



**City of Spokane Park Board  
Land Committee Meeting**

3:30 p.m. Wednesday, Mar. 06, 2024  
Hybrid in-person and WebEx virtual meeting  
Al Vorderbrueggen – Park Operations Director

**Committee members**

- X Greta Gilman – Chair
- Hannah Kitz (absent-excused)
- X Sally Lodato
- Kevin Brownlee (absent-excused)
- X Doug Kelley (arrived 3:50)

**Parks staff**

- Al Vorderbrueggen
- Carl Strong
- Angel Spell
- Berry Ellison
- Nick Hamad
- Fianna Dickson
- Kris Behr

**Guests**

- Kelly Brown

**SUMMARY**

- The committee passed the following action items which will be presented to the Park Board for consideration and approval:
  - The Friends of Manito MOU for volunteer work and stewardship through March 2027 (no cost) – consent agenda item
  - Avigation easements for Shields Park & Camp Sekani Park (no cost) – consent agenda item
- Al Vorderbrueggen presented the Public Works green area maintenance plan.
- Berry Ellison gave an update on capital project contracts for BA Clark and Meadowglen.
- Nick Hamad gave an update on the DNR / Thorpe Road Property Trust Land Transfer.

The next regularly scheduled Land Committee meeting is set for 3:30 p.m. Wed. Apr. 03, 2024.

# MINUTES

The meeting was called to order at 3:32 p.m. by committee chair Greta Gilman.

**Public Comments:** None

## **Action items:**

1. [The Friends of Manito MOU for volunteer work and stewardship through March 2027 \(no cost\)](#) – Al Vorderbrueggen

This is essentially a renewal of an MOU which has been in place for decades. However, since it lapsed, it is now considered new. Legal is working towards making all the “Friends” MOU standard, which is why this has taken so long to draft. One item that has been changed is the old requirement of a \$1.5 M insurance policy, which has been reduced to \$1M. There are also three addendums: housekeeping practices between the two agencies, such as office space, events, horticultural operations, etc.; fundraising and endowments; memorial agreements. Once this is approved by Park Board, Legal will provide a clean copy of the MOU after making a few minor modifications as discussed today.

**Motion #1** – Greta Gilman moved to recommend The Friends of Manito MOU for volunteer work and stewardship through March 2027 with a few minor modifications as discussed (no cost)

Doug Kelly seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the March 14 Park Board meeting agenda.

2. [Avigation easements for Shields Park & Camp Sekani Park \(no cost\)](#) – Nick Hamad

In partnership with the County, Make Beacon Hill Public area will have a major upgrade this year including parking and trailheads. Part of the permitting process involves an avigation easement in the airfield (Felts Field) overlay zone which states Parks will waive any claims against the City for noise, dust, fumes or anything involving the operation of an airport. It also states we comply with height requirements in the overlay zone such as construction of towers, etc. If the airport closes, these conditions are null. Two of the parcels are in the City limits, one parcel is in the County, and they are also required to comply.

**Motion #2** – Greta Gilman moved to recommend avigation easements for Shields Park & Camp Sekani Park (no cost)

Sally Lodato seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the March 14 Park Board meeting agenda.

## **Discussion Items:**

1. [Public Works Green Area Maintenance](#) – Al Vorderbrueggen

- a. There are approximately 500 acres (micro parks) throughout the City which are maintained by the Water Department, however, prior to 2005, Parks maintained these properties. In 2016 the City recognized these areas were not being maintained and recommended Parks return to this role. In 2016 a study was conducted, which estimated approximately \$600,000 would be required for the additional staff/temp seasonals to care for these areas. An option to bid went out in 2017 and 2018, both times the private sector bids were far too expensive, so the City decided to keep the management of these areas with the Water Department.

- b. Over the last 5 years, the Water Department has partnered with Parks in providing water conservation efforts at no cost to the Parks saving nearly \$75M gallons of water usage in

exchange for some of the maintenance of these areas, which is projected to cost approximately \$1.2M to maintain. Parks is currently working with Water to develop a pilot program through 2025 which includes the use of Public Works funds for the operations and a dedicated Parks foreperson. No Park funds or anticipated levy funds will go towards this program. As the details are worked out, this program will ultimately result in a formal MOU.

2. Various Park capital project contracts, including [BA Clark](#) and [Meadowglen](#) – Berry Ellison
  - a. BA Clark Park has a restroom which has been fenced off for a long time because the sewer system is collapsing. To replace the pipes, the asphalt sidewalk would have to be replaced. The plan is to make the entire sidewalk ADA compliant, including a curb leading to the parking area as well as a restroom renovation. A wide range of bids were submitted. Red Diamond Asphalt came in over \$100,000 less than the highest bidder and has a good history with Parks. Since this is below the Park Board approval threshold, a contract it has been recommended to pursue.
  - b. Meadowglen is a rich, undeveloped park located at the north edge of the City. It is comprised of 2 parcels, one of which will remain a natural area, per the master plan. The base project construction cost is expected to be \$3-5M. As funds become available, the project construction budget may increase. The Park is near a bus stop. Recommended improvements include restrooms, a picnic area, pergola and possibly a splash pad and sport court along with meadow walks and trails. A request for qualification (RFQ) was advertised and 10 proposals were received. Place Landscape Architecture submitted a design proposal which was very impressive. Once the scope and funding source(s) are identified, this will come back to the committee as an action item.
3. DNR / Thorpe Road Property Trust Land Transfer Update – Nick Hamad

