



Spokane Park Board

3:30 p.m. Thursday, February 9, 2023
In-person in Council Chambers, City Hall, and
WebEx virtual meeting

Park Board Members

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- X Nick Sumner
- X Greta Gilman
- X Sally Lodato
- X Gerry Sperling
- X Barb Richey
- X Hannah Kitz
- Kevin Brownlee (*absent/excused*)
- X Christina VerHeul
- X Jonathan Bingle – City Council liaison
(arrived approx. 3:45)

Parks Staff

- Jason Conley
- Fianna Dickson
- Jennifer Papich
- Al Vorderbrueggen
- Jonathan Moog
- Dawn Frey
- Mark Poirier
- Sarah Deatrich
- Kris Behr

Guests

- Chris Wright
- Kelly Brown
- Hal McGlathery

MINUTES

(Click [HERE](#) to view a video recording of the meeting.)

1. **Roll Call:** Jennifer Ogden
The meeting was called to order at 3:30 p.m. See above for attendance
2. **Additions or deletions to the agenda:**
A. None
3. **Public comment:**
A. None
4. **Consent agenda**
A. Administrative and committee-level items
 - 1) [January 12, 2023, regular Park Board meeting minutes](#)
 - 2) [Claims – January 2023](#)
 - 3) [2023 Golf/Parks chemical/fertilizer value blanket](#) – Mark Poirier
 - 4) [Expo+50 Partnership Resolution](#) – Garrett Jones
 - 5) [Authorize a 1-year agreement for golf payment merchant services with Shift4](#) – Jason Conley

Motion No. 1: Jennifer Ogden moved to approve consent agenda items #1 - #5, as presented

Greta Gilman seconded.
Motion passed with unanimous consent (9-0)

5. **Special guests**

A. None

6. **Special discussion/action items:**

A. Nominating Committee Report and Slate – Jennifer Ogden presented the 2023 slate of officers: Bob Anderson has been nominated for the position of President, Gerry Sperling has been nominated for the position of Vice President, and Garrett Jones has been nominated as Secretary of the Spokane Park Board.

Motion No. 2: Jennifer Ogden moved to approve the slate of 2023 Park Board officers as presented.

Nick Sumner seconded.
The motion passed with unanimous consent (9-0 vote)

B. [Proposed 2023 Park Board Committee Assignments](#) – Bob Anderson stated the committee had been given the opportunity to be remain on their assigned committees or be reassigned. A list was sent to the committee with the proposed 2023 committee assignments. He indicated the committee assignments could be changed for up to a month.

Motion No. 3: Bob Anderson moved to approve the proposed 2023 Park Board Committee Assignments as presented.

Christina Verheul seconded.
The motion passed with unanimous consent (9-0 vote)

C. [2022 Marketing & Communications Report](#) – Fianna Dickson presented the annual marketing report for the past year and looking forward to 2023.

- 1) The Marketing Team consists of Fianna and Josh Morrissey with Parks & Recreation, Amy Lindsey and Regan Farmer with Riverfront Park, the City Communication Team and the DH Agency. Together they support the purpose through growth, engagement, informed community, trust, and partnerships.
- 2) The 2022 targeted marketing areas were supported through a large variety of marketing tactics including print/digital ads, direct mail, broadcast/streaming, social media, earned media, websites, digital marketing, photo/video asset development, site signs, and sponsorships. As far as social media coverage, Spokane Parks & Recreation recently ranked #6 nationally for overall social media engagement, beating out Portland, Seattle, and New York City!
- 3) 2023 themes will focus on the implementation of the Master Plan, partner growth, golf, rentals, environmental, and programming. Fianna said that Marketing also partners with Visit Spokane especially when it involves tourism, though many of our existing marketing strategies are regional in nature. Riverfront is also home to the Visit Spokane Visitor Center. Garrett Jones praised the Marketing Team who do a tremendous job with a limited budget.

8. **Committee reports:**

Urban Forestry Tree Committee: January 31, 2023 – Christina Verheul speaking on behalf of Kevin Brownlee, reports Katie Kosanke briefed the committee on the 2022 annual report which included the planting of 1,400 trees planted, dozens of planting events and more than 1,700 volunteer hours. A 2023 plan will be unveiled at the upcoming Advisory Committee meeting.

A. Action items: None

B. The next regularly scheduled meeting is 4:15 p.m. February 28, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Golf Committee: February 7, 2023 – Gerry Sperling reported the Qualchan Clubhouse windows have been replaced, the player no-show fee has been working well, and thanked Ben Nelson for his work on the 2023 chemical value blanket.

A. One of two action items was presented on the consent agenda.

B. [Spirit Pruners LLC. Change order #1 / Downriver Golf Course Forest Health Management \(\\$88,650.00+tax\)](#) – Nick Hamad shared an update and progress photos of the project. At the January Park Board meeting, the Board approved the removal of nearly 200 beetle-infected trees at Downriver Golf Course. Due to the warm weather, some labor-intensive modifications and equipment changes were made to protect the turf. Additionally, 30 more infected trees were discovered and removed. These modifications and additions were not included in the original bid. The work has been completed and all equipment removed. Other than some small brush and raking, the course is clean and ready to play. Nick publicly thanked the Golf staff, especially Ben Nelson, as well as the Urban Foresters and Park Operations crew for their concerted efforts and quick response.

Motion No. 2: Gerry Sperling moved to approve the Spirit Pruners LLC. Change order #1 / Downriver Golf Course Forest Health Management (\$88,650.00+tax)

Jennifer Ogden seconded.

Motion passed with unanimous consent (10-0)

C. The next scheduled meeting is 8:00 a.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx. Nick Sumner will be taking over as chair of this committee.

Land Committee: February 1, 2023 – Greta Gilman reported that the committee received an update on the Official South Hill Dog Park and a location has not yet been determined.

A. [Spokane County interlocal agreement / Make Beacon Hill Public Phase 2 Project \(\\$300,000 revenue\)](#)

- 1) Nick Hamad shared a brief history of the decade long plan to make Beacon Hill public. A Master Plan tier 1 project was trailheads and soft surface trails. Over the last several years, using the Conservation Futures program, Parks has been buying land and trying to consolidate City and County land. A \$1,060,000 grant was awarded by the State Recreation & Conservation Office (RCO) towards the \$2,100,000 project cost, which Parks will need to match. Currently, local contributions of \$889,000 have been compiled, including \$300,000 from the County. The renovations of Shields and Camp Sekani Park include a new playground, power, trail cameras, support amenities, and parking. Additionally, two pedestrian-activated beacons will be installed allowing safe crossing of Upriver Dr. to the Centennial Trail.
- 2) The proposal today is a 4-year term, the City will be acting as the lead agency, consulting, and coordinating with the County, and will transfer \$300,000 in County funds by March 3, 2023. Camp Sekani improvements will remain City-owned, Shields

Park improvements will remain County owned, per the Inter-Local Agreement.

Motion No. 3: Greta Gilman moved to approve the Spokane County interlocal agreement / Make Beacon Hill Public Phase 2 Project (\$300,000 revenue).

Nick Sumner seconded.

Motion passed with unanimous consent. (10-0)

B. The next scheduled meeting is 3:30 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Recreation Committee: The February 1, 2023, meeting was canceled – Sally Lodato reported that the Joint Use Committee meetings will commence February 16.

A. Action items: None

B. The next scheduled meeting is 5:15 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Riverfront Park Committee: February 6, 2023 – Nick Sumner reported 2023 budget priorities was discussed including park safety, security cameras, lighting repairs, concert security gates, summertime 24-hour ranger patrol, as well as cost recovery, including naming rights for the Pavilion, and concessionaire changes for Riverfront Park and other locations. Jonathan Moog also shared Riverfront Park won the National Brownfields Conference 2022 Phoenix Award for the park's redevelopment project. Nick suggested the committee would like to see the many Park awards displayed in a more prominent location

A. [King Cole Ad-Hoc Committee site selection and update](#) – Chris Wright and Jonathan Moog.

- 1) The ad-hoc committee is recommending two possible sites for a King Cole commemorative art piece. The Central Plaza, bordering the promenade is highly visible with existing lighting. However, this area is densely concentrated with attractions, making it difficult to maintain in winter, and would be disconnected with the King Cole Bridge. The area near the existing King Cole Bridge is potentially larger with flexible boundaries, aligns with the Art Plan, establishes a gateway potentially increasing traffic to Havermill Island. Unfortunately, it is currently a less visible location and would require some mature tree removal. Although the Central Plaza location will attract more visitors, both committee and staff would prefer the King Cole Bridge location.
- 2) The members of the Park Board expressed several concerns. The bidding artists would choose their location. Once this choice has been made, it will not be possible to retract their intended location. They felt they may be selecting an artists based on their location, rather than their art piece. A suggestion was made that artists submit two bids, one for each location. A concern was raised that the King Cole Bridge location does not generate much traffic, however, the hope of the committee is to draw more people to this area, if selected.
- 3) Ultimately the Board decided to re-word the motion at hand, per Roberts Rules of Order, splitting into two separate motions: one motion for each location.

Motion No. 4: Nick Sumner moved to recommend the Central Plaza as the location for a King Cole Commemorative art piece.

Jennifer Ogden and Christina Verheul recused themselves from this vote.

Bob Anderson seconded.

Motion did not pass with unanimous consent (8-0)

Motion No. 5: Nick Sumner moved to recommend the North King Cole Bridge location as the location for a King Cole commemorative art piece.

Jennifer Ogden and Christina Verheul recused themselves from this vote.

Jonathan Bingle seconded.

Motion passed with unanimous consent (8-0)

B. The next scheduled meeting is 4:00 p.m. March 6, 2023, Pavilion conference room, Riverfront Park, and virtually via WebEx. Gerry Sperlger will be taking over as chair of this committee.

Finance Committee: February 7, 2023 – Bob Anderson indicated the committee would like to have a meet-and-greet with Rich Lentz, the new Budget and Finance Director of Spokane Parks and Recreation.

A. Two of two action items were presented on the consent agenda.

B. The next regularly scheduled meeting is 3:00 p.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Development & Volunteer Committee: January 18, 2023 – Bob Anderson reported the committee worked on the Expo+50 activities. Rick Romero provided an update on the stakeholder meetings he and Garrett Jones have attended. They also worked on the consent agenda approved resolution. An Expo+50 Program Manager has been selected and an announcement will be made in the near future.

A. [Adopt a Park and Park Friends Group Policy & Procedure Update](#)

- 1) Fianna Dickson shared that the policy is comprised of a kit of parts, including Policy and Procedure, Applications, Agreements, and a Toolkit. She also stated that she, Jennifer Papich, Al Vorderbrueggen and Kelly Brown will be sharing their experience with Park Friends Groups and Adopt-a-Park Groups at the upcoming Washington Recreation and Parks Association annual conference.
- 2) The Policy and Procedure recommends following a three-tier approach: Volunteer with us; Adopt a Park; Form a Park Friends group. Both the Development & Volunteer Committee as well as the Citizens Advisory Committee have been working on this policy and procedure. Jennifer Ogden pointed out that existing garden clubs should be encouraged to use this policy and procedure in part to be properly recognized for their efforts.

B. DVCAC chair Kelly Brown stated that the committee will be working on the toolkit mentioned in Fianna's presentation. She said the representative from the Logan Neighborhood would like to pilot the Adopt-a-Park programs. There will be two new potential members: Friends of Palisades Park and Friends of Moore-Turner Gardens.

Motion No. 5: Bob Anderson moved to approve the Adopt a Park and Park Friends Group policy & procedure update.

Christina VerHeul seconded.

Motion passed with unanimous consent (10-0)

C. The next regularly scheduled meeting is 3:00 p.m. February 15, 2023, Lilac conference room, first floor lobby of City Hall, and virtually via WebEx. Jennifer Ogden will be taking

over as chair of this committee.

9. **Reports**

A. President: Bob Anderson

- 1) As the new president, Bob shared that when he retired from EWU, his goal was to make a positive difference and give back to his hometown of Spokane. After attending several meetings, he joined the Board and felt welcome and found numerous pathways where he could help. He thanked Jennifer Ogden for her service as past president, friend and mentor, who has raised the bar and defined the role as president. Bob said that he would like to have a retreat to discuss goals for 2023. He shared that he is honored to serve as president.

B. Liaisons

- 1) Conservation Futures – No update given
- 2) Parks Foundation – No update given
- 3) City Council – Jonathan Bingle shared that there was an update from the Fire Department regarding the urban wildfire control. He said they have received some grants and will be doing a lot of brush clean-up throughout the City. Approximately 80% is on Parks land and there will most likely be some action items coming forth.

C. Director: Garrett Jones

- 1) Garrett thanked Jennifer for her service as past President and is looking forward to working with Bob during a very busy year.
- 2) At the recent City Council meeting, the Urban Experience Committee discussed the Expo+50 projects and will be following up next week with the Special Budget Ordinance for the South Suspension Bridge and the connection under the Monroe Street Bridge. He stated that the bid process will be advertised next week for the South Suspension Bridge.
- 3) He stated the School District would like to have a full Board presentation regarding the new Dog Park site selection, including the countless hours that both sides have spent on this project and the options moving forward.
- 4) He said that there will be a Doodle Poll coming out soon about date availability for the retreat mentioned by Bob. He would like to have Board member to Board member dialog. They will be discussing how to implement the Master Plan, cost recovery and fee policy around the recreational area, and Expo+50, introducing the new Program Manager. He invited the Board to email Bob with any additional agenda items or topics to be discussed at the retreat.
- 5) He reminded the Board that Rich Lentz will be starting on Monday as the new Budget and Finance Director and Mark Buening will be staying on through year-end and March financial reports.

10. **Executive session**

A. None

11. **Correspondence:**

A. Letters/email: None

12. **Adjournment:** The meeting was adjourned at 5:08 p.m.

13. **Meeting dates**

A. Committee meeting dates

Urban Forestry Tree Committee: 4:15 p.m. February 28, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Land Committee: 3:30 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Recreation Committee: 5:15 p.m. March 1, 2023, Sister City conference room, first floor lobby of City Hall, and virtually via WebEx.

Riverfront Park Committee: 4:00 p.m. March 6, 2023, Pavilion conference room, Riverfront Park, and virtually via WebEx.

Golf Committee: 8:00 a.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Finance Committee: 3:00 p.m. March 7, 2023, Tribal conference room, first floor lobby of City Hall, and virtually via WebEx.

Development & Volunteer Committee: 3:00 p.m. February 15, Lilac conference room, first floor lobby of City Hall, and virtually via WebEx.

