |
| <b>i. Totals (g+ h)</b>   | \$ 95,000        |
| <b>j. Program Income**(should not apply per USDA)</b>   |                  |

\* Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment purchase is not approved for this grant funding. Equipment rental or lease may be included in the Contractual category, if approved by the USFS program monitor. Items that are less than \$5000 per unit may be included in the Supplies category.

\*\* Program Income means gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the grant during the period of performance. Program income includes, but is not limited to,

income from fees for services performed, the use of rental or real or personal property acquired under the grant, the sale of commodities or items fabricated under the grant, license fees and royalties on patents and copyrights, and principal and interest on loans made with grant funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the grant, program income does not include rebates, credits, discounts, and interest earned on any of them. Consult with USFS grant specialist regarding how program income needs to be handled, if applicable.

## **ATTACHMENT A: FOREST SERVICE AWARD AND PROVISIONS.**

**USE OF FOREST SERVICE INSIGNIA.** In order for The City to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify The City when permission is granted.

## **NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.**

The City shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:  
"This institution is an equal opportunity provider."*



**TRAFFICKING IN PERSONS.** 1. Provisions applicable to a Recipient that is a private entity. a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients' employees may not: (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procure a commercial sex act during the period of time that the award is in effect; or Award Number: 24-DG-11062765-157 Page 16 of 24 (3) Use forced labor in the performance of the award or subawards under the award. b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity: (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either: i. Associated with performance under this award; or ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),"

**ELIGIBLE WORKERS.** The City shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Award Number: 24-DG-11062765-157 Page 19 of 24 Nationality Act (8 U.S.C. 1324(a)). The City shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

**PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** The cooperator (including subrecipients) is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information. In accordance with 2 CFR 200.216, the grantee (including subrecipients) is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to: (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services or systems.

## **ATTACHMENT C: WHISTLEBLOWER NOTICE**

Whistleblowers perform an important service to USDA and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so. Federal law protects federal employees as well as personal services contractors and employees of Federal contractors, subcontractors, grantees, and subgrantees against reprisal for whistleblowing. USDA bears the responsibility to ensure that nothing in a non-disclosure agreement which a contractor, subcontractor, grantee, or subgrantee requires their employees to sign should be interpreted as limiting their ability to provide information to the Office of Inspector General (OIG). 41 U.S.C. § 4712 requires the head of each executive agency to ensure that its contractors inform their

workers in writing of the rights and remedies under the statute. Accordingly, it is illegal for a personal services contractor or an employee of a Federal contractor, subcontractor, grantee, or subgrantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following: • Gross mismanagement of a Federal contract or grant; • A gross waste of Federal funds; • An abuse of authority relating to a Federal contract or grant; • A substantial and specific danger to public health or safety; or • A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. To be protected under 41 U.S.C. § 4712, the disclosure must be made to one of the following: • A Member of Congress, or a representative of a committee of Congress; • The OIG; • The Government Accountability Office (GAO); • A Federal employee responsible for contract or grant oversight or management at USDA; • An otherwise authorized official at USDA or other law enforcement agency; • A court or grand jury; or • A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct. Under 41 U.S.C. § 4712, personal services contractors as well as employees of contractors, subcontractors, grantees, or subgrantees may file a complaint with OIG, who will investigate the matter unless they determine that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. OIG's investigation is then presented to the head of the executive agency who evaluates the facts of the investigation and can order the contractor, subcontractor, grantee, or subgrantee Award Number: 24-DG-11062765-157 Page 24 of 24 to take remedial action, such as reinstatement or back pay. Federal Acquisition Regulation (FAR) Subpart 3.903, Whistleblower Protections for Contractor Employees, Policy, prohibits government contractors from retaliating against a contract worker for making a protected disclosure related to the contract. FAR Subpart 3.909-1 prohibits the Government from using funds for a contract with an entity that requires its employees or subcontractors to sign internal confidentiality statements prohibiting or restricting disclosures of fraud, waste, or abuse to designated persons. This prohibition does not contravene agreements pertaining to classified information. The regulation also requires contracting officers to insert FAR clause 52.203-17, Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights, in all solicitations and contracts that exceed the Simplified Acquisition Threshold as defined in FAR Subpart 3.908. This clause requires notification to contractor employees that they are subject to the whistleblower rights and remedies referenced in 41 U.S.C. § 4712. In order to make a complaint alleging any of the violations mentioned above, one should complete the OIG Hotline form located at: <https://www.usda.gov/oig/hotline>. For additional information, they may also visit the WPC's webpage at: <https://www.usda.gov/oig/wpc> or they may directly contact the WPC at [OIGWPC@oig.usda.gov](mailto:OIGWPC@oig.usda.gov).



