



Spokane Park Board Land Committee
3:30 p.m. Wed., Apr. 05, 2023

In-person: Sister City conference room
1st floor lobby, City Hall, 808 W. Spokane Falls Blvd.
Spokane, WA 99201

WebEx virtual meeting:

Call-in: 408-418-9388; Access code: 2482 594 4614
Al Vorderbrueggen – Operations Director

Committee Members:

Greta Gilman – Chair
Sally Lodato
Hannah Kitz
Kevin Brownlee

The Land Committee meeting will be held in-person in the Sister City conference room, 1st floor lobby, City Hall, 808 W. Spokane Falls Blvd. and virtually via WebEx at 3:30 p.m. Wednesday, Apr. 05, 2023. Committee members, staff, presenters and the public still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2482 594 4614**, when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. Apr. 05 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

AGENDA

Call to order – Greta Gilman

Public comment – Greta Gilman

Action Items:

1. [Liberty Park Library lease agreement amendment 3 for refuse receptacle enclosure \(revenue of \\$33,500.00\)](#) – Berry Ellison
2. [Northwest Playground Equipment, Inc. playground surfacing & installation contract / Liberty Park playground project \(\\$138,173.58 plus tax\)](#) – Berry Ellison
3. [AllPlay Systems, LLC contract for play equipment, surfacing, & installation/Wildhorse Park playground project \(\\$130,694.59 tax inclusive\)](#) – Berry Ellison
4. [On-Call Electrician Services contract amendment with Electric City Inc. \(compensation not to exceed \\$100,000 per year, for each of the remaining years of the contract\)](#) – Carl Strong

Discussion items:

1. [Establish ad hoc executive committee for a citywide neighborhood park investment program \(no cost\)](#) - Nick Hamad

Standing Report Items:

Adjournment

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Spokane Park Board

Briefing Paper



Committee	Land		
Committee meeting date	April 5, 2023		
Requester	Berry Ellison	Phone number: 625-6276	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)	OPR 2019-0534		
Item title: (Use exact language noted on the agenda)	Liberty Library lease amendment #3 - refuse receptacle enclosure (revenue of \$33,500.00)		
Begin/end dates	Begins: 04/13/2023	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: The Library at Liberty Park would care to pay for the Liberty Park refuse dumpster enclosure and amend the current lease. If approved, the Library would reimburse Parks \$33,500 for the cost to build the dumpster enclosure. In return, the library will be allowed to share the use of the dumpster for the duration of the lease.			
Motion wording: Move to approve Liberty Library Lease Agreement Amendment 3 for Refuse Receptacle Enclosure with Revenue of \$33,500.00.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Spokane Public Library Name: Caris O'Malley Email address: comalley@spokanelibrary.org Phone: 509 444-5310			
Distribution: Parks – Accounting nhamad@spokanecity.org Parks – Sarah Deatrich cstrong@spokanecity.org Requester: Berry Ellison Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: \$33,500.00 Budget code: 1950			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <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) <input type="checkbox"/> UBI: Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

THIRD AMENDMENT TO LIBERTY PARK LIBRARY BRANCH
LAND LEASE AND USE AGREEMENT

This Third Amendment to the Liberty Park Library Branch Land Lease and Use Agreement is made and entered into by and between the City of Spokane Park Board ("Park Board") and the Spokane Public Library Board of Trustees ("Library Board"), individually hereafter referenced as a "party," and together as the "parties."

WHEREAS, the parties entered into the Liberty Park Library Branch Land Lease and Use Agreement ("Agreement") in July of 2017 to provide for the construction and operation of the Liberty Park Library as a result of the voter approved bond proposition to finance Spokane Public Library capital improvements, including the construction of the Liberty Park Library Branch; and

WHEREAS, the Agreement provided in part for the Park Board to lease land to the Library Board in order to allow the Library Board to construct and operate the Liberty Park Library Branch located on Park property; and

WHEREAS, the parties maintain a shared parking lot used for both Library and Park purposes; and

WHEREAS, the Parks Department is preparing to complete certain public improvements to Liberty Park, including restroom renovation, electrical renovation and construction of a refuse receptacle enclosure; and

WHEREAS, the Park Department's construction bid/contract documents indicate the cost of the refuse receptacle enclosure to be \$33,500; and WHEREAS, the parties have a need for garbage/refuse services to serve the needs of both the Library branch and Parks; and

WHEREAS, the parties are in agreement regarding the construction of a refuse receptacle enclosure to be located adjacent to the parking lot.