There is no Park land in the general vicinity of the Grandview/Thorpe Road area which has been identified in the Master Plan. The DNR has a 192-acre parcel which has been used for many years for timber production but has decided it is no longer a viable property. When DRN offered it to Spokane Parks for purchase, we did not have the funds. There is an adjacent developer who is also interested in purchasing the land. However, the local neighbors pled with Parks and together developed a Trust Land Transfer, which is unique to Washington State DNR. Essentially, a competitively ranked application would be submitted for first right of refusal, then ultimately a transfer of property to the government service (City of Spokane). This area is not a prime real estate area but is an essential natural habitat for native elk and moose. If Parks can demonstrate its need for public land and it is ranked high enough, state legislature would appropriate funds to for this purchase to the DNR and Parks would be deeded the land at no cost. There are higher need areas within the City, but this is a wonderful no-cost opportunity.

**Unfinished Business:** None

**Standing Reports:** None

**Adjournment:** The meeting was adjourned at 4:42 p.m.

The next regularly scheduled Land Committee meeting is set for 3:30 p.m. Wed. Apr. 03, 2024.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land Committee	<b>Committee meeting date:</b> March 6, 2024	
<b>Requester</b>	Al Vorderbrueggen	<b>Phone number:</b> X5464	
<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 #)	n/a		
<b>Master Plan Goal, Objective, Strategy</b> (Click <a href="#">HERE</a> for link to the adopted plan)	Ch 3: Land; Ch 6: Legacy	<b>Master Plan Priority Tier:</b> (pg. 171-175)	First Tier
<b>Item title:</b> (Use exact language noted on the agenda)	The Friends of Manito MOU for volunteer work and stewardship through March, 2027.		
<b>Begin/end dates</b>	Begins: 03/14/2024	Ends: 03/13/2027	<input type="checkbox"/> 06/01/2525
<b>Background/history:</b>			
<p>For decades, The Friends of Manito have partnered with Parks to solicit donations, recruit, manage and coordinate volunteer services. TFM secures and directs privately raised funds to Parks for the benefit of Parks' facilities and programs. TFM reviews and discusses Parks' funding needs and priorities and only solicits or accepts gifts that are consistent with the vision, goals and objectives of Parks.</p> <p>In 2022, TFM formed an endowment that fully benefits Manito Park and the maintenance needs of the facility.</p>			
<b>Motion wording:</b>			
Approve the The Friends of Manito MOU for volunteer work and stewardship through March, 2027.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: The Friends of Manito			
Name: Kelly Brown		Email address: kelly.dianne.brown@gmail.com	Phone: (480)570-9701
<b>Distribution:</b>			
Parks – Accounting		TFM Coordinator (tfm@thefriendsofmanito.org)	
Parks – Sarah Deatrich		Kelly Brown (kelly.dianne.brown@gmail.com)	
Requester: Al Vorderbrueggen			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount: n/a		Budget code: n/a	
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>			
<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: n/a	Business license expiration date:	<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	



**MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE CITY OF  
SPOKANE AND  
THE FRIENDS OF MANITO**

**THIS MEMORANDUM OF UNDERSTANDING** (“Memorandum”) is made by and between the City of Spokane Parks and Recreation Division (“**PARKS**”), a Washington State municipal corporation, located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, and The Friends of Manito, (“**TFM**”), a Washington nonprofit corporation established pursuant to RCW 24.03A and located at 4 West 21<sup>st</sup> Avenue, Spokane, Washington 99203, hereinafter the “Parties”.

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

**WHEREAS**, TFM’s purpose is to provide fundraising and volunteer assistance, as requested by PARKS, in furthering the development, growth and excellence of Manito Park; and

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

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

**WHEREAS**, PARKS is willing to assist TFM in its fund-raising activities and foster success by providing access to PARKS’ resource within legal limits; and

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

Now, Therefore, the Parties agree as follows:

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

- A. TFM will work with PARKS to solicit donations, recruit, manage and coordinate volunteer services for PARKS in compliance with this Memorandum and PARKS’ policies and project requirements.

