



Special meeting of the Spokane Park Board Retreat

9:00 a.m. Friday, October 27, 2023
In-person at The Podium

Park Board Members

- X Bob Anderson – President
- X Gerry Sperling – Vice President
- X Garrett Jones – Secretary
- X Nick Sumner (10:45)
- X Greta Gilman
- X Sally Lodato
- X Jennifer Ogden
- X Barb Richey
- X Hannah Kitz
- X Kevin Brownlee
- X Doug Kelley
- X Jonathan Bingle – City Council liaison
(via phone)

Parks Staff

- Jason Conley
- Fianna Dickson
- Rich Lentz
- Al Vorderbrueggen
- Jennifer Papich
- Jon Moog
- Carl Strong
- Amy Lindsey
- Angel Spell
- Ryan Griffith
- Mark Poirier
- Nick Hamad
- Sarah Deatrich

Guests

- Mike Piccolo
- Lauren Beattie
- Matt Santangelo
- Kelly Brown

MINUTES

1. **Roll Call:** Bob Anderson
The meeting was called to order at 9:00 a.m. See above for attendance.
2. **Public comment:**
 - A. None
3. **Special discussion**
 - A. Welcome and goals for the day – Garrett Jones
 - 1) The goal for today is to discuss strategy, next steps, and pressing topics and make necessary decisions concerning whether to move forward at this time.
 - B. Election Campaign Activities/PRR Training – Mike Piccolo / Lauren Beattie
 - 1) Mike Piccolo provided a summary of the Public Disclosure Commission (PDC) guidelines for elected and appointed officials' participation in elections activity ([attached](#)) outlining common activities city officials may or may not do where general provisions and ballot measures are concerned. A complete listing of the PDC guidelines for [Local Government Agencies in Election Campaigns](#) can be found at [pdc.wa.gov](#).
 - 2) Laura Beattie shared an overview of the Public Records Act (PRA) ([attached](#)), which outlines the responsibilities of local government under the PRA, the definition of a

public record, and public records retention. The presentation also includes links to additional informational resources.

C. [Park Levy update](#) – Nick Hamad / Fianna Dickson

- 1) In October, the Park Board approved a resolution adopting a citywide investment in neighborhood parks and recommending City Council place a levy measure on the February ballot.
- 2) Since then, the Healthy Parks, Healthy Neighborhoods measure was presented at the City Council PIES (Public Infrastructure, Environment, & Sustainability) Committee for consideration. While Council agrees Parks is in need of resources and generally supports the levy model, some councilmembers questioned a February ballot timing, and wonder if parks had adequate time for outreach/campaign strategy, establishing beneficial partnerships, and there was discussion regarding whether parks is the highest City priority for funding asks.
- 3) Parks has also been in conversations of potential partnerships, with Spokane Public Schools and Spokane Libraries in consideration. These partnerships would provide:
 - Mission alignment (thriving neighborhoods, wellness/mental health)
 - Thriving neighborhoods: Spokane Public Schools' next initiative is focused on elementary schools which is a neighborhood investment.
 - Wellness/mental health: Spokane Public Schools' goal is to see kids using less electronics and spending more time in their communities at recreation centers or involved in before/after school programs. Kids doing something every day after school.
 - Building on past successes (capital projects, operational efficiencies, programming)
 - Collaborative capital projects: may include larger school gym space for use by the community and artificial turf projects at various schools/parks grounds. Additional fields/courts gives Spokane more access, and national-level tournament accommodations and exposure.
 - Operational efficiencies: Parks and Schools possess many adjacent properties within Spokane wherein they could separately manage different areas of maintenance, ie: grounds vs. building maintenance, and security.

Gerry mentioned future operational/maintenance costs that inevitably arise after an initial build. Nick assured her that those costs would be considered in the total cost of a project and shrinking the maintenance gap would be the priority.

Sally is supportive of partnerships, but she feels partnering with Schools should be approached with caution. She feels focusing on outdoor spaces and getting kids to spend time in parks is more in line with the levy.

CM Bingle asked if other partnerships would be considered, as well. He noted that many people are facing hardships in the current economic environment. He feels now may not be the best time to partner with schools as about 60% of property taxes currently go to city or state schools.

Barb suggested Desautel Hege for assistance/support as they have experience with bonds and levies campaigning. Fianna explained that they are currently assisting with education and information outreach as part of the current marketing contract.

- Accomplishing more together (stretch taxpayer dollars)
 - With Schools, Libraries, and Parks all contributing mutually beneficial projects, we accomplish more while using less of each individual entity's funding.

Current Parks investment package would not change; it is separate from Schools' and Libraries' measures.

4) If the resolution passes at City Council in November, it could be placed on the February ballot. Tremendous outreach and marketing efforts will be necessary between November and February. A levy needs 50%+1 to pass.

- Information only outreach
 - Presentations to neighborhood councils, service clubs, business organizations, partners, stakeholders, etc.
 - Various additional avenues for outreach include the City website, City e-newsletter, social media channels, activity guide ad, signage, utility bill inserts, and more.
- Marketing: the 'Vote Yes' campaign
 - Partnering with Schools and Libraries would be necessary to get the marketing aspects accomplished by February, since plan development, campaign manager, and volunteers are already in place. Also, Parks would need to secure less funding from donors if partnered with Schools and Libraries as it would be a joint investment.
 - If Parks undertakes the campaign solo, they will need to devise a plan, identify and hire a campaign manager, and recruit 100+ volunteers to commit to two to three months of rigorous campaign activities. Parks will also need to secure approximately \$100,000 or more donor funding than they would need if partnered and the measure would not be on a ballot until next November.

Sally again raised the need to be careful and ensure the citizens are aware the levy funds are for Parks, separately, not for Parks, Schools, and Libraries. Nick stated that would need to be part of the information we would include in our outreach. Three separate measures (Schools, Parks Libraries) would appear on the ballot.

Jennifer feels the best time to move forward is after the holidays. Nick stated one of the benefits of a February ballot measure is that between then and receipt of funding in March 2025, there is ample time to prepare projects and be prepared to bid and begin work.

Doug brought up that the public is thinking most about parks in the summer, so perhaps we consider an August ballot. Also, August typically brings in fewer voters which would make a 50%+1 threshold easier to reach. He feels there is more benefit to Schools than Parks.

Bob feels the further past February we go, with November being a year away, we may lose support in that timeframe. He doesn't feel partnering with Schools poses a problem for Parks. Schools and Libraries are asking for renewals.

Jennifer feels a February or August ballot would be best as people are reminded what parks need when they see brown grass, undeveloped parks, etc. Using informational outreach, the public could be reminded of the Master Plan and the goals we would like to achieve if we can find funding.

Nick Sumner questioned how much Council support we have as the Park Board City Council representative voted "no" at the October Park Board meeting. Garrett explained that following conversations with Council members and the PIES Committee, the main concerns are timing, and whether we have marketing and outreach ready immediately. Nick Hamad and Garrett feel we have the support we

need to reach the February ballot.

CM Bingle confirmed that he believes we have sufficient support from Council as they recognize the importance of parks and Parks' budget has been cut year to year. Public safety is often mentioned by the community, and he feels we may have a greater chance of a successful levy vote if we partner with Public Safety; however, he agrees a February ballot is the best timing, no matter who we partner with.

Nick Sumner feels we should bring more attention to the public safety aspect of the plan, focusing on citizens' main concerns.

Gerry stressed importance of forming a backup plan in case the levy fails.

All Board members agreed staff should present a ballot resolution to Council in November of 2023, and all board members except one agreed to proceed with Schools and Libraries as outreach partners for a levy measure on the February 2024 ballot. If the levy passes, the raised property tax would take effect in 2025, with our first check received April 2025.

D. Discussion about winter activities at golf courses – Various staff / Greta Gilman

- 1) Jason Conley distributed a section of the December 2006 Park Board minutes which summarizes winter impact on golf. He reached out to Scott Jordan, City Risk Manager, who advised we use caution when considering opening golf courses in the winter because 1) young people are typically the winter users, which means a claim would result in payments spanning a much longer period of time, and 2) because golf courses are fee based, recreational immunity does not apply. Opening courses in the winter may result in the same.
- 2) Mark Poirier researched golf courses around the county and Buffalo Hill Golf Club. He also reached out to Matt Lowmaster, the City's Safety Manager.
 - Mark spoke with Doug Chase, the County's Parks & Recreation and Golf director. County golf courses do allow entrance in the winter, due to their funding from REET (Real Estate Excise Tax) which provides significant capital funding for their courses.
 - Mark also spoke with Steve Dunfee from Buffalo Hill Golf Club. Buffalo Hill is a public golf course which also offers memberships. Although they do not publicize access to the facility in the winter, they do plow many cart paths to allow some access to the greens for winter upkeep. These paths allow for winter activities and walking. Buffalo Hill also has a policy prohibiting dogs on the course at any time due to the health and liability risks posed by dog feces, and the negative effect dog feces and urine have on the grass.
 - Matt Lowmaster informed Mark of increased liability risk as golf courses are not designed for winter activity.

Mark Poirier feels the damage to the grounds would greatly affect the number of rounds played for the following year.

Sally Lodato brought up weather as a consideration as snowfall in Spokane often melts within a few days, which would result in little winter use.

- 3) Greta Gilman pointed out that the discussion is not about winter programming at the courses, but simply about allowing access when courses are closed to golf. She stressed that sledding should not be considered 'winter use'. Sledding is not allowed on

any City property.

As this discussion comes about yearly, Garrett voiced his preference that a decision is made regarding whether to pursue allowing winter activity at golf courses further. He also raised the question of whether there is a demand for winter golf course use from the community.

Fianna Dickson has not seen conversations pertaining to this on social media.