NOW, THEREFORE, the parties agree as follows:

1) CONTRACT DOCUMENTS.

The Liberty Park Library Branch Land Lease and Use Agreement, dated July 15, 2017 and July 16, 2017, any previous amendments, addendums and/or extensions/renewals thereof, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2) EFFECTIVE DATE.

This Third Amendment to the Liberty Park Library Branch Land Lease and Use Agreement shall become effective upon signature of the parties.

3) AMENDMENT.

A new paragraph is added to Land Lease and Use Agreement designated as follows:

8. Refuse Receptacle Enclosure

The Park Board agrees to construct a refuse receptacle enclosure ("enclosure") adjacent to the shared parking lot to be used for municipal refuse collection. The Park Board shall have sole discretion as to the location of the enclosure, after consultation with Library staff, and shall be responsible for the construction and future maintenance of the enclosure as well as all site improvements. The Library Board agrees to contribute THIRTY-THREE THOUSAND FIVE HUNDRED DOLLARS and 00/100 (\$33,500.00) as its total contribution of the cost of construction.

The parties agree to share future use of the enclosure and related refuse receptacle for purposes of their respective municipal refuse services.

SPOKANE PARK BOARD

By: _____

Date

(Name) _____

(Title) _____

SPOKANE PUBLIC LIBRARY

By: Andrew Chanse _____

3/7/23
Date

(Name) Andrew Chanse _____

(Title) Executive Director _____

Approved as to form:

Attest:

Michael P. Webb
Assistant City Attorney

City Clerk

Spokane Park Board

Briefing Paper



Committee	Land		
Committee meeting date	April 5, 2023		
Requester	Berry Ellison	Phone number: 625-6276	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Northwest Playground Equipment, Inc. contract for playground surfacing & installation/Liberty Park playground project (\$138,173.58 plus tax)		
Begin/end dates	Begins: 04/13/2023	Ends: 12/31/2023	<input type="checkbox"/> Open ended
Background/history:	<p>Liberty Park Playground Renovations include a new 4,386sf playground area with semi-custom play equipment for children aged 2-12. Playground surfacing is a long-lasting, ADA compliant rubber product of uniform thickness and colored wearing top-course.</p> <p>Northwest Playground, Inc. offered a reasonable product cost with shipping & installation through the NASPO Contract #6480 competitive process resulting in over \$20,000 in discounts.</p> <p>Note: This quote follows the NASPO Contract #6480 competitive process.</p>		
Motion wording:	Move to approve Northwest Playground Equipment, Inc., contract for playground surfacing & installation for the Liberty Park playground project in the amount of \$138,173.58 (plus tax) from ARPA Funds.		
Approvals/signatures outside Parks:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If so, who/what department, agency or company: Northwest Playground Equipment, Inc			
Name: Chris Brummett		Email address: Chrisb@nwplayground.com	Phone: 509 520-6053
Distribution:	Parks – Accounting nhamad@spokanecity.org Parks – Sarah Deatrich sales@nwplayground.com Requester: Berry Ellison Grant Management Department/Name:		
Fiscal impact: <input checked="" type="radio"/> Expenditure	<input type="radio"/> Revenue		
Amount:	Budget code:		
\$ 138,173.58 (plus tax)	1425-88153-94760-56414-97248		
	(ARPA funds)		
Vendor: <input checked="" type="radio"/> Existing vendor	<input type="radio"/> New vendor		
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<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)		
<input checked="" type="checkbox"/> UBI: Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 313-9194
Email: sales@nwplayground.com

QUOTE

This quote is only valid for 30 days.