- B. TFM will support and ensure that its fundraising activities are consistent with PARKS' vision, mission and goals for Manito Park, and its work will be compatible with these interests and goals, and it will support PARKS' master plan for Manito Park.
- C. A major purpose of TFM shall be to secure and direct privately raised funds to PARKS for the benefit of PARKS' programs. TFM may direct funds to PARKS to support capital projects, programs, activities and needs of PARKS.
- D. The TFM shall recruit, manage and coordinate volunteer services in such a manner as to maintain full compliance with PARKS' policies and project requirements. All volunteer coordination be pre-approved and coordinated with Manito Park staff.
- E. TFM will provide the opportunity to involve community leaders in an advisory board to serve Manito Park Committee of the Spokane Park Board and Park Staff as requested by PARKS. Within five (5) years of formation, TFM shall comply with the Charities Review Council's Accountability Standards (Attachment 1) to ensure best practices in nonprofit governance and management, as well as to inspire the public's trust and confidence.
- F. TFM shall review and discuss PARKS' funding needs and priorities and shall not solicit or accept gifts that are inconsistent with the vision, goals and objectives of PARKS.
- G. TFM will coordinate with PARKS staff on all projects and plans funded by its privately raised funds. TFM acknowledges and agrees that Park Board approval shall be secured in advance of all such capital projects.
- H. Capital project proposals shall include comprehensive information pertaining to construction, maintenance, and operation requirements; restrictions; and warranties.
- I. TFM, or its fiscal sponsor, shall upon request reimburse PARKS for any reasonable expenditure for goods of value made available by PARKS for the benefit of TFM in such forms and sums as all parties agree are appropriate.
- J. TFM shall arrange with private legal entity (or entities) separate from the City of Spokane and PARKS, to act as fiscal sponsor(s) of TFM until TFM is able to obtain its own tax-exempt 501(c)(3) designation, in order to ensure that all gifts and bequests received may qualify as deductible, charitable contributions for the donor.
- K. TFM and its fiscal sponsors shall use sound fiscal and auditing procedures. TFM shall maintain books, at its own expense, in accordance with generally accepted accounting principles. At PARKS' request, TFM shall arrange for biennial auditing of its books and records by a firm of certified accountants. Copies of the audited financial statements and current list of AGC officers, directors or trustees shall be made available to PARKS upon request.
- L. TFM will not interfere with PARKS' day-to-day operations.
- M. During the term of this Memorandum (and any extension thereof) TFM shall maintain its corporate nonprofit status in good standing with the State of Washington and shall comply with all state laws with respect to charitable

solicitations. Within three (3) years of the date of this Memorandum. TFM shall secure designation as a tax-exempt 501(c)(3) organization. Once TFM secures designation as a tax-exempt 501(c)(3) organization, it shall maintain such designation under state and federal income tax laws to ensure that gifts and bequests received by the TFM may qualify as deductible, charitable contributions for the donor.

- N. TFM will perform all of its commitments and obligations under this Memorandum in accordance with all laws applicable to its activities, and TFM shall not engage in any fundraising activities on PARKS' behalf until receipt of and compliance with all required permits, registrations, and approvals.

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

- A. PARKS may work independently, and also with TFM, to solicit donations, recruit, manage and coordinate volunteer services for PARKS in compliance with this MOU and PARKS' policies and project requirements. The Parties acknowledge that PARKS may solicit donations, and recruit, manage and coordinate volunteer services to benefit PARKS independent of the arrangement with TFM outlined in this Memorandum.

- B. In connection with TFM's fundraising activities on behalf of PARKS, TFM will have the right to use PARKS' name and images.

- C. PARKS may provide TFM with assistance in TFM activities at the discretion of the Director of PARKS, and consistent with what is permitted under state and federal law.

- D. PARKS may, but is not required to, notify TFM or its fiscal sponsors of potential donations and provide information necessary to determine the best methods for securing the donations when PARKS becomes aware of donations, actual or potential, intended to benefit PARKS. PARKS and TFM may collaborate in pursuing such donations so as to maximize the benefit to PARKS.

- E. PARKS may also refer volunteers to TFM who express interest in volunteering or fundraising on behalf of Manito Park. PARKS may provide a link to TFM website from PARKS official website and other promotional mention as agreed by both parties.

- F. PARKS may present TFM with an annual list of private funding needs and priorities for discussion from which TFM may make suggestions and choose to actively seek and accept funds on PARKS' behalf, subject to the terms of this Memorandum.

- G. PARKS will expend all funds, once accepted and received, in accordance with PARKS' policies, in adherence with the general charitable purposes of TFM, and in conformance with any restrictions imposed by the donor or TFM as to the use or purpose of specific funds.

- H. Upon written request, PARKS may provide timely and accurate information to TFM regarding funding needs, expenditure of funds, program-related outcomes and outputs, and other data assistance to TFM applicable to TFM's role under this Memorandum as it plans projects and fundraising activities, solicits and acknowledges donors, and prepares websites or annual report content, etc.

- I. PARKS may provide a non-voting staff liaison to represent PARKS in all matters and dealings with TFM. This liaison may attend official meetings of TFM.

J. PARKS may recognize gifts received from or through TFM via appropriate signage at related Manito Park events and will recognize gifts received from or through TFM in its annual report, subject only to donor restrictions on public disclosure of the sources of gifts.

**Section 3. Insurance.** TFM shall obtain and maintain general liability insurance with limits of \$1,000,000 and directors' and officers' liability insurance in a reasonable and appropriate amount as determined by TFM Board. TFM shall annually provide the City Parks and Recreation Department a Certificate of Insurance (COI) as documentation of its compliance with this Section.

**Section 4. Mutual commitments.** Except as may otherwise be provided herein, the Parties to this Memorandum shall be solely responsible for any cost incurred in fulfilling their respective roles under this Memorandum.

**Section 5. Accountability and Stewardship.** As PARKS and TFM want to maintain the highest levels of accountability and stewardship, TFM agrees to share information with PARKS as reasonably requested, develop reporting processes and institute compliance and auditing procedures that ensure donated funds are accounted for, expenditures are made in accordance with donors' wishes and reports are made to donors on the use of such funds. TFM shall maintain financial records in accordance with Generally Accepted Accounting Principles and any other standards generally applicable to charitable fundraising entities. Copies of TFM's financial statements and a current list of TFM's officers and trustees shall be made available to PARKS upon request. TFM will permit, upon reasonable notice, authorized PARKS official or their designees to inspect all TFM books and records, except to the extent the inspection violates rights to privacy or confidential donor information. PARKS shall be entitled to conduct compliance reviews of the use of donated funds to ensure that dispositions of donated funds have complied with the purposes and restrictions set forth by the donors. Funds received on PARKS' behalf shall only be accounted for as gifts where the appropriate donor intent is present. Amounts received solely in exchange for services or property shall not be accounted for as gifts.