Ryan Griffith was asked to provide more information regarding what grooming Parks does in the winter. Ryan relayed that when the Park Board approved grooming at Indian Canyon and Riverside State Park, he received a lot of positive feedback from citizens. He feels we are meeting the community demand for places to partake in winter activities.

Mark Poirier has not received phone calls or emails regarding winter activities at golf courses.

Nick Sumner feels if golf courses are used for activities other than golf, any funds needed because of these activities should not come from golf funds.

Sally Lodato does not feel there is enough opportunity to justify the effort and cost it would require.

Hannah Kitz feels there is not sufficient demand to allow off-season golf course access.

Kevin Brownlee suggested allowing winter use could increase chances of passing the levy.

It was decided that winter activities at golf courses will not be pursued at this time.

E. [Establishing a policy for partnerships](#) – Greta Gilman / Nick Hamad

- 1) The Master Plan recommends developing a partnerships policy for guidance when partnership opportunities arise.
- 2) The partnership policy should serve as a guide to objectively evaluate partnerships to ensure they result in a quantifiable 'net improvement' to city park lands and recreation offerings for the typical park user and should align with the Master Plan and the Park Board Mission Statement.
- 3) To establish a park land use and land partnership evaluation policy is a first-tier priority in the Master Plan and would assist in providing consistent responses to requests for use of Park land.
- 4) Some examples of a 'quantifiable net improvement' could be:
 - Cash
 - Park improvements / amenities
 - Additional land
 - Activation of underutilized space

Nick Hamad asked Park Board members for their input on how 'quantifiable net improvement' should be defined.

Jon Moog questioned whether we define 'partnership' as a physical change to parks. Nick noted that a definition has not yet been determined; however, the policy is intended to

apply to land uses, not programming. Some examples of this may be development of neighborhoods on golf courses or easements across park property.

Jennifer Ogden feels the portion of the Park Board Mission which refers to protecting park land is sometimes overlooked, and people sometimes see undeveloped park land as vacant land. She considers the Park Board to be the 'gatekeepers' of park land, whose job it is to protect the land from being overly developed and reminded the group to consider this when considering partnerships.

Sally feels that the Mission should be clearly shared in the policy, and that having a written policy will help determine whether to consider or reject a request. The document should contain examples of what does or does not qualify for consideration.

Kevin feels it will be difficult to standardize the policy language, given the varied nature of the requests that have been brought forward. He also feels that standardizing the definition of cash compensation to avoid subjectivity will be difficult.

Garrett stated it is the duty of the Park Board is to subjectively look at what a net benefit is and review requests on a case-by-case basis to come to a consensus.

Doug envisions the partnership policy as screening guidelines which help determine which projects qualify. The Board would then subjectively review and decide whether additional information is needed.

Hannah asked what the current process for fielding requests is. Nick informed the group that the general process is when a party approaches park staff, the staff determines whether the request should be brought in front of the Park Board. If so, the request is first brought to Land Committee. Nick suggested defining the qualifying criteria would be important.

Nick Sumner suggested implementation of an RFP process. Garrett supports the idea and feels it would be beneficial to include a question of whether the party agrees to enter into a joint use agreement with Parks.

Hannah suggested implementing an application fee.

Bob Anderson reminded the group of the "enjoyment and enrichment of all" portion of the Mission Statement and feels we may be sending mixed messages when we restrict use of certain park land and reiterated the need for case-by-case review and consideration.

F. Expo + 50 update – Matt Santangelo / Kelly Brown

- 1) The Expo + 50 celebration will be a nine-week celebration from May 4 through July 4, 2024. The event will showcase five thematic pillars: Environmental Stewardship; Legacy of the Fair; Tribal Culture; Arts and Culture; Recreation and Sport.
- 2) Within each pillar there is an established expert. With the help of volunteers, ideas for activities and events are submitted to the experts for review. The deadline for submittal has been extended for several groups who were unaware of this effort.
- 3) Sponsorship and funding seeking continues.
- 4) There are currently 21 events on the calendar and 119 in waiting. The goal is to have the full event calendar established by January 1, 2024.
- 5) The opening ceremony is in the works and will showcase all the different organizations and themes.

- 6) The first Expo + 50 newsletter will be sent out November 14 through Visit Spokane.
- 7) KHQ will be our media partner and The Inlander for print.
- 8) There are four ways groups have been invited to be involved.
 - Existing events falling within the Expo + 50 timeframe (ex: Bloomsday, Hoopfest, etc.)
 - The Community Stage, which will provide a venue for small groups.
 - Partner with Expo on events (opening ceremony, closing ceremony, etc.)
 - Create something new (proposals submitted to pillar experts)
- 9) Funding:
 - Approximately \$215,000 in sponsorship funding is secured, with a target of \$500,000.
 - There is a marketing effort for ARPA funds through Visit Spokane and a request to the City for ARPA funds. \$250,000 has been requested, which will provide \$50,000 to each pillar event.
 - “Club 74” is another possible funding source which will invite the community to contribute \$74 to the event.
- 10) We are working with schools to add Expo curriculum to teach children the significance of the event.

G. Marketing update – Fianna Dickson

- 1) Fianna shared a marketing update which outlined the purpose of the marketing team, 2023 target areas (themes, strategies/tactics), and marketing highlights from the past six months ([attached](#)).

H. Dept. of Agriculture tree grant update – Angel Spell

- 1) Angel shared a presentation on the Inflation Reduction Act Urban and Community Forestry Grant
- 2) In June 2023, UF submitted their application and in September, they were awarded \$6M for tree planting, urgent maintenance, and educational programs over the next five years with \$0 match.
- 3) Spokane County Conservation District was also awarded \$6M which will benefit the City of Spokane for tree planting support. They will provide all the trees and plant material at no cost to us.
- 4) The project is called Tree Equity Spokane, and will expand current SpoCanopy planting efforts, provide care for existing trees, and provide for new and expanded educational programs in underserved, underprivileged neighborhoods of Spokane.
- 5) Some work will be done in partnership with Spokane Public Schools.
- 6) UF is in queue with Civil Service to hire an Urban Forester dedicated to the project.

I. NRPA Conference - park trends update – Jennifer Papich / Al Vorderbrueggen

- 1) Jennifer and Al shared a presentation regarding their attendance at the 2023 NRPA Conference and current park trends across the country.
- 2) National trends align with focus/trends in Spokane.
 - Inclusion/Equity/Accessibility
 - Conflict resolution/De-escalation/Dealing with difficult people
 - Mental health/Wellness/Avoiding burnout
 - Safe & accessible restrooms
 - Pickleball
 - Dog park amenities
- 3) Park activation trends included informational QR codes on park signage and outdoor library / reading room.

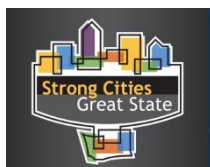
- 4) Beta program, Gamify Your Parks, is an app containing interactive park activities to encourage physical activity, and healthy eating and exercise tips.
- 5) The Trust for Public Lands aids with bonds and levies by reviewing bond language and providing legal interpretation.

J. Closing thoughts – Bob Anderson

Bob thanked everyone for attending and recognized Garrett and Jason for their assistance with organizing the agenda and putting the retreat together. He found the discussions informative appreciated everyone's open and honest communication. The goal for next year is to finalize the partnership policy.

4. **Adjournment:** The meeting was adjourned at 2:15 p.m.

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



Guidelines for elected and appointed officials' participation in elections activity

Elected officials and city staff should understand Public Disclosure Commission (PDC) guidelines before participating in any elections activities, including taking a position on a ballot measure or endorsing a candidate for political office. Below are some common examples of activities city officials may and may not do. It is not intended to be comprehensive. A complete listing of the PDC Guidelines for [Local Government Agencies in Election Campaigns](#) can be found on their website pdc.wa.gov. If you have any questions, please call the PDC at (360) 753-1111 or consult your jurisdiction's legal counsel.

General provisions

Activities that are allowed:

- City employees or elected officials may, on their own time during non-work hours (and not with the use of city property or equipment), participate in campaign-related activities.
- Elected officials may make statements supporting or opposing an initiative or referendum in response to a specific media inquiry. All city officials may respond to requests for factual information as part of their normal job duty.
- City officials may use their title for identification purposes in endorsements supporting or opposing a candidate or an initiative or referendum, but should not use public facilities or equipment for communications and should make clear that it is their personal view.
- City employees or elected officials may place on their individual agency calendar basic information if they are scheduled to be out of the office to attend campaign events.
- A city may provide a facility, if it is available, for a public forum, making arrangements for all sides to be represented.
- A city may allow use of a public meeting space, if it is available as normal and regular conduct, to community groups for campaign activities. If a city normally charges for the use of these facilities, then the city must charge all users equally.
- City employees may wear lapel buttons at work if the city has a policy permitting employees to wear political buttons.
- Private employee vehicles displaying bumper stickers may be parked on public property.
- City officials may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections.

Activities that are *not* allowed:

- City employees or elected officials may not use public facilities, supplies, or equipment, for any campaign purpose. This includes phones, copiers, mail facilities, computers, email, websites, social media, uniforms purchased with city funds, and paper products. City officials may not reimburse the city for usage of these facilities. City officials may not use city vehicles to transport or display political material.
- City officials may not promote or oppose a candidate or ballot measure during work hours. This includes gathering signatures, distributing materials, coordinating speakers/fundraising/ phone banks, etc. It does not include elected official statements on ballot measures in response to a specific media inquiry.
- City officials may not maintain individual campaign-related events on agency-wide distributed calendars.
- City employees may not oppose or support an issue or candidate before a civic group on city work time. It must be on personal time.
- City officials may not post signs advocating for or against candidates or ballot measures on any city property.
- City employees or elected officials may not pressure city employees to participate in campaign activities for a ballot measure or candidate, take a position, or coordinate informational activities with campaign work.