# *December '25 Financials*



## Natural Resources - December 2025



|                             | Adopted<br>Budget 2025 | 2025 Remaining<br>Budget Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual  | 2025 YTD<br>Actual    | 2024-2025<br>YTD<br>Difference | 2024 YTD<br>% Of<br>Budget | 2025 YTD<br>% Of<br>Budget | YOY %<br>Change |
|-----------------------------|------------------------|----------------------------------|----------------------------|----------------------------|------------------------------------|---------------------|-----------------------|--------------------------------|----------------------------|----------------------------|-----------------|
| <b>Revenue</b>              |                        |                                  |                            |                            |                                    |                     |                       |                                |                            |                            |                 |
| Program Revenue             | \$ 82,000              | \$ 43,580                        | \$ 2,070                   | \$ (3,024)                 | \$ (5,094)                         | \$ 85,584           | \$ 38,420             | \$ (47,164)                    | 94.05%                     | 46.85%                     | -47.20%         |
| Operating Transfers         | \$ 66,000              | \$ -                             |                            |                            | \$ -                               | \$ 66,000           | \$ 66,000             | \$ -                           | 100.00%                    | 100.00%                    |                 |
| <b>Total Revenue</b>        | <b>\$ 148,000</b>      | <b>\$ 43,580</b>                 | <b>\$ 2,070</b>            | <b>\$ (3,024)</b>          | <b>\$ (5,094)</b>                  | <b>\$ 151,584</b>   | <b>\$ 104,420</b>     | <b>\$ (47,164)</b>             | <b>96.55%</b>              | <b>70.55%</b>              | <b>-26.00%</b>  |
| <b>Expenditures</b>         |                        |                                  |                            |                            |                                    |                     |                       |                                |                            |                            |                 |
| Salaries and Wages          | \$ 729,322             | \$ 113,495                       | \$ 52,685                  | \$ 54,703                  | \$ (2,018)                         | \$ 590,542          | \$ 615,827            | \$ (25,285)                    | 91.25%                     | 84.44%                     | -6.82%          |
| Temp/Seasonal               | \$ 88,582              | \$ (8,595)                       | \$ 4,676                   | \$ -                       | \$ 4,676                           | \$ 70,917           | \$ 97,177             | \$ (26,260)                    | 82.62%                     | 109.70%                    | 27.09%          |
| Personnel Benefits          | \$ 292,943             | \$ 66,725                        | \$ 18,093                  | \$ 16,830                  | \$ 1,263                           | \$ 219,462          | \$ 226,218            | \$ (6,756)                     | 88.95%                     | 77.22%                     | -11.73%         |
| Supplies                    | \$ 35,600              | \$ (2,276)                       | \$ 666                     | \$ 1,079                   | \$ (413)                           | \$ 39,640           | \$ 37,876             | \$ 1,764                       | 111.35%                    | 106.39%                    | -4.95%          |
| Services and Charges        | \$ 139,800             | \$ (33,988)                      | \$ 18,248                  | \$ 10,714                  | \$ 7,534                           | \$ 186,053          | \$ 173,788            | \$ 12,265                      | 83.73%                     | 124.31%                    | 40.58%          |
| Interfund Payments          | \$ 34,090              | \$ (8,263)                       | \$ 1,106                   | \$ 2,066                   | \$ (960)                           | \$ 36,201           | \$ 42,353             | \$ (6,152)                     | 157.40%                    | 124.24%                    | -33.16%         |
| <b>Subtotal Op. Expense</b> | <b>\$ 1,320,337</b>    | <b>\$ 127,098</b>                | <b>\$ 95,474</b>           | <b>\$ 85,392</b>           | <b>\$ 10,082</b>                   | <b>\$ 1,142,815</b> | <b>\$ 1,193,239</b>   | <b>\$ (50,424)</b>             | <b>90.66%</b>              | <b>90.37%</b>              | <b>-0.29%</b>   |
| Transfers Out               | \$ -                   | \$ -                             |                            | \$ -                       | \$ -                               | \$ -                | \$ -                  | \$ -                           |                            |                            |                 |
| <b>Total Expenditures</b>   | <b>\$ 1,320,337</b>    | <b>\$ 127,098</b>                | <b>\$ 95,474</b>           | <b>\$ 85,392</b>           | <b>\$ 10,082</b>                   | <b>\$ 1,142,815</b> | <b>\$ 1,193,239</b>   | <b>\$ (50,424)</b>             | <b>90.66%</b>              | <b>90.37%</b>              | <b>-0.29%</b>   |
| <b>Net Gain/(Loss)</b>      | <b>\$ (1,172,337)</b>  |                                  | <b>\$ (93,404)</b>         | <b>\$ (88,415)</b>         | <b>\$ 4,989</b>                    | <b>\$ (991,231)</b> | <b>\$ (1,088,819)</b> | <b>\$ (97,588)</b>             |                            |                            |                 |