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

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

**6.2 Unrestricted Donations.** Unrestricted Donations are donations to TFM the donor designates for PARKS but are not designated by the donor to be used for a specific program or



project within PARKS. Without prior approval by City, TFM may recruit, manage and coordinate volunteer services in connection with the solicitation and collection of Unrestricted Donations, so long as such activities are at no cost to PARKS. Upon request of PARKS, TFM will release Unrestricted Donations to PARKS. PARKS shall determine how to spend Unrestricted Donations on its programs consistent with PARKS' master plan.

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

A. TFM is a separate legal and tax entity organized for supporting the maintenance, beautification and programming of Manito Park and PARKS and plans for the park. TFM will encourage voluntary, private gifts, trusts, and bequests for the benefit of Manito Park and PARKS.

B. Responsibility for governance of the TFM resides with the TFM Board of Directors.

C. Gifts made to TFM for a designated purpose – *i.e.*, Restricted Donations - will be dedicated in their entirety to that purpose without a fee of any kind unless, by separate agreement between PARKS and TFM, an administrative fee has been specified for a specific project; provided, it is anticipated that absent such a separate agreement regarding a specific fundraising campaign, TFM will not retain a fee of any kind from the donations it receives on PARKS' behalf. Provided nothing herein shall prevent third party fiscal agents of TFM from retaining fees in their ordinary course.

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

**6.4 Conditions of Gift Acceptance.** TFM agrees that in accepting gifts for Manito Park and PARKS, it will:

A. Advise donors that any restrictive terms and conditions they attach to gifts for PARKS are subject to PARKS approval and its policies and procedures covering "Sponsorships, Donations, Naming Recognition of Parks and Recreation Areas or Facilities" (Appendix A).

B. Ensure that gifts designated for specific purposes are in compliance with PARKS' master plans, vision, mission and philosophy.

C. Ensure, through PARKS' staff, that gifts are promptly reported to and approved for acceptance by the Park Board.

D. Coordinate TFM's funding goals, programs and campaigns with PARKS.

E. Any gift, grant, or contract that includes a financial or contractual obligation binding upon PARKS must have prior concurrence in writing from the Park Board or its designee

**Section 7. Notice of Non-Compliance – Opportunity to Cure.** In the event of non-compliance with any provision of this Memorandum, the non-breaching party shall notify the other party in writing of the event or practice the non-breaching party believes does not comply with this Memorandum. The other party shall, within fifteen (15) days from receipt of the notice of non-compliance, either correct the non-compliance or show cause to the non-breaching party that the other party is in compliance. In the event the allegedly breaching party fails to comply within this time period, the non-breaching party may, at its option, terminate this Memorandum by providing written notice of such termination to the breaching party. In the event of termination under this Section 7, TFM shall provide PARKS with an accounting of all funds held by TFM, including any funds designated for PARKS by the donor, and such fund shall be disbursed to PARKS

immediately.

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

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

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

**Section 11. Anti-Kickback.** No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Memorandum shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Memorandum.

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

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

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

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

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

**Section 17. Mediation.** Should any dispute arise out of or related to this Memorandum or its performance by the parties, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The parties shall select a

mediator within ten (10) days of the notice by a party to mediate a claim. Mediation shall be concluded within sixty (60) days of the notice to mediate being made unless extended by the parties by mutual agreement. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution of the claim(s). The costs of mediation shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of obtaining attorney's fees and legal costs.

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

- A. For the City's Parks and Recreation Division contact:  
Director of Manito Park or his/her designee  
808 W Spokane Falls Boulevard  
Spokane, WA 99210
  
- B. For the FRIENDS OF MANITO contact:  
President, Friends of Manito, or his/her designee  
PO Box 10421  
Spokane WA 99209

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

**Section 20. Term.** This Memorandum shall become effective on March 14, 2024 and shall run through March 13, 2027, and may thereafter be renewed for additional three-year terms upon mutual consent of the Parties and approval of the Spokane Park Board, unless terminated earlier as provided in this Memorandum.

CITY OF SPOKANE  
PARKS AND RECREATION

By \_\_\_\_\_

\_\_\_\_\_ Date

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

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

Attest:

Approved as to form:

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

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

THE FRIENDS OF MANITO,  
a Washington nonprofit corporation

By: \_\_\_\_\_

\_\_\_\_\_ Date

Printed Name: \_\_\_\_\_

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

Its: \_\_\_\_\_

## APPENDIX A

Memorandum of Understanding  
Between  
The City of Spokane Parks and Recreation  
And  
The Friends of Manito

### **Section 21. Project Proposals.**

**21.1.** Projects for TFM funding may be proposed by either Parks and Recreation or by TFM. All projects to be funded must be approved in writing by both entities following their respective approval processes and policies. TFM and Parks and Recreation will work together to gain approval for projects. Payment of funds by the TFM Treasurer will take place as each invoice is received from Parks and Recreation (not to exceed the agree-upon and approved amount).