To: Spokane Parks
Re: Liberty Park PIP Surfacing

Quote # 3272023
Date: 3/27/2023

Contact Name: Berry Ellison
Email: bellison@spokanecity.org

Phone: 509.625.6276
Cell/Fax:

Item #	Qty	Description	Price	Total Price
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EQUIPMENT Flex Ground

1		Poured-In-Place Rubber Surfacing. Provide & install 4386 Square Feet of Pour In Place safety surfacing. Wear Layer to be a 100% Color mix with Aliphatic/Aromatic Resin UNIFORM thickness of 2.5" -4" (6'-9' CFH max.) Wear course is to be 5/8" thick, created by a mixture of premium colored particles mixed with black and polyurethane binder. Price includes freight and installation. quote based upon drawing provided on 3/23/23	\$ 155,673.31	\$ 155,673.31
1		80 Cubic Yards of EWF surfacing- dumped on site and installed with fabric.		\$ 3,240.00

Flex Ground	NASPO Value Point Cooperative Purchasing Discount:	NASPO	10.00%	\$ (15,567.33)
Flex Ground		NPEI	3.00%	\$ (4,670.20)
Zeager		NPEI	15.50%	\$ (502.20)
Flex Ground			Freight:	
		Equipment Subtotal		\$ 158,913.31
		Equipment Total (less tax)		\$ 138,173.58

CERTIFIED INSTALLATION

Installation included in the above pricing

Bond	Performance Bond (If Required):	3.0%	\$ -
CC Convenience Fee:	Credit Card (If Required):	3.5%	\$ -
Location Code:	Resale Certificate Required for Tax Exemption:	Tax: 9.0%	\$ 12,435.62
		ORDER TOTAL:	\$ 150,609.20

All quotes are subject to material and fuel surcharges.

Acceptance of Proposal:

(Please be sure you have read, signed, initialed and understand the Terms and Conditions on Page 2 of this Quote)
The items, prices and conditions listed herein are satisfactory and are hereby accepted.

Karen Weiser
Sales Assistant

Customer Signature

Date

Thank you for considering Northwest Playground Equipment, Inc. for your Park, Playground, Shelter and Sports Equipment requirements.



Northwest Playground Equipment, Inc.

PO Box 2410, Issaquah, WA 98027-0109
Phone (425) 313-9161 FAX (425) 313-9194
Email: sales@nwplayground.com

Project Name: Liberty Park PIP Surfacing

Quote # 3272023

TERMS AND CONDITIONS

QUOTE CONDITIONS AND ACCEPTANCE:

This quote is only valid for 30 days.

Orders placed or requested for delivery after 30 days are subject to price increases.

*** (Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted.

Once your order has been placed, any changes including additions, deletions or color changes, will delay your shipment.

EXCLUSIONS: Unless specified, this quote specifically **excludes** all of the following:

- Required Permits
- Performance/Payment Bonds
- Site work and landscaping
- Removal of existing equipment
- Storage of equipment
- Equipment assembly and/or installation
- Borders or drainage requirements
- Landscaping Repairs DUE to poor access or in climatic weather

FREIGHT AND DELIVERY:

Shipping is FOB Origin. A 24-hr Call Ahead is available at additional cost.

Delivery is currently 5+ weeks after order submittal. Unless otherwise noted, all equipment is delivered unassembled.

*** (Pls Initial) **Buyer is responsible to meet and provide a minimum of 2 ADULTS to unload truck**

A Check List, detailing all items shipped, will be mailed to you and a copy will be included with the shipment.

Buyer is responsible for ensuring the Sales Order and Item Numbers on all boxes and pieces match the Check List.

*** (Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.

Damaged Freight must be refused. Please notify Northwest Playground Equipment immediately of any damages.

Shortages and Concealed Damage must be reported to Northwest Playground Equipment within 10 days of delivery.

A reconignment fee will be charged for any changes made to delivery address after order has been placed.

TAXES:

All orders delivering in Washington are subject to applicable sales tax unless a tax exemption or Reseller Permit is on file at the time the order is placed.

PAYMENT TERMS: An approved Credit Application is required for new customers. 50% down payment is due at time of order with balance due upon delivery, unless other credit terms have been approved. Interest may be charged on past due balances at an annual rate of 18%. A 3% charge will be added to all credit card orders.

RESTOCKING: Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

MAINTENANCE/WARRANTY:

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included.

Northwest Playground Equipment offers no additional warranties.

Maintenance of the equipment and safety surfacing is the responsibility of the customer.

Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

INSTALLATION: (if applicable)

A private locate service for underground utilities must be completed before your scheduled installation.

Site must be level and free of loose debris (this includes ground cover/chips).

A minimum 6 foot opening with good access must be available to the site for delivery trucks and tractor.

An onsite dumpster must be provided for disposal of packaging materials.

Arrangements must be made in advance for the disposal of dirt/rocks from within the installation area.