## Riverfront Park - December 2025



|                             | Adopted<br>Budget 2025 | 2025 Remaining<br>Budget Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual    | 2025 YTD<br>Actual  | 2024-2025<br>YTD<br>Difference | 2024 YTD<br>% Of<br>Budget | 2025 YTD<br>% Of<br>Budget | YOY %<br>Change |
|-----------------------------|------------------------|----------------------------------|----------------------------|----------------------------|------------------------------------|-----------------------|---------------------|--------------------------------|----------------------------|----------------------------|-----------------|
| <b>Revenue</b>              |                        |                                  |                            |                            |                                    |                       |                     |                                |                            |                            |                 |
| Program Revenue             | \$ 4,669,000           | \$ 357,226                       | \$ 357,571                 | \$ 315,458                 | \$ (42,113)                        | \$ 3,507,718          | \$ 4,311,774        | \$ 804,056                     | 83.96%                     | 92.35%                     | 8.39%           |
| <b>Total Revenue</b>        | <b>\$ 4,669,000</b>    | <b>\$ 357,226</b>                | <b>\$ 357,571</b>          | <b>\$ 315,458</b>          | <b>\$ (42,113)</b>                 | <b>3,507,718</b>      | <b>\$ 4,311,774</b> | <b>\$ 804,056</b>              | 83.96%                     | 92.35%                     | 8.39%           |
| <b>Expenditures</b>         |                        |                                  |                            |                            |                                    |                       |                     |                                |                            |                            |                 |
| Salaries and Wages          | \$ 1,782,678           | \$ 276,065                       | \$ 107,921                 | \$ 124,183                 | \$ (16,262)                        | \$ 1,431,604          | \$ 1,506,613        | \$ (75,009)                    | 86.08%                     | 84.51%                     | -1.56%          |
| Temp/Seasonal               | \$ 862,562             | \$ (86,214)                      | \$ 87,621                  | \$ 73,510                  | \$ 14,111                          | \$ 998,611            | \$ 948,776          | \$ 49,835                      | 105.51%                    | 110.00%                    | 4.48%           |
| Personnel Benefits          | \$ 725,483             | \$ 86,499                        | \$ 48,643                  | \$ 51,578                  | \$ (2,935)                         | \$ 610,699            | \$ 638,984          | \$ (28,285)                    | 84.57%                     | 88.08%                     | 3.50%           |
| Supplies                    | \$ 552,000             | \$ 112,959                       | \$ 24,592                  | \$ 1,097                   | \$ 23,495                          | \$ 485,325            | \$ 439,041          | \$ 46,284                      | 79.50%                     | 79.54%                     | 0.04%           |
| Services and Charges        | \$ 1,586,725           | \$ 124,131                       | \$ 77,018                  | \$ 154,585                 | \$ (77,567)                        | \$ 1,194,794          | \$ 1,462,594        | \$ (267,800)                   | 91.82%                     | 92.18%                     | 0.36%           |
| Interfund Payments          | \$ 6,120               | \$ -                             | \$ 3,213                   | \$ 510                     | \$ 2,703                           | \$ 3,433              | \$ 6,120            | \$ (2,687)                     |                            | 100.0%                     | 100.00%         |
| <b>Subtotal Op. Expense</b> | <b>\$ 5,515,568</b>    | <b>\$ 513,440</b>                | <b>\$ 349,008</b>          | <b>\$ 405,463</b>          | <b>\$ (56,455)</b>                 | <b>\$ 4,724,466</b>   | <b>\$ 5,002,128</b> | <b>\$ (277,662)</b>            | 90.10%                     | 90.69%                     | 0.59%           |
| Transfers Out               | \$ 280,073             | \$ (271)                         | \$ 139,936                 | \$ 139,934                 | \$ 2                               | \$ 280,344            | \$ 280,344          | \$ 0                           | 98.3%                      | 100.1%                     | 1.75%           |
| <b>Total Expenditures</b>   | <b>\$ 5,795,641</b>    | <b>\$ 513,169</b>                | <b>\$ 488,944</b>          | <b>\$ 545,397</b>          | <b>\$ (56,453)</b>                 | <b>\$ 5,004,810</b>   | <b>\$ 5,282,472</b> | <b>\$ (277,662)</b>            | 90.53%                     | 91.15%                     | 0.62%           |
| <b>Net Gain/(Loss)</b>      | <b>\$ (1,126,641)</b>  |                                  | <b>\$ (131,373)</b>        | <b>\$ (229,939)</b>        | <b>\$ (98,566)</b>                 | <b>\$ (1,497,092)</b> | <b>\$ (970,698)</b> | <b>\$ 526,394</b>              |                            |                            |                 |