**21.2.** The structures and facilities paid for by TFM become the property of Parks and Recreation, who assumes responsibility for their maintenance and repair unless exempted by both entities.

**Section 22. Inter-Group Routine Communications.** Minutes of TFM Board meetings will be sent to Parks and Recreation and their liaison. Minutes of Park Board meetings will be made available to TFM. Official communication between TFM and Parks and Recreation and the Park Board will be made through TFM Board President or their designee.

**Section 23. Contracts.** TFM will not make verbal or written contracts of any kind on behalf of Parks and Recreation.

### **Section 24. Office Support at Manito Park for TFM.**

- A. Office space, storage space for supplies as available, and an exclusive phone line will be provided for TFM by Parks and Recreation. TFM is allowed appropriate and available storage space in the attic. Space will be available for use/access during regular park staff hours.
- B, Parks and Recreation owns or leases the copy machine and will share use of it with TFM. Copies exceeding a quantity of 100 made by either party will be made elsewhere. TFM will provide all white (8 ½" X 11") paper for the copy machine. It is estimated that each of the two entities will use the copy machine 50% of the time.
- C. The meeting room and picnic shelters may be used by TFM at no charge. Reasonable use must be scheduled with the Parks and Recreation Reservation Team and is dependent on availability. Parks and Recreation reserves the right to close the meeting room for site improvements and remodel and is not required to provide alternative meeting space.

**Section 25. TFM Horticultural Operations.** Parks and Recreation will support TFM plant growing operations as follows:

- A. A reasonable amount of water will be provided for all in- and out-door watering needs, at no cost to TFM.
- B. TFM usage of the vacuum seeder will be predicated on proper care of the equipment and must be scheduled during times when Parks Staff would not be using it.
- C. TFM may use the “mister” as needed for houseplant propagation when space is not occupied by the Parks Department.
- D. Personal hand tools or garden implements will not be provided for use by TFM. Employee tool lockers and contents will not be available to TFM unless a specific prearranged use agreement is negotiated with Parks and Recreation.
- E. TFM will be allowed use of the cave (adjacent to the south maintenance building) and the first garage in the east maintenance building for storage. Additional storage may be provided in the Head House attic. TFM will also be allowed to use the “pottery barn” (the south-most room of the east maintenance building. This is a shared room with the Associated Gardeners of Spokane. Metal shelving in each room is the property of TFM. TFM is also allowed to store tables and carts in the west garage of the south maintenance building as space allows. Other storage space will be made available as authorized by Parks and Recreation. TFM may make minor improvements to these facilities with prior approval from Parks and Recreation.
- F. Surplus plant material from the gardens or conservatory may be made available to TFM upon authorization of Parks and Recreation.
- G. TFM is responsible for the care and watering of their plants grown anywhere within Manito Park. When not needed by Parks and Recreation, empty raised beds in the lathe area, with the exception of the moss bed northwest of the northernmost gate, may be used by TFM. After March 1 and before the Associated Gardeners of Spokane plant sale, TFM will remove any plants from the continuous raised bed facing the east maintenance building.
- H. TFM may control weeds in the lathe area through mechanical or chemical means. TFM will assume all responsibility for required training and compliance with regulations concerning pesticide usage. Prior authorization by Parks and Recreation will be required for any chemical or bed usage.
- I. TFM will be granted use of the polyhouse immediately adjacent to the meeting room. TFM is obligated to conduct their activities with the full interest of preserving this structure and equipment. Gas and electrical costs will be reimbursed by TFM to Parks and Recreation. Parks and Recreation is responsible for the repair and/or replacement of all structural components, electrical, heating/cooling systems, poly-covering, and the hot water heater as well as routine maintenance (e.g. checking filters and coolant reservoir). In the event of a heating or cooling malfunction, breakdown, or electrical interruption that would threaten the plant material within the polyhouse, Parks staff will alert TFM personnel as soon as possible and assist with emergency provisions to preserve the plant material.

- J. Available parking space in the Manito work yard is limited. To maintain fire lane access, employee access to storage areas, and to enable employees to park in their allocated spaces, TFM volunteers and guests are strongly encouraged to park personal vehicles on Tekoa Street below the work yard. Provisions to drive in and drop off TFM participants and supplies are granted. Evening parking for the meeting room remains unchanged.
- K. TFM is allowed to occasionally utilize the entire work yard and park lot with advanced approval from Parks and Recreation. TFM will agree to limit their interference with work of Parks and Recreation staff during those periods.
- L. Systems may be established between TFM and Parks and Recreation staff to manage security of TFM space.

