City of Spokane PARKS & RECREATION

Spokane Park Board Minutes

3:30 p.m. Thursday, September 10, 2026
In-person: Council Chambers, lower-level City Hall; and **Webex virtual meeting**

Park Board Members

X Bob Anderson – President
X Barb Richey – Vice President
X Garrett Jones – Secretary
X Greta Gilman
Sally Lodato *(absent/excused)*
X Gerry Sperling
X Doug Kelley
X Lindsey Shaw
X Lee Williams
X Dean Davis
X Greg Gordon
X Paul Dillon – City Council Liaison

Parks Staff

Jason Conley
Megan Dyson
Jennifer Papich
Ryan Griffith
Andy Fuzak
Sara Bryant
Carissa Ware
Jonathan Moog
Al Vorderbrueggen
Angel Spell
Nick Hamad
Josh Morrisey
Berry Ellison
Sarah Deatrich

Additional City Staff

Ryan Roller
Megan Kapaun

Guests

Elizabeth Goldsmith
Cathy Gunderson
Steve Winkler

MINUTES

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

1. ***Call to order / Roll call*** – Bob Anderson
   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 comments:***
   A. Elizabeth Goldsmith asked that the Park Board assemble a Safety Committee. She also would like "No Fires" signs depicting the appropriate code in all parks that do not have a designated fire area. In addition, Elizabeth would like to see that the Park Rangers receive arson behavior training.
   B. Cathy Gunderson spoke in favor of the Community Workforce Agreement and would like to see local workers helping build parks which she feels instills pride in the community.
   C. Steve Winkler also spoke in support of the Public Dollars for Public Use ordinance and the Community Workforce Agreement. He is in favor of keeping Spokane tax dollars local.

4. ***Consent agenda:***
   A. Administrative and committee-level items
      1) August 13, 2026, regular Park Board meeting minutes
      2) Claims – August 2026
      3) Camco Construction, Inc / BA Clark Park Restroom Renovation Amendment 1 ($8,197.26 plus tax) - Berry Ellison
      4) 5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / $62,864.83 plus tax - Rich Lentz
      5) Memorandum of Understanding with the Friends of Riverfront Park - Jonathan Moog
      6) Cameron-Reilly, LLC / contract amendment #2 for Post St Parking Lot Improvements ($4,728.42 plus applicable taxes) - Berry Ellison

Motion No. 1: Bob Anderson moved to approve consent agenda items #1, #2, #4-#6, as presented.
Greta Gilman seconded.
Motion passed with unanimous consent (10-0)

Motion No. 2: Bob Anderson moved to approve consent agenda items #3, as presented.
Lee Williams seconded.
Motion passed (9-0, 1 abstention)

5. ***Special guests:***
   A. None

6. ***Financial report and budget update*** – Megan Dyson presented the August financial report and budget update.
   A. Park Fund: The August year-to-date operating expenditures for the Park Fund are approximately $1.5 million less than the two-year budget average. Year-to-date revenues are about $1.6 million below the two-year budget average. Revenues are exceeding expenditures nearly $900,000 year-to-date.
   B. Golf Fund: The August year-to-date operating expenditures for the Golf Fund are about $1.2 million less than the two-year budget average. Year-to-date revenues are below the two-year budget average approximately $711,000. Revenues are exceeding expenditures about $2.7 million year-to-date.

7. ***Special discussion / Action items:***
   A. Special action items:
      1) Asplundh Tree Expert LLC / Emergency Contract to remove high-risk and fire-damaged trees / $192,000 plus tax – Angel Spell

On August 1, 2026, the City of Spokane experienced a catastrophic wildfire event which began as the Old Trails Fire and is now referred to as the Spokane Complex Fires. The fires resulted in significant property damage and loss, both in the built and natural environments. On August 4, 2026, Spokane City Council approved Resolution 2026-0060 regarding an Executive Order 2026-0004 issued by the Mayor declaring an emergency. The emergency order and resolution are essential to the community, enabling the City to efficiently mobilize services and resources, provide necessary assistance to our affected citizens, and protect public safety. This emergency contract with Asplundh Tree Expert is necessary due to the urgency to protect public safety and the expertise needed to complete the work. Large high-risk and fire-damaged trees pose a risk to residents and properties adjacent to the right-of-way and public travel along Nine Mile Rd (Hwy 291) from Francis Ave north to the City boundary. 240 trees are affected here. Asplundh Tree Expert has significant expertise in large and hazardous tree removal in urban areas, near roadways, and overhead power lines. Asplundh Tree Expert is already mobilized in the area under contract and performing work for others so their response time will be immediate. This will be a purchased services agreement with prevailing wage for time and materials, labor and equipment, estimated at 24-30 workdays, amounting to $192,000 estimated cost plus tax. The

Park Board was presented with a written finding from the Director regarding this emergency contract on August 28, 2026.

Those wishing to donate to this cause can contact the SpoCanopy program or the Cool Canopy program with the Lands Council and the Spokane Conservation District.

Urban Forestry has reached out to the grant administrators at the Forest Service regarding the Tree Equity Spokane grant, which allows Parks to plant trees in low-income and underserved neighborhoods. Although the neighborhoods affected by the fire were not in the grant area, the administrator said that these areas can now be included.

Motion No. 3: Bob Anderson moved to approve the Asplundh Tree Expert, LLC emergency contract to remove high risk and fire damaged trees, $192,000 plus tax.
Doug Kelley seconded.
Motion passed with unanimous consent (10-0)

B. Special discussion items:
   1) Recreation update – Recreation Team

Ryan Griffith presented the overall Summer 2026 Recreation numbers. Recreation served 9,585 registered individuals and teams through 1,243 programs. A total of 252 programs were canceled, primarily due to impacts from the Spokane Complex Fires.

Andy Fuzak, Outdoor Recreation Supervisor, reported 87 sessions and 389 participants during the summer, down by about 40% from last year. Youth camps remained strong, while adult tours and kayak rentals saw lower participation. Wildfires resulted in 25 canceled sessions and several program relocations.

Ryan also presented the Corbin Art Center summer numbers, with 48 programs offered and 839 participants served. Corbin camps remained full throughout the summer.

Wellness offered 23 summer camp sessions, serving 523 participants. Robotics & AI and Badminton camps were particularly successful, while wildfires required the cancellation and relocation of some programming.

Sara Bryant, Therapeutic Recreation Supervisor, reported on TRS summer programs, with 35 programs offered and 438 participants served. Funshine, Teen Camp, Fishing, and Cookie Bake programs experienced strong demand.

Carissa Ware shared that Athletics was also impacted, with the summer adult softball season ending early and numerous athletic field reservations canceled, resulting in significant customer refunds. The 65+ Softball League continues to grow in popularity, and adult softball leagues consistently have team waitlists. Carissa also talked about volleyball, in which there were three divisions, 60 teams, and 418 players.

Aquatics was significantly impacted by the Complex Fires, resulting in 8 days of canceled programming affecting 345 offerings and 1,058 participants. This contributed to a year-over-year decrease in aquatics programs and participation.

Overall, Recreation experienced strong demand for several youth and specialty programs while navigating significant wildfire, air quality, staffing, and revenue impacts. 2027 planning will focus on aligning resources with demand, expanding school-break opportunities, and increasing capacity where participation supports it.

8. ***Committee reports / Action items:***

Urban Forestry Tree Committee: September 1, 2026 – Lindsey Shaw

A. Action items: None

Urban Forestry and Urban Forestry Citizens Advisory Committee participated in a joint field trip to Polly Judd Park to learn about tree and other plantings and the challenges that come with it. They also learned some history of the park.

B. The next scheduled meeting is 4:15 p.m. September 29, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Land Committee: September 2, 2026 – Greta Gilman

A. Action items: The action item was presented on the consent agenda.

There was a discussion about the two new standard park restroom designs. One design is for community parks and one is for neighborhood parks.

The committee also discussed Together Spokane projects, the Green Area Maintenance program, and levy related operations and staff hires.

B. The next scheduled meeting is 3:30 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Recreation Committee: September 2, 2026 – Sally Lodato

A. Action items: None

The Recreation team gave their summer-end report. In the Fall, they will be adjusting programs to fit into the school schedule. Chess and Legos will be part of the programming this year.

B. The next scheduled meeting is 2:15 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Riverfront Park Committee: The September 7, 2026, meeting was canceled. – Gerry Sperling

A. Action items: None

Mark your calendars on September 25th when the president of the Daughters of the American Revolution will be attending a cherry tree planting and memorial garden. The event will be at 3:00 at the Vietnam Memorial.

Two new park rangers have been hired with levy funds.

B. The next scheduled meeting is 4:30 p.m. October 5, 2026, Riverfront Park Pavilion conference room, and virtually via Webex.

Golf Committee: September 8, 2026 – Barb Richey

A. Action items: None

The committee welcomed new member Dean Davis.

Three golf professional RFPs are out right now, one each for Qualchan, Esmeralda, and Downriver.

The Spokane City championship was held in August and Indian Canyon, Qualchan, and Esmeralda were highlighted.

Golf was down about 2,000 rounds due to wildfire smoke.

About 100 trees have beetle infestation.

Youth program at Esmeralda hosted about 200 kids in their Spring/Summer/Fall camps.

Indian Canyon is going to have their Sidehill Scramble later this month.

B. The next scheduled meeting is 8:00 a.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Finance Committee: September 8, 2026 – Bob Anderson

A. Action items: Three of three items were presented on the consent agenda.

August Parks Fund reflects the impact of the August wildfires. Cleanup and removal of fire-damaged trees was accompanied by program cancellations which resulted in $134,000 in customer refunds. This poses a challenge to a year-end balanced budget.

B. The next scheduled meeting is 3:00 p.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Development & Volunteer Committee: September 9, 2026 – Lee Williams

A. Action items: None

The committee shared news about their respective parks.

Heather Sweet from 311 gave an enlightening presentation and answered several of the group's questions regarding reporting complaints and how they are notified when the issue is resolved.

The committee is going to invite someone from SFD to talk about fire and arson prevention.

There was discussion about the possibility of neighborhood councils being notified when there is a very large event in a park.

B. The next scheduled meeting is 12:00 p.m. November 11, 2026, Finch Arboretum Woodland Center and virtually via Webex.

9. ***Reports:***

A. President – Bob Anderson

There is a full agenda scheduled for the Fall retreat on November 6th at the Podium.

August fires created an emergency fiscal situation which can still be worked through if revenues produce unbudgeted increases or expenditures can be reduced without damaging Parks' service to the community. The revenue stabilization account (RSA) was created by the Park Board in 2013 to serve as an emergency fund to balance year-end budgets. The timeline for using this account states that no later than October 15th, Garrett will submit a request to the Board to replenish funds before year-end. The board then has time to review the request at the November meeting and reach a decision before sending the budget to City Council for review.

Parks is still progressing regarding levy project implementation.

B. Liaisons:

1) Conservation Futures – Doug Kelley

The Fancher property has finally closed and has no fire damage. They are working on trail maintenance and signage.

Conservation districts are going to meet to discuss how to approach maintenance and operations (M&O). 25% of the Conservation Futures money is allowed to be allocated to M&O which some districts feel is not adequate.

For the 2027 round for Conservation Futures evaluation and acquisition, the county likes at least $2 million in the budget and Conservation Futures are at $1.7 million now. There is a potential additional $2 million that could come from the state. The Conservation Futures tax is not a permanent tax and will come up for renewal soon. There is some opposition from elected officials around the tax.

2) Parks Foundation – Lindsey Shaw

Make-A-Splash program was able to provide $5,800 for swim lesson scholarships, $4,200 for water safety clinics, and $2,175 for youth boating and kayak safety.

The Foundation held two community pool parties and the pools were filled to capacity. A third party was cancelled due to air quality.

The Parks Foundation is partnering with Spokane Parks and several others on the Keep Kids Moving fund to help replace sports gear for children who lost everything in the Spokane complex fires. 35 families have received a $100 gift card per child to local sporting good stores. The fund was created using a $10,000 donation from the Seattle Mariners.

The Foundation and the City's Home Starts Here fund contributed matching funds of $5,000 each. A fundraising site is also set up for community members to contribute.

The Parks Foundation is celebrating its 75th year in existence and partnering with the Spokane Parks and Recreation.

3) City Council – Paul Dillion

Council has been working through contracts as related to the Spokane complex fires response. They are getting a housing fund set up from the Dept. of Commerce and waiving demolition fees.

An emergency ordinance related to eviction protection for people impacted by the fires was passed.

An ordinance was passed around commercial activation to do change of use in some vacant buildings downtown.

Council is undergoing the comprehensive plan review and getting a lot of feedback. The deadline to submit comments is October 2nd and there will be a public hearing.

Paul participated in the blessing or the Thorpe Road property which is designated as a Trust Land Transfer (TLT) property. This still needs funding.

C. Director – Garrett Jones

Parks is monitoring what month end will look like for September and projections for October. Once Garrett gets data – around October 15th – he'll present it to the board for a November discussion and potential approval of those funds.

The response and recovery from the fires will be a long-term discussion, especially concerning tree loss.

Parks applied for over $4 million in grants. It's looking optimistic and Garrett hopes to be able to share results of our ranking in the next couple weeks.