## Recreation - December 2025



|                             | Adopted<br>Budget 2025 | 2025<br>Remaining<br>Budget Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual    | 2025 YTD<br>Actual    | 2024-2025<br>YTD<br>Difference | 2024 YTD<br>% Of<br>Budget | 2025 YTD<br>% Of<br>Budget | YOY %<br>Change |
|-----------------------------|------------------------|-------------------------------------|----------------------------|----------------------------|------------------------------------|-----------------------|-----------------------|--------------------------------|----------------------------|----------------------------|-----------------|
| <b>Revenue</b>              |                        |                                     |                            |                            |                                    |                       |                       |                                |                            |                            |                 |
| Program Revenue             | \$ 1,874,431           | \$ (154,543)                        | \$ 22,977                  | \$ 3,273                   | \$ (19,704)                        | \$ 1,736,621          | \$ 2,028,974          | \$ 292,353                     | 102.68%                    | 108.24%                    | 5.56%           |
| <b>Total Revenue</b>        | <b>\$ 1,874,431</b>    | <b>\$ (154,543)</b>                 | <b>\$ 22,977</b>           | <b>\$ 3,273</b>            | <b>\$ (19,704)</b>                 | <b>1,736,621</b>      | <b>\$ 2,028,974</b>   | <b>\$ 292,353</b>              | <b>102.68%</b>             | <b>108.24%</b>             | <b>5.56%</b>    |
| <b>Expenditures</b>         |                        |                                     |                            |                            |                                    |                       |                       |                                |                            |                            |                 |
| Salaries and Wages          | \$ 831,171             | \$ 17,419                           | \$ 73,418                  | \$ 61,885                  | \$ 11,533                          | \$ 765,126            | \$ 813,752            | \$ (48,626)                    | 94.57%                     | 97.90%                     | 3.33%           |
| Temp/Seasonal               | \$ 1,209,095           | \$ (96,870)                         | \$ 15,494                  | \$ 19,019                  | \$ (3,525)                         | \$ 1,298,041          | \$ 1,305,965          | \$ (7,924)                     | 100.82%                    | 108.01%                    | 7.19%           |
| Personnel Benefits          | \$ 386,754             | \$ (52,541)                         | \$ 23,747                  | \$ 23,123                  | \$ 624                             | \$ 414,434            | \$ 439,295            | \$ (24,861)                    | 106.11%                    | 113.59%                    | 7.48%           |
| Supplies                    | \$ 322,620             | \$ (76,808)                         | \$ 3,976                   | \$ (9,703)                 | \$ 13,679                          | \$ 371,677            | \$ 399,428            | \$ (27,751)                    | 120.00%                    | 123.81%                    | 3.80%           |
| Services and Charges        | \$ 1,503,353           | \$ (7,619)                          | \$ 84,566                  | \$ 54,095                  | \$ 30,471                          | \$ 1,516,251          | \$ 1,510,972          | \$ 5,279                       | 114.17%                    | 100.51%                    | -13.67%         |
| Interfund Payments          | \$ 16,950              | \$ (6,074)                          |                            |                            | \$ -                               | \$ 22,895             | \$ 23,024             | \$ (129)                       | 135.1%                     | 135.8%                     | 0.76%           |
| <b>Subtotal Op. Expense</b> | <b>\$ 4,269,943</b>    | <b>\$ (222,493)</b>                 | <b>\$ 201,201</b>          | <b>\$ 148,419</b>          | <b>\$ 52,782</b>                   | <b>4,388,424</b>      | <b>\$ 4,492,436</b>   | <b>\$ (104,012)</b>            | <b>105.96%</b>             | <b>105.21%</b>             | <b>-0.75%</b>   |
| Transfers Out               | 127,568                | -                                   |                            |                            | \$ -                               | 127,568               | 127,568               | \$ -                           | 100.0%                     | 100.0%                     |                 |
| <b>Total Expenditures</b>   | <b>\$ 4,397,511</b>    | <b>\$ (222,493)</b>                 | <b>\$ 201,201</b>          | <b>\$ 148,419</b>          | <b>\$ 52,782</b>                   | <b>4,515,992</b>      | <b>\$ 4,620,004</b>   | <b>\$ (104,012)</b>            | <b>105.78%</b>             | <b>105.06%</b>             | <b>-0.72%</b>   |
| <b>Net Gain/(Loss)</b>      | <b>\$ (2,523,080)</b>  |                                     | <b>\$ (178,224)</b>        | <b>\$ (145,146)</b>        | <b>\$ 33,078</b>                   | <b>\$ (2,779,371)</b> | <b>\$ (2,591,030)</b> | <b>\$ 188,341</b>              |                            |                            |                 |

|   |                 |
|---|-----------------|
| <b>Facility Usage Fees Collected YTD:</b> | <b>\$55,632</b> |
|---|-----------------|