## APPENDIX B

Memorandum of Understanding  
Between  
The City of Spokane Parks and Recreation  
And  
The Friends of Manito

### Section 26. Endowment Agreement and Language

- A. TFM will establish and fundraise for an Endowment Fund with Option to Invade at the Innovia Foundation, for the purpose of providing annual funding for Manito Park operations, programs and park maintenance.
- B. This fund shall be held and identified as a separate fund and shall be known as the **Friends of Manito Fund** ("Fund"). The Fund shall be a component part of Innovia's assets and not a private foundation within the meaning of the Internal Revenue Code
- C. Distributions from Fund. The distributable income of the Fund, subject to assessment for the reasonable costs of administration of Innovia, shall be distributed by Innovia to TFM, to be used for Manito Park operations, ongoing maintenance and programs, not capital expenses, except in the event of an unusual circumstance or emergency.
- D. Option to access principal. At the request of Parks & Recreation, and with majority approval of the TFM board and majority approval of Innovia's Board, in the event of **unforeseen circumstances and/or emergencies, including but not limited to damage caused by natural disasters, arson, vandalism, the failure of critical equipment, or repairs to critical park infrastructure**, an agreed upon amount from the fund principal may from time to time be distributed to help defray cost of repairing, rebuilding or replanting, provided that the remaining fund balance is in excess of \$5,000 and the amount requested for distribution is a minimum of \$5,000, and provided that any portion of the principal permanently restricted by any donor as a permanent gift to the fund not be accessed. Requests to transfer funds for the upcoming year must be made in writing and, whenever possible, be made in the last quarter of Innovia's current fiscal year (April 1-June 30). The distribution by Innovia should occur by October of the year the request is made.
- E. It is the intention of TFM to fundraise for the Fund on an ongoing basis, and over a span of years, to grow the fund to a principal amount of such size that distributions from the endowment will cover half of the annual operating expenses of Manito Park.
- F. Innovia's Board may modify distribution of the income of Fund if, in its reasonable judgment, it determines that any specified charitable purpose, organization, condition, circumstance or manner of distribution or use is such or has so changed that literal compliance with the restriction or condition is unnecessary, incapable of fulfillment, impracticable, impossible, or inconsistent with the charitable needs of the area served by Innovia. To the extent practicable, any modification must be made in accordance with the Nonprofit's probable intent.



## APPENDIX C

Memorandum of Understanding  
Between  
The City of Spokane Parks and Recreation  
And  
The Friends of Manito

### Section 27. Memorial Agreement and Language

- A. TFM will oversee the Memorial Gifts program at Manito Park, and will be responsible for publicizing the program, working with donors to select the appropriate memorial gift category, and for receipt and management of all Memorial donations. Parks & Recreation will be responsible for the purchase and siting of Memorial benches, for the purchase, planting and maintenance of memorial plants and trees, and for the siting, installation and maintenance of other Memorial items which may be created in the future. The Friends of Manito will reimburse Parks & Recreation for costs associated with installation, planting and maintenance of Memorial benches, plants and other items. Parks & Recreation will invoice TFM for costs associated with memorial gifts on a quarterly basis, and such invoices will be paid by TFM within 30 days of receipt of the invoice.
- B. TFM, in consultation with Parks & Recreation, will set the options and costs for memorial donations, ensuring that donations cover the actual cost of the item and also provide a surplus to support the operation and enhancement of Manito Park.
- C. TFM will stay informed and updated on best practices in memorial donations and recognition of such for botanical gardens, public gardens and public parks in our region and nationally.
- D. TFM will feature information about memorial donations on a dedicated page on its website. Information about memorial donations will be included in fundraising information in TFM's newsletter, website and social media posts. Parks and Recreation will provide information about memorial donations on a web page and will direct people to contact TFM for more information. Parks & Recreation staff at Manito Park will direct the public to contact TFM's Coordinator to discuss memorial donation options.
- E. TFM's Coordinator will work closely with Angel Spell, or whomever is designated as the Parks & Recreation contact for memorials, and the donor(s) to assist in the selection and siting of benches, trees and bushes. Parks & Recreation will have responsibility for the siting of memorial plants and benches.
- F. TFM will gather contact and other pertinent information from the donor(s) and maintain this information in its database. TFM will provide Parks & Recreation with a copy of this information in a timely manner.
- G. Maintenance and repair of memorial benches, plants and future memorial items will be performed or contracted out by Parks & Recreation, and then billed to TFM for

time and materials. TFM will work with Parks and Recreation to ensure that donation amounts are large enough to pay for the actual thing (siting, selecting, planting/installing and maintaining and repairing) all of which involves staff time and materials.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land	<b>Committee meeting date:</b> March 6, 2024	
<b>Requester</b>	Nick Hamad	<b>Phone number:</b>	
<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 type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease    Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)			
<b>Master Plan Goal, Objective, Strategy</b> (Click <a href="#">HERE</a> for link to the adopted plan)	Goal B. Obj 2	<b>Master Plan Priority Tier:</b> (pg. 171-175)	First
<b>Item title:</b> (Use exact language noted on the agenda)	Avigation easements for Shields Park & Camp Sekani Park (no cost)		
<b>Begin/end dates</b>	Begins: 3/01/2024	Ends: n/a	<input checked="" type="checkbox"/> 06/01/2525
<p>Spokane County Building and Planning requires property owners seeking building permits within the County's Airport Overlay (AO) Zone grant an 'Avigation Easement' on the subject property prior to permit issuance.</p> <p>City parks is in the process of designing improvements for (2) properties - Shields Park &amp; Camp Sekani Park as a part of the 'Make Beacon Hill Public - Phase 2' project and must grant avigation easements to secure permits for planned trailhead work. These easements will not impact the proposed beacon hill improvements or public use of these properties in any way.</p>			
<b>Motion wording:</b>			
Motion to approve avigation easements for Shields Park and Camp Sekani Park (no cost)			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:	Email address:	Phone:	
<b>Distribution:</b>			
Parks – Accounting	nhamad@spokanecity.org		
Parks – Sarah Deatrich	mlight@spokanecity.org		
Requester: Nick Hamad			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> <b>Expenditure:</b> <input type="radio"/> <b>Revenue:</b>			
no cost easements			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>			
<input checked="" 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	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input checked="" type="checkbox"/> Spokane UBI:    Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		