Ballot measures

Activities that are allowed:

- Elected officials and city staff may speak at community forums and clubs during regular work hours to make an objective and fair presentation of the facts on a ballot measure if it is normal and regular conduct. City equipment (projector, laptop) may be used for the presentation.
- Elected officials may attend an event any time during the day and give their opinion about a ballot measure, as long as they are not being compensated by the city or using any public equipment, facility or vehicle (with exceptions for specific inquiries).
- City employees or elected officials may use their job title with the city in a letter to the editor (written on their own time using their own computer). They must clarify that they are expressing their own opinion, and not speaking for the city.
- A city employee may respond to a political inquiry by providing routine factual information if that is part of their normal job duty.
- Members of an elected council may vote to support or oppose an initiative or referendum. If your council plans to vote to take a position on an initiative or referendum, the notice of the meeting when the vote will be taken must include the title and number of the ballot proposition. Council members or the public must have an equal opportunity to express an opposing view.
- Elected officials may make statements supporting or opposing an initiative or referendum in response to a specific media inquiry. All city officials may respond to requests for factual information as part of their normal job duty.
- A city may use its website, newsletter, or other publications to provide citizens with information about an issue that directly impacts the city, looking at all available information. If you routinely provide objective and fair facts on a ballot measure or controversial issue, you may present objective and fair presentation of facts on the ballot propositions.
- If your website or newsletter publishes resolutions or reports on council activity, you may report on action taken on a resolution.
- Distribution of all information must be to "normal and regular" recipients, using the publication's regular schedule. Repeated distribution of the same information may be considered campaign activity by the PDC.

- A city website may be used to inform citizens about anticipated ballot measure impacts, and allow readers to explore an issue through detailed links, if part of normal conduct and do not link to campaigns. Websites may be updated according to the city's normal procedures.
- City employees may provide in-house contingency planning (what if an initiative or referendum passes). This isn't a public activity. This includes researching the impact of a ballot proposition for the purpose of gathering facts.
- City employees may respond to requests for public records even if the records will be used in support or opposition of a measure, as long as the record isn't exempt from disclosure under state law.

Activities that are *not* allowed:

- City officials may not use public facilities, supplies or equipment, for any campaign purpose. This includes phones, copiers, mail facilities, computers, email, social media, websites, uniforms purchased with city funds, and paper products. City officials may not reimburse the city for usage of these facilities. City officials may not use city vehicles to transport or display political material.
- City officials may not promote or oppose a candidate or ballot measure during work hours. This includes gathering signatures, distributing materials, coordinating speakers/fundraising/phone banks, etc. It does not include elected official statements on ballot measures in response to a specific media inquiry.
- City officials may not produce information that targets specific subgroups. This does not refer to mailing to groups that are on the city's regular distribution list.
- City employees may not oppose or support an issue or candidate before a civic group on city work time. It must be on personal time.
- City officials may not have a petition available for signature at city hall, or other city facility or vehicle.
- City officials may not post signs advocating for or against candidates or ballot measures on any city property.
- City employees or elected officials may not pressure city employees to participate in campaign activities for a ballot measure or candidate, take a position or coordinate informational activities with campaign work.

PUBLIC RECORDS ACT OVERVIEW

ANN MARIE SOTO
AWC RMSA MEMBER PRA TRAINING SERIES
JANUARY 20, 2022



1

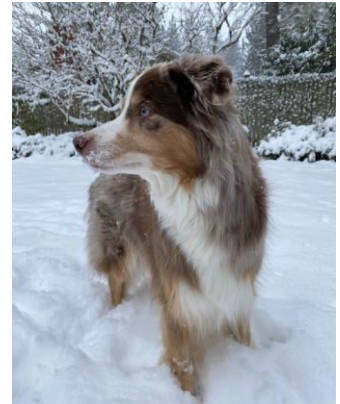
Overview

- What is the PRA and why should you care?
- History of the PRA
- Sources of authority
- Local government responsibilities and challenges under the PRA
- Understanding the definition of "public record"
- Records retention
- Risk management strategies for PRA and takeaways
- Additional resources



2

Gus and Henrik



3

What is the PRA and why should I care?

The PRA is "a strongly worded mandate for broad disclosure of public records to ensure "full access to information concerning the conduct of government on every level," while remaining "[m]indful of the right of individuals to privacy."

Bellevue John Does 1-11 v. Bellevue School Dist. #405, 164 Wn.2d 199 (2008).

4

Blah blah
blah...
So what?



5



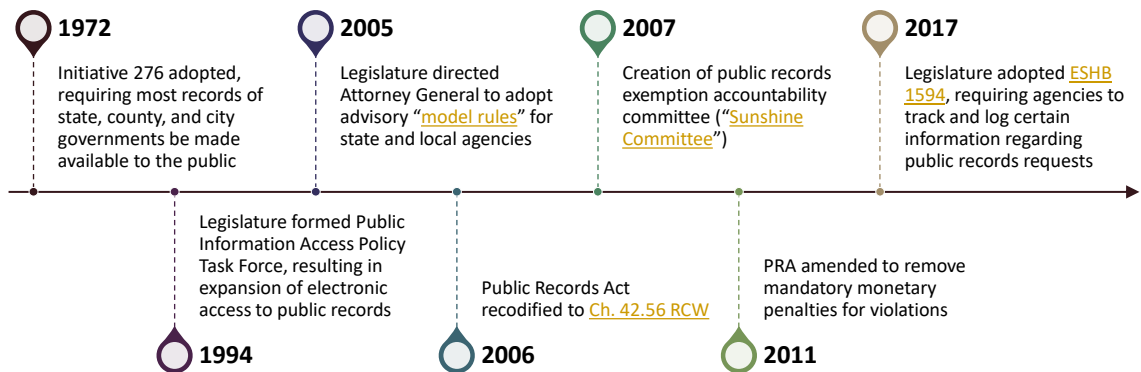
- PRA requires agencies to make public records available for inspection and copying
- PROs and elected officials required to complete PRA training (and refresher training) within 90 days of assuming duties
- Important for all agency employees and officials to be familiar with the PRA and use consistent procedures when dealing with PRRs
- PRA violations (even inadvertent ones) can come with hefty penalties
- Staying apprised of PRA and record requirements may help avoid litigation, or better prepare for litigation that may arise



6

History of the PRA

7



8



9

Statutes, Regulations, and Other Records- Related Authority

- Public Records Act, [Chapter 42.56 RCW](#)
- Model Rules, [Chapter 44-14 WAC](#)
- Preservation and Destruction of Public Records, [Chapter 40.14 RCW](#)
- [Freedom of Information Act](#) (“FOIA”)
 - Note: WA Courts will often look to FOIA and related Federal case law when interpreting similar provisions and issues under the PRA
- Exemptions in PRA and other WA statutes (list maintained by Sunshine Committee): [Public Disclosure Exemptions 2021.pdf](#)
- United States and Washington Constitutions
- Case law



11

Agency Responsibilities

- Adopt and publish a PRA policy (RCW 42.56.040 and 42.56.100)
- Appoint and publicly identify a Public Records Officer (PRO) (RCW 42.56.580)
- Ensure PRO and all members of agency's governing bodies complete PRA training (RCW 42.56.150 and 42.56.152)
 - PRO training also to include training on retention, production, and disclosure of electronic documents, including updating and improving IT systems
- Publish and maintain a list of exemptions outside of the PRA (RCW 42.56.070(2))
- Maintain a public records index (RCW 42.56.070(4))
- Adopt a public records fee schedule (RCW 42.56.120)
- Track, log, and report public records request information to JLARC (RCW 40.14.026)

12

JLARC Tracking Requirements – All Agencies

Must track and log the following information regarding public records requests:

- **Identity of requestor (if provided)**
- **Date and text of request**
- **Description of records produced in response to request**
- **Description of records redacted or withheld and the reasons for redaction/withholding**
- **Date of final disposition of the request.**

RCW 40.14.026(4)



13

JLARC Reqs – Agencies w/ \$100k+ Costs*

Must also track and report the following to JLARC by July 1 each year:

- No. of PRRs where the agency provided the requested records within 5 days of receiving the request;
- No. of PRRs where the agency provided a time estimate beyond 5 days after receiving the request;
- The average and median number of days from receipt of request to the date the request is closed;
- No. of PRRs where the agency sought clarification from the requestor;
- No. of PRRs denied in full or in part and the most common reasons for denying requests;
- No. of requests abandoned by requestors;
- PRRs by type of requestor, if known;
- Which portion of PRRs were fulfilled electronically compared to requests fulfilled by physical records;
- No. of PRRs where the agency scanned physical records electronically to fulfill disclosure;
- Total estimated agency staff time spent on each individual PRR;
- Estimated costs incurred by the agency in fulfilling PRRs, including costs for staff compensation and legal review, and a measure of the average cost per request;
- No. of claims filed alleging public records violations involving the agency, categorized by type and exemption at issue, if applicable;
- Public records litigation costs incurred, including any penalties imposed;
- Records management and retention costs, including staff compensation and purchases of equipment, hardware, software, and services; and
- Expenses recovered from requestors for fulfilling PRRs, including any customized service charges.