The TLT for the Thorpe Road property has been approved but there is more to do. There may be a joint resolution with Parks and City Council that would be sent to the state for support of funding up to 197 acres. Parks is working on a partnership with WSU and their landscape architect program to be part of one of their studio projects in the Spring and if successful, they would help with master planning, community outreach, and stakeholder input.

Franklin Park and Madison Elementary projects are soon to come as part of Together Spokane and a design build team has been hired.

10. ***Executive session:***
    A. None

11. ***Correspondence:***
    A. Letters/email: None

12. ***Adjournment:*** The meeting was adjourned at 4:47 p.m.

13. ***Meeting dates:***
    A. Committee meetings:

Urban Forestry Tree Committee: 4:15 p.m. September 29, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Land Committee: 3:30 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Recreation Committee: 2:15 p.m. September 30, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Riverfront Park Committee: 4:30 p.m. October 5, 2026, Riverfront Park Pavilion conference room, and virtually via Webex

Golf Committee: 8:00 a.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Finance Committee: 3:00 p.m. October 6, 2026, Finch Arboretum Woodland Center and virtually via Webex.

Development & Volunteer Committee: 12:00 p.m. November 11, 2026, Finch Arboretum Woodland Center and virtually via Webex.

B. Park Board meeting: 3:30 p.m. October 8, 2026, 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, Park Board Secretary

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City of Spokane PARKS & RECREATION

Park Board Meeting
Public Comment
Visitor Sign-In Sheet

***Public comments will be limited to topics on today's agenda and will be limited to three minutes per person**
****Please submit comments unrelated to today's agenda via email to: spokaneparks@spokanecity.org, or mail to: Spokane Park Board, 5th floor City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201, and they will be routed to the appropriate subcommittee for review.***

Date: 9/10/24 Name Elizabeth Goldsmith

Email: [redacted] Phone number: [redacted]

Residence Address (REQUIRED): [redacted] Spokane, WA 99203

Topic: FREE

City of Spokane PARKS & RECREATION

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Date: 9-10-26 **Name** Cathy Gunderson

Email: [redacted] **Phone number:** [redacted]

Residence Address (REQUIRED): [redacted]

Topic: Community Workforce Agreement

City of Spokane PARKS & RECREATION

Park Board Meeting
Public Comment
Visitor Sign-In Sheet

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Date: 9.10.26 **Name** Steve Winkler

Email: [redacted] **Phone number:** [redacted]

Residence Address (REQUIRED): [redacted]

Topic: COMMUNITY WORKFORCE AGREEMENT

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CITY OF SPOKANE PARK AND RECREATION DIVISION
AUGUST 2026 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - SEPTEMBER 10, 2026

PARKS & RECREATION:

SALARIES & WAGES	$	1,515,632.74
MAINTENANCE & OPERATIONS	$	697,522.08
CAPITAL OUTLAY		
DEBT SERVICE PAYMENTS	$	-
PARK CUMULATIVE RESERVE FUND	$	781,158.52

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY		

GOLF:

SALARIES & WAGES	$	237,963.96
MAINTENANCE & OPERATIONS	$	634,786.78
CAPITAL OUTLAY	$	-
DEBT SERVICE PAYMENTS	$	-
TOTAL EXPENDITURES:	**$**	**3,867,064.08**

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Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

Committee	Land Committee	**Committee meeting date**: Sept 2, 2026	
Requester	Berry Ellison	**Phone number**: 509 625-6276	
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◯ New ◯ Renewal/ext. ◯ Lease ◉ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)	2026-0455		
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	Goal K, Objective 1	**Master Plan Priority Tier**: (pg. 171-175)	Tier 1
Item title: (Use exact language noted on the agenda)	Camco Construction, Inc / BA Clark Park Restroom Renovation Amendment 1 ($8,197.26 plus tax)		
Begin/end dates	Begins: 08/01/2026	Ends: 05/03/2027	☐ 06/01/2525

Background/history:

Contract Amendment 1 with Camco Construction, Inc. for value added scope of work at the B.A. Clark Park Restroom Renovation project include:
Repair of damaged roof shingles, replacement of plywood ceilings, addition of steel restroom stall partitions in lieu of specified CMU stall partitions, delivery of electric hand dryers to Park Operations in lieu of the specified wall-mounted electric hand dryers, addition of cement floor paint in lieu of anti-grafitti coatings, and other credits and debits per PCO 4 Contract Reconciliation (see attached)

Park Staff recommends approval of the value-added scope changes.

Motion wording:

Motion to approve Camco Construction, Inc construction contract Amendment 1 for the 'BA Clark Park Restroom Renovation' project in the amount of $8,197.26 (plus tax)

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: Camco Construction, Inc

Name: Leif Challender Email address: leif@camcoconstruction.net Phone: 509 868-2331

Distribution:

Parks – Accounting nhamad@spokanecity.org
Parks – Sarah Deatrich mdyson@spokanecity.org
Requester: bellison@spokanecity.org
Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount: $8,197.26 (plus tax)

Budget code: 1950-54920-94760-56504-48026

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☑ Quotes/solicitation (RFP, RFQ, RFB)
- ☑ Contractor is on the MRSC Roster - City of Spokane
- ☑ UBI: 604-768-322 Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☐ Insurance Certificate (min. $1 million in General Liability)

City Clerk's No. OPR 2026-0437

CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT AMENDMENT

Title: **B.A. CLARK PARK RESTROOM TENANT IMPROVEMENTS**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION**, a Washington municipal corporation (the "City"), and **CAMCO CONSTRUCTION, INC.**, whose address is 3105 East Boone Avenue, Spokane, Washington 99202 (the "Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the Parties entered into a Contract, as defined below, wherein the Contractor agreed to perform Tenant Restroom Improvements at B.A. Clark Park; and

WHEREAS, modifications have been requested, requiring the original Contract to be formally amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the Parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract, dated May 8, 2026, and including any previous amendments, addendums, extensions, or renewals thereto (the "Contract"), are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on August 1, 2026, and shall run through May 3, 2027.

3. ADDITIONAL WORK.
The Scope of Work in the original Contract is revised to include the changes set forth in Contractor's Change Order No. 1, which is attached as Exhibit A (the "Change Order"), attached hereto.

4. COMPENSATION.
The City shall pay an additional amount not to exceed **EIGHT THOUSAND ONE HUNDRED NINETY-SEVEN AND 26/100 DOLLARS** (**$8,197.26**), plus applicable sales tax, pursuant to the Change Order, Exhibit A, for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Contract Amendment and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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

CAMCO CONSTRUCTION, INC.

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE PARKS AND RECREATION

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:
Exhibit A - Contractor's Change Order No. 1

26-239

EXHIBIT A

□□□□

Change Order 26-012-47

Issue Date June 15, 2026
Expires June 20, 2026

PREPARED BY
Scott Case
Camco Construction
(509) 606-0074
scott@camcoconstruction.net
3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR
Berry Ellison
City of Spokane Parks & Recreation
(509) 625-6276
bellison@spokanecity.org
3922 N Normandie St, Spokane, WA 99205, USA

CHANGE ORDER DETAILS

B.A. Clark Park
3922 N Normandie St, Spokane, WA 99205, USA

The purpose of this document is to identify alterations or additions to the scope of work agreed upon in the original contract. This change order is governed by the contract and is incorporated therin.

Below you will find our quotation on the revised scope of work.
The result of the change(s) described, the amount payable to Contractor under the contract is amended as folows:

DESCRIPTION	QTY	TOTAL
Bathroom Renovations Renovation of two restrooms within the existing restroom building including demolition, HVAC, plumbing, lighting & electrical, fixtures furnishing & equipment, preparation and paint, signage and other improvements shown on the plans and written specifications.		$691.00
Change Orders		$691.00
Roofing Repair Repair damaged roofing. The roof has 3 tab roofing. 3 Tab roofing has been discontinued so color is very limited. Repair with as close as possible color. Shingles will not match.		$691.00
	SUBTOTAL	**$691.00**
	TAX	**$62.88**
	TOTAL	**$753.88**

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5
Contractor License (ID) - RCE-60654

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON **DATE**

Change Order 26-012-45

Issue Date June 12, 2026
Expires June 17, 2026

PREPARED BY
Scott Case
Camco Construction
(509) 606-0074
scott@camcoconstruction.net
3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR
Berry Ellison
City of Spokane Parks & Recreation
(509) 625-6276
bellison@spokanecity.org
3922 N Normandie St, Spokane, WA 99205, USA

CHANGE ORDER DETAILS
B.A. Clark Park
3922 N Normandie St, Spokane, WA 99205, USA

The purpose of this document is to identify alterations or additions to the scope of work agreed upon in the original contract. This change order is governed by the contract and is incorporated therin.

Below you will find our quotation on the revised scope of work.
The result of the change(s) described, the amount payable to Contractor under the contract is amended as folows:

DESCRIPTION	QTY	TOTAL
Additional work Work outside the original Scope of Work.		$1,416.01
Ceiling Repairs Remove the existing ceilings in the bathrooms and apply some new plywood and trim.		$1,416.01
	SUBTOTAL	**$1,416.01**
	TAX	**$128.86**
	TOTAL	**$1,544.87**

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5
Contractor License (ID) - RCE-60654

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON **DATE**

Change Order 26-012-129

Issue Date August 27, 2026
Expires September 1, 2026

PREPARED BY
Leif Challender
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3105 E Boone Ave, Spokane, WA 99202, USA

PREPARED FOR
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(509) 625-6276
bellison@spokanecity.org
3922 N Normandie St, Spokane, WA 99205, USA

CHANGE ORDER DETAILS

B.A. Clark Park
3922 N Normandie St, Spokane, WA 99205, USA

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Below you will find our quotation on the revised scope of work.
The result of the change(s) described, the amount payable to Contractor under the contract is amended as folows:

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bathroom Renovations Renovation of two restrooms within the existing restroom building including demolition, HVAC, plumbing, lighting & electrical, fixtures furnishing & equipment, preparation and paint, signage and other improvements shown on the plans and written specifications.			$6,090.25
Change Orders			$6,090.25
Building permits credited	-1 Each	$1,755.61	-$1,755.61
Hand Dryer Credit Credit for hand dryers not installed			-$1,062.50
Hand dryers credit	-1 Each	$375.00	-$375.00
Electrical credit	-1 Each	$687.50	-$687.50
TP Dispenser Credit Credit for TP holders that were specified.			-$125.00
TP Dispenser Credit	-1 Each	$125.00	-$125.00
Sign Changes This describes mounting the stainless steel letters that were budgeted in the project on to 3/16 mild steel plate via welding and painting the mild steel with 2 coats of matching wall paint.			$2,228.60
3/16" Mild steel plate	1 Each	$352.98	$352.98
Fabrication Costs to fabricate the restroom signs by affixing letters to a mild steel plate not described in the plans.	1 Each	$1,562.50	$1,562.50
Epoxy	2 Each	$35.30	$70.60
Epoxy anchors	20 Each	$9.03	$180.50
Stainless 3/8" security screws	20 Each	$1.61	$32.24
Sign painting sundries	1 Each	$16.05	$16.05
Letter adhesive	1 Each	$13.73	$13.73
Door Widening			$6,244.62

After discovering clearance issues with the existing doorways not meeting ADA with standard hollow metal door frames, it was approved verbally by Berry Ellison to move forward with cutting the openings wider and install 3/0 doors that open in to each bathroom. Hardware to hold open the doors will be fabricated to simulate the previous application.

Door Widening Labor Labor associated to widening the doorways. Includes removal and salvage of existing jambs, casing legs, casing header, lintel replacement, and filling voids with mortar as well as reinstalling wood jamb support.	52 Hours	$110.67	$5,754.84
Angle iron	1 Each	$211.44	$211.44
Mortar	1 Each	$39.13	$39.13
Concrete saw rental	1 Days	$110.46	$110.46
Additional Adhesive	1 Each	$47.50	$47.50
Door header casing materials	1 Each	$81.25	$81.25

Partition changes -$1,893.18

The CMU partitions were abandoned due to clearance issues and custom fabricated steel partitions were opted for durability and clearance

Credits			-$7,875.00
Partition doors	-2 Each	$1,000.00	-$2,000.00
Partition door installation	-1 Lump Sum	$1,500.00	-$1,500.00
CMU credit Credit for not installing cmu walls	-1 Lump Sum	$4,375.00	-$4,375.00
Metal bathroom Partitions			$5,981.82
Door stops	2 Each	$7.46	$14.93
Material and off site labor Materials and offsite labor. Partitions for bathroom stalls	2 Lump Sum	$2,812.50	$5,625.00
Custom toilet paper holders and door stops	2 Each	$93.75	$187.50
Partition lock material	1 Each	$30.54	$30.54
Mounting screws	1 Each	$36.44	$36.44
1/4 - 20 Toggles	1 Each	$48.73	$48.73
Column fasteners	1 Each	$38.68	$38.68

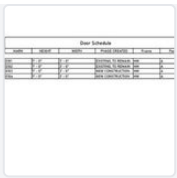
Painting Changes $1,812.50

It was requested to not apply the anti graffiti coating. Added priming and painting bathroom floors with anti skid acrylic coating. The bathroom walls and ceilings were also asked to be changed to white after the beige had been applied

Anti Graffiti coating Credit	-1 Lump Sum	$1,250.00	-$1,250.00
Bathroom floor painting	1 Lump Sum	$1,250.00	$1,250.00
Bathroom color change Repainted bathroom ceilings walls and ceilings to white	1 Lump Sum	$875.00	$875.00
Metal Painting Partition	1 Lump Sum	$937.50	$937.50

Door Hardware $640.82

Door hardware schedule not listed with door schedule on sheet A101. Hardware was assumed to be reused since not on schedule during bid phase.