Arrangements must be made in advance for the removal/disposal of existing equipment.

Additional charges may apply if large rocks or concrete are found beneath the surface.

Access to power and water must be available.

Site supervision is quoted in 8-hour days.

Acceptance of Terms & Conditions

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

Sales Assistant

Customer Signature
Thank you for choosing Northwest Playground Equipment!

Date

Spokane Park Board

Briefing Paper



Committee	Land		
Committee meeting date	April 5, 2023		
Requester	Berry Ellison	Phone number: 625-6276	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	AllPlay Systems, LLC contract for play equipment, surfacing, & installation/Wildhorse Park playground project (\$130,694.59 tax inclusive)		
Begin/end dates	Begins: 04/13/2023	Ends: 12/31/2023	<input type="checkbox"/> Open ended
Background/history:			
<p>Wildhorse Park playground renovations include a new 3,000sf playground area with exciting new play equipment for children aged 2-12. The site will have new site furnishings and ADA compliant walkways to allow access to the playground and to the adjacent Children of the Sun trail.</p> <p>Play equipment is a long-lead item thus purchasing the equipment prior to issuing the site improvements to bid is advantageous to the project schedule.</p> <p>The City worked with a qualified vendor for equipment, resilient surfacing, & installation while utilizing a cost effective State Contract for the best pricing available. The most qualified vendor is AllPlay Systems, LLC.</p> <p>Note: This quote follows the NASPO Contract #6480 competitive process.</p>			
Motion wording:			
Move to approve AllPlay Systems, LLC. contract for play equipment, surfacing, & installation for the Wildhorse Park playground project in the amount of \$130,694.59 (tax inclusive) from ARPA funds.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: AllPlay Systems, LLC			
Name: Danielle Patterson		Email address: danielle@allplaysystems.com	Phone: 360 808-5925
Distribution:			
Parks – Accounting		nhamad@spokanecity.org	
Parks – Sarah Deatrich		lisa@allplaysystems.com	
Requester: Berry Ellison		cstrong@spokanecity.org	
Grant Management Department/Name:		avorderbrueggen@spokanecity.org	
		mmurray@spokanecity.org ; tprince@spokanecity.org	
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
\$ 130,694.59 (tax inclusive)		1425-88153-94760-56414-97248	
		(ARPA funds)	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/>	Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/>	W-9 (for new contractors/consultants/vendors)
<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)
<input checked="" type="checkbox"/>	UBI: Business license expiration date:	<input type="checkbox"/>	Insurance Certificate (min. \$1 million in General Liability)



AllPlay Systems, LLC
 P.O. Box 1886
 Sequim, WA 98382

Quotation

Toll Free: 888.531.4881
 Fax: 888.655.6412
 Email: lisa@allplaysystems.com

Lisa Patrick
 (509) 954-0835

Project: Spokane Wildhorse Park EQUIPMENT wkb 3-31-23
 Date: 3/31/2023

Prepared for: Berry Ellison
 Quote valid until: 4/30/2023

Bill To:
 Spokane Parks & Recreation
 808 W. Spokane Falls Blvd.
 Spokane, WA 99201

 Contact: Berry Ellison
 Phone: 509-625-6276
 Email: bellison@spokanecity.org

Ship To:
 Spokane Wildhorse Park
 3717 N. Ralph St.
 Spokane, WA 99217

 Contact: Rock Wells
 Phone: 509-290-8596
 Email: rock@mountainrockdc.com

This quote and purchase will be administered in accordance with the terms of NASPO ValuePoint Master Agreement #6479, executed 12/1/2016. The customer is responsible for final quantity count and unloading of freight at site, unless otherwise specified. All freight damage or missing items must be reported within two business days.

Vendor	Item Description	Model	Qty	Unit Price	Total Price
Berliner	Greenville Combi.045	Custom	1	\$70,361.00	\$70,361.00
	UDB Cat Tail.01		1	\$5,955.00	\$5,955.00
	Palmetto Saucer		1	\$4,934.00	\$4,934.00
	UDB Eddie.01		1	\$4,003.00	\$4,003.00
			1		
			1		
			1		
	FREIGHT		1	\$6,033.00	\$6,033.00
NASPO	WA State Purchasing Contract - equipment (-10%)		1	-\$8,525.30	-\$8,525.30

Additional Info:

Installer will offload with coordinated delivery at job site.