B. Park Board: 3:30 p.m. March 9, 2023, Council Chambers, lower-level City Hall, and virtually via WebEx.

C. Park Board Study Session: No session scheduled at this time.

Minutes approved by: Garrett Jones
Garrett Jones, Director of Parks and Recreation

**CITY OF SPOKANE PARK AND RECREATION DIVISION
 JANUARY 2023 EXPENDITURE CLAIMS
 FOR PARK BOARD APPROVAL - FEBRUARY 9, 2023**

PARKS & RECREATION:

SALARIES & WAGES	\$	659,451.15
MAINTENANCE & OPERATIONS	\$	144,340.26
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS		
PARK CUMULATIVE RESERVE FUND	\$	7,701.59

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY		
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GOLF:

SALARIES & WAGES	\$	74,251.03
MAINTENANCE & OPERATIONS	\$	12,589.47
CAPITAL OUTLAY	\$	130,000.00
DEBT SERVICE PAYMENTS	\$	-
TOTAL EXPENDITURES:	\$	1,028,333.50

Spokane Park Board

Briefing Paper



Committee	Golf		
Committee meeting date	Feb. 7, 2023		
Requester	Mark Poirier	Phone number: 509.625.4653	
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 type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	2023 Golf/Parks chemical/fertilizer value blanket		
Begin/end dates	Begins: 03/01/2023	Ends: 02/29/2024	<input type="checkbox"/> Open ended
Background/history:	<p>This annual bid goes out to distributors each spring, for various turf chemicals used throughout of Golf and Parks systems. With new products, rising shipping/fuel/fertilizer costs, this gives Golf and Parks the best chance to acquire the lowest prices. This value blanket also locks us in for a year to help with consistent pricing for budgetary purposes.</p> <p>Attached is a tabulation sheet for these quotes as prepared by City Purchasing Department using required purchasing guidelines.</p>		
Motion wording:	To approve the Golf/Parks chemical/fertilizer value blanket for 2023 for an amount NTE (\$260,000)		
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:	Thea Prince - City Procurement		
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Mark Poirier			
Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure	<input type="radio"/> Revenue		
Amount:	Budget code:		
NTE (\$260,000)	4600-55200-76680-53201	4600-55300-76680-53201	
	4600-55400-76680-53201	4600-55500-76680-53201	
Vendor:	<input 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 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)		

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
			2103 185th Street	4004 E Francis Ave	6422 E 2nd Ave	4802 N Florida st	12001 E EMPIRE AVE	11600 NE Marx St	3718 E Decatur Ave
			Fairfield, IA 52556	Spokane WA 99217	Spokane WA 99212	Spokane, WA 99217	Spokane Valley, WA 99206	Portland OR 97220	Spokane, WA 99217
			VB#	VB#	VB#	VB#	VB#	VB#	VB#
			xavier@soiltechcorp.com	nick.newman@horizononline.com	jordan@planeturfusa.com	conciennec@helenaagri.com	bradford@wilburellis.com	jacob.close@simplot.com	Mromanelli@siteone.com
Reference Number	Description	UOM	(641) 472-6189	(208)929-2522	(816) 217-7363	(509)795-9175	(509) 994-4735	(425) 293-9773	(509) 379-4316
Fertilizers									
1	0-0-50 Sop mini	50 lb bag		\$49.25			\$37.97		\$41.52
2	11-11-11 Pro Peat	50 lb bag			\$35.00				
3	16-16-16 Standard Grade	50 lb bag		\$32.25	\$32.00	\$25.00	\$36.38	\$45.59	\$29.33
4	Earthworks Replenish 5-4-5 greens grade	50 lb bag					\$35.00		
5	Earthworks Replenish 10-2-5 greens grade	50 lb bag					\$41.00		
6	Earthworks Myco-Replenish 3-3-3 greens grade	50 lb bag					\$38.00		
7	Earthworks Replenish 16-0-5 standard grade	50 lb bag					\$60.00		
8	Earthworks Replenish 8-2-2 standard grade	50 lb bag					\$25.00		
9	Helena Pro Mate 23.9-11.7-3.8 standard grade	50 lb bag				\$42.36			
10	Best 28-3-6 80%MU 1.25% mini	50 lb bag						\$52.89	
11	Nucleus 0-0-21	5 gal				\$75.00			
12	Hydra-Hume 0-0-1	5 gal				\$75.00			
13	Super Trace 2-0-4 6%FE	2.5 gal					\$59.37		
14	28-0-0 liquid w/MU	2.5 gal			\$30.00	\$35.63			
15	43-0-0 Gal-Xe Standard Grade	50 lb bag					\$46.00	\$69.85	
16	25-0-10 w/slow release	50 lb bag		\$30.75		\$26.00	\$30.59		\$19.95

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
17	46-0-0 Umaxx Mini	50 lb bag					\$52.73	\$59.65	
18	46-0-0 Urea Solution Grade	50 lb bag		\$35.75	\$35.00	\$26.00	\$24.70	\$35.87	\$33.32
19	Ammonium Sulfate 21-0-0 Solution Grade	50 lb bag		\$22.50	\$30.00	\$23.47	\$24.59	\$29.85	
20	ASN 26-0-0 Best FusN	50 lb bag						\$38.87	
21	Liquid K, no Cl	2.5 gal			\$50.00		\$37.62	\$94.00	
22	25-3-15 Mini Eagle Wilgro plus Infiltrate	50 lb bag					\$45.69		
23	25-3-15 Mini Eagle Wilgro	50 lb bag					\$46.69		
24	Micro Sea	2.5 gal			\$88.00				
25	Andersons 18-0-4 w/Dimension	50 lb bag					\$40.29		
26	Humic Acid 60%+	50 lb bag			\$31.50	\$60.00			
27	12-8-16 pro-prills Best Mini Sgn	50 lb bag					\$42.29	\$29.89	
28	Fulvic Acid liquid	2.5 gal			\$19.00	\$375.00	\$80.75		\$149.00
29	Microgreens 10-4-16 Best greens grade	50 lb bag					\$49.43	\$49.42	
30	ORO-RZ	2.5 gal			\$187.50				
31	Perfect Blend Organics 4-4-4 sgn 150	50 lb bag			\$34.00	\$29.70	\$29.00		\$24.41
32	21-3-5 w/Surge	50 lb bag				\$42.00		\$52.35	
33	Andersons 16-0-9 w/Surge Mini	40 lb bag					\$33.94		
34	Wil-Gro Long Distance 25-4-12	50 lb bag					\$42.00		
35	Perfect Blend Organics 4-4-2 sgn 100	50 lb bag			\$34.48	\$28.91	\$28.47		
36	Andersons DG 12-3-12 greens grade	40 lb bag					\$68.73		
37	Andersons DG 14-7-14 greens grade	40 lb bag					\$75.78		
38	Surface MVP Infield Conditioner	50 lb bag		\$16.61		\$13.70	\$17.65	\$18.95	\$35.00

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
39	SuperCal SO4 standard sgn plus Infiltrate	50 lb bag					\$17.00		
40	SuperCal SO4 standard sgn	50 lb bag					\$16.00		
41	Tru Gyp prilled standard sgn 210	50 lb bag						\$14.75	
42	Amend Simplot	260 gal							
43	Amend Simplot	2.5 gal							
Grass Seed									
1	Alpha Bentgrass non coated	25 lb bag				\$275.00	\$269.25		\$235.05
2	Pure Distinction Bentgrass non coated	25 lb bag			\$467.00	\$418.75	\$500.00	\$475.00	\$526.82
3	L-93 XD Bentgrass non coated	25 lb bag				\$325.00	\$322.75	\$350.00	\$290.75
4	Turf-Type Tall Fescue	50 lb bag		\$113.00	\$80.00	\$97.00	\$102.94	\$154.12	
5	TTTF(85-95%)/KBG(5-15%) mix	50 lb bag		\$125.00		\$105.00	\$113.38		
6	(70/80%) KBG (30/20%) PRG	50 lb bag		\$150.00		\$175.00	\$139.82		
7	Regenerating Perennial Ryegrass Certified non coated	50 lb bag			\$125.00	\$138.00	\$122.79	\$165.25	
8	Regenerating Perennial Ryegrass Certified	50 lb bag				\$156.25			
Fungicides									
1	Headway G	30 lb bag				\$59.76	\$68.70	\$79.80	\$65.12
2	Turfcide 10G	50 lb bag				\$134.50	\$141.00	\$135.44	\$134.50
3	Affirm	2.4 lb bag				\$265.92	\$664.80	\$267.78	\$265.92
4	Chipco 26019	2.5 gal				\$158.70	\$191.00	\$207.25	\$173.65
5	Dorado	2 gal				\$163.52	\$157.64	\$204.50	
6	Fame + C (AGENCY)	2.5 gal				\$512.50	\$692.95	\$564.00	\$512.50
7	Insignia Sc Intrinsic (AGENCY)	30.5 oz				\$542.29	\$516.37	\$461.93	\$516.37
8	Previa	2.5 gal				\$110.00	\$85.29	\$125.85	

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
9	Instrata (Volume Order >25 gals) (AGENCY)	2.5 gal				\$382.66	\$382.70	\$382.66	\$382.70
10	Turfcide 400 PCNB	2.5 gal			\$171.50	\$171.75	\$180.37	\$172.95	\$171.75
11	Velista (AGENCY)	22 oz				\$265.85	\$265.98	\$265.85	\$265.98
12	Premion	2.5 gal				\$218.40	\$218.40	\$219.93	
13	Signature XTRA STRESSGUARD (AGENCY)	5.5 lb				\$207.41	\$191.56	\$191.58	\$191.58
14	Maxtima (AGENCY)	26 oz				\$226.98	\$214.76	\$214.76	\$214.76
15	Tekken	2.5 gal				\$412.50	\$412.50	\$412.50	\$412.50
16	Navicon (AGENCY)	37 oz				\$543.16	\$517.26	\$517.26	\$517.26
17	Secure Action (AGENCY)	0.5 gal				\$413.37	\$413.38	\$413.37	\$413.38
18	Segway SC	39.2 oz				\$436.10	\$436.10	\$436.10	\$436.10
19	Union SC	2.5 gal				\$700.75	\$700.75	\$700.75	\$700.75
20	Appear II (AGENCY)	2 gal				\$362.52	\$362.52	\$362.52	\$362.52
21	Pedigree SC	2.5 gal				\$851.63	\$851.62	\$851.63	\$851.63
22	Densicor (AGENCY)	51 oz				\$730.08	\$677.91	\$730.08	\$677.91
23	Subdue Maxx (AGENCY)	1 gal				\$586.07	\$586.08	\$586.07	\$586.08
24	Posterity XT (AGENCY)	2.5 gal				\$614.27	\$614.30	\$614.27	\$614.30
25	Serata (AGENCY)	35 oz				\$440.00	\$478.33	\$475.00	\$440.00
26	Ascernity (AGENCY)	1 gal				\$476.31	\$476.32	\$476.31	\$476.32
Generic Fungicides (any brand)									
1	Chlorothalonil	2.5 gal		\$100.00	\$82.00	\$85.00	\$87.00	\$129.95	\$78.38
2	Propiconazole 14.3%	2.5 gal		\$280.00		\$175.00			\$158.99
3	Iprodione	2.5 gal		\$270.00	\$200.00	\$158.70			\$155.74
4	Fluazinam	1 gal		\$424.00	\$246.00				
5	Tebuconazole	1 gal		\$103.00	\$56.25	\$65.00		\$120.25	\$65.55
6	Thiophanate-Methyl	2.5 gal		\$173.00	\$140.00	\$102.50		\$198.85	\$111.54
7	Prohexadione calcium 27.5%	1 lb			\$65.00	\$68.00			
8	Trinexapac ethyl 11.3%	1 gal		\$145.00	\$120.00	\$105.00		\$204.18	\$102.79
9	Ethephon 21.7%	2.5 gal		\$90.00	\$83.00	\$89.20			\$76.58
10	Azoxystrobin 50 WDG	1 lb		\$125.00		\$117.00			\$350.00
Wetting Agents									
1	Aristocracy	2.5 gal				\$175.00			
2	Duplex	20 gal			\$829.00		\$829.60		
3	Rely III	2.5 gal						\$220.00	
4	Rely III	30 gal						\$1,915.00	
5	Rely 2 (no longer available)	30 gal							
6	Dispatch Injectable	30 gal		\$1,180.00			\$1,237.50		\$1,237.50
7	Soaker +	2.5 gal				\$120.00			
8	Soaker +	30 gal				\$1,440.00			

			Soil Technologies Corp.	HORIZON DIST	PLANET TURF	Helena Agri-Enterprises	WILBUR ELLIS	SIMPLOT PARTNERS	SiteOne Landscape
9	Revolution	2.5 gal		\$288.00			\$313.50		\$313.50
10	Vivax	20 gal			\$1,504.60		\$1,504.60		
Herbicides									
1	Desperado	2.5 gal					\$196.77		
2	Battleship III	2.5 gal				\$187.50			
3	Defendor	32 oz			\$191.36	\$199.03	\$199.03	\$205.59	\$199.03
4	Specticle Total	144 oz				\$103.00	\$96.65		
5	Dithiopyr 20-25%	2.5 gal				\$577.88	\$554.35		\$577.88
6	GameOn	2.5 gal				\$146.63	\$146.62		\$146.63
7	On Deck	2.5 gal				\$150.00			
8	Sublime	2.5 gal			\$345.00	\$345.00			\$345.00
9	Glyphosate 41%	2.5 gal			\$110.00	\$82.50	\$50.45	\$108.99	\$102.81
10	Drive XLR8	.5 gal				\$62.00	\$53.30	\$61.55	\$53.97
11	Crew	50 lb bag				\$110.00	\$110.00	\$117.25	
12	Surge	2.5 gal		\$157.00		\$197.00	\$203.00	\$209.00	
13	Speedzone EW	2.5 gal		\$200.00		\$253.00	\$253.00	\$287.15	\$253.00
Other									
1	Podium	1 gal				\$152.00	\$157.64	\$194.34	\$171.69
2	In-Place	2.5 gal					\$148.95		
3	Castaway	50 lb			\$65.00		\$76.60		
4	Peaco peat moss hypnum peat	2.0 cbft					\$12.50		
5	Premier Pro Mix HP w/Mycorrhizae	3.8 cbft					\$43.81		
6	Premier Pro Mix HP	3.8 cbft					\$42.00		
7	Bac-Pack, Soil Tech Corp	2.5 gal	\$640.61						\$432.88
8	Anuew	1.5 lb				\$118.20	\$118.20	\$124.75	\$118.20
9	Quanta	2.5 gal				\$156.25			
10	New Balance	1 gal							
11	DuraPhite 12	2.5 gal						\$146.75	
12	Oskie	2.5 gal				\$159.20			
13	Transition HC pigment	1 gal				\$165.00	\$123.50		

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	February 7, 2023		
Requester	Garrett Jones	Phone number: 6200	
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)	- EXPO+50 Partnership Resolution - Garrett Jones		
Begin/end dates	Begins:	Ends:	<input type="checkbox"/> Open ended
Background/history:			
These two resolutions work hand-in-hand to formulate the groundwork for how the partners of the Expo+50 collaboration will function.			
<ul style="list-style-type: none"> - The Partnership resolution solidifies the founding partners will coordinate events, activities, and ideas towards the stated goals; it also outlines their financial contribution, as well as their commitment to seek additional community funds and provide a representative to serve on the partnership team. - The additional resolution signifies the Park Board designates the Director of Parks & Recreation as our representative to serve on the partnership team and will serve as the co-chair of that team; it also designates the Director has authorization to serve as the initial liaison and can sign the fund agreement with Innovia. 			
Motion wording:			
Move to approve both the Partnership Resolution and the additional Resolution for the Commemoration of the 50th Anniversary of Expo '74.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: All Expo+50 partners listed in the Partnership Agreement			
Name:		Email address:	Phone:
Distribution:			
Parks – Accounting			
Parks – Sarah Deatrich			
Requester: Garrett Jones			
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount:		Budget code:	
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)

CITY OF SPOKANE PARK BOARD

RESOLUTION

A RESOLUTION regarding the Partnership Resolution for Commemoration of the 50th Anniversary of EXPO '74.

WHEREAS, the Park Board has approved a Partnership Resolution for Commemoration of the 50th Anniversary of EXPO '74 (the "Partnership Resolution");

NOW, THEREFORE, the City of Spokane Park Board hereby resolves:

1. The Director of Spokane Parks and Recreation (the "Director") is hereby designated as the Park Board's representative under the Partnership Resolution who shall serve as a member of the EXPO+50 Partnership Team as outlined in the Partnership Resolution and acknowledges that the Director will serve as a co-chair of said Partnership.
2. The Director is hereby authorized to serve as the initial fund liaison for the EXPO '74+ 50th Anniversary Partnership Fund with Innovia Foundation ("Fund Agreement") and further authorized to sign the Fund Agreement on behalf of the Park Board and City of Spokane Parks and Recreation.
3. Permanent amenities and activities added to enhance the river experience and urban core under the authority of the Park Board shall be consistent with the adopted Parks and Natural Lands Master Plan.

ADOPTED BY THE PARK BOARD ON _____

Attest:

Park Board President
Approved as to form:

City Clerk

Assistant City Attorney

Partnership Resolution
For
Commemoration of the 50th Anniversary of EXPO '74

WHEREAS, In 1974, Spokane, Washington became the smallest city in the world to host a World's Fair; and

WHEREAS, This World's Fair, known as EXPO '74, was a legacy partnership event for the Spokane community that revitalized Spokane's Urban Core, removed infrastructure and pollutants that were negatively impacting the Spokane River, and left the world-class Riverfront Park for the citizens and visitors of Spokane; and

WHEREAS, The Partners to this Resolution wish to commemorate the 50th Anniversary of EXPO '74 with a series of events and activities in the summer of 2024, to be referred to as EXPO+50; and

WHEREAS, The Partners to this Resolution wish to lead, sponsor, and solicit events, activities and ideas for EXPO+50 that will achieve the following goals:

1. Bring the community together to commemorate, celebrate and reflect on the accomplishments of EXPO '74 and the ensuing 50 years;
2. Add permanent amenities and activities, and one-time events, that will further activate the river experience and urban core by summer 2024;
3. Connect and brand our greatest community assets to enhance the experience of community members and visitors;
4. Provide an impetus for the community to adopt a unifying and positive focus and energy following two years of the pandemic;
5. Embrace EXPO+50 as an opportunity to adopt a comprehensive vision and community partnerships around the environmental, recreational and economic future of our river; and

WHEREAS, **City of Spokane Park Board**, established pursuant to Article V of the City of Spokane Charter, and City of Spokane Parks and Recreation Department, which are charged with the care, management, control, and improvement of all parks and grounds used for park purposes now or hereafter owned by the City of Spokane, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **The City of Spokane**, a Washington municipal corporation, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane County**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, The **Spokane Public Facilities District**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Innovia Foundation**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Visit Spokane Incorporated**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Downtown Spokane Partnership Incorporated**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Greater Spokane Incorporated**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **Spokane Regional Sports Commission (DBA: Spokane Sports)**, a 501(c)(3) nonprofit corporation, registered in WA State, whose mission is economic and community development through sports activities, desires to enter into this Partnership Resolution to further the above-stated goals; and

WHEREAS, **University District Development Authority**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals;

WHEREAS, **The Corporation of Gonzaga University**, a tax-exempt organization formed in 1887 for charitable and educational purposes and located on the banks of the Spokane River, desires to enter into this Partnership Resolution to further the above-stated goals in support of the community and the river; and

WHEREAS, **Avista Corporation**, a _____, organized and established by _____, whose mission is to _____, desires to enter into this Partnership Resolution to further the above-stated goals; and

NOW THEREFORE BE IT RESOLVED that the undersigned EXPO+50 partners commit to:

1. Lead, sponsor and solicit events, activities and ideas for EXPO+50 that will achieve the above-stated goals; and
2. Contribute a minimum \$10,000 per EXPO+50 Partner, for the next two years, to be paid as per the attached Agreement with Innovia Incorporated. Funds will be paid by each partner entity by January 31, 2023, and January 31, 2024, to be used toward achieving the above-stated goals; and
3. Seek additional funding and sponsorships from private, public and non-profit sources to achieve the above-stated goals; and
4. Each EXPO+50 Partner entity will designate their representative, who will serve as a member of the EXPO+50 Partnership Team as per the attached Agreement with Innovia.