## Park Operations - December 2025



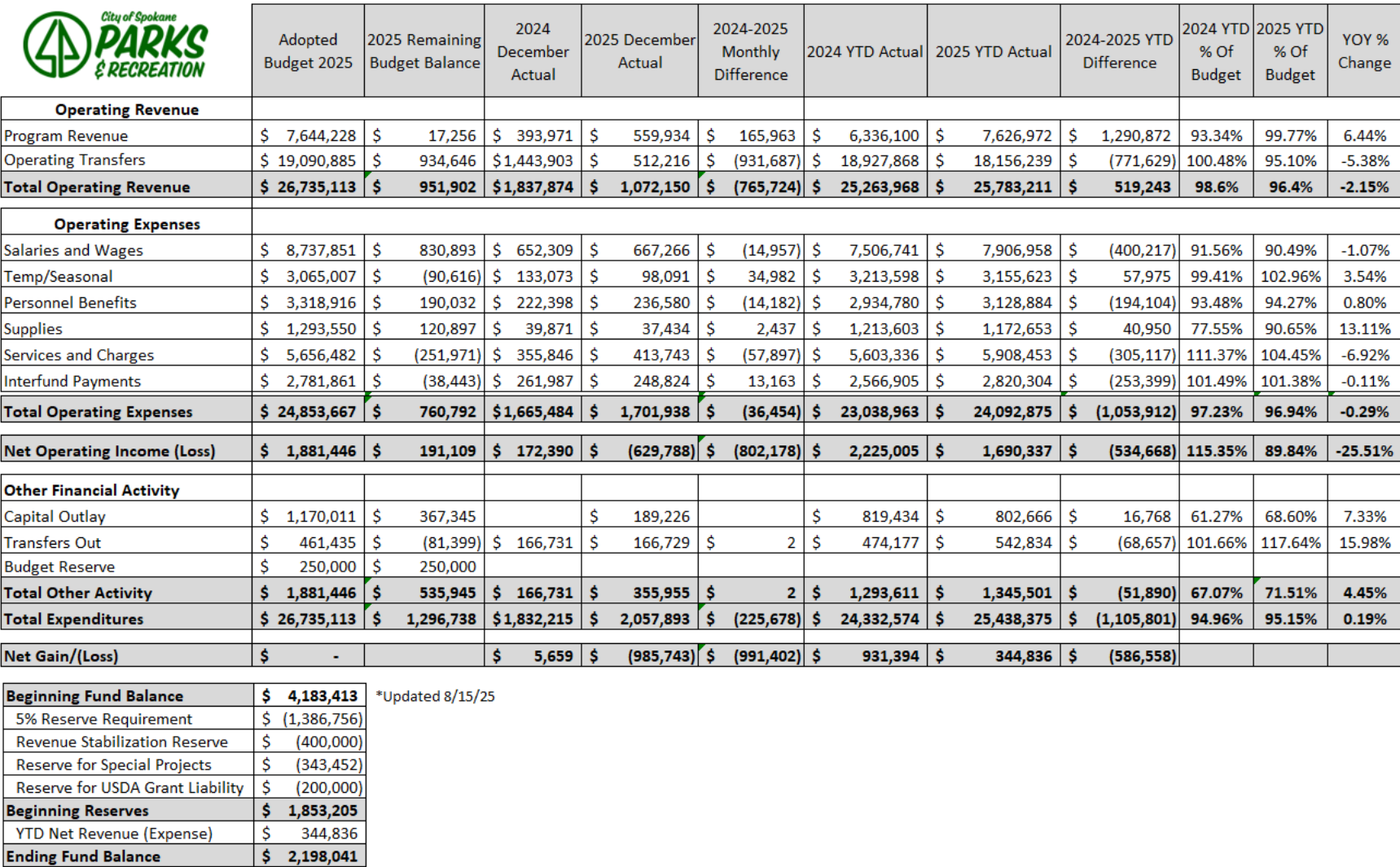
|                             | Adopted<br>Budget 2025 | 2025 Remaining<br>Budget Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual    | 2025 YTD<br>Actual    | 2024-2025<br>YTD<br>Difference | 2024 YTD<br>% Of<br>Budget | 2025 YTD<br>% Of<br>Budget | YOY %<br>Change |
|-----------------------------|------------------------|----------------------------------|----------------------------|----------------------------|------------------------------------|-----------------------|-----------------------|--------------------------------|----------------------------|----------------------------|-----------------|
| <b>Revenue</b>              |                        |                                  |                            |                            |                                    |                       |                       |                                |                            |                            |                 |
| Program Revenue             | \$ 220,430             | \$ (454)                         | \$ 344                     | \$ 453                     | \$ 109                             | \$ 286,300            | \$ 220,884            | \$ (65,416)                    | 142.84%                    | 100.21%                    | -42.64%         |
| <b>Total Revenue</b>        | <b>\$ 220,430</b>      | <b>\$ (454)</b>                  | <b>\$ 344</b>              | <b>\$ 453</b>              | <b>\$ 109</b>                      | <b>286,300</b>        | <b>\$ 220,884</b>     | <b>\$ (65,416)</b>             | <b>142.84%</b>             | <b>100.21%</b>             | <b>-42.64%</b>  |
| <b>Expenditures</b>         |                        |                                  |                            |                            |                                    |                       |                       |                                |                            |                            |                 |
| Salaries and Wages          | \$ 2,521,488           | \$ 258,125                       | \$ 177,647                 | \$ 181,909                 | \$ (4,262)                         | \$ 2,187,625          | \$ 2,263,363          | \$ (75,738)                    | 96.31%                     | 89.76%                     | -6.55%          |
| Temp/Seasonal               | \$ 810,210             | \$ 87,672                        | \$ 17,819                  | \$ 1,847                   | \$ 15,972                          | \$ 733,589            | \$ 722,538            | \$ 11,051                      | 78.02%                     | 89.18%                     | 11.16%          |