RCW 40.14.026(5)
*Optional for agencies with costs under \$100k



14

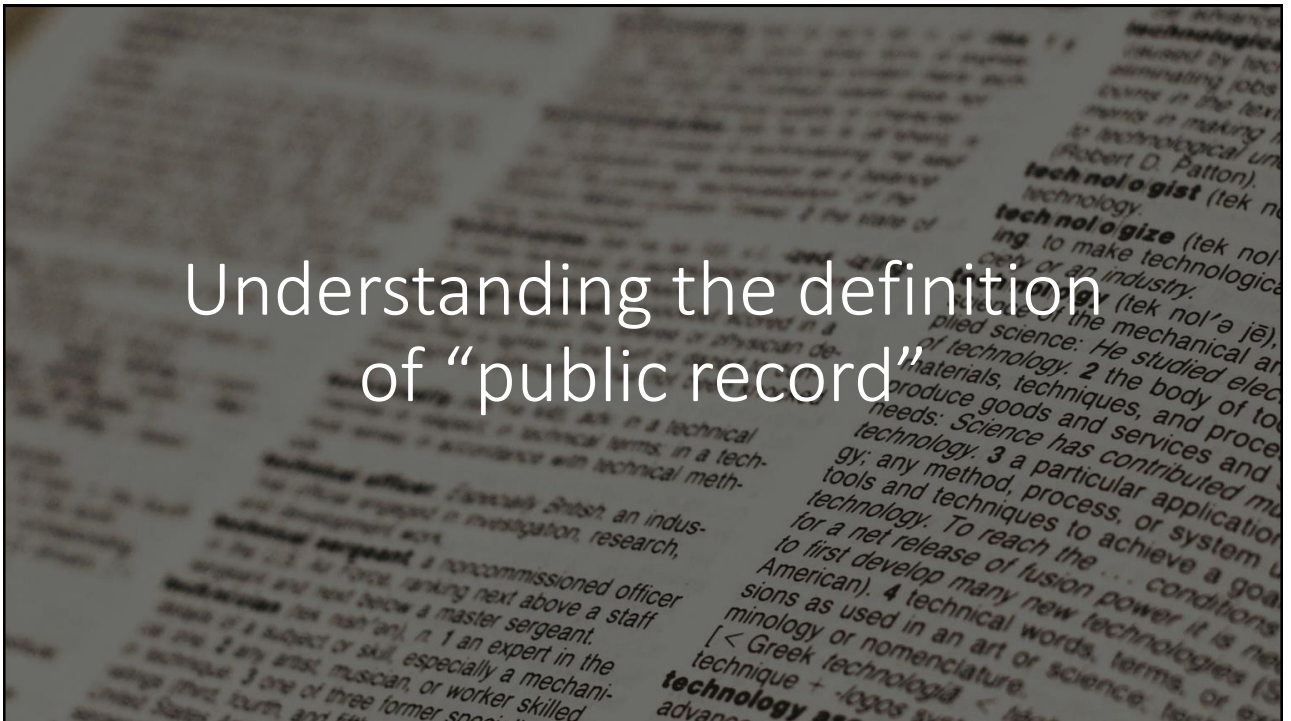
Common Challenges Faced by Agencies

- Keeping up with technology
 - Ensuring agency has a way to capture/retain public records created on new technology/programs (ex. Zoom chats, Slack, texts, etc.)
- Funding/staffing levels
- Dealing with serial or difficult requestors
- Maintaining consistent documentation
- Maintaining public records held by third-parties (consultants/contractors, agency volunteers, etc.)



15

Understanding the definition of “public record”



16

“Public record” is broadly defined:

“[I]ncludes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function **prepared, owned, used, or retained** by any state or local agency regardless of physical form or characteristics.”

- Includes email, paper files, recordings, web content.
- Includes public records created on **personal electronic devices or non-agency email accounts.**
- May include social media posts.

RCW 42.56.010(3)

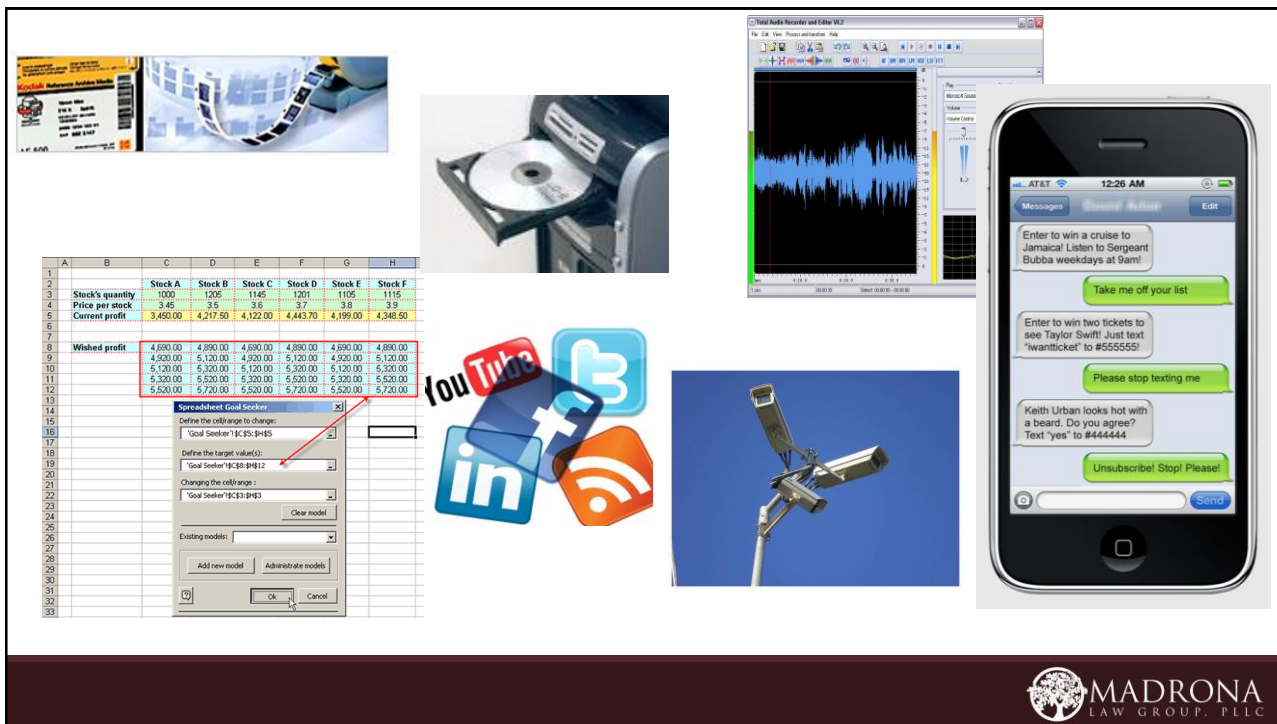


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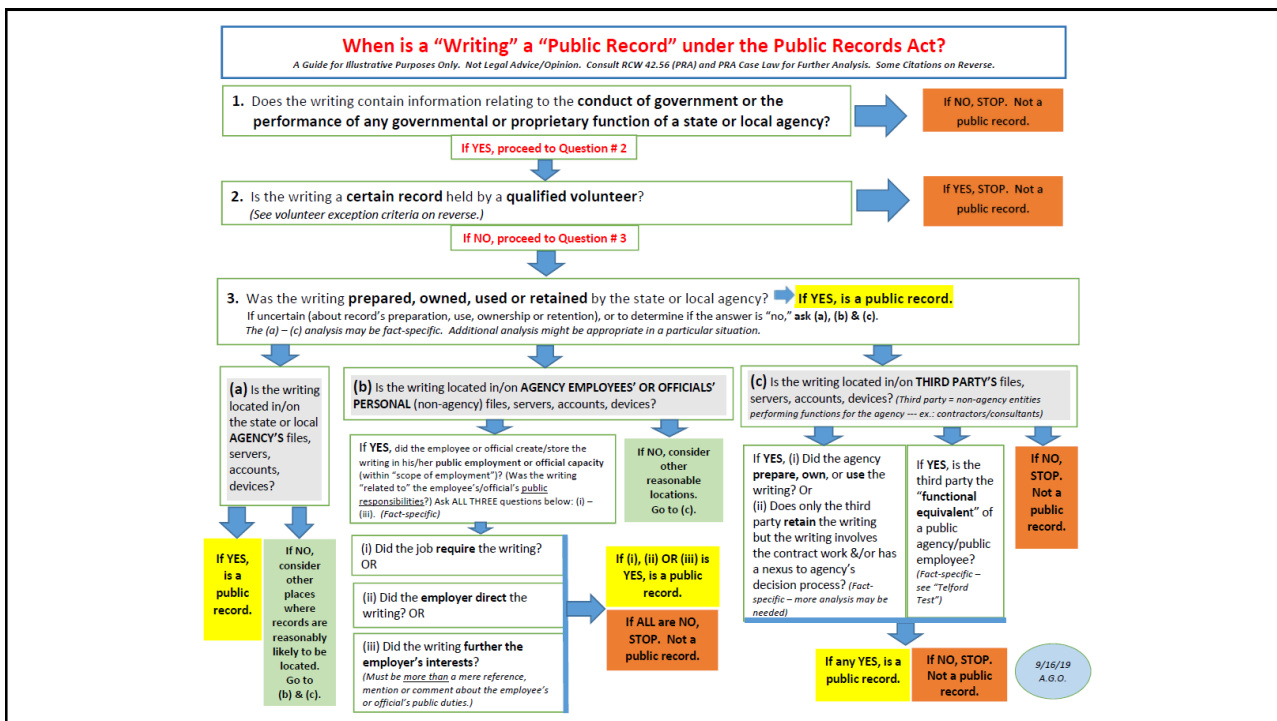
Records don't just look like this anymore...



18



19



20

Requests for Records vs. Information

- Records defined as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any public agency regardless of physical form or characteristics
- Record must be "identifiable," meaning one that is existing at the time of the request and which agency staff can reasonably locate

- Requests that merely ask questions or seek information are not requests for records
- Agencies not required to respond to requests for explanations about records or to conduct research on behalf of the requestor

RCW 42.56.010(3); RCW 42.56.080; WAC 44-14-04002(2)



21

Identifiable Public Records

May 24, 2014

Attn: Human Resources

I would like to know how the city handles employment discrimination claims. Please advise at your earliest convenience.

Ann Smith

To: City Clerk

Date: June 1, 2014

I would like to receive a copy of the city's policy for handling employment discrimination claims.