The EXPO+50 Partnership Team will be co-chaired by the Director of Spokane Parks (Garrett Jones), and by the President/CEO of Visit Spokane Incorporated, and will solicit approval from the Partnership Team members before any Partner funds are expended. Rick Romero will continue to donate his time as project lead for the EXPO+50 project.

THIS RESOLUTION is hereby signed and authorized, this _____ day of _____ by the EXPO+50 Partnership entities;

Signatures:

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	February 7, 2023		
Requester	Jason Conley	Phone number: 625-6211	
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)	Authorize a 1 year agreement for golf payment merchant services with Shift4.		
Begin/end dates	Begins: 02/07/2023	Ends: 02/06/2024	<input type="checkbox"/> Open ended
Background/history:	<p>Shift4 end-to-end payment solution allows golf to unite merchant services, gateway, POS, point-to-point encrypted EMV devices, and more. By bundling all these pieces directly from Shift4, golf will save approximately \$25,000 per year in merchant fees, and receive free terminals for the life of the agreement. Golf's current credit card terminals have been determined to be end-of-life in April of 2023, and replacement devices are no longer available from our current vendor. Shift4 meets State Auditor requirements for golf and is Payment Card Industry (PCI) compliant. Golf has already been using Shift4--this new agreement expands their role in processing credit card transactions while reducing overall fees.</p>		
Motion wording:	Move to approve a 1-year agreement with Shift 4, with optional 1-year renewals, for golf payment merchant services.		
Approvals/signatures outside Parks:	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
If so, who/what department, agency or company: Shift4			
Name: Matias Lanza		Email address: matias.lanza@shift4.com	Phone: 8882762108/2268
Distribution:	Parks – Accounting Parks – Sarah Deatrich Requester: Grant Management Department/Name:		
Fiscal impact:	<input checked="" type="radio"/> Expenditure	<input type="radio"/> Revenue	
Amount:	Estimated fees \$150,000/year based on volume		Budget code: Golf fund
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 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)

	RFP	Golf	Land	Rec	Finance	UFC	ByLaws	Joint Arts	DVC	Liasions
Jennifer				X			x		Chair	
Bob		x			Chair				x	
Garrett										
Nick		Chair			x	x	x			CF
Hannah	x		x			Alt	Chair			
Greta			Chair	X	x					CF Alt
Sally			x	Chair			x			
Christina	x			x				x	x	
Gerry	Chair	x			x				x	
Kevin	x		x			Chair		x		
Barb		x						x		PFB
CM Bingle										

Park Board Committees 2023

Communications Update

February 2023



Our Team

Fianna Dickson
Parks & Recreation
Communication Manager



Josh Morrisey
Parks & Recreation
Marketing Coordinator



DH, agency



Amy Lindsey
Riverfront
Programming &
Marketing Manager



Regan Farmer
Riverfront Marketing
Coordinator



City Communication Team

Our Purpose

- **Growth:** increase revenue, utilization, and registrations in alignment with departments' goals for growth
- **Engagement:** increase participation in planning projects & volunteerism
- **Informed Community:** ensure our community feels well informed about projects that impact them, and opportunities available through their tax dollars
- **Trust:** continue to build community trust, pride, and affinity for Parks & Recreation as excellent stewards of taxpayer dollars
- **Partnerships:** grow partnerships and sponsorships to cross-promote programs and spaces

2022 Target Areas

Themes

- Master Plan
- Trails (markers, mapping, wayfinding)
- Junior & beginner golfers
- Ways to engage (volunteer, donate)
- Sponsorships & partnerships
- Event & wedding rentals
- Health & wellness
- Programs are best quality & value
- Reducing barriers to programs

Strategies/Tactics

- Updating video & photo assets
- TV, digital, & print buy
- Direct mail & print distributions
- Site signs
- Google search buy
- Earned & social media
- Streamlined digital experiences & interactive maps
- Tracking campaign effectiveness

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the page, creating a modern, layered effect. The text is centered in the white space on the left.

2022 Highlights

Print & Digital Ads



- Inlander Annual Manual, Fall Arts Guide, Winter Gift Guide
- Riverfront naming rights ads in Journal of Business and LinkedIn
- NW Golf Maps
- “We’re hiring” banners across 20 parks
- Quarterly Activity Guides



FOUR CITY COURSES WITHIN 10 MINUTES OF DOWNTOWN!

INDIAN CANYON
Scenic vistas of downtown, rise above the stress and rise to the challenge of this historic course.

DOWNRIVER
A 100-year favorite, just down the river, just far enough away from everything else.

ESMERALDA
Where the obsession starts, open spaces and flat fairways for all skill levels. Warm up your swing here.

THE CREEK AT QUALCHAN
A grand challenge, modern target-style golf carved into untamed, natural beauty with panoramic views.

VISIT [SPOKANE.GOLF.ORG](http://spokaneGOLF.ORG) TO BOOK YOUR ONLINE TEE TIME. OR CALL MYSPOKANE AT (509) 755-2489.

YOUTH SUMMER ADVENTURE CAMPS

SEEK Scholarships available!

**HIKING
ROCK CLIMBING
KAYAKING
WHITewater
RAFTING
DISC GOLF
PADDLEBOARDING
& MORE**

REGISTRATION STARTS MARCH 28!
→ SpokaneRec.org ←

City of Spokane **PARKS & RECREATION**



RIVERFRONT SEEKS NAMING RIGHTS PARTNER

Riverfront Park is seeking an exclusive naming rights partner for the iconic Expo '74 U.S. Pavilion. View the official request for proposal at: spokane.procurement.com/bids RFP 5729-22

**SUBMISSIONS DUE OCTOBER 10
Q&A SEPTEMBER 12 - OCTOBER 3**

Spokane starts here

Riverfront is the height of the urban experience - a place to explore scenic green spaces surrounded by the best dining, shopping and entertainment in the region.

Whirl around the historic Looff Carousel. Soar at the Numerica Skyride. Soar on the Numerica Skyride. Gaze at the Pavilion lights. Step into a world of waterfalls.

These and other attractions await at the roaring heart of Spokane.

RiverfrontSpokane.org
Call 509.625.6600

GET MORE ROUNDS IN Choose from four beautiful Spokane City courses (all 18 holes) from downtown. Book your tee time now. Call 877.800.9222

SPokaneREC.org

Direct Mail & Distributions

- Utility Bill inserts sent in April and July, promoting Recreation and Riverfront activities – 81,000 homes
- Riverfront activity postcards sent in March and June – 17,000 homes
- Promotional codes to track redemption rates
- Activity Guide
 - 15,000 summer guides and 17,000 winter guides distributed through 22 grocery and convenience stores, plus libraries and community centers
 - 9,000 households received via direct mail either the full guide (when printed) or a postcard with QR code for digital guide



Earned Media

Topic Highlights

Riverfront

- Community Engagement programs
- Attractions & concerts
- Campaign: Future dog park, charms
- Zipline
- Ribbon cutting of The Seeking Place, renovation of the Red Wagon
- Pavilion naming rights

Recreation

- Activity Guides are out
- Aquatics
- E-sports programs
- Golf season openings, appreciation day
- Kayak rentals & river shuttle service
- Cornhole league, pickleball
- Sports Field Improvement Fee
- SEEK scholarships

NEW YEAR'S ON ICE: COLD DOESN'T KEEP HUNDREDS OF SKATERS AWAY FROM RIBBON

High spirits at Riverfront Park attraction help welcome 2022

By Colin Tiernan
THE SPOKESMAN-REVIEW

Single-digit temperatures weren't enough to keep people off the ice on New Year's Eve.

Throgs of skaters Friday night packed the Nimmera Skate Ribbon at Riverfront Park before ringing in the New Year. The ribbon is a thin strip of outdoor ice that loops around in an asymmetrical oval, with skaters all going in the same direction.

The majority of people who came to the ribbon for 92 nights on the ice at the park weren't especially strong skaters. Many shuffled around the track of ice, falling and often clinging to the Plexiglas boundary wall for dear life.

But spirits were high nonetheless. Greg Buchan and Nikolas Schmidt, said during a Zamboni break that they came to the ribbon to hang out with friends and hadn't been skating in

SKATING, 8



A skater zips by on New Year's Eve while looping the Skate Ribbon at Riverfront Park in downtown Spokane.

Make fun fall plans with the 2022 Fall Activity Guide

By Vivian Segelbreder | 10/11/22 | Updated on 10/20/22

Facebook Twitter Email Print

THE FALL ACTIVITY GUIDE IS ONLINE!



Assisted doggy paddle



'IT'S JUST CRAZY HERE'



Earned Media

Topic Highlights

Natural Resources

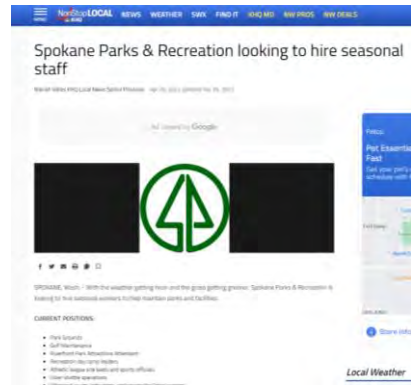
- SpoCanopy program
- Community tree plantings
- Arbor Day festivities
- Street trees
- Fuels reduction, goat grazing

Park Planning

- North & south suspension bridges
- Don Kardong bridge construction
- Dog park study survey, siting
- Liberty Park design survey
- Master Plan finalized

Operations

- Seasonal hiring needs
- Illegal activity in parks
- Manito garden plantings/openings, swan installation
- Holiday light shows & programming



Total Reach

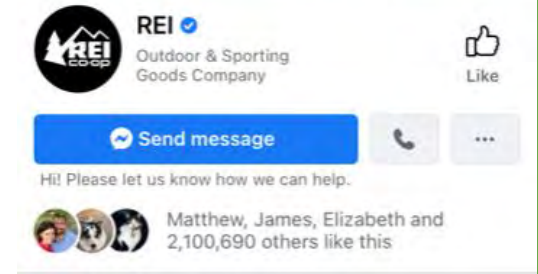
- 725M impressions in print, broadcast, & radio
- 282M impressions in unique web visitors

Social Media

By the numbers

- 120K followers across platforms
 - 20% growth
- 4.5M+ post reach
 - 50% growth
- 20K+ clicks to learn more/register
- 100K+ likes, comments, shares, saves

That time when REI showed off our downtown park to 2.1M followers...



Social Media



CITIES

OVERALL SOCIAL MEDIA ENGAGEMENT RANKINGS - CITIES

1	Cleveland Metroparks, OH	🥇
2	Kansas City Parks & Recreation, MO	🥈
3	Cincinnati Parks, OH	🥉
4	Detroit Parks & Recreation, MI	
5	Boise Parks & Recreation, ID	
6	Spokane Parks & Recreation, WA	
7	Minneapolis Park & Recreation Board, MN	
8	Pittsburgh Parks & Recreation, PA	
9	Greensboro Parks & Recreation, NC	
10	Gilbert Parks & Recreation, AZ	
11	Lexington Parks & Recreation	
12	Riverside Parks, Recreation & Community Services	
13	San Francisco Recreation & Parks	
14	San Bernardino Parks, Recreation & Community Services	
15	Anchorage Parks & Recreation	
16	Milwaukee Recreation	
17	Boston Parks & Recreation	
18	Indy Parks & Recreation	
19	Seattle Parks & Recreation	
20	Lubbock Parks & Recreation	
21	St. Paul Parks & Recreation	
22	Durham Parks & Recreation	
23	St. Petersburg Parks & Recreation	
24	San Antonio Parks & Recreation	
25	Plano Parks & Recreation	
26	Atlanta Department of Parks & Recreation	
27	Chesapeake Parks, Recreation & Tourism	
28	New York City Department of Parks & Recreation	
29	Tampa Parks & Recreation	
30	Austin Parks & Recreation	

Spokane Parks & Recreation recently ranked #6 nationally for overall social media engagement!

Measure:

- Followers per capita
- Frequency of posting
- Interactions per post



Spokane Parks and Recreation is at Nishinomiya Tsutakawa Japanese Garden. Published by Josh At Parks · October 28, 2022 · Spokane · The Nishinomiya Japanese Garden closes for the season on November 1. Swing by Manito Park to catch some beautiful fall colors while you still can! 🍁🍂🍁



Spokane Parks and Recreation Published by Josh At Parks · October 18, 2022 · Spokane County United Way has installed Born Learning Trails in five city parks thanks to generous sponsors Avista Utilities, Premera Blue Cross, Rosauers Supermarkets, Principal Financial Group, and STCU! The Born Learning Trails are a series of 10 signs that offer fun, active learning activities for young children and their families. Swing by Audubon, Franklin, Grant, Courtland, or Mission Park to check one out today!

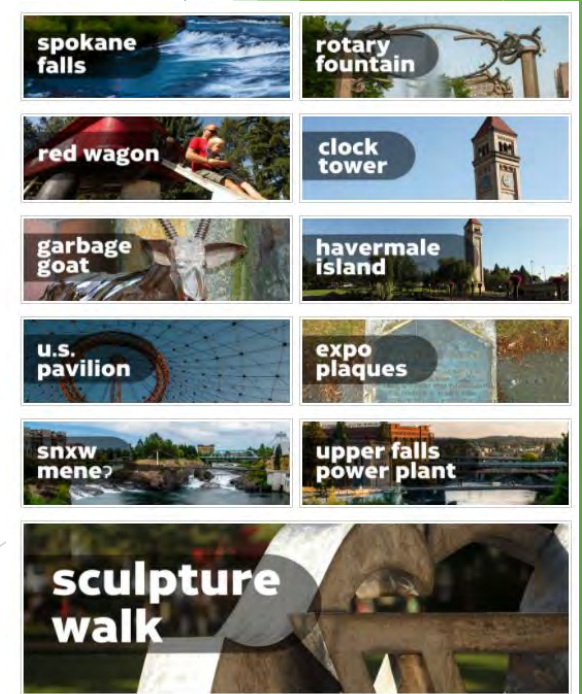
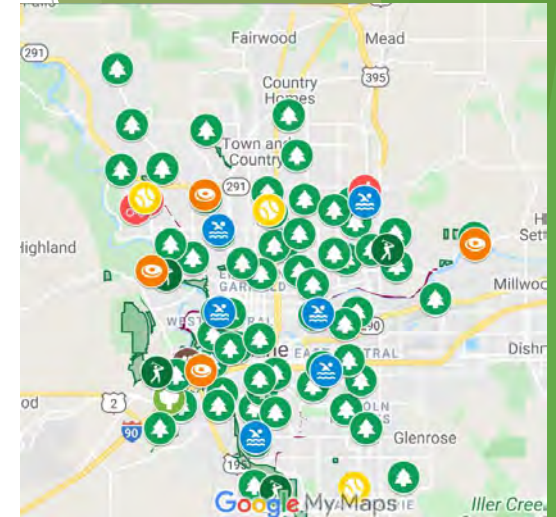
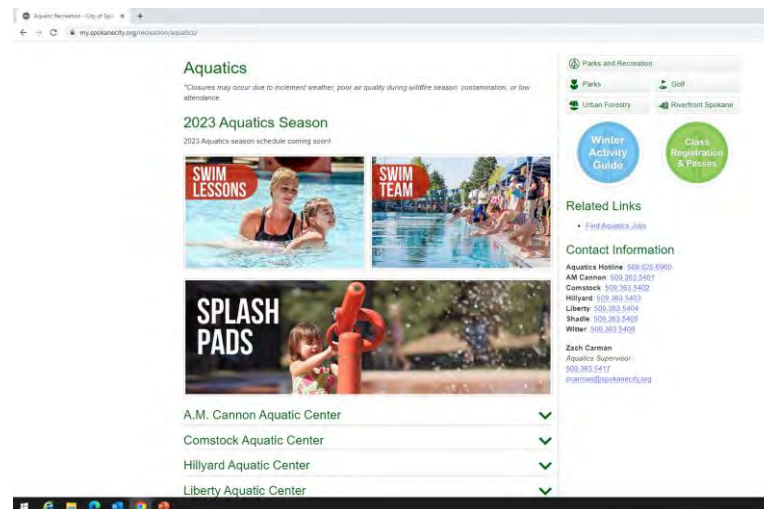
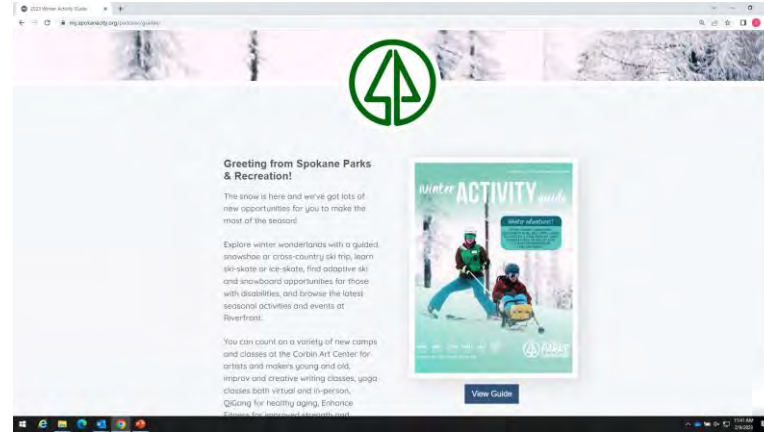


Spokane Parks and Recreation Published by Josh At Parks · October 11, 2022 · The Fall Leaf Festival is back after a two-year hiatus! Saturday, October 22, 11AM-2PM at Finch Arboretum. FREE. This event gives everyone a chance to play in the leaves, celebrate trees, check out vendors, enjoy live music from Heat Speak, and explore the Arboretum.