| Personnel Benefits          | \$ 974,410             | \$ 25,319                        | \$ 63,594                  | \$ 69,285                  | \$ (5,691)                         | \$ 883,413            | \$ 949,091            | \$ (65,678)                    | 93.95%                     | 97.40%                     | 3.45%           |
| Supplies                    | \$ 165,830             | \$ 340                           | \$ 8,973                   | \$ 16,307                  | \$ (7,334)                         | \$ 201,797            | \$ 165,490            | \$ 36,307                      | 105.76%                    | 99.80%                     | -5.97%          |
| Services and Charges        | \$ 1,257,734           | \$ (322,855)                     | \$ 91,033                  | \$ 80,075                  | \$ 10,958                          | \$ 1,507,746          | \$ 1,580,589          | \$ (72,843)                    | 128.33%                    | 125.67%                    | -2.66%          |
| Interfund Payments          | \$ -                   | \$ -                             |                            |                            | \$ -                               |                       |                       | \$ -                           |                            |                            |                 |
| <b>Subtotal Op. Expense</b> | <b>\$ 5,729,672</b>    | <b>\$ 48,602</b>                 | <b>\$ 359,066</b>          | <b>\$ 349,424</b>          | <b>\$ 9,642</b>                    | <b>\$ 5,514,170</b>   | <b>\$ 5,681,070</b>   | <b>\$ (166,900)</b>            | <b>99.94%</b>              | <b>99.15%</b>              | <b>-0.79%</b>   |
| Transfers Out               | \$ -                   | \$ -                             |                            | \$ -                       | \$ -                               | \$ 8,568              |                       | \$ 8,568                       |                            |                            |                 |
| <b>Total Expenditures</b>   | <b>\$ 5,729,672</b>    | <b>\$ 48,602</b>                 | <b>\$ 359,066</b>          | <b>\$ 349,424</b>          | <b>\$ 9,642</b>                    | <b>\$ 5,522,738</b>   | <b>\$ 5,681,070</b>   | <b>\$ (158,332)</b>            | <b>100.09%</b>             | <b>99.15%</b>              | <b>-0.94%</b>   |
| <b>Net Gain/(Loss)</b>      | <b>\$ (5,509,242)</b>  |                                  | <b>\$ (358,722)</b>        | <b>\$ (348,970)</b>        | <b>\$ 9,752</b>                    | <b>\$ (5,236,438)</b> | <b>\$ (5,460,186)</b> | <b>\$ (223,748)</b>            |                            |                            |                 |