**Beacon Hill Conservation Area**

Esmeralda  
Golf  
Course

**John H. Shields Park**

**Camp Sekani Park**

Minnehaha  
Park

Felts Field  
Airport

Upriver Dr

**AIRFIELD  
OVERLAY ZONE  
(shaded in purple)**



**Beacon Hill Conservation Area**

**Esmeralda  
Golf  
Course**

**John H. Shields Park**

**Camp Sekani Park**

**Minnehaha  
Park**

*Upriver Dr*

**Felts Field  
Airport**



**RETURN ADDRESS:**

Spokane Airports  
9000 W. Airport Drive, Suite 204  
Spokane, WA 99224-9438

**AVIGATION EASEMENT**

WHEREAS, The City of Spokane, hereinafter called the "Grantor(s)", are the owners in fee of that certain parcel of land situated at 6707 E Upriver Dr, in the County of Spokane, State of Washington, more particularly described as follows:

Tax Parcel Number 35011.9002

68.85 acre portion of the Northeast quarter of Section 01, Township 25 North, Range 43 East W.M., north of the south bank of the Spokane River except that part thereof dedicated to the public for street purposes.

NOW, THEREFORE, the Grantor(s), for themselves, their heirs, administrators, executors, successors and assigns, do hereby grant and convey unto the Spokane Airport Board, City of Spokane and the County of Spokane, municipal corporations and political subdivisions of the State of Washington, as tenants in common, and to the United States of America, hereinafter called the "Grantees", its successors and assigns, for the use and benefit of the public, an easement and right-of-way, appurtenant to Spokane International Airport and Felts Field Airport, located in Spokane County, State of Washington, for the unobstructed passage of all aircraft ("aircraft" being defined for the purpose of this instrument as any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air)



**RETURN ADDRESS:**

Spokane Airports  
9000 W. Airport Drive, Suite 204  
Spokane, WA 99224-9438

**AVIGATION EASEMENT**

WHEREAS, City of Spokane, hereinafter called the "Grantor(s)", are the owners in fee of that certain parcel of land situated at unassigned address, in the County of Spokane, State of Washington, more particularly described as follows:

Tax Parcel Number 35024.0001

11.48 acre portion of the Southeast Quarter of Section 02, Township 25 North, Range 43 East W.M., except that part thereof dedicated to the public for street purposes.

NOW, THEREFORE, the Grantor(s), for themselves, their heirs, administrators, executors, successors and assigns, do hereby grant and convey unto the Spokane Airport Board, City of Spokane and the County of Spokane, municipal corporations and political subdivisions of the State of Washington, as tenants in common, and to the United States of America, hereinafter called the "Grantees", its successors and assigns, for the use and benefit of the public, an easement and right-of-way, appurtenant to Spokane International Airport and Felts Field Airport, located in Spokane County, State of Washington, for the unobstructed passage of all aircraft ("aircraft" being defined for the purpose of this instrument as any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air)







# Green Area Maintenance

City of Spokane Public Works | Parks & Recreation

[Return to Minutes](#)



# Research & Studies

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- 2016 AHBL “Landscape Management Plan” to determine landscape asset inventory, service levels, and cost of assuming landscaping maintenance.
  - ~\$600,000 /500 acres (2015 base)
  - Additional FTE staff + seasonal needed




UPDATED FINAL DRAFT - 3.28.16

CITY OF SPOKANE PARKS AND RECREATION  
**Landscape Management Plan**

March 2016



 Prepared by AHBL Spokane  
509.252.5019 | www.ahbl.com

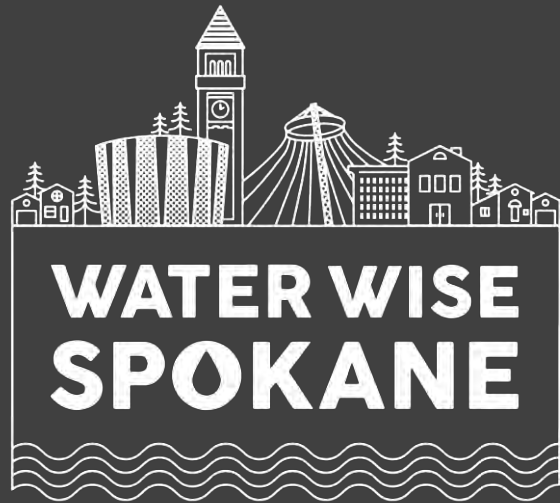
# Bids from Private Sector

- 2 RFPs on this matter:
  - 2017
  - 2018
- Both were too expensive
- Left Water to manage



# Parks & Public Works Partnership

- PW support of projects that protect capacity in Water System
- Annual \$250,000 investment in water-saving projects in City Parks





# Parks' Water Conservation Projects Overview

## Golf Courses

- Indian Canyon- Completed June 2019
  - 2019: 30.5% Water Savings -16.83 million gallons
  - 2020: 35% Savings - 19.2 million gallons
- Esmerelda- Completed June 2020
  - 2020: 26% Water Savings - 16.5 million gallons
- Downriver (active fall 2021)
  - 30% reduction goal