Thank you.

Paul Jones

The first request is for information.
The second request is for an "identifiable public record."



22



23

Records Retention, Ch. 40.14 RCW

- Records must be retained per the *Local Government Record Retention Schedule* from Washington State Archives.
- After retention period has expired, then records should either be:
 - **Transferred to state archives to protect state history**
 - i.e. project files (after 6 years), maps and photographs, press releases, public opinion polls, speeches (after they have served local use).
 - **Destroyed after they meet retention to reduce PRA workload**
 - i.e. calendars (2 years), citizen complaints (3 years), contracts (6 years after completion), foreclosures (10 years after resolution).

24

Focus on Electronic Records

- **Websites are records.** Agencies must keep a copy of previous web site when updating. WAC 434-662-140
- **Create clear electronic records.** WAC 434-662-150
 - Emails on agency business are public records.
 - Save agency business-related e-mails separately from private email accounts or personal devices to agency servers.
 - Use descriptive subject lines.
 - Shorten e-mail strings and limit cc's.
 - Limit volume of records (delete unimportant emails with no retention value, don't "Reply-all").



Relationship Between PRA and Records Retention

- PRA requires agencies to provide access to records in existence at the time a request is made; if the records no longer exist, then there are no records to provide. This would not be a violation of the PRA.
- If the agency receives a PRR for a record *before* the record is set for destruction, the agency has a duty not to destroy the record until it provides a copy to the requestor. (RCW 42.56.100)
- Must retain records documenting the public records provided to the requestor (either copies of the record itself or a list) for 2 years after the request has been fulfilled. (See Ch. 40.14 RCW)
- Underlying records must be retained per retention schedules
- If responsive records are found after closing a PRR, the agency should provide them to the requestor ASAP. (WAC 44-14-040(13); WAC 44-14-04003(13); WAC 44-14-04007)

We're almost done!!



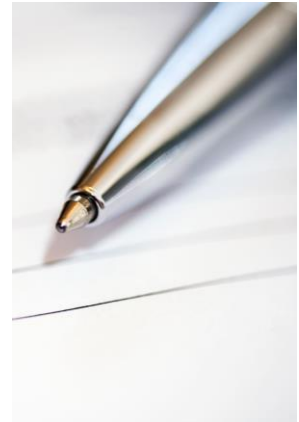
Risk Management Strategies & Takeaways

- **Stay current on changes** to the PRA, records, and technology.
- **Establish a culture of compliance** starting with agency leadership.
- **Know the law.** Ensure staff and officials are trained about PRA requirements and how to respond to records requests.
- Be mindful of what you put in writing! **Avoid making records** you don't want to see on the front page of the paper.
- **Documentation** and **communication** are KEY!
- **Protect records.** Ensure systems are in place to file, track, retrieve and preserve records, especially with staff changes.
 - **Retain important records** by transferring them to State Archives.
 - **Promptly destroy records** that have met their retention schedule.
- **When in doubt**, contact your legal counsel, RMSA, MRSC, or [Washington AG's Local Government PRA Consultation Program](#).

Final Note...

Remember: RMSA continues to offer pre-litigation assistance with new public records requests at no cost to members.

Contact RMSAClaims@awcnet.org for assistance or more information



29

Additional Resources



Records retention and destruction

Washington State Archives site—Records Management:
<http://www.sos.wa.gov/archives/RecordsManagement/>

On-line training course for public officials (Washington State Archives):
<http://www.sos.wa.gov/archives/RecordsManagement/PublicOfficialsandPublicRecords/index.html>

Public Records Act

Washington State Attorney General's video on the PRA:
<http://www.atg.wa.gov/OpenGovernmentTraining.aspx#.UyDPOfldWqs>

Washington State AG's Local Government PRA Consultation Program:
<http://www.atg.wa.gov/pr-consulting-program>

MRSC publication: "Knowing the Territory: Basic Legal Guideline for Washington City, County and Special Purpose District Officials":
<http://www.mrsc.org/publications/ktt13.pdf>

MRSC publication: "Public Records Act for Washington Cities, Counties and Special Purpose Districts":
<http://www.mrsc.org/publications/pr13.pdf>

Washington Coalition for Open Government—Public Records Act information: <http://www.washingtoncog.org/searchpr.php>

JLARC: Joint Legislative Audit & Review Committee Joint Legislative Audit & Review Committee ([wa.gov](http://www.wa.gov))

30



MARK YOUR CALENDARS!

RMSA PRA Training Series Part 2: Thursday, February 17, 2022, 10AM

**Responding to Public Records Requests - Deep Dive for Public
Records Officers and Key Records Personnel**



31

A large, light-colored tree graphic with a circular canopy, serving as a background for the text.

Questions?

Ann Marie J. Soto,

AnnMarie@MadronaLaw.com

(425) 201-5111, Ext. 4

www.MadronaLaw.com



32

Healthy Parks, Healthy Neighborhoods

Status Update & Next Steps

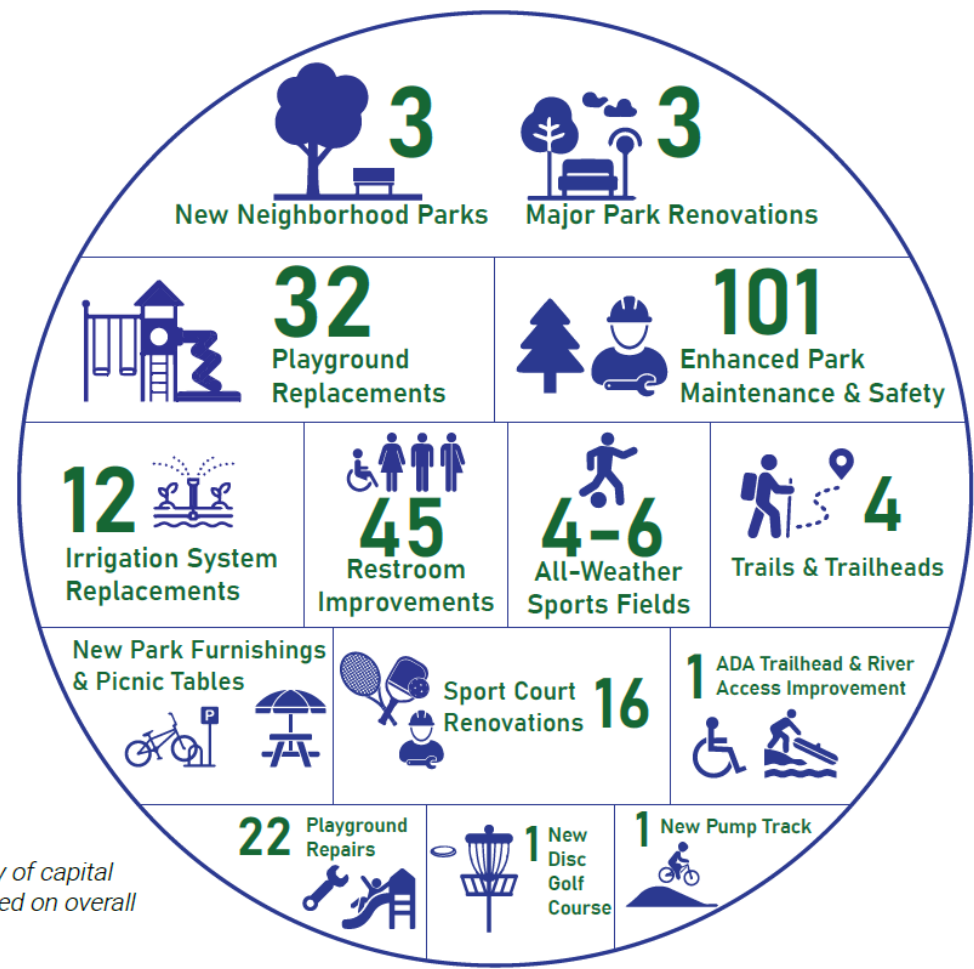
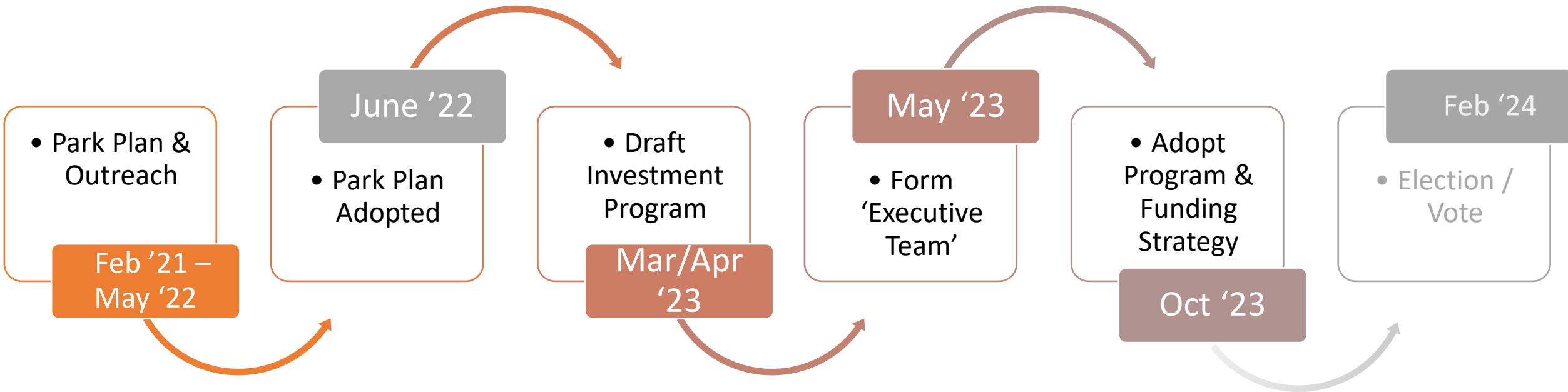
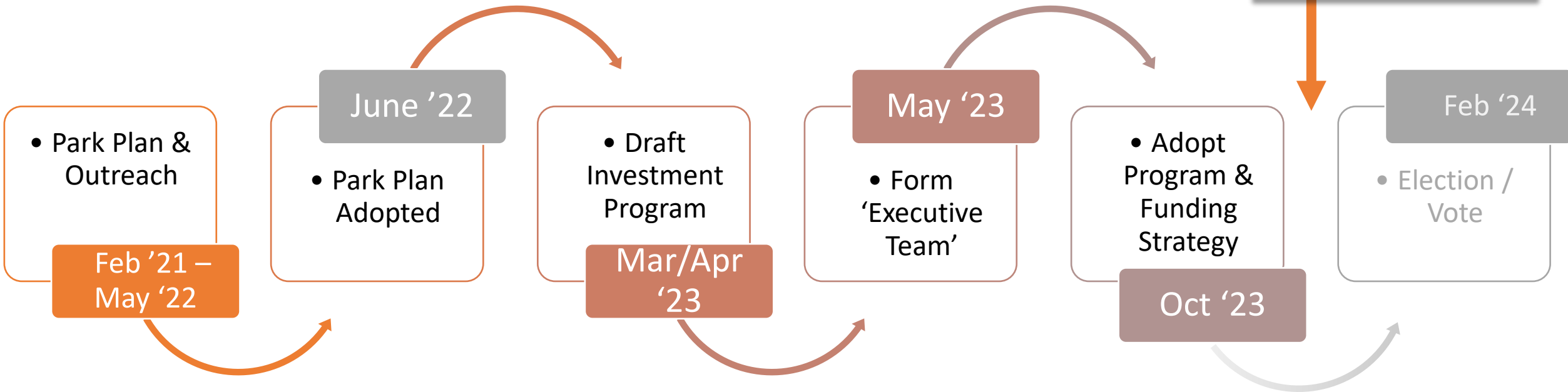