Source: Next Practice Partners. Social media engagement amongst the top 100 most populated cities. #4 Facebook, #9 TikTok, #12 Instagram, #14 Twitter, #29 YouTube. Doesn't account for success of Riverfront's social channels.

Website

- 1.5M+ website visits
 - Riverfront main page 98,000 views
 - Golf tee times 92,500 views
 - Aquatics 75,000 views
- Recreation activity guide e-flipbook
 - 40,000 page views (up 8%)
 - Average e-read time of 5 1/2 minutes
- Most popular blogs
 - Pig Out in the Park
 - City Golf championship
- Most popular news releases
 - 4th of July (#1 City)
 - Riverfront Free Spring/Summer Activities
 - Kardong bridge restoration



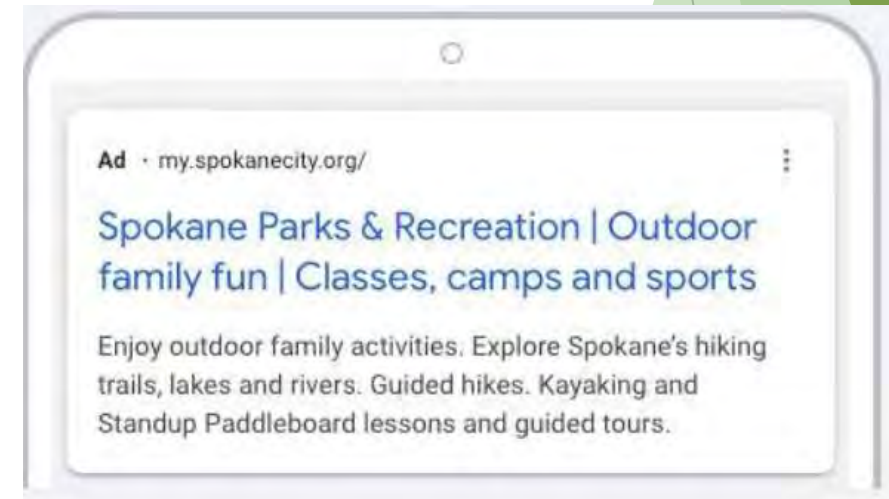
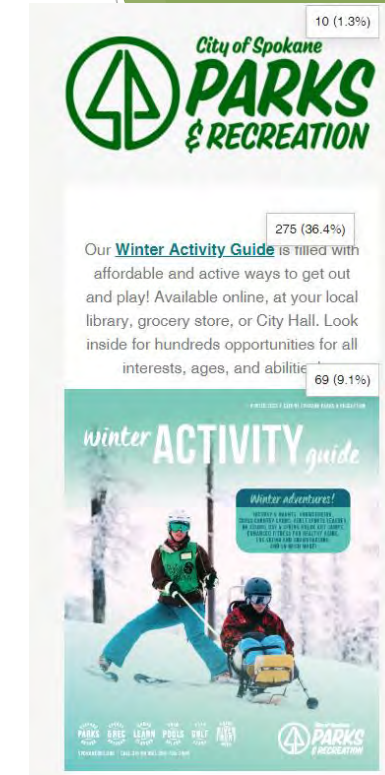
Digital marketing

Emails

- Our database (60,000+)
 - Average open rate 34% (national average 21%)
 - Average click-thru rate 5.5% (national average 2.6%)
- City-wide e-newsletter (90,000+)
 - Average open rate 36%
 - Average click-thru rate 2%
- School District #81 families (30,000 students' families)
 - Average open rate 7%
 - Average click-thru rate 0.5%

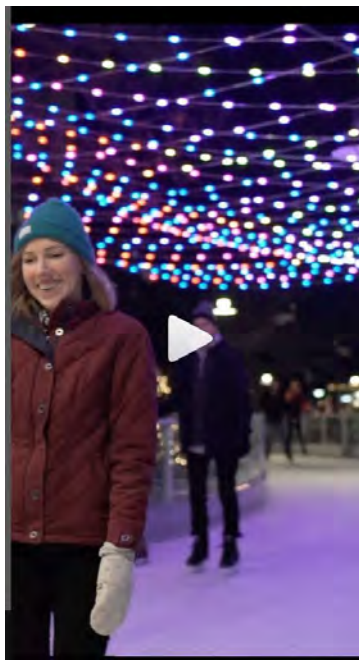
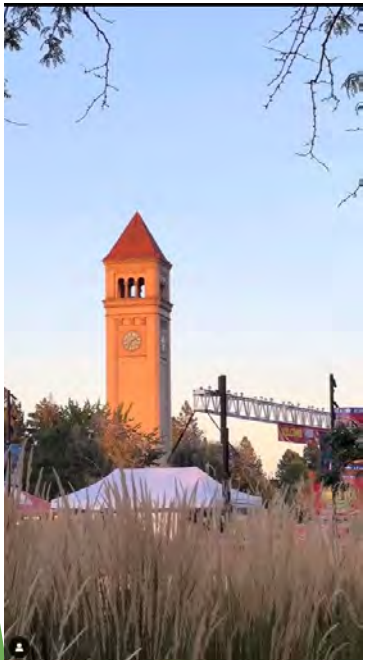
Google search buy

- Nearly 130,000 impressions
- Average click-thru rate of 26%, more than double the click-thru rate from last year (national average <2%)



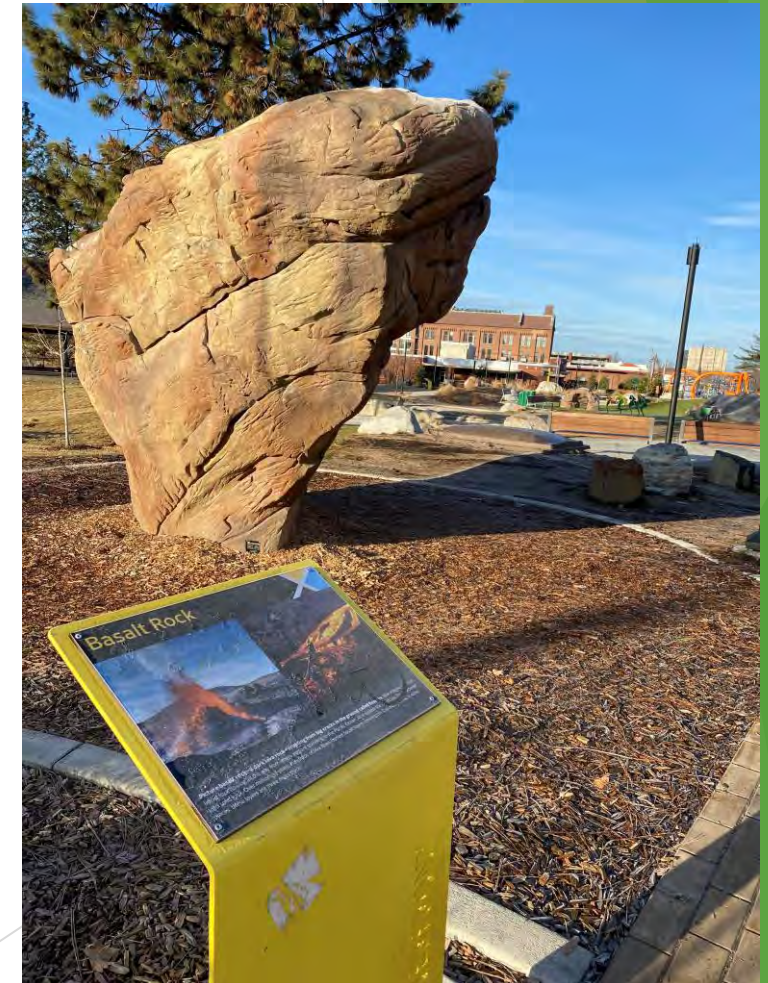
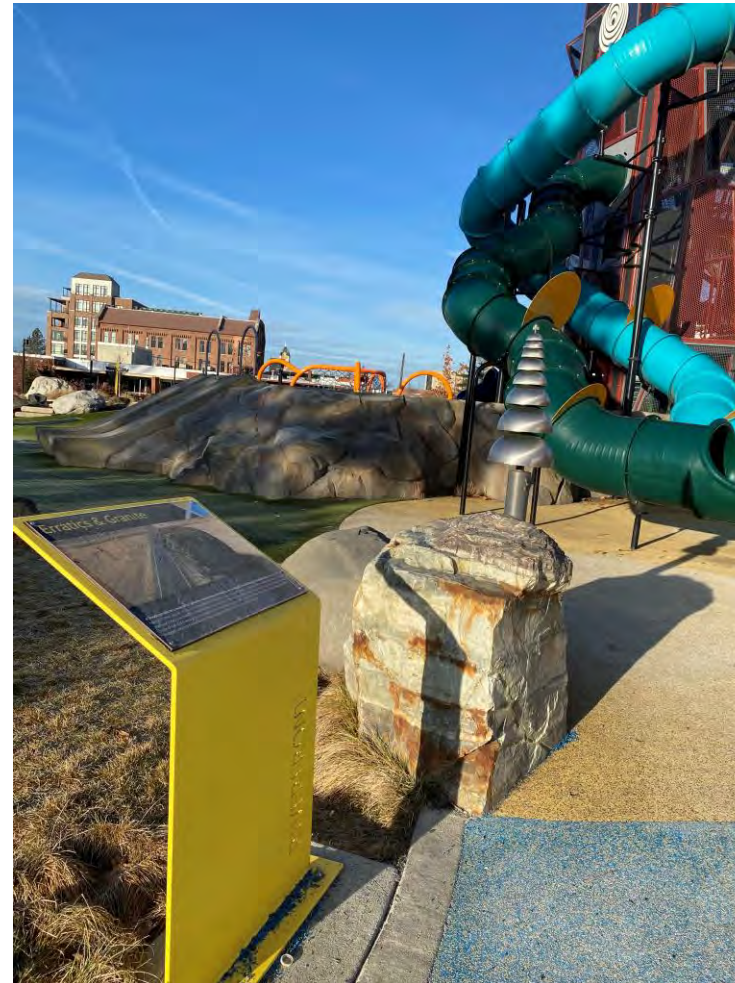
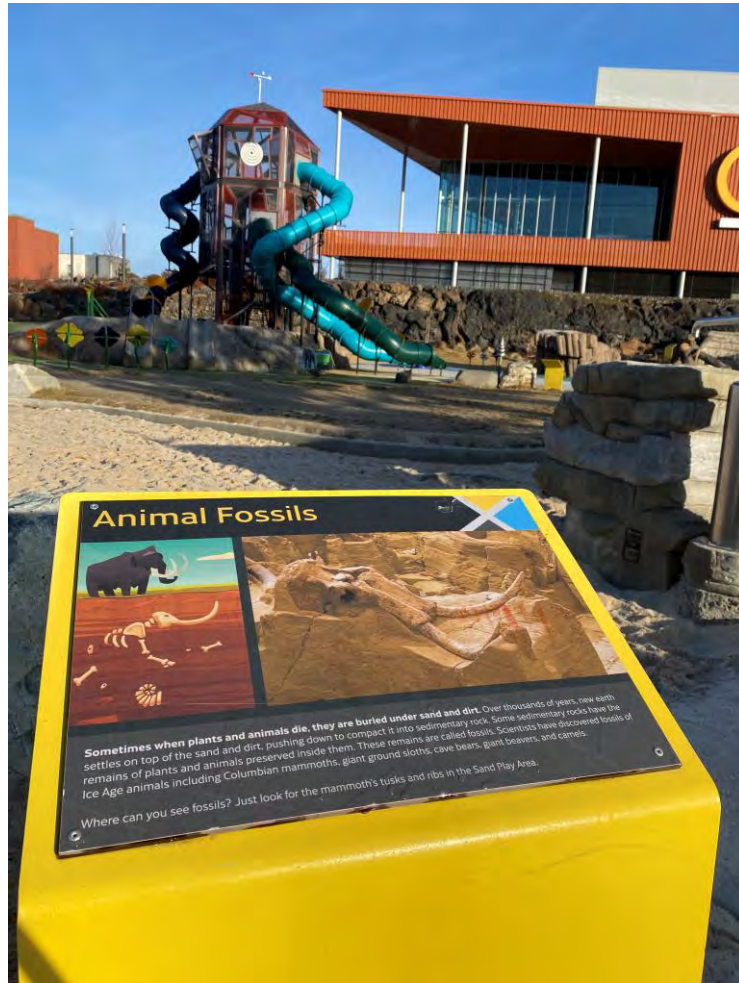
Video & Photo assets

- ▶ Warm weather recreation
- ▶ Riverfront video library development
- ▶ Golf video updates
- ▶ Ways to Engage video series



Site Signs

Riverfront interpretive signs at Ice Age Floods Playground



Site Signs

STRUCTURE EXAMPLES

ARCHITECTURAL STRUCTURE STYLE

The architecture of the structure and the way it is made from materials is the primary consideration for appropriate for the space it is placed in. The materials, scale, level of detail, color and use of materials should meet the space. Substantial signs should be made as heavy-duty materials that last for years. Simple signs should be made from materials that are easy to change and repair.

ACOUSTIC

- Use sound-absorbing materials and avoid signs that have a lot of surface area that can reflect sound.

AGE CONSIDERATIONS

- Use materials that are durable and easy to maintain.
- Use materials that are easy to clean.
- Use materials that are easy to repair.

ILLUSTRATION

ILLUSTRATION STYLE

Use a style that is consistent with the overall design of the sign. Use a style that is appropriate for the space it is placed in. Use a style that is easy to read and understand.

Visual search notes:

- Use a style that is consistent with the overall design of the sign.
- Use a style that is appropriate for the space it is placed in.
- Use a style that is easy to read and understand.

ICONOGRAPHY

Iconography

Use icons that are consistent with the overall design of the sign. Use icons that are easy to read and understand. Use icons that are appropriate for the space it is placed in.

Accessibility

Use icons that are consistent with the overall design of the sign. Use icons that are easy to read and understand. Use icons that are appropriate for the space it is placed in.

COLORS

BRAND COLORS

PREFERRED BACKGROUND COLORS

SECONDARY COLORS

ACCENT COLORS

WARRANTY MARKING COLORS

ACCENT COLORS

BOOKS

Large Title Head 2"

STORYTELLING SIGN

Use a style that is consistent with the overall design of the sign. Use a style that is appropriate for the space it is placed in. Use a style that is easy to read and understand.

READABILITY MARKERS AND TRAIL BLADES

TRAIL BLADE (VAN ETT)

TRAIL NAME LENGTH

TRAIL NAME WITH LOSS OF LETTERS

TRAIL NAME MEDIUM LENGTH

Trail sign standards, including templates for wayfinding (trail head, assurance markers) and storytelling

Sponsorships & Activations

- Riverfront grew sponsorship revenue by 46% to \$225,500!
- Ribbon cutting support
- Booths at community events
- Support the work of DVC and DVCAC



TV & Streaming

Cable 5

- Short news-style stories
- Promotional content



Riverfront & Recreation

- Broadcast TV – Weekly ad campaigns received nearly 1.5M impressions. Reached 47% of the 18+ demographic with almost 40 spots.
- Skate Ribbon-specific streaming buy – 196,000 impressions with 97% completion rate



Golf

- Cable & Broadcast TV in target Eastern WA, North ID, Western MT, & Southern Canada - 135 spots during high viewing & golf programs, with more than 600,000 impressions
- Streaming & YouTube – 658,000 impressions
- KXLY & MeTV trade - \$30,000 ad value for \$7,000 in passes, providing 1.5M TV impressions (plus 800,000 web/social impressions).