Custom door hold open plates Plates mounted to wall for door hold open during open hours.				$29.93
Dead bolt 8T37L 626 Deadbolt	2 Each	$287.50		$575.00
Door pulls 70C 630 Push Plate	1 Each	$20.89		$20.89
Silencers 608 26D Silencers	6 Each	$1.25		$7.50
Spray primer	1 Each	$7.50		$7.50
			SUBTOTAL	**$6,090.25**
			TAX	**$554.21**
			TOTAL	**$6,644.46**

Please do not hesitate to contact us if there are any questions on the information provided within this document. By signing this document, customer acknowledges scope of work and amounts to amend the original contract.

Contractor License (WA) - CAMCOCI799L5
Contractor License (ID) - RCE-60654

The above specifications, costs, and terms are hereby accepted.

BERRY ELLISON **DATE**

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: CAMCO CONSTRUCTION, INC.

Business name: CAMCO CONSTRUCTION, INC.

Entity type: Profit Corporation

UBI #: 604-768-322

Business ID: 001

Location ID: 0001

Location: Active

Location address: 3105 E BOONE AVE
SPOKANE WA 99202-3607

Mailing address: 3105 E BOONE AVE
SPOKANE WA 99202-3607

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Deer Park General Business - Non-Resident				Active	Jun-30-2027	Jun-23-2021
Spokane General Business				Active	Jun-30-2027	Jun-22-2021
Spokane Valley General Business - Non-Resident				Active	Jun-30-2027	Jun-23-2021

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CHALLENDER, AMELIA L	
CHALLENDER, LEIF E	

The Business Lookup information is updated nightly. Search date and time: 8/31/2026 2:06:11 PM

Contact us

Client#: 1925339 CAMCOCON2

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services, LLC
601 Union Street, Suite 1000
Seattle, WA 98101

CONTACT NAME: Jordynn Crouse
PHONE (A/C, No, Ext): 509-606-0245 **FAX (A/C, No):** 610-362-8530
E-MAIL ADDRESS: Jordynn.Crouse@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Western National Mutual Insurance Compa	15377
INSURER B : Westchester Surplus Lines Insurance Co.	10172
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Camco Construction, Inc
Leeco, Inc.
3105 E Boone Ave
Spokane, WA 99202-3607

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	CPP133223202 Including Fire and Damage (see next page)	01/31/2026	01/31/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG WA Stop Gap	$1,000,000 $300,000 $10,000 $1,000,000 $2,000,000 $2,000,000 $1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	CPP133087602	01/31/2026	01/31/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10,000	X	X	UMB105543302	01/31/2026	01/31/2027	EACH OCCURRENCE AGGREGATE	$1,000,000 $1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Lease/Rent Equip			CPP133223402	01/31/2026	01/31/2027	$100,000 Limit	
B	Pollution Liab			G2436012A014	01/31/2026	01/31/2027	$1,000,000 / $5,000 Ded	
A	Install. Floater			CPP133223402	01/31/2026	01/31/2027	$250,000 / $1,000 Ded	

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

RE: Owner Project No. PW ITB 0000-00, B.A. Clark Park Restroom Tenant Improvements, 3922 N Normandie St, Spokane, WA.

The General Liability, Automobile Liability, and Umbrella Liability policies includes an automatic Additional Insured endorsement that provides Additional Insured status to City of Spokane, its officers and employees, only when there is a written contract that requires such status, and only with regard to work (See Attached Descriptions)

Install Floater includes theft. (see next page)

CERTIFICATE HOLDER
City of Spokane
808 W Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Gary D. Patterson

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DESCRIPTIONS (Continued from Page 1)

performed by or on behalf of the named insured. The General Liability, Automobile Liability, and Umbrella Liability policies contains a special endorsement with Primary and Noncontributory wording, when required by written contract. The General Liability and Automobile Liability policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law. Per Project Aggregate applies to the General Liability policy as per the attached endorsement. The General Liability covers Fire & Property Damage as covered perils. Installation Floaters covers material to and from a job site seating at a temporary location and installed until accepted by owner.

Return to Minutes

Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

Committee	Finance	**Committee meeting date**: Sept. 8, 2026	
Requester	Rich Lentz	**Phone number**: 509-625-6544	
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◉ New ◯ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)	Prior OPR = OPR 2023-1308		
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	N/A	**Master Plan Priority Tier**: (pg. 171-175)	N/A
Item title: (Use exact language noted on the agenda)	5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / $62,864.83 plus tax		
Begin/end dates	Begins: 01/01/2027	Ends: 12/31/2031	☐ 06/01/2525

Background/history:

In 2017, through a competitive process, CivicPlus was selected as the Spokane Parks and Recreation Division's Recreation Management Software (RMS). The most recent agreement was a one-year renewal through the end of 2026. This action item is to approve a new 5-year contract. Parks desires to enter into a new contract with CivicPlus to continue RMS software using the specific software product commonly known as CivicRec. This software is used for the registration of all recreational classes and programs as well as park and field facility reservations. This software has been well-received with users, and staff alike.

Motion wording:

Approval of a new 5-year contract between the City of Spokane Parks and Recreation Division and CIVICPLUS for Recreational Management Software / 62,864.83 plus tax

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: CivicPlus

Name: Amy Vikander Email address: contractsrequest@civicplus.com Phone:

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Rich Lentz
Grant Management Department/Name:
IT - Peggy Lund - klund@spokanecity.org

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount: $62,864.83 plus tax

Budget code: 1400-30210-76101-54820

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☐ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the City's A&E Roster - City of Spokane
- ☑ UBI: 602-828-967 Business license expiration date: 5/31/27
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☑ Insurance Certificate (min. $1 million in General Liability)

City Clerk's No. _____

City of Spokane

CONTRACT

Title: **RECREATION MANAGEMENT SOFTWARE**

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **CIVICPLUS, LLC**, whose address is 302 South 4th Street, Suite 500, Manhattan, Kansas 66501, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. PERFORMANCE. The Company will provide Recreation Management Software, Maintenance and Support, in accordance with Company's Quote No. Q-145566-1, attached as Exhibit B, under TIPS Contract No. 220105. In the event of a discrepancy between the documents this City Contract controls.

2. CONTRACT TERMS. The Contract shall begin January 1, 2027, and run through December 31, 2031, unless amended by written agreement or terminated earlier under the provisions.

3. COMPENSATION. The City shall pay the Company a maximum amount not to exceed **THREE HUNDRED THIRTY-THREE THOUSAND SEVEN HUNDRED FIFTY-SEVEN AND 94/100 DOLLARS ($333,757.94) plus tax if applicable**, payable as follows for everything furnished and done under this Contract for the work described in Section 1 above and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Contract.

Year 1	$62,864.83
Year 2	$64,750.78
Year 3	$66,693.30
Year 4	$68,694.10
Year 5	$70,754.93

4. PAYMENT. The Company shall send its application for payment to City of Spokane Information Technology Division, Itadmin@spokanecity.org, Attn: Stephen Williams. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.

5. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations.

6. ASSIGNMENTS. This Contract is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent. Such consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Company may assign this Contract upon a merger or sale of a majority of its assets.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

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

9. TERMINATION. Either party may terminate this Contract by thirty (30) days' written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

10. INSURANCE. During the period of the Agreement, the company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. **Workers' Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide Worker's Compensation coverage for all their subject workers and **Employers Liability Insurance (Stop Gap)** in the amount of $1,000,000.
Note: Workers Compensation may not be listed on the COI since WA businesses are required to obtain through L & I. Employers Liability or Stop Gap is separate coverage and can be found under the GL or in the Workers Compensation section on COI.

B. **General Liability Insurance** on an occurrence basis, of not less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

    i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than
$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles as applicable; and

D. **Cyber/Technology Errors and Omissions Insurance**, which includes cyber insurance coverage, with limits of at least $5,000,000 per claim and in the aggregate.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to

the City. Except with regard to Professional Liability (when required) and Worker's Compensation Insurance, each of the policies shall endorse the City of Spokane as an "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City.

11. INDEMNIFICATION. The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

12. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

13. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

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

16. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting

the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

17. AUDIT / RECORDS. The Company and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

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

CIVICPLUS, LLC

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE

By _____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:
Exhibit A – Certificate Regarding Debarment
Exhibit B – Company's Quote No. Q-145566-1

26-234a

EXHIBIT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
   c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
   d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

   Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

   1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

   2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print) Title of Certifying Official (Type or Print)	Signature Date (Type or Print)

EXHIBIT B

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-145566-1
CivicPlus Pricing Approval Date: 7/28/2026 2:16 PM
Expires On: 9/21/2026

Client:
City of Spokane, WA

Bill To:
SPOKANE CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Maggie Brown		maggie.brown@civicplus.com		Net 30

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %	12 Month Value
1.00	Recreation Management Annual Renewal	Recreation Management Annual Fee	5.0000	USD 39,940.76
1.00	Recreation Management AudioEye Enterprise Renewal	AudioEye Enterprise for Recreation Management	72.0000	USD 7,411.89
1.00	Recreation Management External Processor Activity Fee Renewal	Annual maintenance and support fee for external processors	19.9837	USD 15,512.18

Initial Term	1/1/2027 - 12/31/2031, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 62,864.83	USD 0.00	USD 62,864.83
Year Two	USD 64,750.78		USD 64,750.78
Year Three	USD 66,693.30		USD 66,693.30
Year Four	USD 68,694.10		USD 68,694.10
Year Five	USD 70,754.93		USD 70,754.93
Subtotal			USD 333,757.94

Annual Recurring Services Starting Year 6	USD 72,877.57
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	3% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of The Interlocal Purchasing System Contract #220105 ("TIPS Contract #220105"), being associated with this agreement guarantees that the Customer is receiving the minimum discount of 5%, and the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-145566-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
Garett Jones	Amy Vikander
Printed Name:	Printed Name:
Director - Parks & Recreation	
Title:	Title:
Date:	Date:

City of Spokane
Organization Legal Name:

Donald Coley
Billing Contact:

Accountant
Title:

509-625-6209
Billing Phone Number:

eraparksap@spokanecity.org
Billing Email:

808 W Spokane Falls Blvd, Spokane, WA 99201
Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: CIVICPLUS, LLC

Business name: CIVICPLUS

Entity type: Limited Liability Company

UBI #: 602-828-967

Business ID: 001

Location ID: 0001

Location: Active

Location address:
302 S 4TH ST
STE 500
MANHATTAN KS 66502-6410

Mailing address:
302 S 4TH ST
STE 500
MANHATTAN KS 66502-6410

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Bellingham General Business	080771			Active		Feb-20-2026
Burien General Business - Non-Resident				Active	May-31-2027	May-16-2025
Federal Way General Business - Non-Resident				Active	May-31-2027	Sep-01-2020
Issaquah General Business - Non-Resident				Active	May-31-2027	Apr-23-2019
Kirkland General Business - Non-Resident	OBL28216			Active	May-31-2027	Jun-15-2018
Lacey General Business - Non-Resident	181909			Active	May-31-2027	Aug-29-2019
Lakewood General Business - Non-Resident				Active	Jan-31-2027	Jan-23-2026
Mercer Island General Business - Non-Resident	211321			Active	May-31-2027	Jan-03-2022
Mountlake Terrace General Business - Non-Resident				Active	May-31-2027	Jun-04-2025

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Redmond General Business - Non-Resident	RED18-000656			Active	May-31-2027	Jun-15-2018
Spokane General Business - Non-Resident				Active	May-31-2027	Feb-08-2018
Washougal General Business - Non-Resident				Active	May-31-2027	Apr-25-2019

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CP PATTI, LLC	
MORGAN, STANLEY	

Registered Trade Names

Registered trade names	Status	First issued
CIVICPLUS	Active	Feb-04-2019

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 9/8/2026 9:39:07 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

CIVILLC-03 HEATHERMAGUIRE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
NFP Property & Casualty Services, Inc. 45 Executive Drive Plainview, NY 11803	PHONE (A/C, No, Ext): (516) 327-2700	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B : Fortegra Specialty Insurance Company	16823
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ArchiveSocial, LLC
302 S 4th St
Ste 500
Manhattan, KS 66502-6410

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Cyber Liability			MKLV1PCY000375	5/17/2026	5/17/2027	Limit	5,000,000
B	Excess Cyber Liab			C-4MA7-206591-CEPSME-2026	5/17/2026	5/17/2027	Limit	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Spokane are included as Additional Insured as required by written contract subject to the policy terms and conditions. Coverage is Primary and Non-Contributory as required by written contract subject to the policy terms and conditions.