## Manito Park Irrigation and Turf Reduction- Completed Fall 2020

- 4 acres new irrigation system eliminating overspray and daytime watering on Grand Blvd
- 2 acres converted to SpokaneScape- showcasing Water Wise landscaping in an iconic park

## Japanese Garden Pond Modification- Completed July 2021

- Installed recirculation equipment and filtration system
- 17 million gallons in potable water savings and wastewater treatment

## Parks Water Conservation Projects 2015 to current

- Franklin Park Irrigation 2015, Liberty Park 2023, Coeur d'Alene Park 2024
- Cannon Hill (future)

## Irrigation Design Standards for City Projects- In Process

- Establish consistent practices for irrigation installation methods and reduce irrigation water waste due to inconsistent installation methods and equipment.

# Future Green Area Maintenance

## Current Progress

- 2022-23 Pilot- Parks hired Labor Foreman to shadow Ground Crew and make assessments.
- Ongoing monthly meetings with all affected departments
- Current costs are being analyzed by Parks.
- Pilot would include all areas except downtown business district



## Next Steps

- Public Works will provide additional details on:
  - Accounting preferences
  - Equipment/Vehicles to transfer
  - Staff to transfer
- Formal agreement (MOU) between departments.
- Communication plan development
- Continue Pilot program through 2025
- Annual meetings to fine tune program.



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land	<b>Committee meeting date:</b> March 6, 2024	
<b>Requester</b>	Berry Ellison	<b>Phone number:</b> 625-6276	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input checked="" type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease    Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)	TBD		
<b>Master Plan Goal, Objective, Strategy</b> (Click <a href="#">HERE</a> for link to the adopted plan)	Goal K, Obj. 1	<b>Master Plan Priority Tier:</b> (pg. 171-175)	First
<b>Item title:</b> (Use exact language noted on the agenda)	BA Clark Construction Contract with Red Diamond Construction for \$31,821.90 (plus applicable taxes)		
<b>Begin/end dates</b>	Begins: 3/01/2024	Ends: 12/31/2024	<input type="checkbox"/> 06/01/2525
<p>BA Clark Park Restroom facility requires sewer replacement to restore functionality of the restroom. The work requires removal and replacement of 6" sewer line, removal and replacement of 5'wide concrete sidewalk, and ADA parking upgrades. The project was designed in-house and solicited to plumbing contractors. Lowest responsible bid was received from Red Diamond Construction.</p> <p>Contract breakdown: \$28,929.00 Bid AND \$2,892.90 (10%) Administrative Reserve (plus applicable taxes)</p>			
<b>Motion wording:</b>			
Not Applicable			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company:			
Name:	Email address:	Phone: 625-6276	
<b>Distribution:</b>			
Parks – Accounting		nhamad@spokanecity.org	
Parks – Sarah Deatrich			
Requester: Berry Ellison			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> <b>Expenditure:</b> <input type="radio"/> <b>Revenue:</b>			
\$31,821.90 (plus tax)		4250-30210-38141-54101-99999	
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor			
<b>Supporting documents:</b>			
<input checked="" 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	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input checked="" type="checkbox"/> Spokane UBI:    Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		



# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Land	<b>Committee meeting date:</b> March 6, 2024	
<b>Requester</b>	Berry Ellison	<b>Phone number:</b> 509 293-6743	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input checked="" type="radio"/> Information <input type="radio"/> Action		
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease    Amendment/change order <input type="radio"/> Other		
<b>City Clerks file</b> (OPR or policy #)	TBD		
<b>Master Plan Goal, Objective, Strategy</b> (Click <a href="#">HERE</a> for link to the adopted plan)	Goal K, Obj. 1	<b>Master Plan Priority Tier:</b> (pg. 171-175)	First
<b>Item title:</b> (Use exact language noted on the agenda)	Meadowglen Park Design Contract with Place Landscape Architecture Phase I for \$48,200.00 (plus applicable taxes)		
<b>Begin/end dates</b>	Begins: 3/01/2024	Ends: 12/31/2024	<input type="checkbox"/> 06/01/2525
<p>Meadowglen Park development will be the first major park project of the adopted 2022 Parks and Natural Lands Master Plan.</p> <p>City Staff has reviewed proposals from ten design firms and selected Place Landscape Architecture as the firm best suited for this work.</p> <p>Phase I of the work includes site analysis and suitability of new park amenities as well as concept drawings reflecting a budget of up to \$5m. The work will be used to solidify a full scope of work for final park improvements as well as support grant applications prepared by City staff.</p> <p>Phase II will be scoped following this phase and be offered to the Park Board for action.</p>			
<b>Motion wording:</b>			
Not Applicable			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No			
If so, who/what department, agency or company: Place Landscape Architecture			
Name: Joshua Tripp		Email address: josh@place-la.com	Phone: 509 293-6743
<b>Distribution:</b>			
Parks – Accounting		nhamad@spokanecity.org	
Parks – Sarah Deatrich			
Requester: Berry Ellison			
Grant Management Department/Name:			
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure: <input type="radio"/> Revenue:			
Park Funds			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>			
<input checked="" 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	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)		
<input checked="" type="checkbox"/> Spokane UBI:    Business license expiration date:	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		