## Capital/Park Planning/Fleet/Interfund/Admin - December 2025



|                              | Adopted<br>Budget 2025 | 2025<br>Remaining<br>Budget<br>Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual  | 2025 YTD<br>Actual  | 2024-2025 YTD<br>Difference | 2024 YTD<br>% Of<br>Budget | 2025 YTD<br>% Of<br>Budget | YOY %<br>Change |
|------------------------------|------------------------|--|----------------------------|----------------------------|------------------------------------|---------------------|---------------------|-----------------------------|----------------------------|----------------------------|-----------------|
| <b>Revenue</b>               |                        |  |                            |                            |                                    |                     |                     |                             |                            |                            |                 |
| Program Revenue              | \$ 775,367             | \$ 146,318                             | \$ 272                     | \$ 1,914                   | \$ 1,642                           | \$ 652,464          | \$ 629,049          | \$ (23,415)                 | 105.64%                    | 81.13%                     | -24.51%         |
| Operating Transfers          | \$19,090,885           | \$ 1,006,334                           | \$1,443,903                | \$ 512,216                 | \$ (931,687)                       | \$18,783,302        | \$18,084,551        | \$ (698,751)                | 100.07%                    | 94.73%                     | -5.34%          |
| <b>Total Revenue</b>         | <b>\$19,866,252</b>    | <b>\$ 1,152,653</b>                    | <b>\$1,444,175</b>         | <b>\$ 514,130</b>          | <b>\$ (930,045)</b>                | <b>\$19,435,766</b> | <b>\$18,713,599</b> | <b>\$ (722,167)</b>         | <b>100.24%</b>             | <b>94.20%</b>              | <b>-6.05%</b>   |
| <b>Expenditures</b>          |                        |  |                            |                            |                                    |                     |                     |                             |                            |                            |                 |
| Salaries and Wages           | \$ 2,873,190           | \$ 165,787                             | \$ 240,638                 | \$ 244,585                 | \$ (3,947)                         | \$ 2,531,845        | \$ 2,707,403        | \$ (175,558)                | 94.66%                     | 94.23%                     | -0.43%          |
| Temp/Seasonal                | \$ 94,558              | \$ 13,391                              | \$ 7,463                   | \$ 3,716                   | \$ 3,747                           | \$ 112,411          | \$ 81,167           | \$ 31,244                   | 159.20%                    | 85.84%                     | -73.36%         |
| Personnel Benefits           | \$ 939,329             | \$ 64,469                              | \$ 68,321                  | \$ 75,764                  | \$ (7,443)                         | \$ 806,770          | \$ 874,860          | \$ (68,090)                 | 96.06%                     | 93.14%                     | -2.92%          |
| Supplies                     | \$ 217,500             | \$ 106,784                             | \$ 1,664                   | \$ 27,730                  | \$ (26,066)                        | \$ 111,368          | \$ 110,716          | \$ 652                      | 26.62%                     | 50.90%                     | 24.29%          |
| Services and Charges         | \$ 1,178,870           | \$ 109,787                             | \$ 73,588                  | \$ 110,892                 | \$ (37,304)                        | \$ 1,060,371        | \$ 1,069,083        | \$ (8,712)                  | 106.60%                    | 90.69%                     | -15.92%         |
| Interfund Services           | \$ 2,724,981           | \$ (23,826)                            | \$ 257,668                 | \$ 246,248                 | \$ 11,420                          | \$ 2,504,377        | \$ 2,748,807        | \$ (244,430)                | 100.61%                    | 100.87%                    | 0.27%           |
| <b>Subtotal Op. Expense</b>  | <b>\$ 8,028,428</b>    | <b>\$ 436,392</b>                      | <b>\$ 649,342</b>          | <b>\$ 708,935</b>          | <b>\$ (59,593)</b>                 | <b>\$ 7,127,142</b> | <b>\$ 7,592,036</b> | <b>\$ (464,894)</b>         | <b>95.19%</b>              | <b>94.56%</b>              | <b>-0.62%</b>   |
| Transfers Out/Capital Outlay | \$ 1,473,805           | \$ 838,882                             | \$ 26,795                  | \$ 26,795                  | \$ (0)                             | \$ 877,131          | \$ 634,923          | \$ 242,208                  | 54.62%                     | 43.08%                     | -11.54%         |
| <b>Total Expenditures</b>    | <b>\$ 9,502,233</b>    | <b>\$ 1,275,274</b>                    | <b>\$ 676,137</b>          | <b>\$ 735,730</b>          | <b>\$ (59,593)</b>                 | <b>\$ 8,004,273</b> | <b>\$ 8,226,959</b> | <b>\$ (222,686)</b>         | <b>88.02%</b>              | <b>86.58%</b>              | <b>-1.44%</b>   |
| <b>Net Gain/(Loss)</b>       | <b>\$10,364,019</b>    |  | <b>\$ 768,038</b>          | <b>\$ (221,600)</b>        | <b>\$ (989,638)</b>                | <b>\$11,431,493</b> | <b>\$10,486,640</b> | <b>\$ (944,853)</b>         |                            |                            |                 |