CERTIFICATE HOLDER

City of Spokane
808 W Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Brian Flenor

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Alliant Insurance Services, Inc. 32 Old Slip 29th Fl New York NY 10005	**CONTACT NAME:** Tyler Takahashi **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:** Tyler.Takahashi@alliant.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #**
	INSURER A : National Fire Insurance Compan — 20478
INSURED INSIPAR-02 CivicPlus, LLC and its direct and indirect subsidiaries 302 S. 4th Street Suite 500 Manhattan KS 66502	**INSURER B :** Continental Insurance Company — 35289
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 795855070 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y		7092029663	5/17/2026	5/17/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY	Y		7092022602	5/17/2026	5/17/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	X **UMBRELLA LIAB** X OCCUR **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 10,000	Y		7092030120	5/17/2026	5/17/2027	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
B B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		7092032580 7092031056	5/17/2026 5/17/2026	5/17/2027 5/17/2027	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

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

The deductibles/Self Insured Retentions are $0 for those policies not specified above.

WC - 7092032580 - CA
WC - 7092031056 - AOS

The City of Spokane is included as an Additional Insured as respects to General Liability, Auto Liability and Umbrella/Excess Liability.

CERTIFICATE HOLDER

City of Spokane
808 W Spokane Falls Blvd
Spokane WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Return to Minutes

Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

Committee	Finance	**Committee meeting date**: August 11, 2026	
Requester	Jonathan Moog	**Phone number**: (509) 625-6243	
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◉ New ◯ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)	OPR 2022-0560		
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	Goal K, Objective 1	**Master Plan Priority Tier**: (pg. 171-175)	First Tier
Item title: (Use exact language noted on the agenda)	Memorandum of Understanding with the Friends of Riverfront Park		
Begin/end dates	Begins: 09/14/2026	Ends: 09/13/2029	☐ 06/01/2525

Background/history:

The first memorandum of Understanding (MOU) with Friends of Riverfront Park was established in July 2022 and expired July 2025. This MOU establishes a formal relationship the the Friends of Riverfront Park to coordinate fundraising, projects, and volunteer activities within Riverfront Park.

Motion wording:

Approve Memorandum of Understanding with Friends of Riverfront Park.

Approvals/signatures outside Parks: ◯ Yes ◉ No

If so, who/what department, agency or company: Friends of Riverfront Park

Name: Jennifer Ogden Email address: jlmogden@earthlink.net Phone: 509-280-7928

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Jonathan Moog
Grant Management Department/Name:

Fiscal impact: ◯ **Expenditure** ◉ **Revenue**

Amount: Not Applicable

Budget code:

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☐ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the MRSC Roster - City of Spokane
- ☑ UBI: 604-882-369 Business license expiration date: 3/31/27
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☐ Insurance Certificate (min. $1 million in General Liability)

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF SPOKANE
AND
THE FRIENDS OF RIVERFRONT PARK,

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made by and between the City of Spokane Parks and Recreation Division ("**PARKS**"), a Washington State municipal corporation, located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, and the Friends of Riverfront Park, ("**FRFP"**), a Washington nonprofit corporation established pursuant to RCW 24.03A and located at P.O. Box 10421, Spokane, WA 99209, hereinafter the "Parties".

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

WHEREAS, FRFP's purpose is to provide fundraising and volunteer assistance, as requested by PARKS, in furthering the development, growth and excellence of Riverfront Park; and

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

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

WHEREAS, PARKS is willing to assist FRFP in its fundraising activities and foster success by providing access to PARKS' resources that will benefit projects that the FRFP wish to pursue for Riverfront Park; and

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

WHEREAS, PARKS has established a Friends of Parks Program as detailed in City of Spokane Parks and Recreation Division "Adopt a Park" and "Friends of Parks" Program Policies and Procedures, a copy and the requirements of which are attached as Attachment A hereto and incorporated in this MOU ("Friends of Parks Program"); and

WHEREAS, FRFP wishes to participate in the Friends of Parks Program;

Now, Therefore, the Parties agree as follows:

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

A. FRFP will work with PARKS to solicit donations, recruit, manage and coordinate volunteer services for Riverfront Park in compliance with this Memorandum and PARKS' policies and project requirements.

B. FRFP will support and ensure that its fundraising activities are consistent with PARKS' vision, mission and goals for Riverfront Park, and its work will be compatible with these interests and goals, and it will support PARKS' master plan for Riverfront Park.

C. A major purpose of FRFP shall be to solicit and secure privately-raised funds to Riverfront Park for the benefit of PARKS' programs. FRFP may direct funds to Riverfront Park to support capital projects, programs, activities and general needs of Riverfront Park.

D. The FRFP shall recruit, manage and coordinate volunteer services in such a manner as to maintain full compliance with PARKS' policies and project requirements. All volunteer coordination shall be pre-approved and coordinated with Riverfront Park staff.

E. FRFP will provide the opportunity to involve community leaders in an advisory board to serve Riverfront Park Committee of the Spokane Park Board and Park Staff as requested by PARKS.

F. Within five (5) years of formation, FRFP shall comply with the Charities Review Council's Accountability Standards (Attachment 1) to ensure best practices in nonprofit governance and management, as well as to inspire the public's trust and confidence.

G. FRFP shall review and discuss PARKS' funding needs and priorities and shall not solicit or accept gifts that are inconsistent with the vision, goals and objectives of PARKS.

H. FRFP will coordinate with PARKS staff on all projects and plans funded by its privately-raised funds. FRFP acknowledges and agrees that Park Board approval shall be secured in advance of all such capital projects. Any capital project campaign recommendation made to PARKS shall include comprehensive information pertaining to construction, maintenance, and operation requirements; restrictions; and warranties.

I. FRFP, or its fiscal sponsor, shall upon request reimburse PARKS for any reasonable expenditure on goods of value made available by PARKS for the benefit of FRFP in such forms and sums as all parties agree are appropriate.

J. FRFP shall arrange with private legal entity (or entities) separate from the City of Spokane and PARKS, to act as fiscal sponsor(s) of FRFP until FRFP is able to obtain its own tax-exempt 501(c)(3) designation, in order to ensure that all gifts and bequests received may qualify as deductible, charitable contributions for the donor. At PARKS' request, FRFP shall arrange for biennial upon request auditing of its

books and records by a firm of certified accountants. Copies of the audited financial statements and current list of FRFP officers, directors or trustees shall be made available to PARKS upon request.

K. FRFP will not interfere with PARKS' day-to-day operations.

L. During the term of this Memorandum (and any extension thereof) FRFP shall maintain its corporate nonprofit status in good standing with the State of Washington, and shall comply with all state laws with respect to charitable solicitations. Within three (3) years of the date of this Memorandum. FRFP shall secure designation as a tax-exempt 501(c)(3) organization. Once FRFP secures designation as a tax-exempt 501(c)(3) organization, it shall maintain such designation under state and federal income tax laws to ensure that gifts and bequests received by the FRFP may qualify as deductible, charitable contributions for the donor.

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

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

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

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

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

D. PARKS may, but is not required to, notify FRFP or its fiscal sponsors of potential donations and provide information necessary to determine the best methods for securing the donations when PARKS becomes aware of donations, actual or potential, intended to benefit PARKS. PARKS and FRFP may collaborate in pursuing such donations so as to maximize the benefit to PARKS. Any direct cost related to acquiring the donation shall be the responsibility of FRFP. For example, PARKS may use point of sale software to solicit donations for FRFP. FRFP shall pay for the merchant ID account.

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

F. PARKS may present FRFP with an annual list of private funding needs and

priorities for discussion from which FRFP may make suggestions and choose to actively seek and accept funds on PARKS' behalf, subject to the terms of this Memorandum.

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

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

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

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

K. PARKS agrees to provide meeting space at no cost to FRFP for the purposes of holding administrative meetings. Availability of space, date and time shall be mutually agreeable to both parties.

L. PARKS agrees to provide rental spaces for the purposes of hosting fundraising activity that benefits PARKS. Venue rental cost shall be discounted fifty percent (50%) from current approved rates and FRFP to pay all direct labor and materials cost associated with the rental. All other venue policies, fees and exclusions apply.

Section 3. Mutual commitments. Except as may otherwise be provided herein, the Parties to this Memorandum shall be solely responsible for any cost incurred in fulfilling their respective roles under this Memorandum.

Section 4. Insurance. FRFP shall obtain and maintain general liability insurance and directors' and officers' liability insurance at a reasonable and appropriate amount as determined by the FRFP Board, but in no case shall such coverage be less than $2 million per occurrence, naming PARKS and its officers, employees, and agents as additional insured. FRFP shall annually provide the City Parks and Recreation Department a Certificate of Insurance (COI) as documentation of its compliance with this Section.

Section 5. Accountability and Stewardship. As PARKS and FRFP want to maintain the highest levels of accountability and stewardship, FRFP agrees to share information with PARKS as reasonably requested, develop reporting processes and institute compliance and auditing procedures that ensure donated funds are accounted for, expenditures are made in accordance with donors' wishes and reports are made to donors on the use of such funds. FRFP shall maintain financial records in accordance with Generally Accepted Accounting Principles and any other standards generally applicable to charitable fundraising entities. Copies of FRFP's financial statements and a current list of FRFP's officers and trustees shall be made available to PARKS upon request. FRFP will permit, upon reasonable notice, authorized PARKS officials or their designees to inspect all FRFP books and records, except to the extent the inspection violates rights to privacy or confidential donor information. PARKS shall be entitled to conduct compliance

reviews of the use of donated funds to ensure that dispositions of donated funds have complied with the purposes and restrictions set forth by the donors. Funds received on PARKS' behalf shall only be accounted for as gifts where the appropriate donor intent is present. Amounts received solely in exchange for services or property shall not be accounted for as gifts.

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

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

6.2 Unrestricted Donations. Unrestricted Donations are donations to FRFP the donor designates for PARKS, but are not designated by the donor to be used for a specific program or project within PARKS. Without prior approval by City, FRFP may recruit, manage and coordinate volunteer services in connection with the solicitation and collection of Unrestricted Donations, so long as such activities are at no cost to PARKS. Upon request of PARKS, FRFP will release Unrestricted Donations to PARKS.

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

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

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

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

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

6.4 Conditions of Gift Acceptance. FRFP agrees that in accepting gifts for Riverfront Park and PARKS, it will:

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

B. Ensure that gifts designated for specific purposes follow PARKS' master plans, vision, mission and philosophy.

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

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

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

Section 7. Notice of Non-Compliance – Opportunity to Cure. In the event of non-compliance with any provision of this Memorandum, the non-breaching party shall notify the other party in writing of the event or practice the non-breaching party believes does not comply with this Memorandum. The other party shall, within thirty (30) days from receipt of the notice of non-compliance, either correct the non-compliance or show cause to the non-breaching party that the other party is in compliance. In the event the allegedly breaching party fails to comply within this time period, the non-breaching party may, at its option, terminate this Memorandum by providing written notice of such termination to the breaching party. In the event of termination under this Section 7, FRFP shall provide PARKS with an accounting of all funds held by FRFP, including any funds designated for PARKS by the donor, and such fund shall be disbursed to PARKS immediately.

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

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

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

Section 11. Anti-Kickback. No officer or employee of the City of Spokane, having

the power or duty to perform an official act or action related to this Memorandum shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Memorandum.

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

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

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

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

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

Section 17. Mediation. Should any dispute arise out of or related to this Memorandum or its performance by the parties, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The parties shall select a mediator within ten (10) days of the notice by a party to mediate a claim. Mediation shall be concluded within sixty (60) days of the notice to mediate being made unless extended by the parties by mutual agreement. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution of the claim(s). The costs of mediation shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of obtaining attorney's fees and legal costs.

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

A. For the City's Parks and Recreation Division contact:
Director of Riverfront Park or his/her designee
808 W Spokane Falls Boulevard
Spokane, WA 99210

B. For the FRIENDS OF RIVERFRONT PARK contact:
President, Friends of Riverfront Park, or his/her designee

PO Box 10421
Spokane WA 99209

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

Section 20. Term. This Memorandum shall become effective upon execution by both parties and shall have an initial term of three (3) years, and may thereafter be renewed for additional three-year terms upon mutual consent of the Parties and approval of the Spokane Park Board, unless terminated earlier as provided in this Memorandum.

FRIENDS OF RIVERFRONT PARK	CITY OF SPOKANE PARKS AND RECREATION DIVISION
By_____ Signature Date	By_____ Signature Date
_____ Type or Print Name	_____ Type or Print Name
_____ Title	_____ Title
Attest:	Approved as to form:
_____ City Clerk	_____ Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A – Friends of Parks Program

Attachment B – Sponsorships, Donations, Naming Recognition of Parks and Recreation Areas or Facilities

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Spokane Park Board Briefing Paper

Committee	DVC
Committee meeting date	January 18, 2023
Requester	Fianna Dickson **Phone number**: 6297
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action
Type of contract/agreement	◉ New ◯ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ 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: ☑ Open ended

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.

Additionally, formal agreements will be in place with each Friends and Adopt a Park groups that align with this policy and procedure.

This policy was reviewed, edited, and approved through the Development and Volunteer Committee, with input from the Development and Volunteer Citizen Advisory Committee.

Motion wording:
Motion to approve the Adopt a Park and Park Friends Group Policy & Procedure.

Approvals/signatures outside Parks: ◯ Yes ◉ No
If so, who/what department, agency or company:
Name: Email address: Phone:

Distribution:
Parks – Accounting
Parks – Sarah Deatrich
Requester: Fianna Dickson
Grant Management Department/Name:

Fiscal impact: ◯ **Expenditure** ◯ **Revenue**
Amount: Budget code:

Vendor: ◯ Existing vendor ◯ New vendor
Supporting documents:

- ☐ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the City's A&E Roster - City of Spokane
- ☐ UBI: Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☐ Insurance Certificate (min. $1 million in General Liability)

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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).