Nearly 4.5M TV and streaming impressions

2023 Look Ahead

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light to dark. The shapes are primarily triangles and polygons, creating a dynamic and modern aesthetic. The text is centered in a clean, sans-serif font.

2023 Look Ahead

Themes

- Master Plan implementation: restrooms, playgrounds, wayfinding
- Partner growth: Expo+50 preparations, sponsorships, naming rights, engagement, volunteers
- Golf: Junior & beginner golfers, reducing barriers
- Rentals: website refinement, self-booking
- Environmental: water conservation, pollinator gardens
- Programming: Best quality & value, reducing barriers, max enrollment, revenue generation

Strategies/Tactics

- Updating video & photo assets
- TV, digital, & print buy
- Direct mail & print distributions
- Site signs
- Google search buy
- Earned & social media
- Streamlined digital experiences & interactive maps
- Tracking campaign effectiveness

Questions?
Thank you



Spokane Park Board

Briefing Paper



Committee	N/A		
Committee meeting date	February 7, 2023		
Requester	Nick Hamad	Phone number: 509.363.5452	
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 2023-0033		
Item title: (Use exact language noted on the agenda)	Spirit Pruners, LLC. Change Order # 1 / Downriver Golf Course Forest Health Management (\$88,650.00 plus tax)		
Begin/end dates	Begins: 02/09/2023	Ends: 06/01/2023	<input type="checkbox"/> Open ended
Background/history: Downriver Golf Course Forest Health Management Change Order #1 adds additional items as required to successfully complete project work within the available time, including: <ol style="list-style-type: none"> 1. Add additional equipment (logging forwarders) & site protection (plywood & tires & labor) to allow contractor to transport logs and equipment on-site during non-freezing /soft ground conditions. 2. Add cutting, removal and disposal of (30) additional trees infected with pine beetles. These trees were discovered during a site walk conducted by Urban Forester, Superintendent, and Forester after all trees initially contracted for removal were felled. Additional trees require removal to limit beetle spread on course. 3. Add cutting, removal and disposal of (4) additional trees planned for removal near clubhouse. Adding these trees to project scope reduces overall tree removal impact on golf course by completing all planned work at one time. 			
Motion wording: Move to approve Spirit Pruners, LLC. public works contract for the Downriver Golf Course Forest Health Management project in the amount of \$88,650.00 including tax.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: Kelly Chadwick Email address: k@spiritpruners.com Phone: 509.979.3496			
Distribution: Parks – Accounting Parks – Sarah Deatrich Requester: Nick Hamad Grant Management Department/Name: Mark Poirier			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$85,050.00 (plus tax) Budget code: 4600-55100-94000-56203 \$3,600.00 (plus tax) urban forestry budget code			
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: 604374569 Business license expiration date: 11/30/23 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

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

NAME OF CONTRACTOR: SPIRIT PRUNERS, LLC.

PROJECT TITLE: DOWNRIVER GOLF COURSE FOREST HEALTH
MANAGEMENT PROJECT

CITY CLERK CONTRACT NUMBER: OPR 2023-0033

<u>DESCRIPTION OF CHANGE:</u>	<u>AMOUNT:</u>
Add logging forwarder & plywood for working in warm/soft ground conditions	\$38,000.00
Add (30) additional infected trees ID'd by owner after initial removals	\$51,750.00
Add (4) additional trees planned for removal adjacent clubhouse	\$ 3,600.00
Mobilization credit for removing additional infected trees during active work	(\$4,700.00)
TOTAL AMOUNT: \$88,650.00	

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$302,000.00
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 0,000.00
CURRENT CONTRACT AMOUNT	\$302,000.00
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 88,650.00
REVISED CONTRACT SUM	\$390,650.00

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	February 22, 2023
CURRENT COMPLETION DATE	February 22, 2023
REVISED COMPLETION DATE	March 3, 2023

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Approved as to form: _____ Assistant City Attorney



**ADD LOGGING
FORWARDER & SITE
PROTECTION FOR
WORKING IN WARM/
SOFT GROUND
CONDITIONS**

ESTIMATE #1915

SENT ON:

01/09/2023

RECIPIENT:

City of Spokane Parks & Rec

City Spokane
808 W Falls Blvd
Spokane, WA 99201

SENDER:

Spirit Pruners

720 N Cochran St
Spokane, WA 99201

Phone: 509-979-3496

Email: admin@spiritpruners.com

Website: SpiritPruners.com

SERVICE ADDRESS:

3225 North Columbia Circle
Spokane, Washington 99205

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Equipment Rental	Equipment required for non ideal weather conditions. --8 wheeled forwarder for duration of job --Plywood to protect fairways -- if conditions are particularly poor, potential to use Three Chipper Trucks, if we can't get a tub grinder into the staging area due to mud, and use then at three locations, opposed to the forwarder going to one.	1	\$38,000.00	\$38,000.00

Total

\$38,000.00

[Policy Disclosure:] We love dogs! But it's tedious if we have to scoop poop to do our work, so if your yard is full of dog doo when we arrive, we charge an extra \$100. Thanks for understanding. :)

Signature: _____ Date: _____



**ADD (30) ADDITIONAL
INFECTED TREES
DISCOVERED BY
OWNER DURING
CONSTRUCTION**

ESTIMATE #1914

SENT ON:

01/10/2023

RECIPIENT:

City of Spokane Parks & Rec

City Spokane
808 W Falls Blvd
Spokane, WA 99201

SENDER:

Spirit Pruners

720 N Cochran St
Spokane, WA 99201

Phone: 509-979-3496

Email: admin@spiritpruners.com

Website: SpiritPruners.com

SERVICE ADDRESS:

3225 North Columbia Circle
Spokane, Washington 99205

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 1 Tree 12-18" diameter, thin canopy	7	\$850.00	\$5,950.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 2 Tree 18-24" diameter, medium canopy	12	\$1,600.00	\$19,200.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 3 Tree 25-33" diameter, heavy canopy	6	\$2,100.00	\$12,600.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris Class 4 Tree 33+ diameter, thick canopy	5	\$2,800.00	\$14,000.00
Tree Removal & Haul Debris	Tree Removal and Haul Debris: 4 stem stand of pines adjacent to Pro Shop, remove for new path.	0	\$3,600.00	\$3,600.00

Optional

**ADD (4) ADDITIONAL
TREES PLANNED FOR
REMOVAL ADJACENT
CLUBHOUSE**

[Policy Disclosure:] We love dogs! But it's tedious if we have to scoop poop to do our work, so if your yard is full of dog doo when we arrive, we charge an extra \$100. Thanks for understanding. :)

Subtotal	\$55,350.00
Spokane City (9.0%)	\$4,981.50
Total	\$60,331.50

Signature: _____ Date: _____

Hamad, Nicholas

From: Nelson, Ben
Sent: Wednesday, January 18, 2023 6:28 AM
To: Hamad, Nicholas; Kosanke, Katie; Nittolo, Steve; Poirier, Mark
Subject: Tree Walk
Attachments: Added trees map.png; Added trees map 2.png

All,

Here is the maps of where we added trees to the removal for the tree health management project. It ended up 24 which no one wanted. It has there location and my wag on diameter. Thanks again for the walk through yesterday. Let me know if you need anything from me.

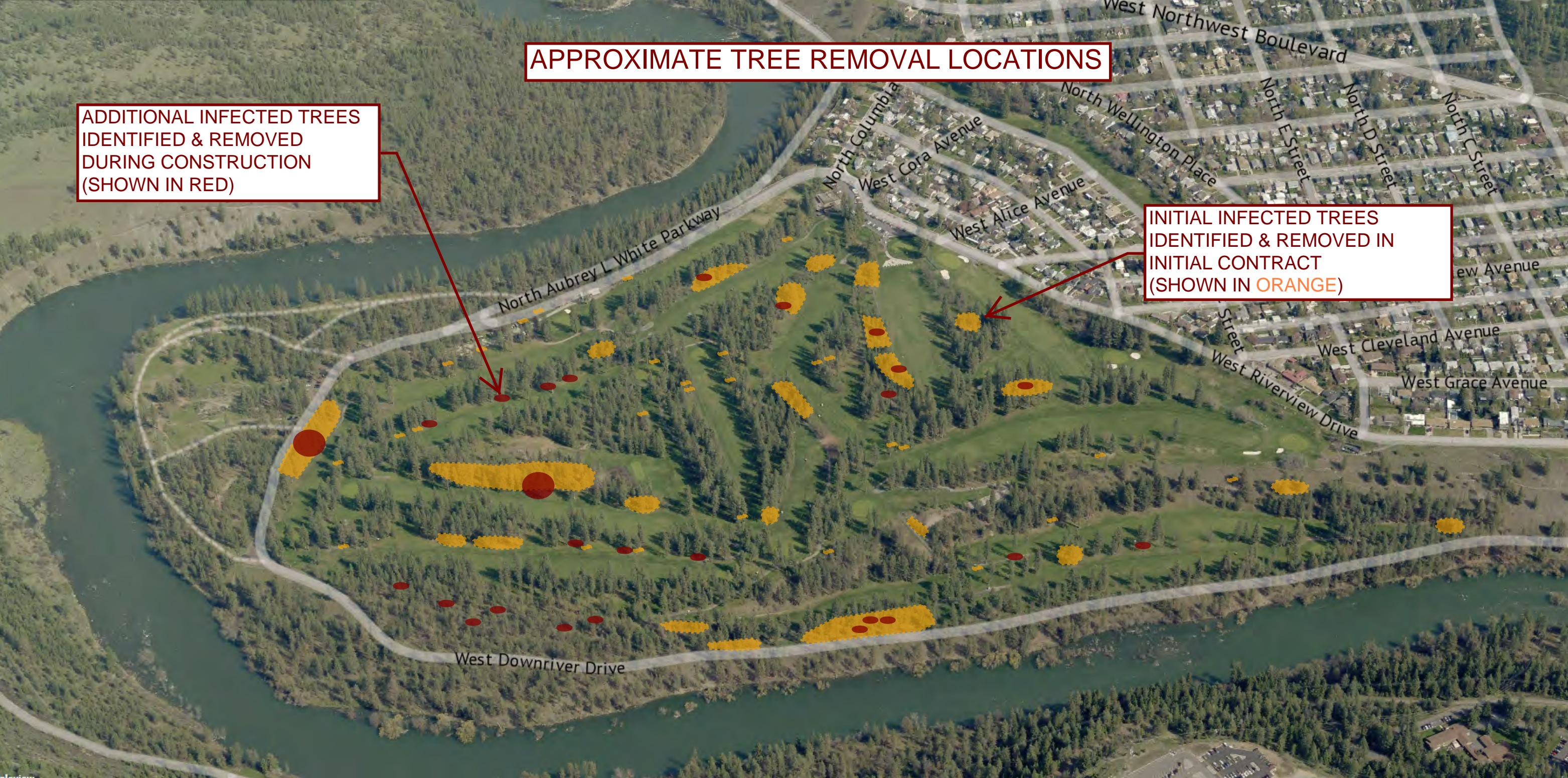
Thanks

Ben Nelson
GCSAA Class A Superintendent
Downriver Golf Course
3225 N. Columbia Circle
Spokane, WA 99205
Office 509-328-0919
Cell 509-818-7979
dbnelson@spokanecity.org

APPROXIMATE TREE REMOVAL LOCATIONS

ADDITIONAL INFECTED TREES IDENTIFIED & REMOVED DURING CONSTRUCTION (SHOWN IN RED)

INITIAL INFECTED TREES IDENTIFIED & REMOVED IN INITIAL CONTRACT (SHOWN IN ORANGE)



Hamad, Nicholas

From: Kelly Chadwick <k@spiritpruners.com>
Sent: Wednesday, February 1, 2023 7:31 AM
To: Hamad, Nicholas
Subject: budget

**MOBILIZATION CREDIT FOR
REMOVING ADDITIONAL
INFECTED TREES DURING
ACTIVE WORK**

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Good morning Nick-

In regards to the 2nd phase of trees and a reduction of price based on volume, I would be comfortable taking \$4700 off the estimate at this point. I won't see the invoice for the loggers till next week and and don't know the cost on the tub grinder yet, which depends on the days it takes them to complete. Those two items have a vast potential cost variation.

How does that feel to you?

Best,

Kelly



Kelly Chadwick | [509.979.3496](tel:509.979.3496) | k@spiritpruners.com | spiritpruners.com



























APPROXIMATE TREE
REMOVAL LOCATION

North Aubrey L White Parkway

North Columbia Circle

West Cora Avenue

West Alice Avenue

West Northwest Boulevard

West Euclid Avenue

West Fairview Avenue

West Cleveland Avenue

West Grace Avenue

North F Street

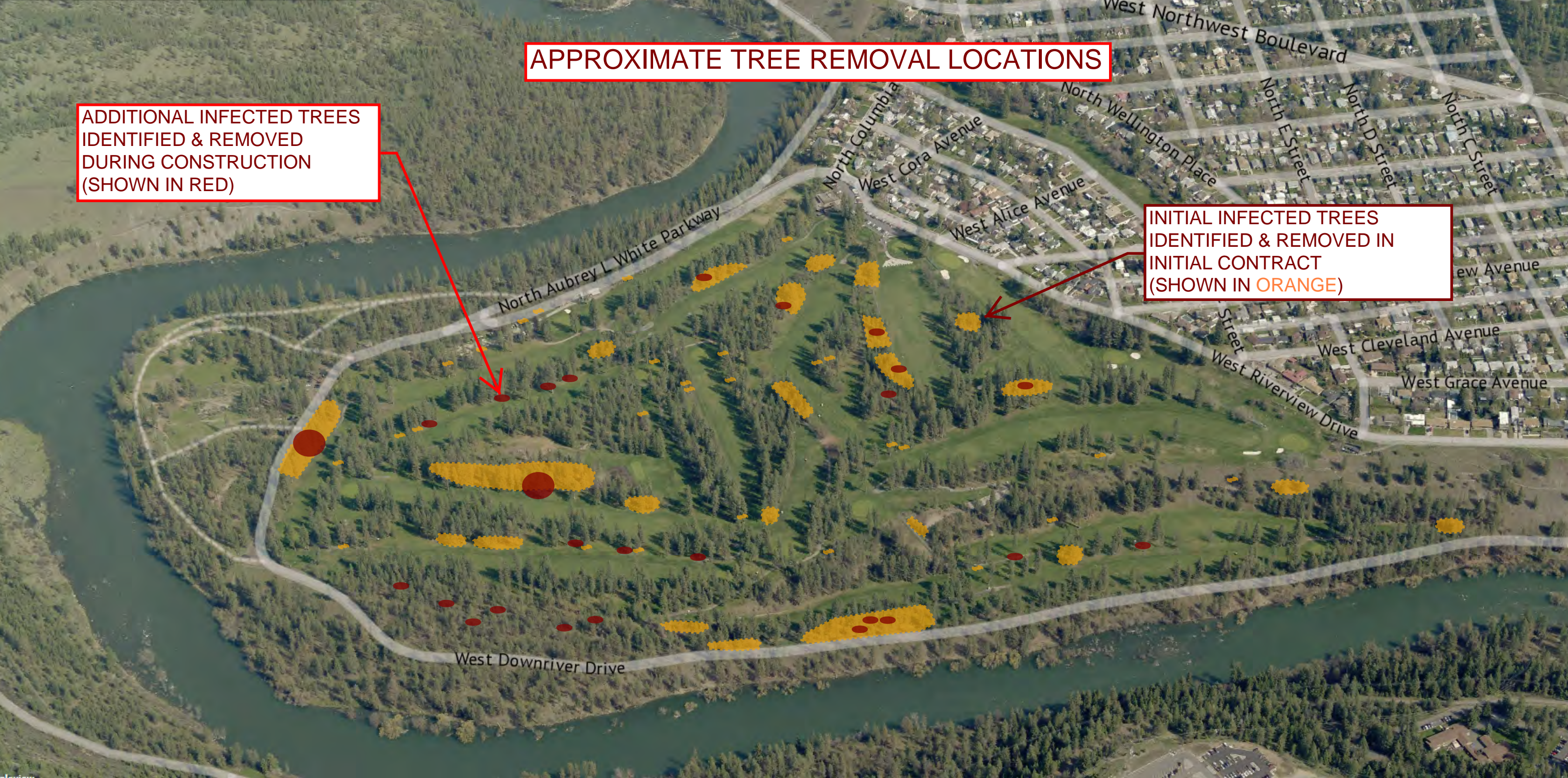
West Riverview Drive

West Downriver Drive

APPROXIMATE TREE REMOVAL LOCATIONS

ADDITIONAL INFECTED TREES IDENTIFIED & REMOVED DURING CONSTRUCTION (SHOWN IN RED)