Parks Fund - December 2025



\*Updated 8/15/25

## Golf Fund - December 2025



|                                 | Adopted<br>Budget 2025 | 2025 Remaining<br>Budget Balance | 2024<br>December<br>Actual | 2025<br>December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual  | 2025 YTD<br>Actual  | 2024-2025<br>YTD<br>Difference | 2024 YTD %<br>Of Budget | 2025 YTD %<br>Of Budget | YOY %<br>Change |
|---------------------------------|------------------------|----------------------------------|----------------------------|----------------------------|------------------------------------|---------------------|---------------------|--------------------------------|-------------------------|-------------------------|-----------------|
| <b>Revenue</b>                  |                        |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| Program Revenue                 | \$ 5,930,281           | \$ (855,854)                     | \$ 51,286                  | \$ 52,361                  | \$ 1,074                           | \$ 6,627,199        | \$ 6,786,135        | \$ 158,936                     |                         |                         |                 |
| Pre-Sale Revenue                |                        |                                  |                            |                            | \$ -                               | 216,362             | 125,204             | \$ (91,158)                    |                         |                         |                 |
| Facility Improvement Fee        | \$ -                   |                                  |                            | \$ (771)                   | \$ (771)                           | \$ (870,942)        | \$ (904,436)        | \$ (33,493)                    |                         |                         |                 |
| Other Transfers-In              | \$ -                   | \$ (53,698)                      |                            |                            | \$ -                               | \$ 53,698           | \$ 53,698           | \$ -                           |                         |                         |                 |
| <b>Total Revenue</b>            | <b>\$ 5,930,281</b>    | <b>\$ 130,320</b>                | <b>\$ 51,286</b>           | <b>\$ 51,589</b>           | <b>\$ 303</b>                      | <b>\$ 6,026,317</b> | <b>\$ 6,060,601</b> | <b>\$ 34,284</b>               | <b>112.14%</b>          | <b>102.20%</b>          | <b>-9.94%</b>   |
| <b>Expenditures</b>             |                        |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| Salaries and Wages              | \$ 1,263,109           | \$ 80,554                        | \$ 92,615                  | \$ 100,535                 | \$ (7,920)                         | \$ 1,145,950        | \$ 1,182,555        | \$ (36,605)                    | 101.61%                 | 93.62%                  | -7.98%          |
| Temp/Seasonal                   | \$ 722,232             | \$ 113,615                       | \$ 150                     | \$ 150                     | \$ -                               | \$ 566,317          | \$ 608,617          | \$ (42,300)                    | 86.89%                  | 84.27%                  | -2.62%          |
| Personnel Benefits              | \$ 503,997             | \$ (29,420)                      | \$ 29,571                  | \$ 31,734                  | \$ (2,163)                         | \$ 494,172          | \$ 533,417          | \$ (39,245)                    | 105.79%                 | 105.84%                 | 0.05%           |
| Supplies                        | \$ 561,900             | \$ 45,009                        | \$ 2,627                   | \$ 7,025                   | \$ (4,398)                         | \$ 439,600          | \$ 516,891          | \$ (77,292)                    | 82.65%                  | 91.99%                  | 9.34%           |
| Services and Charges            | \$ 1,471,356           | \$ (92,223)                      | \$ 54,484                  | \$ 37,108                  | \$ 17,377                          | \$ 1,408,883        | \$ 1,563,579        | \$ (154,696)                   | 98.13%                  | 106.27%                 | 8.14%           |
| Interfund Payments              | \$ 356,409             | \$ (18,999)                      | \$ 26,640                  | \$ 28,426                  | \$ (1,786)                         | \$ 232,730          | \$ 375,408          | \$ (142,678)                   | 98.20%                  | 105.33%                 | 7.14%           |
| <b>Subtotal Op. Expense</b>     | <b>\$ 4,879,003</b>    | <b>\$ 98,536</b>                 | <b>\$ 206,087</b>          | <b>\$ 204,978</b>          | <b>\$ 1,109</b>                    | <b>\$ 4,287,651</b> | <b>\$ 4,780,467</b> | <b>\$ (492,816)</b>            | <b>96.32%</b>           | <b>97.98%</b>           | <b>1.66%</b>    |
| Capital Outlay                  | \$ 1,000,000           | \$ 78,881                        | \$ 136,573                 | \$ 39,216                  | \$ 97,357                          | \$ 1,050,054        | \$ 921,119          | \$ 128,935                     | 146.93%                 | 92.11%                  | -54.82%         |
| Transfers Out                   |                        | \$ -                             |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| <b>Total Expenditures</b>       | <b>\$ 5,879,003</b>    | <b>\$ 177,417</b>                | <b>\$ 342,661</b>          | <b>\$ 244,194</b>          | <b>\$ 98,466</b>                   | <b>\$ 5,337,706</b> | <b>\$ 5,701,586</b> | <b>\$ 363,880</b>              | <b>103.32%</b>          | <b>96.98%</b>           | <b>-6.34%</b>   |
| <b>Net Gain/(Loss)</b>          | <b>\$ 51,278</b>       |                                  | <b>\$ (291,374)</b>        | <b>\$ (192,605)</b>        | <b>\$ 98,769</b>                   | <b>\$ 688,611</b>   | <b>\$ 359,015</b>   | <b>\$ (329,596)</b>            |                         |                         |                 |
| <b>* Beginning Fund Balance</b> | <b>\$ 80,905</b>       | Updated 3/4/25                   |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| Less 7% Reserve                 | \$ (454,810)           |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| Less Current Lease Payments     | \$ (164,729)           |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| <b>Beginning Year Reserves</b>  | <b>\$ (538,634)</b>    |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| YTD Change in Cash              | \$ 359,015             |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |
| <b>YTD Available Cash</b>       | <b>\$ (179,619)</b>    |                                  |                            |                            |                                    |                     |                     |                                |                         |                         |                 |

\* 2025 Beginning Fund Balance does not include the FIF reserve of \$2,471,131



## Facility Improvement Fee - December 2025



|                              | 2024 December<br>Actual | 2025 December<br>Actual | 2024-2025<br>Monthly<br>Difference | 2024 YTD<br>Actual | 2025 YTD<br>Actual | 2024-2025<br>Monthly<br>Difference |
|------------------------------|-------------------------|-------------------------|------------------------------------|--------------------|--------------------|------------------------------------|
| <b>Revenue</b>               | \$ -                    | \$ 771                  | \$ 771                             | \$ 870,942         | \$ 904,436         | \$ 33,493                          |
| <b>Debt Service Payments</b> | \$ (308,608)            | \$ (297,347)            | \$ (11,261)                        | \$ (618,025)       | \$ (606,895)       | \$ (11,130)                        |

| Facility Improvement Fee - Fund Balance |              |
|---|--------------|
| Beginning Fund Balance                  | \$ 2,471,131 |
| YTD Revenues                            | \$ 904,436   |
| YTD Loan Payments                       | \$ (606,895) |
| Ending Fund Balance                     | \$ 2,768,671 |

| GOLF SIP Loan Amortization |            |           |               |                   |
|----------------------------|------------|-----------|---------------|-------------------|
| Period Ending              | Principal  | Interest  | Total Payment | Principal Balance |
| 6/1/2024                   | \$ 277,845 | \$ 31,571 | \$ 309,417    | \$ 6,071,552      |
| 12/1/2024                  | \$ 278,369 | \$ 30,239 | \$ 308,608    | \$ 5,793,183      |
| 6/1/2025                   | \$ 280,645 | \$ 28,903 | \$ 309,548    | \$ 5,512,538      |
| 12/1/2025                  | \$ 281,175 | \$ 27,557 | \$ 308,732    | \$ 5,231,363      |