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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;

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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.

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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)?

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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.

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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

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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

Garrett Jones	Garrett Jones	2/16/2023
Printed name	Signature	Date

Director, Parks and Recreation

Title

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CITY OF SPOKANE PARKS BOARD

Bob Anderson	Bob Anderson	2/16/2023
Printed name	Signature	Date

President Park Board

Title

Attest:

City Clerk

Approved as to form:

James Richman

Assistant City Attorney

DocuSign

Certificate Of Completion

Envelope Id: 85818A7124934672A179A5C3EE9E9A03
Status: Completed
Subject: Please Sign: OPR 2023-0237 Adopt a Park and Park Friends Group Policy & Procedure
Source Envelope:
Document Pages: 11
Signatures: 4
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
Stamps: 1
EnvelopeId Stamping: Enabled
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Envelope Originator:
Melanie Coe
808 W. Spokane Falls Blvd.
Spokane, WA 99201
mcoe@spokanecity.org
IP Address: 155.190.3.8

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Signer Events	Signature	Timestamp
James Richman jrichman@spokanecity.org Assistant City Attorney Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 155.190.3.5	Sent: 2/14/2023 2:20:05 PM Viewed: 2/14/2023 2:22:03 PM Signed: 2/16/2023 8:29:19 AM
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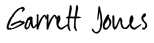
Bob Anderson banderson@spokanecity.org President Park Board Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 76.146.204.226	Sent: 2/16/2023 8:29:22 AM Viewed: 2/16/2023 11:23:57 AM Signed: 2/16/2023 11:24:55 AM
Electronic Record and Signature Disclosure: Accepted: 2/16/2023 11:23:57 AM ID: 1f2aa6f8-9217-47ba-a814-2c8b21418d9c		
Garrett Jones gjones@spokanecity.org Director, Parks and Recreation City of Spokane Parks Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 155.190.3.7	Sent: 2/16/2023 11:24:59 AM Viewed: 2/16/2023 11:26:04 AM Signed: 2/16/2023 11:26:16 AM
Electronic Record and Signature Disclosure: Accepted: 2/16/2023 11:26:04 AM ID: a3075f22-9606-4f79-ac08-404a72662bba		
Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 155.190.3.5	Sent: 2/16/2023 11:26:19 AM Viewed: 2/16/2023 3:33:07 PM Signed: 2/16/2023 3:33:17 PM

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Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	2/16/2023 3:33:07 PM
Signing Complete	Security Checked	2/16/2023 3:33:17 PM
Completed	Security Checked	2/16/2023 3:33:17 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
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- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and

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- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.

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CITY OF SPOKANE PARKS AND RECREATION DIVISION ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-~~11~~-07 TP LGL 2011-0031 Jun 3, 2025

TITLE: **SPONSORSHIPS, DONATIONS, NAMING RECOGNITION OF PARKS AND RECREATION AREAS, FACILITIES AND PROGRAMS**

EFFECTIVE DATE: JULY 14, 2011
#1 REVISION EFFECTIVE DATE: OCTOBER 12, 2017
#2 REVISION EFFECTIVE DATE: SEPTEMBER 14, 2023

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1.0 GENERAL

Spokane Parks and Recreation is a Division of the City of Spokane whose services are primarily funded from the City's general fund. In recent years demands upon these funds have increased, a trend that is expected to continue.

To maintain and enhance the City's park and recreation system, Spokane Parks and Recreation is actively seeking to establish revenue streams and resources that will increase its ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.

This policy will provide opportunities for the private sector to invest back into the community.

Any naming must be to the benefit of enhancing the space, as a first priority. The Parks Master Plan, approved by the Park Board, will guide all investments.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

2.0 DIVISIONS/DEPARTMENTS AFFECTED

This policy and procedure shall apply to the Spokane Parks and Recreation Division.

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3.0 REFERENCES

City Charter - Section 48. Park Board - Powers
Park Board Rules - Section 14. General Operating Policies and Procedures, Ruling and Appeals

4.0 DEFINITIONS

For the purpose of this policy, the following definitions apply:

4.1 "Advertising" - a form of marketing that is paid for by an individual or organization to attract the public's attention to a particular product or service.

4.2 "Division" - Spokane Parks and Recreation Division.

4.3 "Department Directors" - senior Parks and Recreation management directly under the Director of Parks and Recreation or the Executive Officer who have responsibility for parks recreation departments.

4.4 "Historical or Prominent Individuals/Families/Groups"- individuals, families or groups that have a historical connection to the City's heritage or have in some way made significant contributions to the Spokane community.

4.5 “Individual and Family Giving” – A donation garnered from the general public who desire to contribute financially to the Division, for which there may be some mutually agreed upon recognition benefit. Donations are typically driven by fondness or affection for Parks and Recreation, or in support of the Division mission.

4.6 "Interpretive sign" - a sign within a park that interprets natural, historic, and/or cultural features.

4.7 "Logo" - a symbol or name that is used to brand an organization.

4.8 "Marketing" - all forms of promotional efforts to attract the public's attention to a particular product or service. Marketing opportunities offered to sponsors are specific to each sponsorship and detailed in the agreement in accordance with City laws and Division policies.

4.9 "Memorials and tributes" – plaques, benches, trees or other similar elements designed to honor an individual in recognition of a contribution.

4.10 “Naming rights” – A financial transaction and form of advertising whereby a corporation, community organization, or other entity purchase the right to name a park asset or program, typically for a defined period of time of 3 to 20 years, with the intent to promote its brand or market its programs and services.

4.11 “Park” – Division property designated as a park.

4.12 “Park asset” – Physical Division amenities, features and facilities identified by the Park Board as an opportunity for naming rights or individual and family

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giving.

4.13 "Park facilities" - buildings, outdoor fields, recreation, sports or entertainment facilities in which structured and unstructured activities are provided.

4.14 “Park features” – fountains, artwork, amenities, and similar.

4.15 "Plaque" - a flat memorial plate containing information that is either engraved or in bold relief that may be affixed to a park asset or displayed in a public place as a form of recognition.

4.16 “Program sponsorship” – A payment or in-kind service by a business to support a program, activity or special event of the Division in return for certain recognition benefits, which may include naming. Sponsorships will generally be a year or shorter in duration and not associated with a permanent park asset.

4.17 “Recognition benefits” – Opportunities provided to the sponsor or donor as an incentive or appreciation for charitable donations.

4.18 "Sign" - a structure that is used to identify a specific park, to convey directions/rules to park users, and/or to inform about a project or attraction. May be temporary or permanent.

4.19 "Sponsorship or donation agreement" - the legal instrument that sets out the terms and conditions agreed upon by the parties.

5.0 POLICY

5.1 It is the policy of Spokane Parks and Recreation Division to actively seek sponsorships, charge fees for advertising and to accept donations and gifts where appropriate, for its events, services, parks, equipment and facilities. The purpose of such is to increase the Division’s ability to delivery services to the community and/or provide enhanced levels of service beyond the core levels funded from the City’s general fund.

5.2 In appreciation of this support, it is the policy of the Division to provide suitable acknowledgement and recognition of these contributions. The recognition shall adhere to the aesthetic values and purpose of the Division’s parks, facilities, and services, and to the recognition guidelines outlined in this policy.

5.3 Sponsorships and donations will be considered for the following broad types of activities:

5.3.1 Event Sponsorship - financial or in-kind support for an event organized by the Parks Division on park property. Depending on the details of the agreement, the sponsor’s name may or may not be directly linked to the event (i.e. a title sponsorship), and the sponsor may have a variety of temporary marketing opportunities.

5.3.2 Park Facility or Feature - financial or in-kind support associated with the design, construction and/or on-going maintenance and operation of a particular park or recreational, sport, entertainment or cultural facility. Recognition opportunities are negotiated with the agreement.

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5.3.3 Program Sponsorship - financial or in-kind support that facilitates the ongoing delivery of a particular citywide or site-specific program. Recognition of the sponsor could be associated directly to the program, or other marketing opportunities could be available, depending on the terms of the agreement.

5.3.4 Memorials or Tributes – plaques, trees, or similar in honor of a person or persons, with recognition benefits outlined in the proposal and agreement.

5.4 All sponsorships, gifts, donations, naming recognition, memorials, tributes, and plaques shall be formalized legally in writing through a Sponsorship or Donation Agreement, and signed by a representative from each party.

5.4.1 The agreement should include a clear statement of the purpose, financial value, benefits associated including specific recognition and marketing opportunities, total costs, maintenance and replacement, each party's roles and responsibilities, and term and termination provisions.

6.0 GUIDING PRINCIPLES

The following principles form the basis of the Division's consideration of sponsorships, gifts, and naming requests, and have been established to ensure all considerations are treated equitably.

6.1 Sponsorship, naming, gift and donation proposals:

6.1.1 Must directly relate to the intent of the facility or park, and its master plan or business plan.

6.1.2 Cannot be made conditional on Division performance.

6.1.3 Will not be accepted from organizations whose mission conflicts with the mission of the Division, and must be deemed age-appropriate

6.1.4 Will provide a positive and desirable image to the community.

6.1.5 Will provide benefits commensurate with the relative value of the sponsorship.

6.1.6 Cannot limit the Division's ability to seek other sponsors.

6.1.7 Will include an operating endowment or operating donation if the gift requires a level of service, maintenance, or service beyond current staffing levels.

6.1.8 Will enhance the design and visual integrity of the park/facility.

6.1.9 Will be evaluated individually and shall include, but not be limited to: products/services offered; sponsor's record of involvement in environmental stewardship and social responsibility; principles of the sponsor; sponsor's rationale for its interest; sponsor's expectations; and sponsor's timeliness and/or readiness to enter into an agreement.

6.2 Ethical Considerations

6.2.1 Sponsorships, naming, gifts and donations may come with unintended consequences and need to receive careful consideration. On occasion, the Division or Park Board may need to reject an offer under circumstances including, but not limited to: the potential sponsor seeks to secure a contract, permit or lease; the potential sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; acceptance of a potential sponsorship would create a conflict of interest or policy (e.g., sponsorship from a tobacco company, political organization; the potential sponsor is in litigation with the City of Spokane.)

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7.0 RECOGNITION OF SPONSORSHIPS AND GIFTS

7.1 The following principals will guide the recognition:

- 7.1.1 The recognition shall not detract from the visitors' experience or routine use, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.
- 7.1.2 All forms of recognition must meet Division design and maintenance guidelines.
- 7.1.3 Recognition shall not suggest in any way the endorsement of a sponsor's goods or services by the Division, or any proprietary interest of the sponsor in the Division.
- 7.1.4 All sponsorship, donation or naming rights agreements will be for defined period of time having regard to the contribution.
- 7.1.5 Benefits will be provided at a level of recognition and will specify costs commensurate with the contribution, as outlined in an annual plan by the Division.
- 7.1.6 All sponsorship marketing materials must be approved by the Division's Communication Manager.
- 7.1.7 The Division's Communication Manager must approve the use of the City's or Parks and Recreation's logo by the sponsor in their own business publications.
- 7.1.8 All signs must comply with city ordinance.

7.2 Forms of recognition: The Division wishes to work closely with each donor to provide recognition that is meaningful to the donor. Acknowledgement may include one or more of the following:

- 7.2.1 A thank you letter.
- 7.2.2 Publicity through printed materials, publications, the Division website, social media, and/or media releases, and through the sponsor's channels. Design standards of the Parks and Recreation Division will apply.
- 7.2.3 Events such as a ground breaking or ribbon cutting ceremony, private group tour or photo opportunity.
- 7.2.4 Mayor, City Council and/or Park Board member acknowledgement at civic functions.
- 7.2.5 Designated seating at an event, passes to an event, waived fee for facility use, or similar.
- 7.2.6 On-site recognition such as a temporary or permanent sign.
  - 7.2.6.1 The form of any on-site recognition shall be of an appropriate size and color and shall not detract from the park surroundings or any interpretive message.
  - 7.2.6.2 The Division Communication Manager shall determine approval of the sign/plaque style and design and inclusion of a sponsor's name and/or logo.
  - 7.2.6.3 The placement of temporary signs and plaques shall be determined between the Communication Manager and the appropriate Department Director. In the event of consensus not being reached, the Parks and Recreation Director's decision shall be final.
  - 7.2.6.4 Permanency of the sign is limited to the terms of the contribution.
- 7.2.7 Name association to an event, program or project.
- 7.2.8 Naming of a facility, feature or park (see section 8.0).

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7.3 Determining the form of recognition

7.3.1 Annually, sponsor/donor opportunities and recognition tiers will be developed and/or reviewed by the Communication Manager and/or consultants or staff designated by the Director in collaboration with appropriate Department Directors.

7.3.2 Annually, recommended sponsor/donor opportunities and recognition tiers will be presented to and approved by the Director and the Park Board.

7.3.3 In determining the type and extent of recognition benefits, current market research data and cost analyses will be used to determine the value for each tangible and intangible benefit offered.

7.3.4 If a recognition plan involves naming of a park, facility or feature within a park, the naming procedures will apply (section 8.0).