INITIAL INFECTED TREES IDENTIFIED & REMOVED IN INITIAL CONTRACT (SHOWN IN ORANGE)





















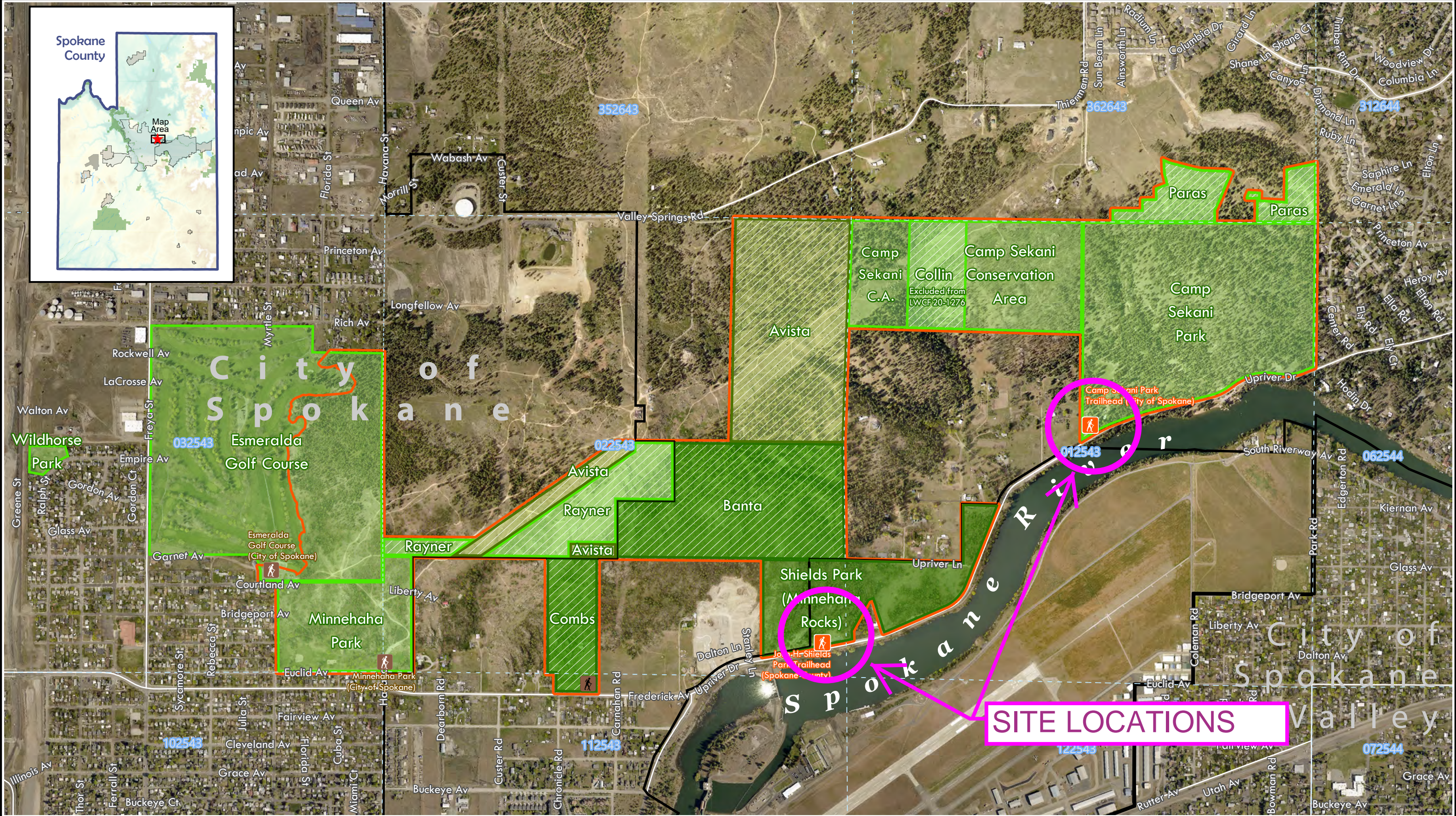


Spokane Park Board

Briefing Paper

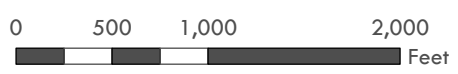


Committee	Land		
Committee meeting date	February 1, 2023		
Requester	Nick Hamad	Phone number: 509.363.5452	
Type of agenda item	<input type="radio"/> Consent	<input type="radio"/> Discussion	<input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract/agreement	<input checked="" 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)	Spokane County Interlocal Agreement / Make Beacon Hill Public Phase 2 Project (\$300,000 revenue)		
Begin/end dates	Begins: 02/09/2023	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history:			
<p>In 2022, Spokane County & Spokane City jointly applied for grant funding to implement the 'Make Beacon Hill Public Phase 2 project'. The City has received a preliminary notice from WA State that the requested project funding will be granted.</p> <p>City Parks shall serve as the lead agency in implementing all aspects of the project, including grant administration, community outreach, design, cultural resources, permitting, purchasing construction management, and communication.</p> <p>In preparing to implement this project, this interlocal agreement is for the purpose of facilitating the transfer of Spokane County's matching project funds from Spokane County to City Parks. The agreement also outlines project roles & responsibilities and future ownership of proposed project improvements.</p>			
Motion wording:			
Motion to approve the interlocal agreement with Spokane County regarding the Make Beacon Hill Public Phase 2 project (\$300,000 revenue)			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company:			
Name: Mary L. Kuney		Email address: pknowles@spokanecounty.org	Phone: (509) 477-2188
Distribution:			
Parks – Accounting		Paul Knowles (pknowles@spokanecounty.org)	
Parks – Sarah Deatrich		Al Vorderbrueggen	
Requester: Nick Hamad			
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue			
Amount:		Budget code:	
\$300,000.00		1950-54920-99999-29170-48082	
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)	



- Pre-Phase 1 County Parks
- Phase 1 Property Acquired by County Parks
- Pre-Phase 1 City Parks
- Phase 1 Property Acquired by City Parks
- LWCF Boundary
- Phase 1 Conservation Easement
- Municipal Boundaries
- SSTRR
- USGS Section Township Range
- Phase 2 Project Sites
- Existing Trailheads
- Future Trailhead

Make Beacon Hill Public
 LWCF | 22-1473 D
 Draft Boundary Map



Spokane County
 Geographic Information Systems
 Map Produced: April 2022



SEAL:

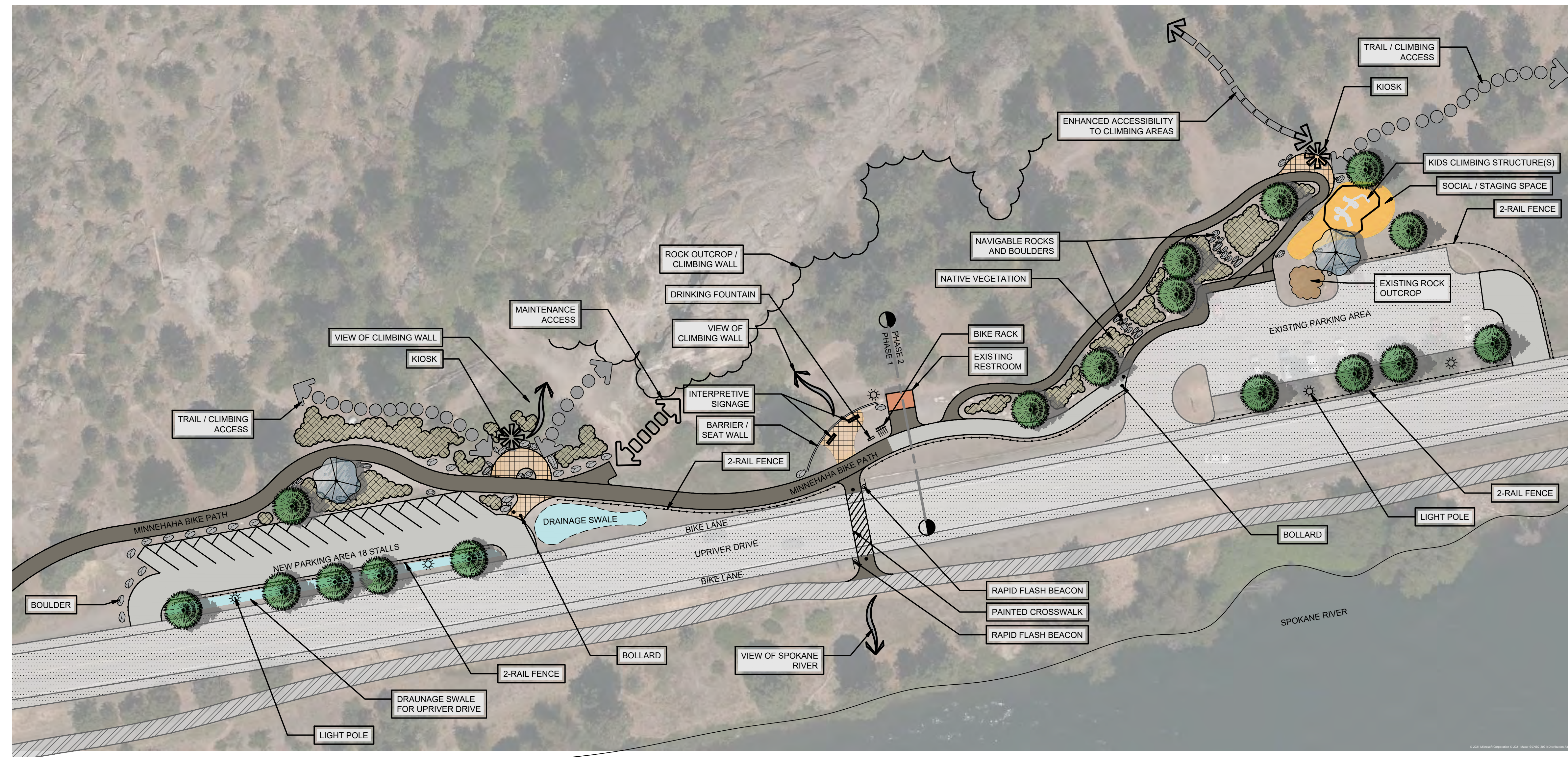
CONSULTANT:

PROJECT NUMBER: 2092
JOHN SHIELDS PARK
MASTER PLAN
5625 E UPRIVER DR.
SPOKANE COUNTY, WA 99217

SHEET TITLE:
CONCEPTUAL SITE PLAN
DRAWN BY: DLT
CHECKED BY: TCS

Revisions:

SHEET:
L-100
100% DESIGN DEVELOPMENT
8/6/2021
© COPYRIGHT 2019 SPVV

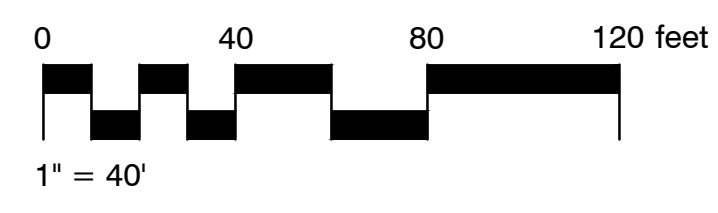


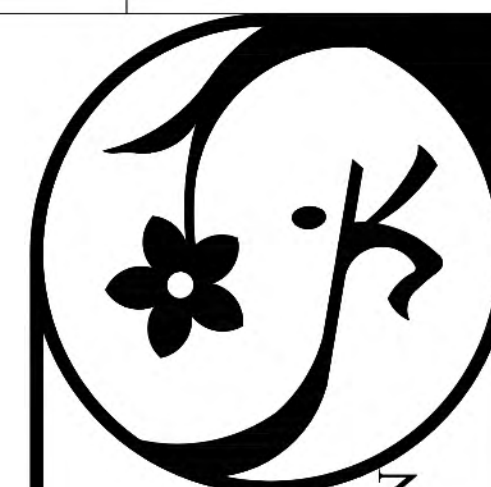
REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	DETAIL
	EXISTING VEHICULAR ASPHALT	
	EXISTING ASPHALT TRAIL	
	EXISTING RESTROOM BUILDING	
	NEW PEDESTRIAN ASPHALT	
	NEW VEHICULAR ASPHALT	
	SPECIALTY PAVING	
	DRAINAGE SWALE	
	SOCIAL / STAGING SPACE	
	EXISTING ROCK OUTCROPPING	
	NATIVE LANDSCAPING	

CONCEPT GRAPHICS SCHEDULE

	ACCESS POINT
	MAINTENANCE ACCESS
	ENHANCED ACCESSIBILITY TO CLIMBING AREAS
	KIOSK
	VIEWS





CITY OF SPOKANE
SPOKANE
PARKS & RECREATION

CAMP SEKANI PARK
CITY OF SPOKANE PARKS
TRAILHEAD SCHEMATIC

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

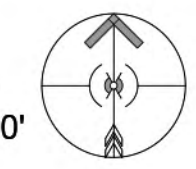
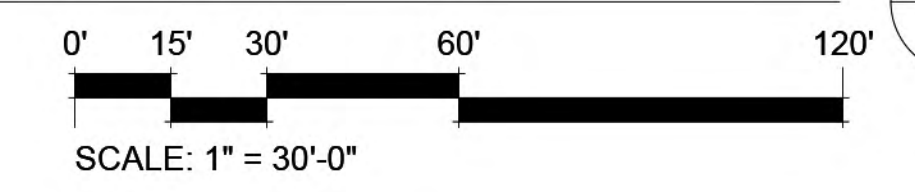
DATE: -
DRAWN BY: BSE
CHECKED BY: BSE
PROJECT NO: -

REVISION	
1	3
2	4

SHEET 1 OF 1
L1
TRAILHEAD SCHEMATIC



○ PROPOSED TRAILHEAD



INTERLOCAL AGREEMENT BETWEEN SPOKANE COUNTY
AND THE CITY OF SPOKANE PARKS & RECREATION DIVISION REGARDING MAKE
BEACON HILL PUBLIC PHASE 2 PROJECT

THIS INTERLOCAL AGREEMENT (the “Agreement”), made and entered into this _____ day of _____, 2023, by and between SPOKANE COUNTY, a political subdivision of the State of Washington, through its Parks, Recreation & Golf Department, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as "County", and CITY OF SPOKANE through its PARKS AND RECREATION DIVISION, having offices for the transaction of business at 808 West Spokane Falls Boulevard, Floor 5, Spokane, WA, 99201, hereinafter referred to as the "City Parks", jointly hereinafter referred to individually as a “Party” or collectively as the "Parties".

WITNESSETH

WHEREAS, pursuant to the Revised Code of Washington (“RCW”) Chapter 39.34 (Interlocal Cooperation Act) the Parties may contract with each other to perform certain functions which each may legally perform; and

WHEREAS, the Board of County Commissioners, pursuant to the provisions of RCW 36.32.120(6), has the care of Spokane County property and the management of Spokane County funds and business; and

WHEREAS, the County owns 13.47 acres, Assessor’s Tax Parcel No. 35024.9036, and by Board Resolution No. 2022-0415, executed an Interlocal Agreement with City Parks over the care and operations of 16.48 acres of adjacent City Parks ownership (Tax Parcel No. 35024.0001 and the westernmost 5 acres of tax parcel no. 35013.0201), collectively managed by the County and hereinafter referred to as “John H. Shields Park”, and located at 5625 E. Upriver Drive, Spokane, Washington; and

WHEREAS, the City of Spokane Park Board, pursuant to the provisions of City of Spokane Charter Article V, has the exclusive jurisdiction and control over City owned park lands and facilities located within and outside the City of Spokane; and

WHEREAS, the City owns and manages Camp Sekani Park, consisting of 240.75 acres, including Assessor’s Tax Parcel Nos. 35011.9001, 35011.9002, 35012.9029, 35012.9022, 35012.9023, 36364.9129, and 36364.9133, located at 6707 E. Upriver Drive, Spokane, Washington; and

WHEREAS, the Parties have jointly adopted the 2016 Beacon Hill Trail System Preservation Plan (“Beacon Hill Plan”), prepared by Evergreen East Mountain Bike Alliance, as an advisory guide towards the future preservation, maintenance, acquisitions, and expansion of park facilities in the Beacon Hill area, including John H. Shields and Camp Sekani parks; and

WHEREAS, pursuant to the Beacon Hill Plan, County and City Parks partnered and jointly successfully applied for two Washington State Recreation & Conservation Office (“RCO”) grants totaling \$1.5 million in 2020 utilizing Spokane County’s Conservation Futures Funding as matching funds to acquire and preserve 250 acres of privately owned land within Beacon Hill as “Make Beacon Hill Public”; and

WHEREAS, after successful completion of the Make Beacon Hill Public project, the Board of County Commissioners & City of Spokane Park Board jointly authorized, by County Res. No. 2022-0506 and City resolution OPR 2022-0309, a County-City Parks joint grant application for an RCO-administered Land and Water Conservation Fund grant, RCO grant number 22-1473D, totaling \$1,060,000 to design, permit, construct, enhance, and expand trailhead parking facilities & associated appurtenances at John H. Shields and Camp Sekani parks, hereinafter referred to as “Make Beacon Hill Public Phase 2”, to enhance and expand access to the Beacon Hill Trail System; and

WHEREAS, as a component of said grant application, the County pledged to provide \$300,000 in matching funds (“County’s Match”) towards Make Beacon Hill Public Phase 2, which is identified in 2023 in the six-year Parks Capital Improvement Plan (“CIP”) and was approved in the 2023 Spokane County Capital Budget; and

WHEREAS, City Parks pledged \$589,000 in matching funds (“City’s Match”) and as the designated “primary” and “fiscal” sponsor for the Make Beacon Hill Public Phase 2 grant, is desirous of managing and administering the full project budget of \$2,134,000 should said grant application be awarded and funded, and therefore, the County’s Match will be transferred to City Parks to facilitate implementation of the project; and

WHEREAS, the Parties are desirous of formally establishing the partnership to pursue and complete Make Beacon Hill Public Phase 2 to enhance and expand trailhead parking facilities and associated appurtenances at John H. Shields and Camp Sekani parks.