Subtotal \$82,760.70
 Tax 9.0% \$7,448.46
Total \$90,209.16

Customer Signature: _____

Date: _____



AllPlay Systems, LLC
 P.O. Box 1886
 Sequim, WA 98382

Quotation

Toll Free: 888.531.4881
 Fax: 888.655.6412
 Email: lisa@allplaysystems.com

Lisa Patrick
 (509) 954-0835

Project: Spokane Wildhorse Park INSTALL wkb 4-3-23
 Date: 4/3/2023

Prepared for: Berry Ellison
 Quote valid until: 5/3/2023

Bill To:
 Spokane Parks & Recreation
 808 W. Spokane Falls Blvd.
 Spokane, WA 99201

 Contact: Berry Ellison
 Phone: 509-625-6276
 Email: bellison@spokanecity.org

Ship To:
 Spokane Wildhorse Park
 3717 N. Ralph St.
 Spokane, WA 99202

 Contact: Rock Wells
 Phone: 509-290-8596
 Email: rock@mountainrockdc.com

Vendor	Item Description	Model	Qty	Unit Price	Total Price
Mountain	Installation of Play Equipment - Davis Bacon Wages		1	\$28,560.00	\$28,560.00
Rock					
Designs					
	Provide and install Geotextile Fabric and		130	\$66.02	\$8,582.60
	12" Engineered Wood Fiber 2860 sf footprint				

Additional Info:

Davis Bacon Wages included as well as offloading, security fence and disposal of packaging and spoils. Assumes site prep done by others with 12" below sidewalk grade for install of EWF. ADA ramp access from sidewalk into play area by others.	Subtotal	\$37,142.60
	Tax 9.0%	\$3,342.83
	Total	\$40,485.43

Payment terms: 50% down, balance due Net 30 upon delivery. The customer is responsible for final quantity count and the unloading of freight at site. The customer must report all freight damage and missing items within 2 business days of delivery of items.

Written approval must be received prior to order initiation. By signing, dating, and returning this document, the customer accepts these terms and authorizes Allplay Systems, LLC to order the items as listed above.

Customer Signature: _____

Date: _____

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	April 5, 2023		
Requester	Carl Strong	Phone number: 363-5415	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)	OPR 2022-0417		
Item title: (Use exact language noted on the agenda)	On-Call Electrician Services contract amendment with Electric City Inc. (compensation not to exceed \$100,000 per year, for each of the remaining years of the contract)		
Begin/end dates	Begins: 06/01/2022	Ends: 05/31/2024	<input type="checkbox"/> Open ended
Background/history: Due to the retirement of the Parks electrician and an increase in vandalism parks staff entered into an initial contract for electrical services with Electric City Inc. with an initial amount of up to \$50,000 per year. Contracted work has already exceeded \$46,000 for the year causing park staff to request an increase in the compensation not to exceed \$100,000 per year.			
Motion wording: Move to amend the contract with Electric City Inc. compensation not to exceed \$100,000 per year, for each of the remaining years of the contract.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Carl Strong Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$100,000/year Budget code: 1400-54500-76810-54802 To be divided among budget codes as needed: Ops, Corbin Arts, Manito, Finch, Golf & Riverfront			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents: <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 602 782 445 Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	April 5, 2023		
Requester	Nick Hamad	Phone number: 509.724.3639	
Type of agenda item	<input type="radio"/> Consent	<input checked="" type="radio"/> Discussion	<input type="radio"/> Information <input type="radio"/> Action
Type of contract/agreement	<input checked="" type="radio"/> New	<input type="radio"/> Renewal/ext.	<input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Establishment of an ad hoc executive committee for citywide neighborhood park investment program / All Parks (no cost)		
Begin/end dates	Begins: 04/13/2023	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: Establish an executive committee as outlined in attached committee charter, consisting of representatives from Park Board, City Council, City Administration, and Subject Matter Experts to:			
<ol style="list-style-type: none"> 1. Guide a neighborhood park investment program, which satisfies the highest priority recommendations of the park master plan. 2. Recommend the preferred source and quantity of funding to implement the program. 3. Provide written recommendation of the investment program, funding source(s), and funding levels to the Park Board for consideration and adoption. 			
Motion wording: Discuss establishment of an ad hoc executive committee for a citywide neighborhood park investment program (no cost).			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:	Email address:	Phone:	
Distribution:			
Parks – Accounting	Garrett Jones		
Parks – Sarah Deatrach	Jason Conley		
Requester: Nick Hamad	Al Vorderbrueggen		
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:	Budget code:		
N/A	N/A		
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)		
<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)		
<input type="checkbox"/> UBI: Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		