7.4 Sample of sponsor/gift opportunities and recognition tiers: each sponsorship is negotiated and tailored, however a hierarchy of benefits is associated with varied levels of sponsorships. The following demonstrates some benefits that may be included at various levels

7.4.1 Lower investments may offer banner placements, give-away opportunities, recognition without logo in publications and social media, mention in a press release, recognition in remarks at the event, recognition on site signs.

7.4.2 Mid-level investments may offer the above in addition to logo placement or advertisements in publications/print materials (i.e. the Activity Guide) and social media, passes or special access to events, product sampling, waived fees for facility use.

7.4.3 High-level sponsorships may include the above plus name association to an event or program, designation as the official sponsor of an event or program, permanent signs or plaques, or naming rights of a park, facility or feature.

8 NAMING AND RE-NAMING OF A PARK, FACILITY OR FEATURE

The following principles form the basis of the Division's consideration of naming or re-naming parks, facilities and features within a park (i.e. “Acme Park” or “Acme Field” or “Acme Fountain”). They do not apply to the associated naming of an event, program or project (i.e. “Acme Skate Night” or “Acme Softball Tournament”); those are temporary program name associations in accordance with the annual sponsor opportunities.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

8.1 In accordance with the City Charter, Section 48, the Park Board may designate by name any park and structures thereon.

8.2 The recommendations for park, facility and feature names will be based on and chosen from the following criteria:

8.2.1 Historic events, places and people related to Spokane and the region

8.2.2 Exceptional individuals who have positively impacted parks and recreation in Spokane and the region

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8.2.3 A suitable program or community related name which denotes an appropriate linkage to its function

8.2.4 Living nominees must have been deemed by Park Board and the community to have made an outstanding contribution to the City

8.2.5 Living political nominees must be retired from political life for at least five (5) years

8.2.6 In recognition of a significant donation covering one or preferably more of the following:

8.2.6.1 Sixty percent (60%) or more of the cost of the particular park or facility, or one hundred percent (100%) of the feature

8.2.6.2 Deeding to the City all of the land on which the park, facility or feature will be situated

8.2.6.3 Some long term endowment for the repair and maintenance of the donated park, facility or feature

8.2.6.4 The provision of costs that will service program needs

8.2.7 The duplication or repeat use of names will be avoided, where possible.

8.3 Renaming of a Park, Facility or Feature

8.3.1 Proposals to rename parks are not allowed unless Park Board determines a legitimate public interest to do so.

8.3.2 Proposals to rename facilities or features will be considered in accordance with any naming rights agreements (i.e. a 10 year agreement for naming rights to “Acme Fountain.”)

8.4 Process for Naming Parks, Facilities and Features

8.4.1 Anyone wishing to propose a name for a park, facility or feature must submit a written request to the Director. The request should include a brief synopsis of the reasons for the proposed name.

8.4.2 All naming opportunities shall be developed under the guidance of the Communication Manager and/or a designated consultant in collaboration with the appropriate Department Director.

8.4.3 The Communications Manager or other Parks staff may meet with neighborhood representatives, other City government organizations (e.g. Historic Preservation, Planning Services), or organizations concerned with parks and/or park facilities in order to prepare a recommendation.

8.4.4 For assets with an annual contract dollar value at or less than $20,000/year and/or at or less than 5 years in duration, decisions about naming rights will be made within the Division and appropriate Department and will not require Park Board approval (only Park Board notification through the appropriate committee).

8.4.5 For assets with an annual contract dollar value greater than $20,000 and/or greater than 5 years in duration, the naming rights proposal will be submitted to the Park Board through the appropriate committee for approval.

8.4.6 Accepted proposals will adhere to the City Charter and all other relevant guidelines and procedures as previously outlined.

8.4.7 If a new park or facility is completed and no fitting suggestion for a name has come from the community or in association with a gift, the Park Board will select a name and may involve community outreach (i.e. nominations, contest, etc.).

9.0 MEMORIALS, PLAQUES AND TRIBUTES

The following principles form the basis for the Division's consideration of memorial, plaque or tribute proposals:

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9.1 Memorials, plaques or tributes should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary goal.

9.2 Inventory options vary by location and are dependent upon space and need. The Director or Assistant Director of Park Operations will review and approve all requests.

9.3 An agreement will be consummated to include responsibilities related to the memorial or plaque including but not limited to: installation costs including on-going upkeep, and replacement or repair costs.

9.4 Proposals of memorials, plaques or tributes in parks and recreation areas may include:

- 9.4.1 New trees, tree replacement, or seasonal planting beds;
- 9.4.2 New or replacement park benches, picnic tables, BBQ pit stands, drinking fountains, or trash receptacles;
- 9.4.3 New or replacement picnic shelters, play equipment, or water misting stations

9.5 Accepted proposals will adhere to all other relevant guidelines and procedures as previously outlined.

10. PLANNING AND FULFILLMENT

10.1 Sponsor and donation recognition will be determined as outlined in section 7.0.

10.2 Solicitation Planning

10.2.1 The Communication Manager and any designated consultants, in consultation with the Division Director and appropriate Department Directors, shall develop an on-going accrual plan that includes prioritized opportunities for the purpose of solicitation.

10.2.2 Sponsorships and giving opportunities are either initiated by the Division through a formal Request for Sponsors (RFS) process, initiated by the Division or their representative based on perceived potential interest of a specific sponsor/donor, or self-initiated by the potential sponsor/donor.

10.2.3 Identified opportunities shall be approved by the Director and subsequently communicated to the Spokane Parks Foundation to facilitate an integrated approach to the procurement and management of sponsorships and gifts/donations by the two organizations.

10.2.4 Selected Parks and Recreation staff, Park Board members, and elected officials may be tasked with soliciting sponsors in accordance with the plan and upon their willingness.

10.2.5 All unsolicited sponsorship proposals shall be referred to the Communication Manager or designated consultant who shall be responsible for their evaluation and the provision of a recommendation to the appropriate authority level.

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10.3 Monitoring and Performance Reporting

10.3.1 It will be reported upon annually by the Communication Manager or designated consultant to the Park Board the number of active sponsorships/donations and their dollar value.

11.0 TERMINATION

The Division reserves the right to terminate any contractual relationship should conditions arise during the life of the agreement result in a conflict with this policy or if the agreement is no longer in the best interests of the Division. Decisions to terminate an agreement shall be made by the Director. Circumstances include but may not be limited to: the sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; a conflict of interest or policy arises during the agreement period; the potential sponsor is in litigation with the City of Spokane.

12.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

13.0 APPENDICES

None

APPROVED BY:

James Richman — City Attorney — 9/20/2023 — Date

Garrett Jones — Director of Parks and Recreation — 9/20/2023 — Date

LGL 2011-0031 SPONSORSHIPS, DONATIONS, NAMING RECOGNITION POLICY

Final Audit Report 2025-06-03

Created:	2025-06-03
By:	Daniel Rose (drose@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArhd4SrSpjqOUvNXPDpXwVo-Sc5sGz2h9

"LGL 2011-0031 SPONSORSHIPS, DONATIONS, NAMING RE COGNITION POLICY" History

Document created by Daniel Rose (drose@spokanecity.org)
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Document e-signed by Terri Pfister (tpfister@spokanecity.org)
Signature Date: 2025-06-03 - 11:21:16 PM GMT - Time Source: server

Agreement completed.
2025-06-03 - 11:21:16 PM GMT

Adobe Acrobat Sign

BUSINESS INFORMATION

Business Name:
FRIENDS OF RIVERFRONT PARK

UBI Number:
604 882 369

Business Type:
WA NONPROFIT CORPORATION

Business Status:
ACTIVE

Principal Office Street Address:
3112 W ALICE AVE, SPOKANE, WA, 99205-2202, UNITED STATES

Principal Office Mailing Address:
PO BOX 10421, SPOKANE, WA, 99209-0421, UNITED STATES

Expiration Date:
03/31/2027

Jurisdiction:
UNITED STATES, WASHINGTON

Formation/ Registration Date:
03/11/2022

Period of Duration:
PERPETUAL

Inactive Date:

Nature of Business:
CHARITABLE CIVIC ANY LAWFUL PURPOSE

Charitable Corporation:
☑

Nonprofit EIN:
88-1513627

Most Recent Gross Revenue is less than $500,000:
☑

Has Members:
☐

Public Benefit Designation:
☐

Host Home:
☐

REGISTERED AGENT INFORMATION

Registered Agent Name:
CHRISTOPHER J WRIGHT

Street Address:
3112 W ALICE AVE, SPOKANE, WA, 99205-2202, UNITED STATES

Mailing Address:
PO BOX 10421, SPOKANE, WA, 99209-0421, UNITED STATES

GOVERNORS

Title	Governors Type	Entity Name	First Name	Last Name

Title	Governors Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		CHRISTOPHER	WRIGHT
GOVERNOR	INDIVIDUAL		KELLY	BROWN
GOVERNOR	INDIVIDUAL		COLE	TAYLOR
GOVERNOR	INDIVIDUAL		WILLIAM	YOUNGS

Return to Minutes

Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

Committee	Finance Committee	**Committee meeting date**: September 8, 2026	
Requester	Berry Ellison	**Phone number**: 509.625.6276	
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◯ New ◯ Renewal/ext. ◯ Lease ◉ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)	2026-0043		
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	N/A	**Master Plan Priority Tier**: (pg. 171-175)	N/A
Item title: (Use exact language noted on the agenda)	Cameron-Reilly, LLC / contract amendment #2 for Post St Parking Lot Improvements ($4,728.42 plus applicable taxes) - Berry Ellison		
Begin/end dates	Begins: 07/31/2026	Ends: 12/31/2027	☐ 06/01/2525

Background/history:

During construction a site improvement modification was needed to correct a grading and drainage issue. Parks Staff asked the contractor to extend an 18" tall retaining wall by twelve (12) feet to correct the condition. The change increased the scope and fee.

During the shop drawing review phase, a modification to the 18" tall retaining wall top was made. The bid drawings showed square knock-outs on a regular interval to deter skateboard damage. Staff asked the contractor to place metal skate deterrents in lieu of the square knockouts. The change will result in a more durable wall at no additional cost.

Three (3) owner furnished/contractor installed bollards were changed to contractor furnished/contractor installed bollards. This change increased the contractor's fee but decreased the program budget, resulting in a "wash".

Parks Staff has reviewed the change order by line item and recommends approval to the Committee.

Motion wording:

Motion to approve Cameron-Reilly, LLC / Contract Amendment Two (2) for Post St Parking Lot Improvements ($4,728.42 plus applicable taxes) - Berry Ellison

Approvals/signatures outside Parks: ◯ Yes ◉ No

If so, who/what department, agency or company: Cameron-Reilly, LLC

Name: Jason Grainger, Partner Email address: Jayson@Cameron-Reilly.com Phone: 509.466-5555

Distribution:

nhamad@spokanecity.org

Parks – Accounting

Parks – Sarah Deatrich

Requester: bellison@spokanecity.org

Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount:	Budget code:
$ 4,728.42	1950-54920-94760-56301-48096
$ 430.29 (WSST at 9.1%)	1950-54920-94760-56301-48096

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☑ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the MRSC Roster - City of Spokane
- ☑ UBI: 602-633-401 Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☐ Insurance Certificate (min. $1 million in General Liability)

City Clerk's No. OPR 2026-0043

CITY OF SPOKANE
PARKS AND RECREATION

CONTRACT AMENDMENT NO. 2

Title: **POST STREET PARKING LOT IMPROVEMENT**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION**, a Washington municipal corporation (the "City"), and **CAMERON REILLY, LLC**, whose address is 309 North Park Road, Spokane Valley, Washington 99212, (the "Contractor"), individually hereafter referenced as a "Party", and together as ("Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the Parties entered into a Contract, as defined below, wherein the wherein the Contractor agreed to perform Post Street Parking Lot Improvements; and

WHEREAS, additional work has been requested, requiring the original Contract to be formally amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the Parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract, dated January 15, 2026, and including any previous amendments, addendums, extensions, or renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein..

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on September 1, 2026, and shall run through December 31, 2027.

3. ADDITIONAL WORK.
The Scope of Work in the original Contract is revised to include items set forth in Change Order No. 2, attached hereto.