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, the Parties hereto do agree as follows:

SECTION 1: PURPOSE

This Agreement is entered into between the Parties for the purpose of facilitating the transfer and expenditure of the County’s Match to City Parks to design, permit, construct, enhance, and expand trailhead parking facilities envisioned in the Make Beacon Hill Public Phase 2 grant application submitted to the Washington State Recreation & Conservation Office in 2022.

SECTION 2: TERM

This Agreement shall terminate on December 31st, 2026, unless terminated earlier as provided for herein. The Parties may extend this Agreement as needed to complete Make Beacon Hill Public Phase 2 through mutual execution of a written amendment thereof.

SECTION 3: COUNTY'S MATCH

The County shall transfer to City Parks the County's Match of \$300,000.00 by no later than March 3rd, 2023, to be deposited by City Parks in a budget line created and reserved specifically for the Make Beacon Hill Public Phase 2 project and the improvements identified and described in RCO grant number 22-1473D. Should grant funding not be awarded, City Parks shall refund the County's Match less its share of expenses defined as "Pre-Agreement Eligible Expenses" by RCO. For the purposes of this Agreement, "share" is defined as the County's Match in proportion to the combined total match (\$889,000) being provided by the County and City Parks. The County may request at any time during this Agreement a budget expense report for the project budget.

SECTION 4: ROLES AND RESPONSIBILITIES

For the purposes of creating an efficient, streamlined project implementation, City Parks shall be the lead agency in implementing and completing all aspects of the Make Beacon Hill Public Phase 2 project, including grant administration and closeout, community outreach and engagement, A/E, permitting, cultural resources, purchasing, construction management, and communication. City Parks shall coordinate with the County on all aspects of project implementation as it pertains to John H. Shields Park. Said coordination shall include, but is not limited to planning, design, permitting, budgeting, scheduling, purchasing, coordination with project partners, and project closeout. The County shall not unreasonably deny approvals where required and / or desired.

Ownership of all improvements completed within Camp Sekani Park shall be City Parks Property. Ownership of all improvements completed within both the County owned and City Parks owned portions of John H. Shields Park shall be County Property at the time of installation and remain County property for the duration of the John H. Shields Park interlocal agreement as approved in City OPR 2022-0453 and Spokane County Resolution No. 2022-0415. Pursuant to the interlocal agreement, at the termination of said agreement, ownership of all improvements to the City Parks owned portion of Shields Park shall be transferred or deeded to City Parks

SECTION 5: TERMINATION

City Parks may provide written notice to the County in the event of the County's breach or failure to comply with any of the terms, conditions, or covenants of this Agreement. Unless otherwise mutually agreed to or extended in writing, County shall have sixty (60) days to cure the breach or non-compliance. If the County fails to cure the breach or non-compliance within such time (or as otherwise agreed to or extended), City Parks may terminate this Agreement.

County may provide written notice to City Parks in the event of City Parks' breach or failure to comply with any of the terms, conditions, or covenants of this Agreement. Unless otherwise mutually agreed to or extended in writing, City Parks shall have sixty (60) days to cure the breach or non-compliance. If City Parks fails to cure the breach or non-compliance within such time (or as otherwise agreed to or extended), County may terminate this Agreement.

The Parties may mutually agree to terminate this Agreement upon completion of the Make Beacon Hill Public Phase 2 project.

SECTION 6: INDEMNIFICATION

City Parks shall protect, defend, indemnify, and hold harmless the County, its officers, officials, employees, and agents while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property) arising from City Parks' use, occupancy, management, and maintenance of the City Parks Property or from any activity, work or thing done, permitted or suffered by City Parks in or about the City Parks Property. The City Parks will not be required to indemnify, defend, or save harmless the County if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the County, and its officers, officials, employees, and agents. Where such claims, suits, or actions result from the concurrent negligence of both Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence.

To the extent allowed by law, the County agrees to protect, defend, indemnify, and hold harmless City Parks, its officers, officials, employees, and agents while acting within the scope of their employment as such, from any and all costs, claims, judgments and/or awards of damages (both to persons and/or property) arising from the County's use, occupancy, management, and maintenance of the City Parks Property or from any activity, work or thing done, permitted or suffered by the County in or about the City Parks Property. The County will not be required to indemnify, defend, or save harmless City Parks if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of City Parks, and its officers, officials, employees, and agents. Where such claims, suits, or actions result from the concurrent negligence of both Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence.

The Parties agree that their respective obligations under this section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of the Parties' employees or agents while performing work authorized under this Agreement. For this purpose, the Parties, by mutual negotiation, hereby waive with respect to the Parties only, any immunity that would otherwise be available to the Parties against such claims under the Industrial Insurance provisions of Chapter 51.12 RCW.

These indemnifications and waiver shall survive the termination of this Agreement.

No officers, officials, employees, and agents of City Parks or the County shall be personally liable for any act, or failure to act, in connection with this Agreement, while acting within the scope of their authority.

SECTION 7: INSURANCE

During the term of the Agreement, the CITY and COUNTY shall each maintain in effect, at its sole expense, each insurance coverage with minimum limit noted below:

- (1) Workers' Compensation Insurance in compliance with Title 51 RCW, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the statutory amount;

- (2) General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$5,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement;
- (3) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$5,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
- (4) Professional Liability Insurance with a combined single limit of not less than \$5,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two years after the Agreement is completed.

Each policy shall be endorsed and the certificate shall reflect that the insurance afforded therein shall be primary insurance and any insurance or self-insurance carried by the other entity shall be excess and not contributory insurance to that provided by the other entity

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from either entity or their insurer(s) to the other entity.

As evidence of the insurance coverage required by this Agreement, each entity shall furnish written evidence of acceptable insurance or Risk Pool liability coverage to the other entity within 30 days of the Agreement becoming effective. If requested, complete copies of commercial insurance policies or Risk Pool liability coverage documents shall be provided to either entity. The CITY and COUNTY shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. For purposes of foregoing requirements, the Parties acknowledge that the City of Spokane is self-insured with excess coverage for claims exceeding the City's self-insured retention.

SECTION 8: INDEPENDENT CONTRACTOR

The Parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant, or otherwise of the County shall be or shall be deemed to be an employee, agent, servant, or otherwise of City Parks for any purpose, and the employees of the County are not entitled to any of the benefits that City Parks provides for its employees. The County will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this contract. In the performance of the services herein contemplated the County is an independent contractor with the authority to control and direct the performance and details of the work, City Parks being interested only in the results obtained; however, the work contemplated herein shall meet the approval of City Parks pursuant to the provisions of the Agreement.

No agent, employee, servant, or otherwise of City Parks shall be or shall be deemed to be an employee, agent, servant, or otherwise of the County for any purpose, and the employees of City

Parks are not entitled to any of the benefits that the County provides for its employees. The City Parks will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this contract.

SECTION 9: DISPUTE RESOLUTION PROCEDURE

Any dispute or controversy arising out of or relating to this Agreement, or breach thereof, shall be settled by the following procedure:

- Level 1: Before entering into Level 2 or Level 3 of this Dispute Resolution Procedure (DRP), designated representatives of each party shall enter into a series of meetings for the purpose of resolving the dispute or controversy. The Level 1 period shall begin when one party gives notice to the other by certified mail. Such notice shall identify the dispute or controversy with particularity and state that the party is commencing this Level 1 procedure to resolve the dispute. Should the dispute not be resolved within thirty (30) calendar days of the commencement of the Level 1 period, the dispute shall be advanced to Level 2.
- Level 2: Only after the Parties have completed Level 1 of the DRP without resolving the dispute or controversy and before entering into Level 3 of the DRP, the Parties shall enter into a mediation process. Each party shall bear its own costs in preparing for and conducting mediation, except that the joint costs, if any, of the actual mediation proceeding shall be shared equally by the Parties. The Parties shall select a mutually agreeable mediator to aid the Parties in resolving the dispute or controversy. The mediator shall not be an employee or former employee of either Party. The mediation shall be held at a mutually agreeable date, time, and location.
- Level 3: Only after the completion of both Levels 1 and 2 above without a satisfactory resolution of the dispute or controversy, either party may bring suit in in the courts of competent jurisdiction within Spokane County, Washington. Each party shall bear its own attorneys' fees and costs of any such litigation.

SECTION 10: ASSIGNMENT

This Agreement shall not be assigned, sublet, pledged, conveyed, sold, sublicensed, transferred, or otherwise disposed of for any reason whatsoever in whole or part.

SECTION 11: MODIFICATION

No modification or amendment to this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement.

SECTION 12: VENUE STIPULATION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

SECTION 13: WAIVER

No officer, employee, agent or otherwise of the County or City Parks has the power, right, or authority to waive any of the conditions or provisions to this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Agreement or at law shall be taken and constructed as cumulative, that is, in addition to every other remedy provided herein or by law. Failure of either party to enforce at any time any of the provisions of this Agreement or to require at any time full and complete performance by the other of any provision hereof, shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part hereof, or the right of either party to hereafter enforce each and every such provision.

SECTION 14: NOTICES

All notices required or permitted under this Agreement shall be in writing and served upon the Parties in person, by certified U.S. mail (return receipt requested) directed to the mailing addresses set forth below or the mailing addresses designated by a party pursuant to written notice, or by electronic mail to the email address set forth below or the email address designated by a party pursuant to written notice. Any notice so mailed shall be effective three (3) days after mailing. Any notice in person or by electronic mail shall be effective immediately. All changes of address shall be effective upon written notice in the fashion provided by this section. The Parties hereby designate the following individuals to receive notice.

For the County:

Spokane County Parks, Recreation & Golf Department
C/O Director
404 North Havana St.
Spokane, WA 99202
dchase@spokanecounty.org

With Courtesy Copy

Spokane County Prosecutor's Office
ATTN: Civil Division
1115 West Broadway Avenue
Spokane, WA 99260

For City Parks:

Spokane Parks & Recreation Department
C/O Director
808 W. Spokane Falls Blvd., Floor 5
Spokane, WA 99201
gjones@spokanecounty.org

SECTION 15: ENTIRE AGREEMENT

This Agreement, including the exhibits, contains all the promises, agreements, conditions, inducements and understandings between the parties relative to the City Parks Parcel; and there are no promises, agreements, conditions, inducements, understandings, warranties or representations, oral or written, expressed or implied, between them other than as set forth herein.

SECTION 16: SEVERABILITY

If any portion of this Agreement should become invalid or unenforceable, the remainder of the Agreement shall remain in full force and effect.

SECTION 17: ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The County has read and understands this entire Agreement, and now states that no representation, promise, or agreement not expressed in this Agreement has been made to induce him to execute the same.

SECTION 18: HEADINGS

The article headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit, or extend the scope or intent of the sections to which they appertain.

SECTION 19: COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

SECTION 20: NON-DISCRIMINATION

The Parties, their employees, and agents shall not discriminate against any person based on race; religion; color; sex; gender identity and expression; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital

status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

SECTION 21: FORCE MAJEURE

Neither Party shall not be considered in breach or non-compliance by reason of any failure in performance if such failure arises out of causes reasonably beyond that Party's control and without its fault or negligence. Neither Party will be held responsible for delay of failure to perform herein when such delay or failure is due to fire, flood, riot, epidemic, pandemic, acts of God or the public enemy, acts of terrorism, acts of war, unusually severe weather, legal acts of public authorities, public carries, labor disputes, or other circumstances which cannot be forecast or provided against.

SECTION 22: SPECIAL PROVISION

A Party's failure to insist upon the strict performance of any provision of this Agreement or to exercise any right based upon breach thereof or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

SECTION 23: REMEDIES

No remedy herein conferred upon any Party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any Party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 24: ANTI-KICKBACK

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

SECTION 25: TIME IS OF THE ESSENCE

Time is of the essence with respect to each and every provision of this Agreement and attached exhibits.

SECTION 26: RECORDS

All public records repaired, owned, used or retained by either Party in conjunction with meeting its responsibilities under this Agreement shall be made available to the other Party upon written request subject to the attorney-client and attorney work product privileges set forth in statute, court rule, or case law.

SECTION 27: NO THIRD-PARTY BENEFICIARIES

Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly any benefit or right, greater than that enjoyed by the general public, to third persons.

SECTION 28: COMPLIANCE WITH LAWS

The Parties shall observe all federal, state, and local laws, ordinances, and regulations, to the extent that they may be applicable to the terms of this Agreement.

SECTION 29: EXECUTION AND APPROVAL

The Parties warrant that the officers/individuals executing below have been duly authorized to act for and on behalf of the Party for purposes of confirming this Agreement.

SECTION 30: RCW 39.34 REQUIRED CLAUSES

- A. **PURPOSE:** See Section No. 1 above.
- B. **DURATION:** See Section No. 2 above.
- C. **ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS:** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. **RESPONSIBILITIES OF THE PARTIES:** See provisions above.
- E. **AGREEMENT TO BE FILED:** City Parks shall file this Agreement with its City Clerk. The County shall file this Agreement with its County Auditor or place it on its web site or other electronically retrievable public source.
- F. **FINANCING:** Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- G. **TERMINATION:** See Section No. 5 above.
- H. **PROPERTY UPON TERMINATION:** Title to all property acquired by any party in the performance of this Agreement shall remain with the acquiring party upon termination of the Agreement. Jointly acquired property shall be divided in proportion to the percentage share of each party contributing to its acquisition.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first set forth above.