Figure 2 - Hierarchy of capital improvements based on overall budget allocation

Where We Are...



Where We Are...

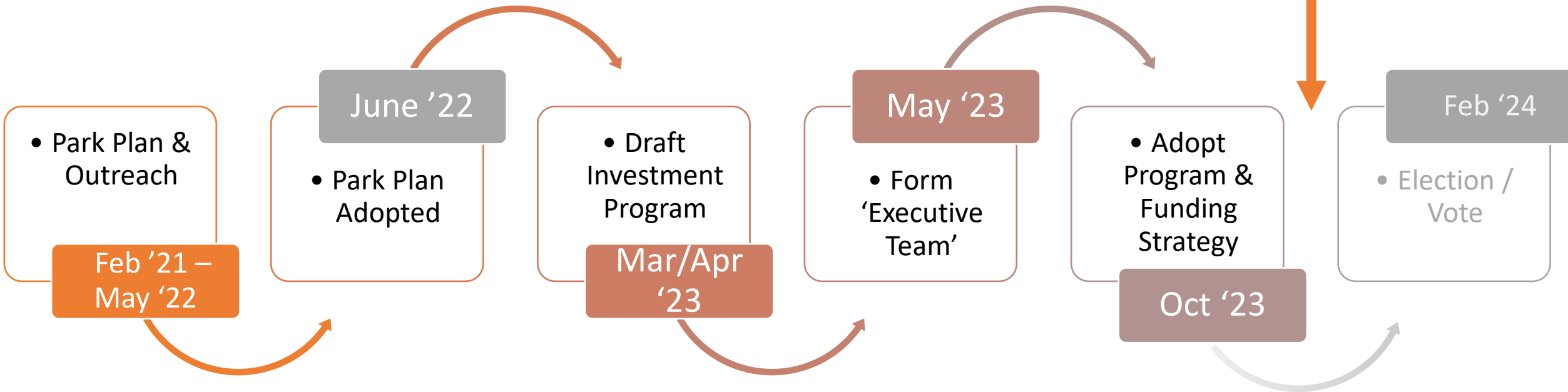


What we are hearing & learning

- ▶ Is Feb timing best chance for success?
- ▶ Do we have a campaign strategy / time to build outreach machine?
- ▶ Is SPS / Library the Right Partner
- ▶ What is the fallout from Nov. Election
- ▶ Is Parks the highest city priority?



Where We Are...



Partnership opportunity w/ SPS & Library

- Mission alignment
 - Thriving Neighborhoods - investments in every neighborhood
 - Wellness
- Building on past successes - how can we partner next?
 - Capital projects
 - Operational efficiencies
 - Programming
- Accomplish more together – stretch taxpayer dollars
- Current Parks investment package would not change; identified investment package would proceed if Schools or Library measures were not successful

What's Next?

- COUNCIL
BALLOT
RESOLUTION

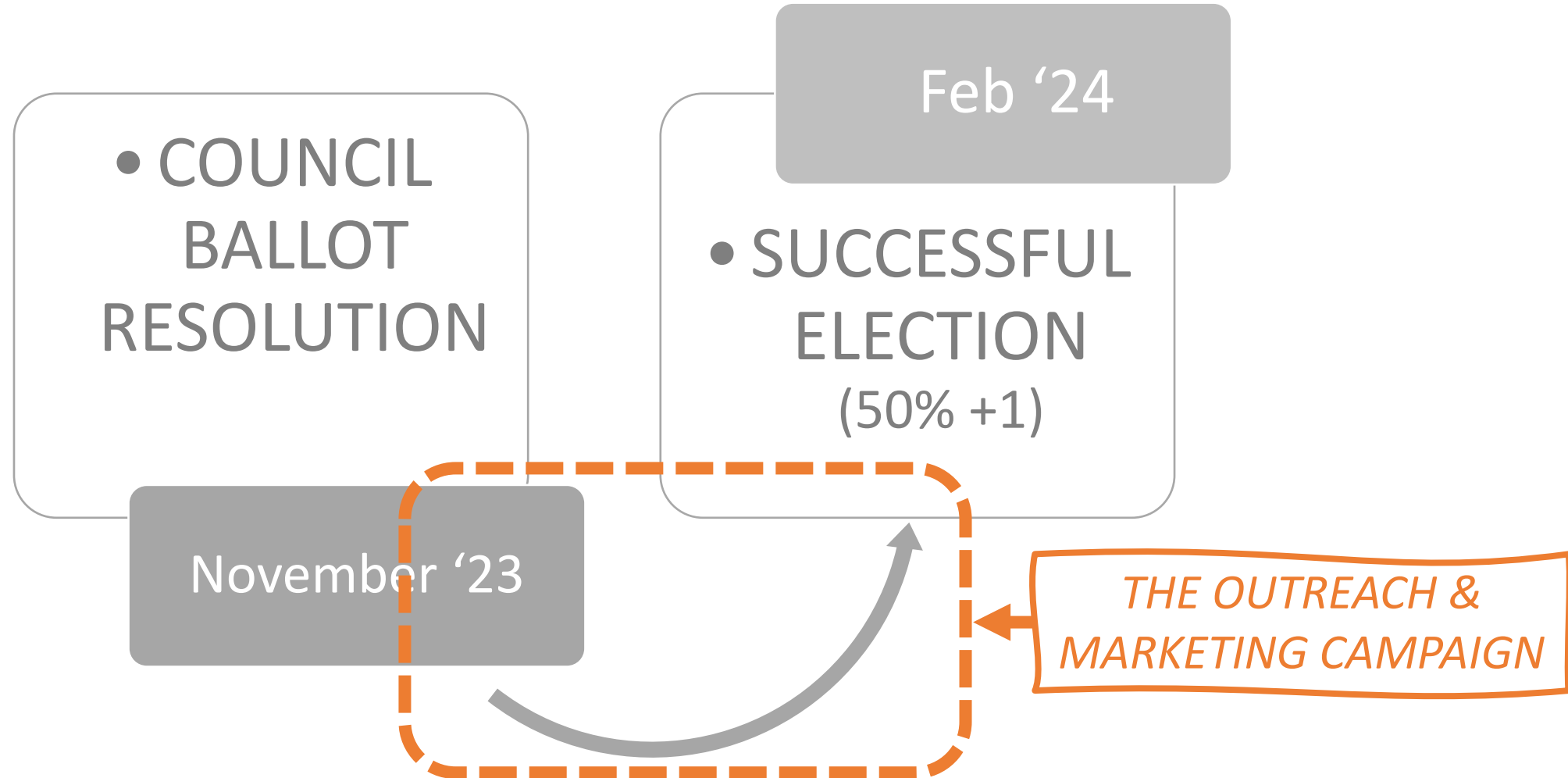
November '23

Feb '24

- SUCCESSFUL
ELECTION
(50% +1)



How are we successful?