4. COMPENSATION.
The City shall pay an additional amount not to exceed **FOUR THOUSAND SEVEN HUNDRED TWENTY-EIGHT AND 42/100 DOLLARS** (**$4,728.42**), plus applicable sales tax, pursuant to the Contractor's Change Order Documents, which are attached as Attachment A, for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Contract Amendment and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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

CAMERON REILLY, LLC

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE PARKS AND RECREATION

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:
Attachment A - Contractor's Change Order No. 2

26-254

ATTACHMENT A

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 2

NAME OF CONTRACTOR: Cameron-Reilly, LLC

PROJECT TITLE: Post Street Parking Lot Improvement

CITY CLERK CONTRACT NUMBER: OPR# 2026-0043

==========

DESCRIPTION OF CHANGE: AMOUNT:

Item 1: PCO#2 Extend Curbwall, Add Skate Stops, Add Bollards $4,728.42
w/Time Extension of Twelve (12) Working Days

==========

TOTAL AMOUNT: $4,728.42

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	$762,704.81
NET AMOUNT OF PREVIOUS CHANGE ORDERS	$10,088.81
CURRENT CONTRACT AMOUNT	$772,793.05
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	$4,728.42
REVISED CONTRACT SUM	$777,521.47

SUBSTANTIAL COMPLETION DATE	
ORIGINAL SUBSTANTIAL COMPLETION DATE	08/28/2026
CURRENT SUBSTANTIAL COMPLETION DATE	09/09/2026
REVISED SUBSTANTIAL COMPLETION DATE	09/25/2026

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Approved as to form: _____ Assistant City Attorney

COS Post Street Parking Lot Improvements

Cameron-Reilly, LLC

Curb Wall Extension, Skate stops, Bollards

8/25/2026

*Trade cost of Concrete Curb Wall Blockouts for metal skate stops

A. Labor Costs	# of Hours	Wage w/ Fringe	Amount
Cement Mason	10	$75.00	$750.00
Total Craft Hours	***10***		
Total Direct Labor Wages and Benefits			$750.00
State of WA Indust. Insur.	6.80%		$51.00
FICA	7.65%		$57.38
FUTA	6.20%		$46.50
Employment Security	4.63%		$34.73
WISHA (Max 2% of Direct Labor)	2.00%		$15.00
Supervision (Max 15% of Direct Labor)	15.00%		$112.50
Travel/Subsist.(Craft Hrs x $4.75 Hr.)	0.0	$4.75	$0.00
G&A Overhead for added days			$0.00
Total Labor Costs			**$1,067.10**
B. Material Costs			
Skate Stops (20)			$500.00
Bollards (3)			$2,400.00
			$0.00
Total Material Costs			**$2,900.00**
C. Equipment Costs	**Hours**	**Rate**	
One Ton Tool Truck	5	$25.00	$125.00
			$0.00
Total Equipment Costs			**$125.00**
D. Small Tools & Expendables			
(3% of Direct Labor Costs)			**$22.50**
Total of Contractor's Own Work (total of a-d)		**$4,114.60**	
E. Subcontractors			
Total of Subcontractor's Work			**$0.00**
F.Allowable Contract Markups			
Labor	15%		$160.07
Material	15%		$435.00
Equipment	15%		$18.75
Subcontractors	8%		$0.00
Total Overhead and Profit			**$613.82**
H.Total Change Order Costs and Added Contract Days			
Subtotal Change Order (total of green boxes in A-F)			$4,728.42
Sales Tax (9.1%)			$430.29
Total Change Order with Sales Tax			**$5,158.70**
Added Contract Days			**0**

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: CAMERON REILLY, LLC

Business name: CAMERON-REILLY, L.L.C.

Entity type: Limited Liability Company

UBI #: 602-633-401

Business ID: 001

Location ID: 0001

Location: Active

Location address: 309 N PARK RD
SPOKANE VALLEY WA 99212-1128

Mailing address: 309 N PARK RD
SPOKANE VALLEY WA 99212-1128

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Asotin County General Business - Non-Resident				Active	Jul-31-2027	Jul-29-2025
Asotin General Business - Non-Resident				Active	Jul-31-2027	Jul-29-2025
Cheney General Business - Non-Resident	BUS2015-075			Active	Jul-31-2027	Jan-14-2019
Deer Park General Business - Non-Resident				Active	Jul-31-2027	Apr-24-2025
Ephrata General Business - Non-Resident				Active	Jul-31-2027	Aug-09-2021
Liberty Lake General Business - Non-Resident	00809			Active	Jul-31-2027	Jul-05-2007
Minor Work Permit				Active	Jul-31-2027	Apr-20-2015
Moses Lake General Business - Non-Resident	BL2021-0523			Active	Jul-31-2027	Aug-02-2021
Othello General Business - Non-Resident				Active	Jul-31-2027	Jul-23-2025

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Pasco General Business - Non-Resident	29854			Active	Jul-31-2027	Aug-19-2016
Pullman General Business - Non-Resident				Active	Jul-31-2027	Mar-08-2024
Spokane General Business - Non-Resident	T11049806BUS			Active	Jul-31-2027	Oct-15-2012
Spokane Valley General Business				Active	Jul-31-2027	Feb-26-2007
West Richland General Business - NR				Active	Jul-31-2027	Jun-25-2025

Owners and officers on file with the Department of Revenue

Owners and officers	Title
GRAINGER, JAYSON	
REILLY, MICHAEL	
WESTBY, TODD	

Registered Trade Names

Registered trade names	Status	First issued
CAMERON-REILLY, L.L.C.	Active	Aug-03-2006
CR CONCRETE	Active	Sep-29-2021
EMPIRE CONCRETE CUTTING	Active	Jul-09-2025

The Business Lookup information is updated nightly. Search date and time: 9/2/2026 11:24:15 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Parker Smith & Feek Insurance LLC
10400 NE 4th St
Suite 900
Bellevue WA 98004-5174

License#: PC-1719201
CAMELLC-03

CONTACT NAME: IMA Certs Team
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: certificates@imacorp.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Zurich American Insurance Company	16535
INSURER B : American Guarantee and Liability Insurance	26247
INSURER C : Accelerant Specialty Insurance Company	16890
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Cameron-Reilly, LLC
309 N Park Rd
Spokane, WA 99212

COVERAGES **CERTIFICATE NUMBER:** 1545851272 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:	Y	Y	GLO394676302	3/1/2026	3/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG WA Stop Gap	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
B	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP394676402	3/1/2026	3/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
B	**UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED X RETENTION $ 0			SXS394676602	3/1/2026	3/1/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC184356801	3/1/2026	3/1/2027	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Professional/Pollution Liability			S0073PL02207801	3/1/2026	3/1/2027	Pollution Limit Professional Limit Poll/Prof Retentions	$5,000,000 Occ/Agg $2,000,000 $10,000/$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Project: PW ITB #6466-25; Project: Post Street Parking Lot Improvements; Job Location: Riverfront Park, West Havermale Island, North Post St. Spokane WA. Certificate Holder Includes: City of Spokane, its officers, and employees and the Architect. Certificate Holder and all other parties required by the contract are included as Additional Insured on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions. A Waiver of Subrogation is provided in favor of the Certificate Holder and all other parties required by the contract on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.

CERTIFICATE HOLDER

City of Spokane
808 W Spokane Falls Blvd
Spokane WA 99201-3343

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Britt Messner

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Additional Insured – Automatic – Owners, Lessees Or Contractors

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
[redacted]676[redacted]02[redacted]	[redacted]D[redacted]0[redacted]/01/2026

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

A. Section **II – Who Is An Insured** is amended to include as an additional insured any person or organization whom you are required to add as an additional insured under a written contract or written agreement executed by you, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" and subject to the following:

1. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

a. The Insurance Services Office (ISO) ISO CG 20 10 (10/01 edition); or

b. The ISO CG 20 37 (10/01 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" arises out of:

(1) Your ongoing operations, with respect to Paragraph **1.a.** above; or

(2) "Your work", with respect to Paragraph **1.b.** above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **1.**, insurance afforded to such additional insured:

(a) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

(b) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

2. If such written contract or written agreement specifically requires that you provide that the person or organization be named as an additional insured under one or both of the following endorsements:

a. The Insurance Services Office (ISO) ISO CG 20 10 (07/04 edition); or

b. The ISO CG 20 37 (07/04 edition),

such person or organization is then an additional insured with respect to such endorsement(s), but only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part, by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf,

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in the performance of:

(a) Your ongoing operations, with respect to Paragraph **2.a.** above; or

(b) "Your work" and included in the "products-completed operations hazard", with respect to Paragraph **2.b.** above,

which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **2.**, insurance afforded to such additional insured:

(i) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

(ii) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

3. If neither Paragraph **1.** nor Paragraph **2.** above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

a. Under the ISO CG 20 10 (04/13 edition, any subsequent edition or if no edition date is specified); or

b. With respect to ongoing operations (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury", "property damage" or "personal and advertising injury" is caused, in whole or in part by:

(1) Your acts or omissions; or

(2) The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations, which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **3.**, insurance afforded to such additional insured:

(a) Only applies to the extent permitted by law;

(b) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured; and

(c) Only applies if the "bodily injury", "property damage" or "personal and advertising injury" offense occurs during the policy period and subsequent to your execution of the written contract or written agreement.

4. If neither Paragraph **1.** nor Paragraph **2.** above apply and such written contract or written agreement requires that you provide that the person or organization be named as an additional insured:

a. Under the ISO CG 20 37 (04/13 edition, any subsequent edition or if no edition date is specified); or

b. With respect to the "products-completed operations hazard" (if no form is specified),

such person or organization is then an additional insured only to the extent that "bodily injury" or "property damage" is caused, in whole or in part by "your work" and included in the "products-completed operations hazard", which is the subject of the written contract or written agreement.

However, solely with respect to this Paragraph **4.**, insurance afforded to such additional insured:

(1) Only applies to the extent permitted by law;

(2) Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured;

(3) Only applies if the "bodily injury" or "property damage" occurs during the policy period and subsequent to your execution of the written contract or written agreement; and

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(4) Does not apply to "bodily injury" or "property damage" caused by "your work" and included within the "products-completed operations hazard" unless the written contract or written agreement specifically requires that you provide such coverage to such additional insured.

B. Solely with respect to the insurance afforded to any additional insured referenced in Section **A.** of this endorsement, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services including:

1. The preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

2. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

C. Solely with respect to the coverage provided by this endorsement, the following is added to Paragraph **2. Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section **IV – Commercial General Liability Conditions**:

The additional insured must see to it that:

(1) We are notified as soon as practicable of an "occurrence" or offense that may result in a claim;

(2) We receive written notice of a claim or "suit" as soon as practicable; and

(3) A request for defense and indemnity of the claim or "suit" will promptly be brought against any policy issued by another insurer under which the additional insured may be an insured in any capacity. This provision does not apply to insurance on which the additional insured is a Named Insured if the written contract or written agreement requires that this coverage be primary and non-contributory.

D. Solely with respect to the coverage provided by this endorsement:

1. The following is added to the **Other Insurance** Condition of Section **IV – Commercial General Liability Conditions**:

Primary and Noncontributory insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

a. The additional insured is a Named Insured under such other insurance; and

b. You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

2. The following paragraph is added to Paragraph **4.b.** of the **Other Insurance** Condition under Section **IV – Commercial General Liability Conditions**:

This insurance is excess over:

Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", offense, claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by a written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

E. This endorsement does not apply to an additional insured which has been added to this Coverage Part by an endorsement showing the additional insured in a Schedule of additional insureds, and which endorsement applies specifically to that identified additional insured.

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F. Solely with respect to the insurance afforded to an additional insured under Paragraph **A.3.** or Paragraph **A.4.** of this endorsement, the following is added to Section **III – Limits Of Insurance**:

Additional Insured – Automatic – Owners, Lessees Or Contractors Limit

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract or written agreement referenced in Section **A.** of this endorsement; or

2. Available under the applicable Limits of Insurance shown in the Declarations,

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms, conditions, provisions and exclusions of this policy remain the same.

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Waiver Of Subrogation (Blanket) Endorsement

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l Prem.	Return Prem.
□□□ □□□676□□02	0□/01/2026	0□/01/2027				

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Commercial General Liability Coverage Part

The following is added to the **Transfer Of Rights Of Recovery Against Others To Us Condition**:

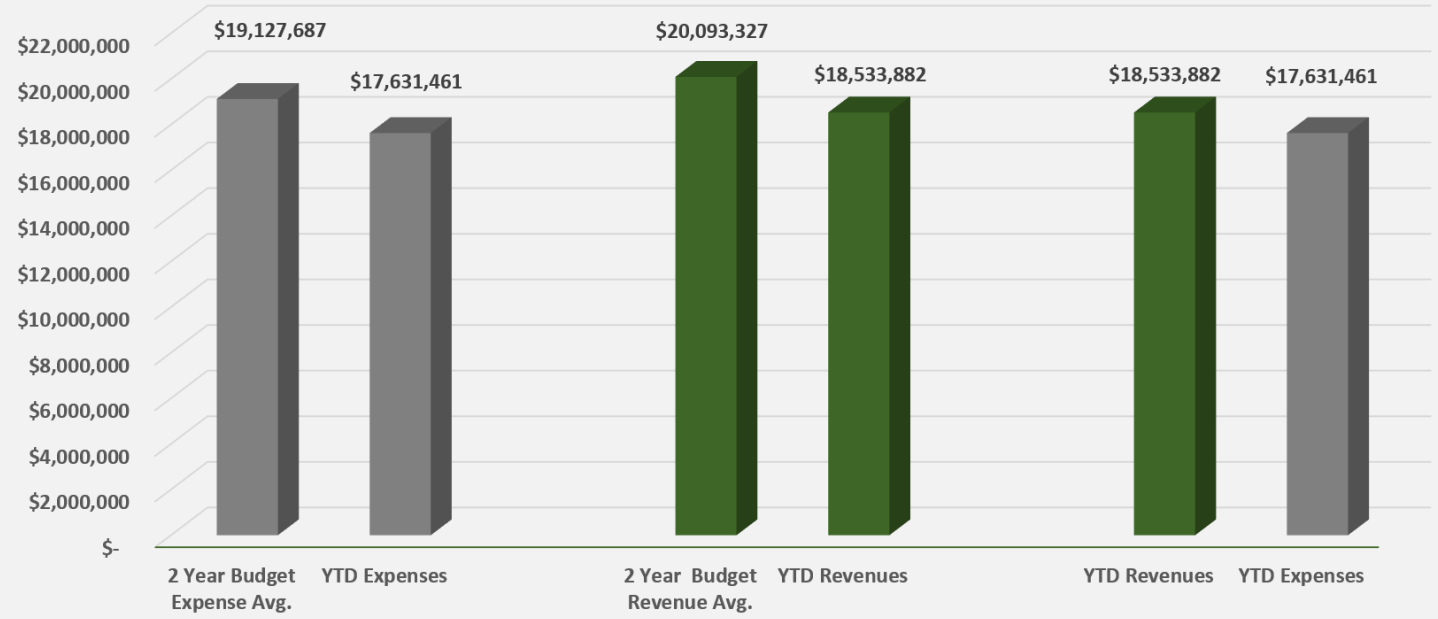
If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.