Citywide Neighborhood Park Investments 'Executive Committee' Charter

- **Charter Purpose**

- The purpose of this charter is to define the purpose, composition, scope, roles and responsibilities, and approximate timeline for the citywide neighborhood park 'executive committee', as well as provide background and justification for the committee's establishment.

- **Relevant Background**

- In 2022, Spokane Parks and its agents completed the '2022 Parks and Natural Lands Management Plan'. This planning document thoroughly evaluated the city park system, collected substantial public input regarding the park system and recommended strategies to improve the City Park system over the next 10+ years. The Park Board adopted the plan by resolution in June 2022, and City Council adopted the plan by resolution in September 2022. Both adoption resolutions recommend park staff begin implementation of the plan recommendations.
- The majority of plan recommendations require additional funding not currently available to the City Parks division. Park staff and their agents are actively developing strategies to fund implement the recommendations of the master plan.

- **Committee Purpose**

- The purpose of this committee is to:
 1. Guide a 'neighborhood park investment program' which best satisfies the highest priority recommendations of the park master plan, and
 2. Recommend the preferred source and quantity of funding to implement the program, and
 3. Provide a written recommendation of the investment program, funding source(s), and funding levels to the Park Board for consideration and adoption.

- **Committee Roles and Responsibilities**

- Committee members are representatives of their respective bodies and will be integrally involved in the planning process. All representative input will be valued and incorporated as deemed appropriate by the committee majority. Day-to day activities, meeting preparations, and action items shall be managed by Parks staff.
- *Continued on next page...*



- **Committee Roles and Responsibilities (*continued*)**

- The following includes a list of committee member expectations during the creation of the program and funding recommendations:
 1. Participate in scheduled, bi-weekly, in-person meetings over the course of 2023 to guide program and funding development.
 2. Provide information, opinion, and data to Park staff to guide work.
 3. Review draft documents and other materials and provide comment before documents are shared with the Park Board, Mayor’s Administration, City Council, and public.
 4. Inform various municipal partners and public parties about the program development effort.
 5. Share recommendations for park improvement program with the Park Board, Mayor’s Administration, City Council, and public when appropriate.
 6. Comply with the City’s Code of Ethics Policy and Washington State Public Disclosure Act.

- **Committee Composition**

- The executive committee is comprised of current members of City’s governing bodies which most closely pertain to parks, as well as subject matter experts and park staff.

VOTING COMMITTEE MEMBERS	
Represented Groups	Representative
Park Board 1 - PB President / Designee	TBD
Park Board 2 - PB Representative	TBD
City Mayoral Administration	Chief of Staff / City Administrator or designee
City Council 1 - Council President / Designee	TBD
City Council 2 – Council Representative	TBD
Subject Matter Expert 1 – Public Works	Rick Romero
Subject Matter Expert 2 - Finance	Gavin Cooley
Park Leadership 1 – Parks Division Director	Garrett Jones
Park Leadership 2 – Park Operations Director	Al Vorderbrueggen
STAFF COMMITTEE LIASONS (non-voting)	
Park Staff Committee Lead – Park Planning Manager	Nick Hamad
Park Staff – Communications Manager	Fianna Dickson
Park Staff – Park Project Manager	Berry Ellison



- **Estimated Committee Timeline**

- Meeting 1 – April 2023. Topic – Program Vision / Intent / Committee Schedule
- Meeting 2 – May 2023. Topic – Program Balance
- Meeting 3 – May 2023. Topic – Market Analysis, Funding Level Options
- Meeting 4 – June 2023. Topic – Implementation Management Structure / Timing
- Meeting 5 – June 2023. Topic – Recommendations to Park Board
- *DELIVERABLE 1 - July Park Board – Written Recommendation to Park Board*
- Meeting 6 – July / August 2023. Topic – Next Committee Steps / Outreach

- **End of Committee**

This work of this committee shall be considered complete when City Council votes to endorse the Neighborhood Park Investment Program and funding recommendations.