Outreach: information only

- Presentations to neighborhood councils, service clubs, business organizations, partners, stakeholder groups, etc.
 - Hyper-localized content (what's in it for me)
- Website
- Video
- Social media channels
- City e-newsletter
- Activity guide ad
- Signs in parks
- Utility bill insert
- Earned media
- Small print/radio ad buy
- Ambassador & employee toolkit

Mon	Tue	Wed	Thu
Jan 1	2	3	4
	3pm Urban Forestry Meetings 6:30pm Rockwood 7pm Cliff Cannon	5:30pm No Mtg: CA Land Use	5:30pm Community Assembly
8	9	10	11
	2pm CA Liaison Committee 6pm Logan 6:30pm North Indian Trail	6pm Peaceful Valley 6pm Emerson-Garfield 6:30pm West Central 7pm Nevada Heights 7pm Southgate	6pm Bemiss, Hillyard, Whitman- 6:30pm North Hill 7pm Minnehaha
15	16	17	18
	5:30pm Riverside 6pm East Central 6pm Lincoln Heights	6pm Comstock Neighborhood Co 6:30pm Chief Garry Park 7pm Balboa/SIT 7pm Northwest	6pm Latah/Hangman 6:30pm Audubon/Downriver 6:30pm Browne's Addition 7pm Shiloh Hills
22	23	24	25
7pm CA Budget Committee	4:30pm CA Administrative Comm 6pm CA Pedestrian, Transportati		

Marketing: the 'Vote Yes' Campaign

- More meetings
- Large ad buy: TV, newspaper, radio, billboards
- Op-Eds, letters to the editor
- Videos
- Social media – “vote yes” profile picture frames
- Signs all over town
- Rallies
- Booths at community events
- Waving on street corners
- Doorbelling / calling
- Trusted messengers & ambassadors

Marketing: the ‘Vote Yes’ Campaign

	Partner with Schools & Libraries	Solo
Plan development	Done	Need to build the machine (staff cannot legally do this during work hours)
Campaign manager	Currently same as 2014 RFP bond campaign partnership with streets	Need to identify and hire
Volunteers	Hundreds in place; we would bring Parks & Recreation volunteers to contribute	Would need to activate 100+ people committed to a full calendar of activities for 2-3 months
Board role	Less time	More time
Funding (cannot be Parks funded, need donors)	\$25,000 - \$50,000 to be part of joint investment	\$150,000+
Duration of public campaign	2-3 months	2-3 months
Timeline	February 2024	November 2024

Pros & Cons of February vs. November

February

PRO

- ▶ SPS PAC
- ▶ Timely
- ▶ Implementation
- ▶ Not last to ask

CONS

- ▶ Political Season
- ▶ City Budget
- ▶ Building Parks PAC / fundraising

November

PRO

- ▶ More PAC prep time
- ▶ Voter turnout

CONS

- ▶ Last to Ask
- ▶ No Partner *(yet)*
- ▶ Voter turnout
- ▶ Implementation
- ▶ The Unknown

Impact of Ballot Measure Timing

REGARDLESS OF BALLOT DATE, A PASSING MEASURES = FUNDING IN 2025

Time is of the *ESSENCE*

Ballot measure date (Feb/Nov) required by end of next week to make council agenda.



How Should We Proceed?

PARTNERSHIP POLICY



PARK BOARD MISSION

“The City of Spokane Parks and Recreation Division acquires, operates, enhances, and protects a diverse system of parks, boulevards, parkways, Urban Forest, golf courses, recreational, cultural, historical and open space areas for the enjoyment and enrichment of all.”

MASTER PLAN LANGUAGE ON PARTNERSHIPS

“Parks may consider and evaluate potential partnerships with other public agencies or private parties to **enhance the park system.**”

“The Parks Department should develop a policy to objectively evaluate such partnerships to ensure they result in a *‘net improvement’ to city park lands and recreation offerings for typical park users...* The same policy should be applied to leasing arrangements on park lands.”

“Parks should remain flexible in its evaluation of partnerships and proposals for a variety of uses so long as partnerships are **consistent with the Spokane Park Board mission and the goals and objectives of this plan,** and ensure a **quantifiable** *‘net improvement’* to City park lands and recreation offerings.

WHY A POLICY?

Help Land Committee and Park Board implement Master Plan

- Define “Enhance the Park System”
- Quantifiable ‘net improvement’ to city park lands and recreation offerings for typical park users.
- Consistent with the Spokane Park Board mission and the goals and objectives of [the Master] plan

Master plan identifies

“Establish park land use and land partnership evaluation policy”
as First Tier Priority

RECENT EXAMPLES

Consistent response to requests for use of Park land:

- Examples:
 - South Hill Library
 - Water Tank
 - Sportsplex
 - Charging Stations
- Easements

OTHER CONSIDERATIONS

Purchasing Land (for future):

- Dog park and Sandpoint experiences – folks don't want park land uses to change

Selling Land (when we should / shouldn't):

- Park land that is difficult to maintain
- Funds to purchase land for Parks purposes
- Should consider keeping land that isn't "park like" / "underutilized" for future construction

WHAT IS A
'QUANTIFIABLE
NET IMPROVEMENT'
TO YOU?

ENHANCING THE PARK SYSTEM

- CASH COMPENSATION?
- BUILT IMPROVEMENTS / AMENITIES
- ADDITIONAL LAND / LAND PRESERVED AS PARK
- ACTIVATION OF UNDERUTILIZED SPACE
- OTHER

Communications Update: a 6-month look back

Park Board retreat, October 2023



Our Team

Fianna Dickson
Parks & Recreation
Communication Manager



Josh Morrissey
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:** help 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

2023 Target Areas

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

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic visual effect.

6-month highlights

Print & Digital Ads, Site Signs

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 TO BOOK YOUR ONLINE TEE TIME OR CALL MYSPOKANE AT (509) 755-2489

City of Spokane PARKS & RECREATION

AWW. WE THINK YOU'RE THE BEST TOO...

Your support has allowed us to provide awesome outdoor spaces, camps and classes, four golf courses, six aquatic centers, beloved attractions, and more than 80 parks that are fun for all ages.

Thank you to Inlander readers for voting us the best.

the best of times

Call 311 or 509.755.2489 | SPOKANEPARKS.ORG

BEST PLAYGROUND #1 Riverfront Ice Age Floods Playground #2 Riverfront Providence Playscape #3 Manito Park Playgrounds	BEST DISC GOLF COURSE #1 Downriver #2 Camp Sekani #3 High Bridge Park	BEST PUBLIC ART PIECE #1 Garbage Goat #2 Bloomsday Runners #3 Big Red Wagon
BEST GOLF COURSE #1 Indian Canyon #3 Downriver	BEST PLACE TO MOUNTAIN BIKE #1 Beacon Hill/Camp Sekani	BEST DOG PARK #2 Spokane Dog Park at High Bridge





Corbin Art Center
AGE OF ELEGANCE RE-IMAGINED:
SEPTEMBER 9-17
"Where Design, Comfort, and Creativity Meet"





Direct Mail & Distributions

- Utility Bill inserts sent in April and July, promoting Recreation and Riverfront activities – 81,000 homes
- Activity Guide
 - distributed through 27 grocery and convenience stores, plus libraries and community centers
 - 9,000 households received via direct mail



Earned Media Highlights

Recreation:

- EnhanceFitness for ages 50+
- Activity Guide releases
- Aquatics
- Kayak rentals
- River shuttle service
- Golf game growth
- Corbin 125th anniversary

Planning:

- Dog parks
- Liberty & Park playground
- Susie Stephens Trail

Operations:

- Safety
- Planting Duncan Gardens

Riverfront:

- Concerts
- Spring market
- Easter egg hunt
- Riverfront Moves
- Riverfront Eats
- 4th of July
- Community engagement programs
- Brownfield award
- South suspension bridge
- Stepwell

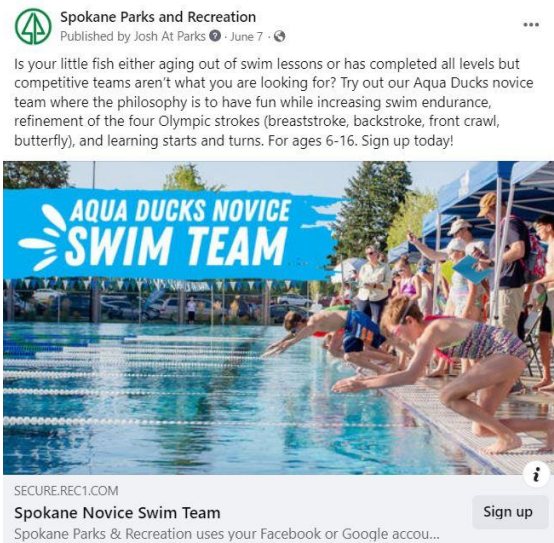
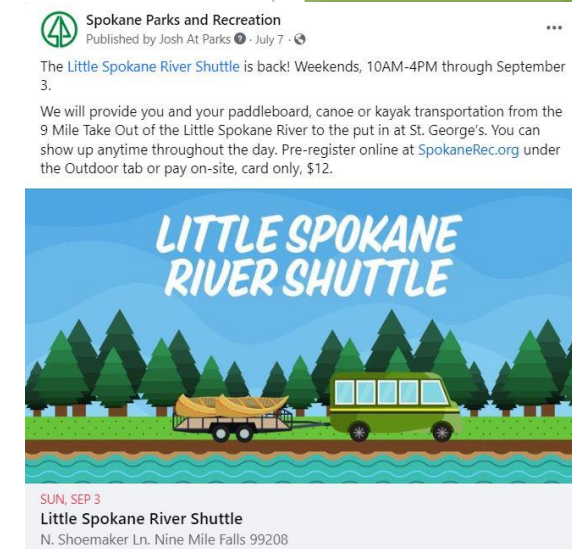
Urban Forestry/Natural Resources:

- Arbor Day
- SpoCanopy
- Goat grazing
- Dept. of Agriculture grant
- Beetle trees



Social Media

- 122K followers across platforms
- 4% growth across Facebook and Twitter
- 9-17% growth across Instagram