COUNTY:

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

MARY L. KUNEY, CHAIR

ATTEST:

Ginna Vasquez
Clerk of the Board

CITY PARKS:

CITY OF SPOKANE PARKS & RECREATION

GARRETT JONES, DIRECTOR

PARK BOARD PRESIDENT

ATTEST:

Approved as to form:

Clerk

Assistant City Attorney

John H. Shields Park ILA City Parks + County Parks



+



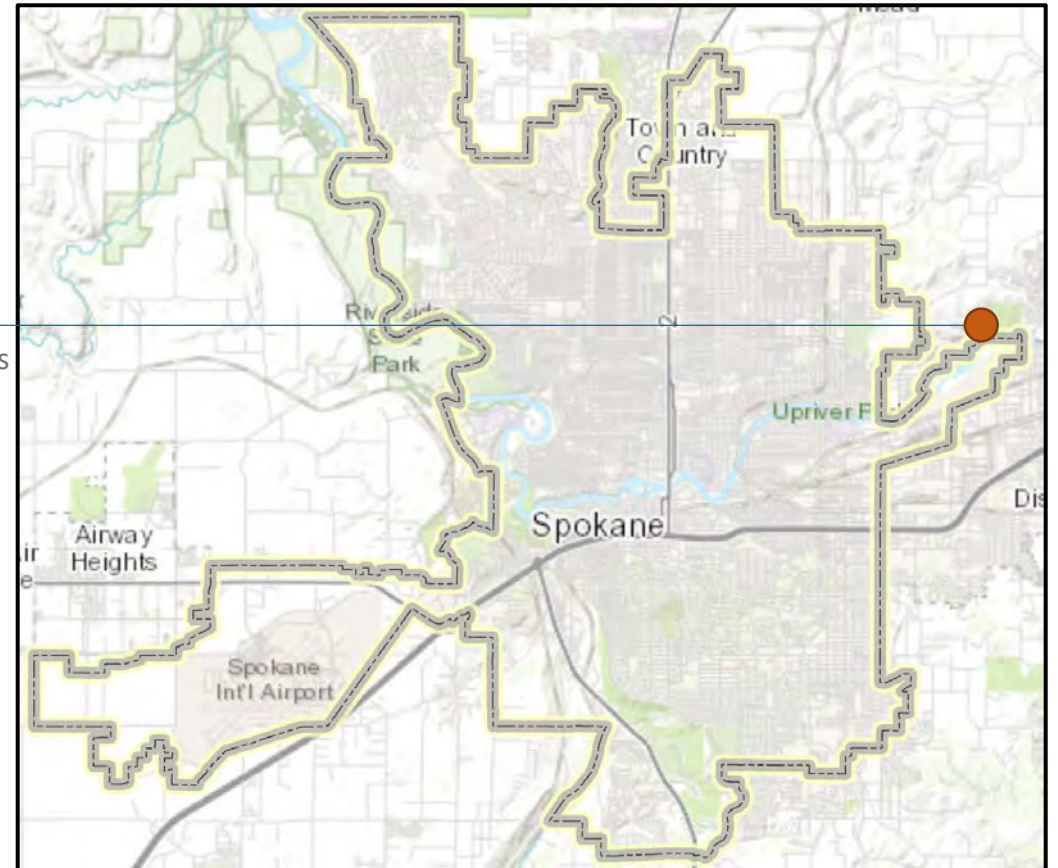
Grant Applications (2022 RCO) – Initial Plan



2022 RCO Grant Cycle

- ▶ Make Beacon Hill Public Phase 2
 - ▶ 'Tier 1' Master Plan Project
 - ▶ Grant Award from State expected
 - ▶ \$2.1M Project Cost
 - ▶ \$1.06M State Grant
 - ▶ \$889k local contribution
 - ▶ \$300k county

Beacon Hill Access &
Trailhead Improvements



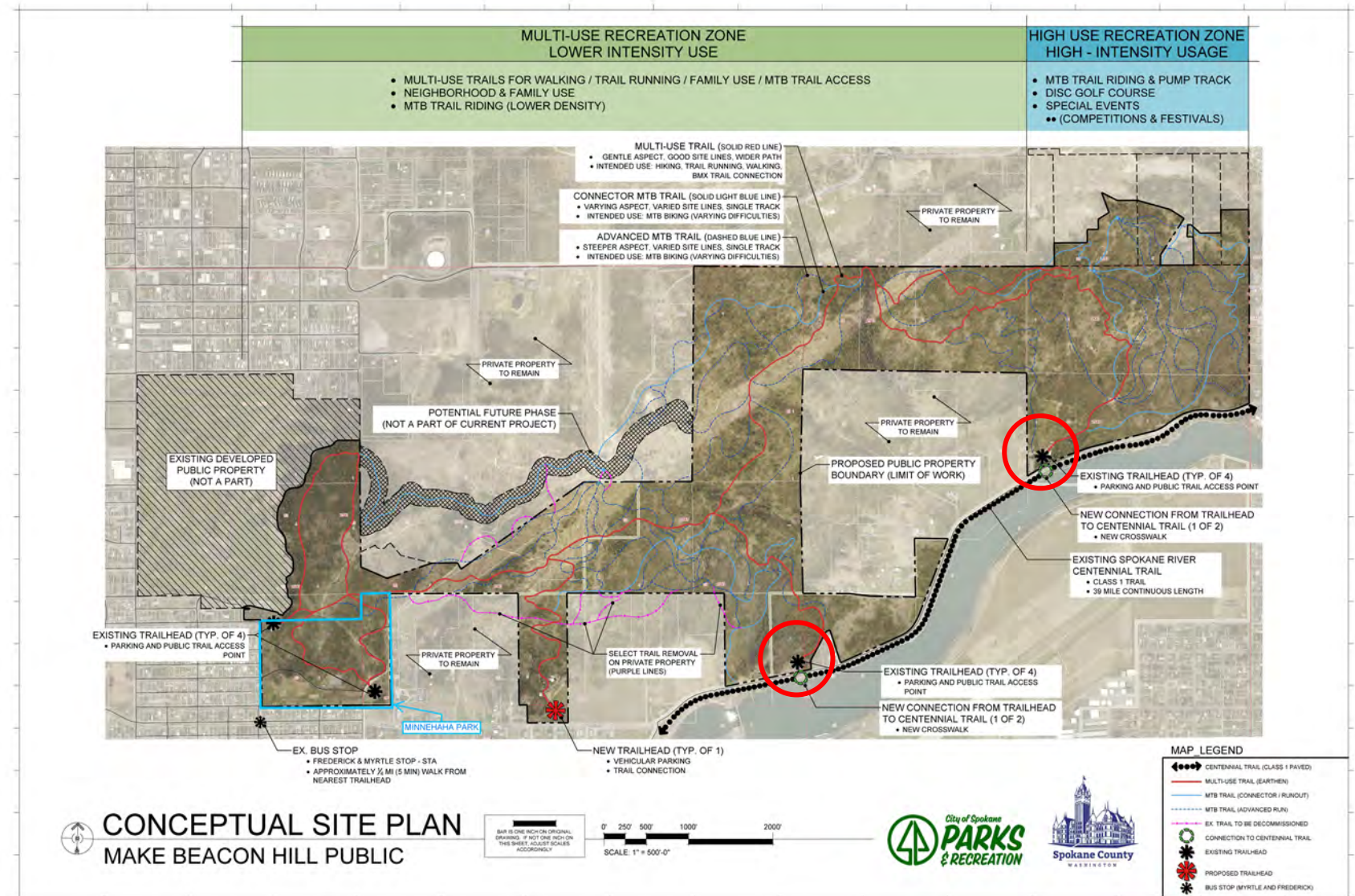
Make Beacon Hill Public – Phase 1



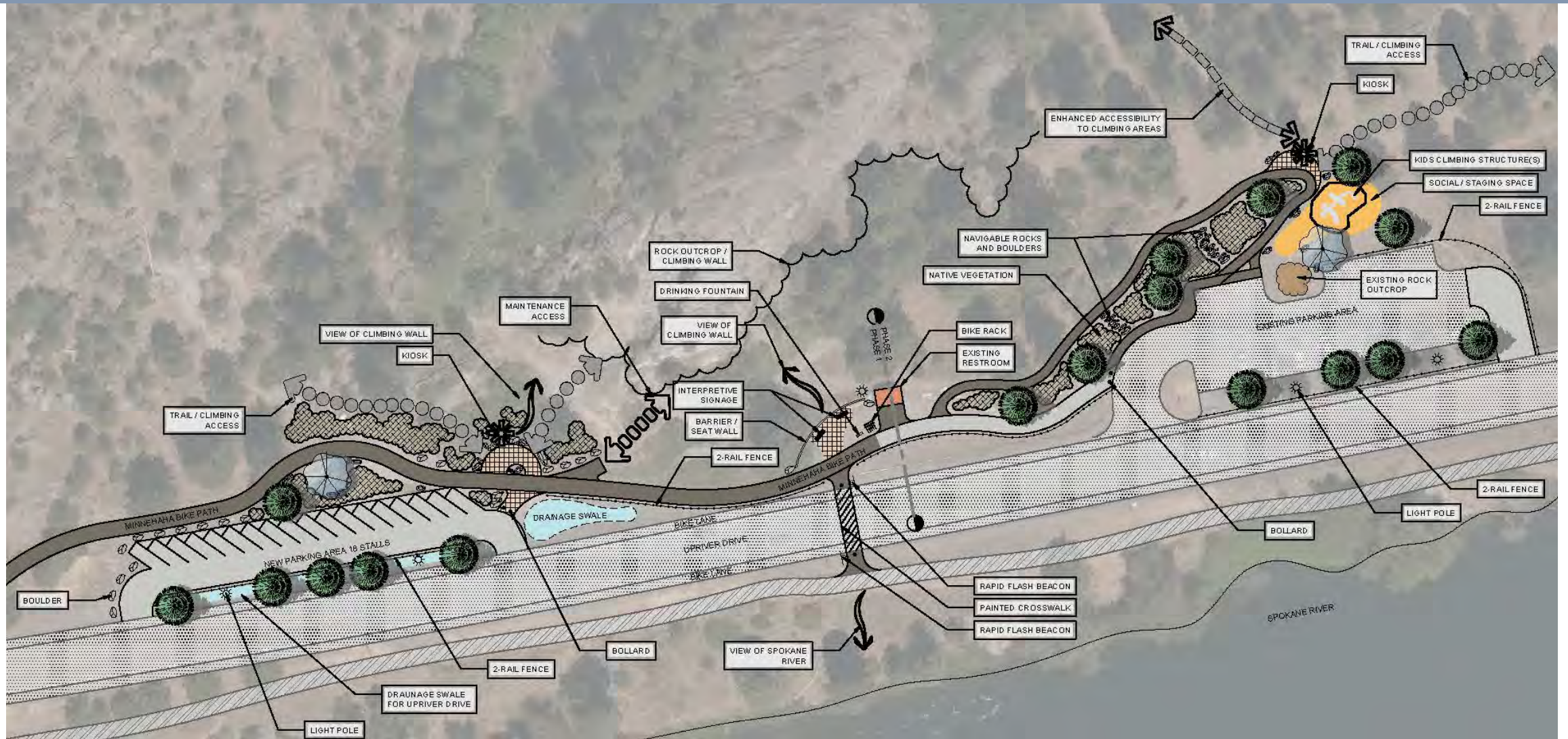
Make Beacon Hill Public – Phase 2

2 RENOVATED TRAILHEADS

- ▶ Shields Park
 - ▶ Double Parking Capacity
 - ▶ Asphalt Surfacing & Lighting
 - ▶ Playground
 - ▶ Support Amenities
- ▶ Camp Sekani Park
 - ▶ Double Parking Capacity
 - ▶ Asphalt Surfacing & Lighting
 - ▶ Power / Trail Camera



Shields Park Trailhead Improvements



Camp Sekani Park Trailhead Improvements



Proposed Agreement

Purpose

- ▶ Transfer County's funding portion of Make Beacon Hill Public Project to the City.
- ▶ Enables City to contract & manage entire project.
- ▶ Streamline project management, leverage staff & resources.



Proposed Agreement

Term & Funding

- ▶ 4 year term (terminates end 2026)
- ▶ County to transfer \$300k by March 3, 2023.
- ▶ City hold funds in designated project account.

Roles:

- ▶ City is lead agency.
- ▶ City shall consult & coordinate w/ County.

Ownership of Improvements:

- ▶ Camp Sekani improvements = City Owned
- ▶ Shield Park improvements = County owned per ILA



Questions?



+



Spokane Park Board

Briefing Paper



Committee	Riverfront Park Committee		
Committee meeting date	February 5, 2023		
Requester	Jonathan Moog	Phone number: (509)625-6243	
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 type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	King Cole Ad-Hoc Committee Site Selection and Update – Jennifer Ogden & Jonathan Moog		
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: The King Cole Ad-hoc Committee was established by Park Board in March 2021 to recommend prominent recognition of King Cole for his leadership in implementing Expo '74. The Committee is comprised of citizens and Park Board members. In September 2021, the committee received approval to evaluate potential art projects and seek non-city funding opportunities for the project. In October 2022, The City led art procurement process ended due to additional cost associated with renovations of the King Cole Bridge. The King Cole Ad-hoc Committee with support of the Friends of Riverfront Park continued the project as a citizen led initiative and are ready to release a private Call for Artists. This action Item seeks approval of two potential art locations to be included in the call for artists. The selected artist would be provided the choice of either site when submitting their proposal. The Park Board will have final approval authority of the art piece and selected site at the conclusion of the process.			
Motion wording: Approve Central Plaza and North King Cole Bridge as potential art locations for the King Cole Commemoration Project. Revised motion: Approve the North King Cole Bridge site (as presented) for the King Cole Commemorative art piece.			
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 Deatrach Requester: Jonathan Moog Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
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 type="checkbox"/> UBI: _____ Business license expiration date: _____	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		

Spokane Park Board

Briefing Paper



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

CITY OF SPOKANE
PARKS AND RECREATION DIVISION
DIVISION POLICY AND PROCEDURE

DEPT
LGL

**TITLE: “ADOPT A PARK” AND “FRIENDS OF PARKS” PROGRAM POLICIES
AND PROCEDURES**

EFFECTIVE DATE:

REVISION EFFECTIVE DATE:

Appendix items are in progress.

1.0 GENERAL

1.1 PURPOSE

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

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

4.0 DEFINITIONS

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

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

5.0 POLICY

5.1 Program Eligibility

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

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

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

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

5.3 Program Agreement.

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

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

5.4 Service Opportunities and Projects.

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

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

5.5 Group Leader.

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

5.6 Program Support.

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

5.7 Record keeping.

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

5.8 Hazardous materials.

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

6.0 PROCEDURE

6.1 Adopt a Park

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

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

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

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

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

6.2 Park Friends

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

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

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

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

7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

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

APPROVED BY:

CITY OF SPOKANE PARKS AND RECREATION DIVISION

Printed name

Signature

Date

Title

CITY OF SPOKANE PARKS BOARD

Printed name

Signature

Date

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Policy & Procedure: Adopt a Park & Park Friends Groups

Fianna Dickson



Developing a Kit of Parts

- ▶ **Policy & Procedure** document will overview the ways groups and Parks work together
- ▶ **Applications** will be the welcome gate and pathway for interested parties
- ▶ **Agreements** will outline specific requirements of each party with more details
- ▶ **Toolkit** will provide advice, ideas, and additional support for groups

These projects are part of the Development & Volunteer Committee, and the Development and Volunteer Citizen Advisory Committee.

Volunteer with us!

- Pick up at the Park (litter removal, graffiti clean up)
- Pull weeds, tend to flower beds, plant flowers
- Plant or water new trees
- Assist with a Recreation program or Riverfront Park special event
- Engage once, infrequently, or routinely!
- See a variety of opportunities at SpokaneParks.org/volunteer. Don't see something of interest? Email us and we'd love to create something together!

Adopt a Park

- Love volunteering at your neighborhood park? Consider forming a group to Adopt the Park!
- Adopting a Park means your group is committed to routine volunteer efforts to help care for your neighborhood park for at least one year
- It could be hosting monthly/ quarterly clean ups, tending to flowers and trees, trail maintenance, locking/unlocking gates, or similar
- Your group can be large or small; we ask that most members have some volunteer parks experience, and sign a basic group agreement annually

Form a Park Friends group

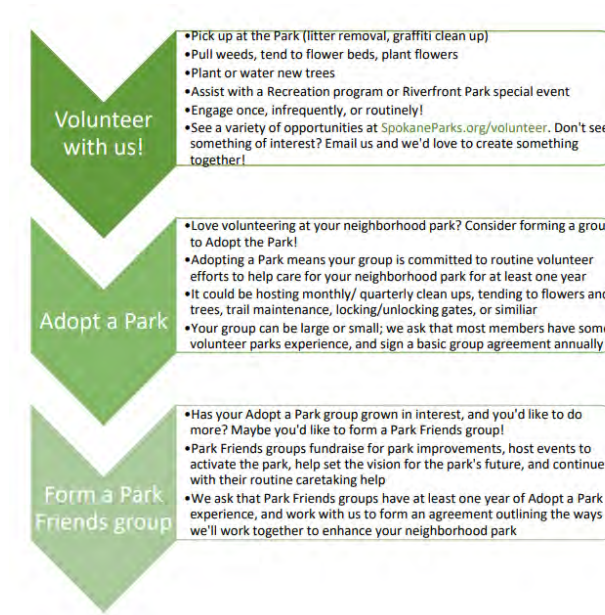
- Has your Adopt a Park group grown in interest, and you'd like to do more? Maybe you'd like to form a Park Friends group!
- Park Friends groups fundraise for park improvements, host events to activate the park, help set the vision for the park's future, and continue with their routine caretaking help
- We ask that Park Friends groups have at least one year of Adopt a Park experience, and work with us to form an agreement outlining the ways we'll work together to enhance your neighborhood park

Draft Policy Highlights

- ▶ Signed program agreement (5.3)
 - ▶ Different agreements for Adopt a Park and Park Friends groups
- ▶ Park Friends groups must also have (5.2)
 - ▶ Bylaws (sample)
 - ▶ Tax exempt status, can be through a fiscal sponsor or Neighborhood Council
 - ▶ General liability insurance, can be obtained through the Neighborhood Council if the group is a committee of the council
- ▶ Commitment (5.3)
 - ▶ Adopt a Park: 1 year
 - ▶ Park Friends Group: 5 years
- ▶ Collaborative partnerships criteria, approval process (5.4)
- ▶ Designated leader (5.5)
- ▶ Support from Parks (5.7)
- ▶ Record keeping (5.8)

Draft Procedure Highlights

- ▶ Adopt a Park
 - ▶ First, volunteer at least once
 - ▶ Then, form a group of at least 2 and apply
 - ▶ Then, sign the agreement
 - ▶ Do amazing things to keep the park clean and happy
 - ▶ Share a recap
- ▶ Park Friends Group
 - ▶ Adopt the park for at least one year
 - ▶ Then, apply
 - ▶ Then, sign the agreement
 - ▶ Do even more amazing things for the park and community
 - ▶ Share a recap



Questions?
Thank you