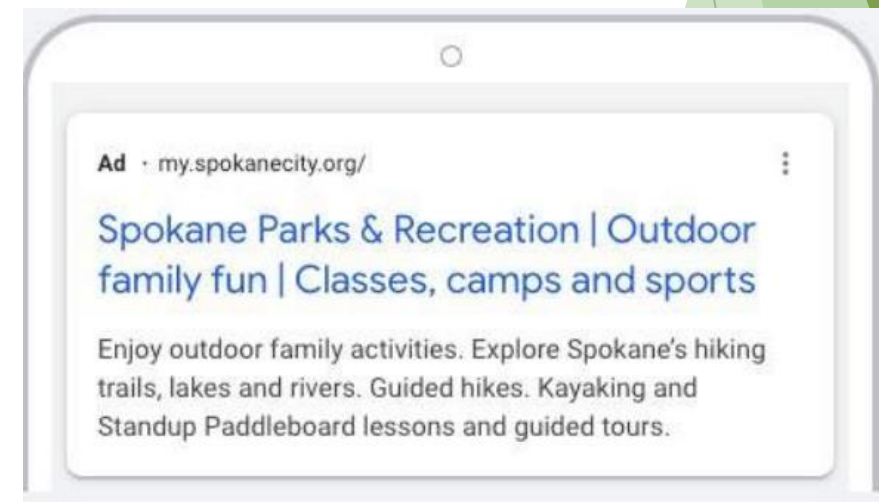
Digital marketing

Emails

- Our database (70,000+)
- City-wide e-newsletter (90,000+)
- School District #81 families (30,000 students' families)

Google search buy

- Recreation, Riverfront, and Golf



TV & Streaming

Cable 5

- News-style stories
- Promotional content

Riverfront & Recreation

- Broadcast TV – Weekly :30 spots highlight current activities/events

Golf

- Cable & Broadcast TV – commercial emphasizes approachability of courses and socializing
- Streaming & YouTube buy





City of Spokane
PARKS
& RECREATION

Inflation Reduction Act

Urban and Community Forestry Grant

UF Committees October 3, 2023



The Forest Service awarded more than \$1 billion to community and faith-based organizations, Tribes, cities, towns, and other partners to increase equitable access to trees and nature, and all the benefits they provide.



USDA FOREST SERVICE

URBAN AND
COMMUNITY
FORESTRY
GRANTS



IRA Urban and Community Forestry Grant

1+ Billion in Nationwide Investments

- ▶ Applied June 1, 2023
 - ▶ Quick Application Period (announced in late April)
 - ▶ Our Application - Tree Equity Spokane
 - ▶ Proposed to plant trees, provide urgent needed maintenance + educational programs
 - ▶ Street trees, park trees, school property trees
- ▶ Within the boundaries of the City of Spokane and on City properties. All tree planting and maintenance work must be performed in disadvantaged communities that are marginalized, underserved, and overburdened by pollution and underinvestment, as identified on a Federal Map (GRANT REQUIREMENT)
- ▶ Letters of support from Mayor/Administration, various City Council members, Park Board, Various Committees, Public Lands Commissioner Hilary Franz & more

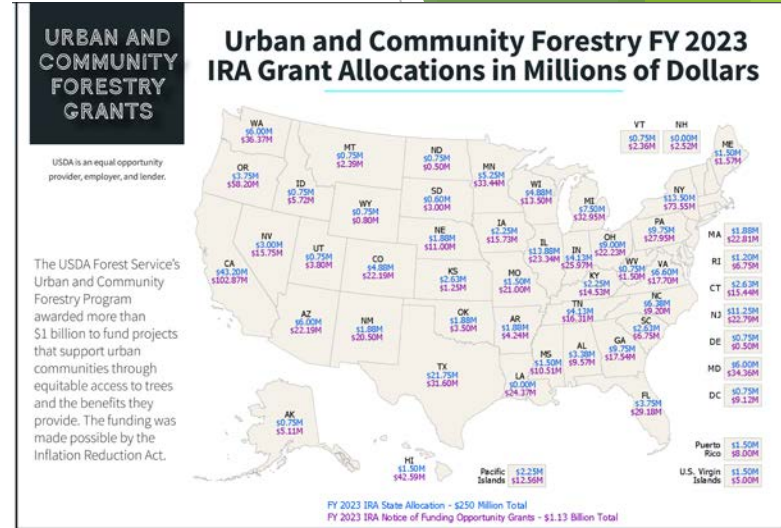


IRA Urban and Community Forestry Grant

- ▶ Awards Announced September 14, 2023
 - ▶ City of Spokane Application - Tree Equity Spokane
 - ▶ Proposed to plant trees, provide maintenance + educational programs

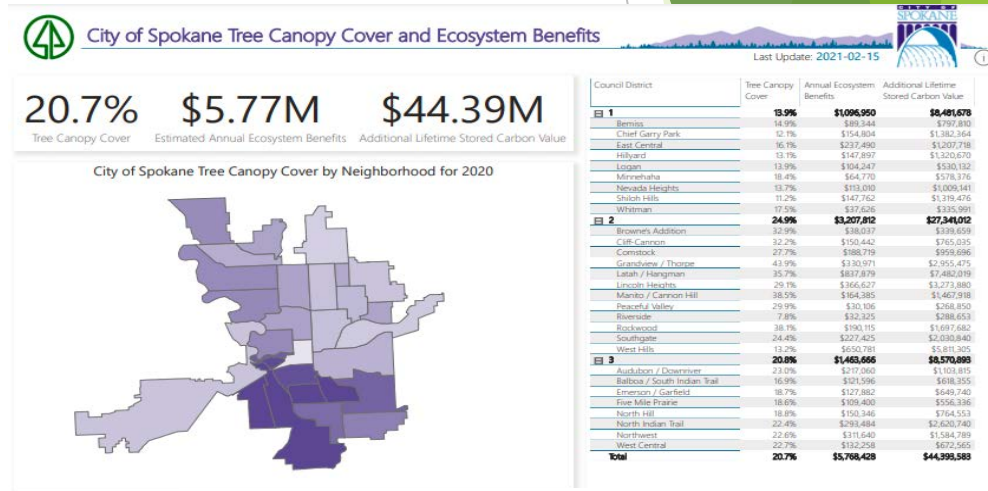
**City of Spokane Award
\$6,000,000**

- ▶ One of only 15 awards within Washington State
- ▶ Grant Period over 5 years / \$0 Match
- ▶ Spokane County Conservation Dist also awarded 6 Million
 - ▶ Their program will also benefit the City of Spokane for tree planting support, work groups likely will assist with planting and minor maintenance projects.



Tree Equity Spokane

- ▶ More Details / Grant Paperwork Agreements Soon
- ▶ Expand Current SpoCanopy Planting Efforts
 - ▶ Plant trees in public locations and street trees where abutting property owners want them, and are willing to provide care. Some temp maintenance programs.
 - ▶ Seedling Programs
 - ▶ Work to 30% Canopy by 2030
- ▶ Provide Care for Existing Trees
 - ▶ Address urgent needed maintenance
 - ▶ Invest in existing tree assets so they live longer / provide benefits for longer / safer street side / more resilient in major storms
- ▶ New/Expanded Educational Programs
 - ▶ Tree Care, benefits and more



*Shading Indicates Degree of Canopy Cover

Next Steps

- ▶ Rework Grant Documents, establish timelines
- ▶ Determine Staffing and volunteer opportunities
- ▶ Request Funds
- ▶ Get to Work!
- ▶ SpoCanopy Planting Scale Up
 - ▶ Meeting with TLC and SCCD
 - ▶ Acquire trees / Multi-year contract for trees
 - ▶ Additional Meeting with Planting Committee / Expo Opportunities
 - ▶ Focus on Education/Outreach / find homes for trees
 - ▶ Built in Educational / Monitoring / Temp Watering
- ▶ Consultants and/or Project Employee
 - ▶ Outline planting projects and Create Scopes of Work for Maintenance - park and street tree work.
 - ▶ Establish Contracts with tree services
 - ▶ Communication with Neighborhood Councils, Postcard mailings, etc.

Thank you!

Katie Kosanke
Spokane Urban Forestry
509-363-5496
kkosanke@spokanecity.org



Where
Community
Grows



 **2023
ANNUAL
CONFERENCE**

**Oct. 9 – 13, 2023
Dallas, TX
10,000 attendees
50+ from Washington**



Session Trends



- Inclusion/Equity/Accessibility
- Conflict Resolution/De-escalation/ Dealing w/ Difficult People
- Mental Health / Wellness / Avoiding Burnout

Exhibitor Trends



NRPA EXHIBIT HALL 2023

- Restrooms designed for safety & accessibility
- Pickleball
- Dog Park Amenities



Park Activation Trends



FRIENDS OF THE PARK AND PRESIDENT'S CIRCLE

Klyde Warren Park invites you to become a member of Friends of Klyde Warren Park. Membership in Friends provides exclusive benefits to those who love being part of the Park all year long.



PARKING & DIRECTIONS

Valet Parking

Valet parking is located at Mi Cocina on the northbound Woodall Rodgers Freeway access road. Valet is \$15 for park patrons and \$5 for those dining at Mi Cocina with validation. [2000 Woodall Rodgers Freeway](#)

Self-Parking Options

Metered Parking is available streetside at most times of the day.

Klyde Warren Park Reading Room



Gamify Parks App & Program



- Increase **physical activity** for kids in Dallas Fort-Worth and beyond
- Recognize and practice key **healthy eating** and **exercise** concepts
- Provide an opportunity to **(re)experience** the park in a **fun and digitally immersive experience**

Added Benefits for Parks and Local Communities:

- Informs kids and families of local **programs, classes, and events** focused on nutrition, health, and nature (future beta version)
- Incorporate learning about **local history and park points of interest**, in addition to core health and wellness (future beta version)



Where Community Grows



NRPA PARK PULSE People Want Parks and Recreation Close to Home

84% of U.S. adults seek high-quality parks and recreation when choosing a place to live.



Parents, millennials and very active adults (93%) are most likely to prioritize parks and recreation when choosing where to live.

Each month, through a poll of 1,000 U.S. residents focused on park and recreation issues, NRPA Park Pulse helps tell the park and recreation story. Questions span from the serious to the more lighthearted. The survey was conducted by Wakefield Research (www.wakefieldresearch.com).

Visit nrpa.org/ParkPulse for more information.



NATIONAL RECREATION
AND PARK ASSOCIATION