Return to Minutes



August '26 Financials

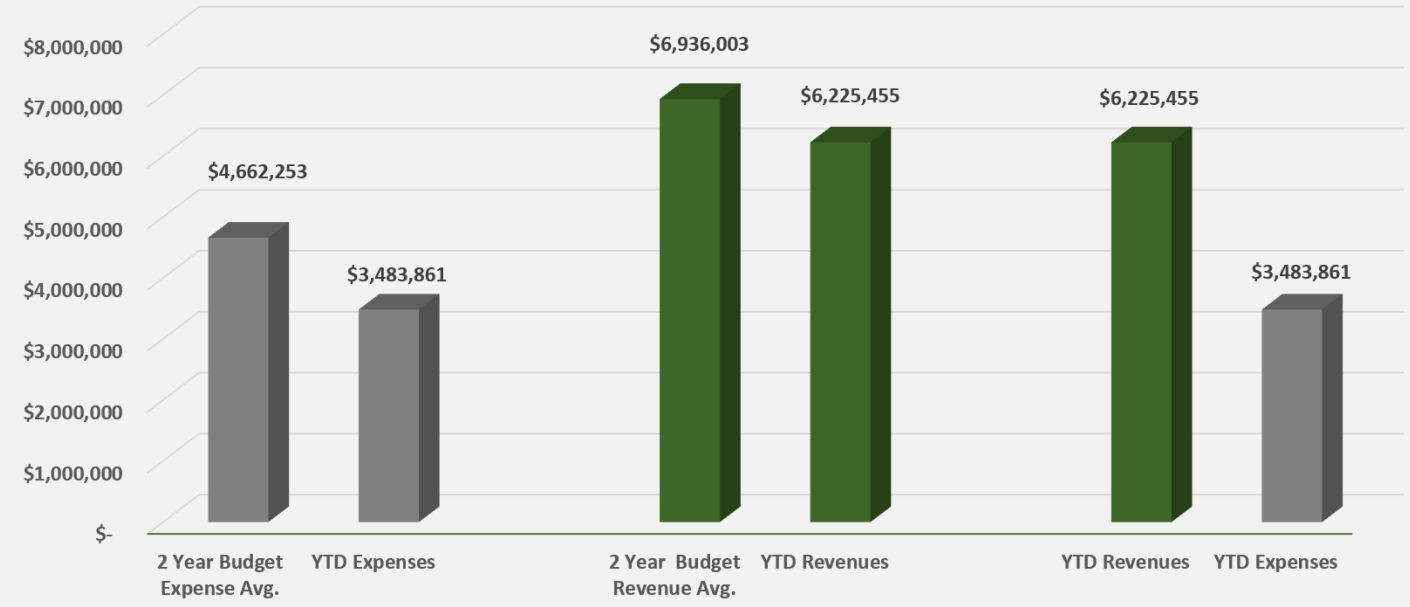
Parks Financials



Key Concepts:

- August had a net loss of $438K compared to a net gain of $62K last August.
- Due to fire and smoke, as compared to last August, Riverfront attraction revenues were down $108K and Recreation revenue was down $154K (Accounting processed $134K in recreation program cancellations).
- Year-to-date, revenues exceed expenses by $900K which is about $600K behind budget (primarily from the August net loss).

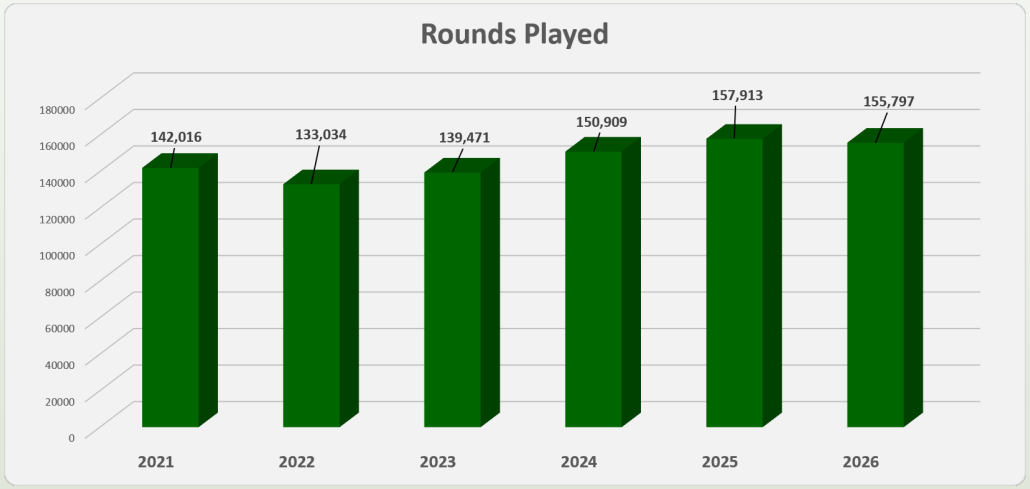
Golf Financials

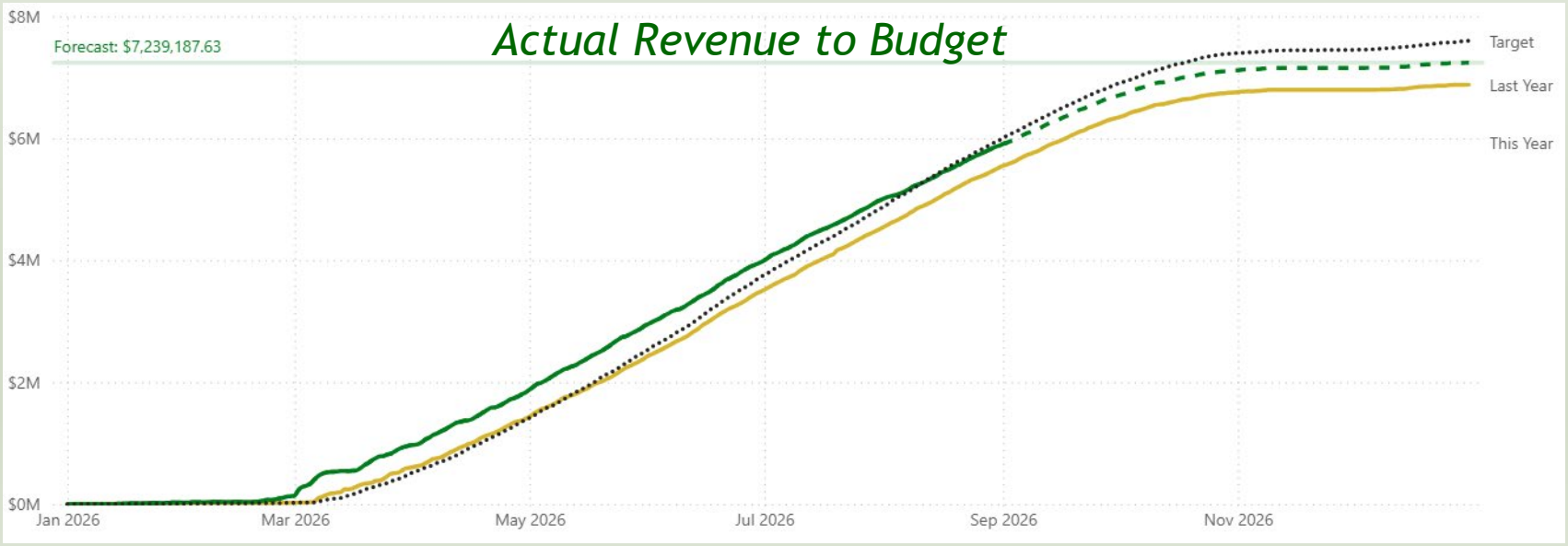


Key Concepts:

- Golf had a net gain of $355K in August which was comparable to last year.
- There were approximately 3,000 less rounds played this August versus last, which is a rather minimal decrease given the air quality index for the month.
- Year-to-date, revenues exceed expenses by $2.4 million (excluding FIF).

Golf Scorecard







City of Spokane PARKS & RECREATION

Questions or Comments?

Return to Minutes

Spokane Park Board Briefing Paper

Committee	N/A **Committee meeting date**: 9/10/2026
Requester	Angel Spell **Phone number**: 509.363.5493
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action
Type of contract/agreement	◉ New ◯ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ Other
City Clerks file (OPR or policy #)	
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	**Master Plan Priority Tier**: (pg. 171-175)
Item title: (Use exact language noted on the agenda)	Asplundh Tree Expert LLC / Emergency Contract to remove high-risk and fire-damaged trees / $192,000 plus tax
Begin/end dates	Begins: 08/31/2026 Ends: 12/31/2026 ☐ 06/01/2525

Background/history:

On August 1, 2026, the City of Spokane experienced a catastrophic wildfire event which began as the Old Trails Fire and is now referred to as the Spokane Complex Fires. The fires resulted in significant property damage and loss, both in the built and natural environments. On August 4, 2026, Spokane City Council approved Resolution 2026-0060 regarding an Executive Order 2026-0004 issued by the Mayor declaring an emergency. The emergency order and resolution are essential to the community, enabling the City to efficiently mobilize services and resources, provide necessary assistance to our affected citizens, and protect public safety. This emergency contract with Asplundh Tree Expert is necessary due to the urgency to protect public safety and the expertise needed to complete the work. Large high-risk and fire-damaged trees pose a risk to residents and properties adjacent to the right-of-way and public travel along Nine Mile Rd (Hwy 291) from Francis Ave north to the City boundary. Asplundh Tree Expert has significant expertise in large and hazardous tree removal in urban areas, near roadways, and overhead power lines. Asplundh Tree Expert is already mobilized in the area under contract and performing work for others so their response time will be immediate. This will be a purchased services agreement with prevailing wage for time and materials, labor and equipment, estimated at 24-30 workdays, amounting to $192,000 estimated cost plus tax. The Park Board was presented with a written finding from the Director regarding this emergency contract on August 28, 2026.

Motion wording:

Motion to approve Asplundh Tree Expert LLC emergency contract for the removal of high-risk and fire-damaged trees in rights-of-way along Nine Mile Rd related to the Spokane Complex Fires / $192,000 plus tax

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: Asplundh Tree Expert LLC

Name: Jon-Paul Paulson Email address: jpaulsen@asplundh.com Phone: 406.363.5807

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Angel Spell aspell@spokanecity.org
Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount: $192,000 (plus tax)

Budget code: 1400-42455-76820-54201-54921

Vendor: ◯ Existing vendor ◉ New vendor

Supporting documents:

☐ Quotes/solicitation (RFP, RFQ, RFB)

☐ Business license Expiration date: ☐ Insurance Certificate

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: ASPLUNDH TREE EXPERT, LLC

Business name: ASPLUNDH TREE EXPERT, LLC.

Entity type: Limited Liability Company

UBI #: 409-019-409

Business ID: 001

Location ID: 0002

Location: Active

Location address: 20004 144TH AVE NE
WOODINVILLE WA 98072-4461

Mailing address: 680 BLAIR MILL RD
HORSHAM PA 19044-2223

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Page 5 of 6

Filter

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Shelton General Business - Non-Resident	0060440			Active	Aug-31-2027	Oct-05-2018
Skykomish General Business - Non-Resident				Active	Aug-31-2027	Oct-11-2016
Snohomish General Business - Non-Resident				Active	Aug-31-2027	Sep-17-2019
Snoqualmie General Business - Non-Resident				Active	Aug-31-2027	Nov-03-2023
Spokane General Business - Non-Resident				Active	Aug-31-2027	Oct-05-2016
Spokane Valley General Business - Non-Resident				Active	Aug-31-2027	Apr-01-2016
Stanwood General Business - Non-Resident	602			Active	Aug-31-2027	Dec-12-2016
Sultan General Business - Non-Resident				Active	Aug-31-2027	Oct-26-2018
Sumner General Business - Non-Resident				Active	Aug-31-2027	Oct-11-2016

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Tenino General Business - Non-Resident				Active	Aug-31-2027	Mar-15-2017
Tukwila General Business - Non-Resident				Active	Aug-31-2027	Sep-17-2019
Tumwater General Business - Non-Resident	R-014284			Active	Aug-31-2027	Oct-11-2016
University Place General Business - Non-Resident				Active	Aug-31-2027	Jan-16-2019
Vancouver General Business - Non-Resident				Active	Aug-31-2027	Dec-12-2016
Woodinville General Business				Active	Aug-31-2027	Sep-18-2015

Owners and officers on file with the Department of Revenue

Owners and officers	Title
ASPLUND JR, CHRISTOPHER	
ASPLUNDH, BRENT D	
ASPLUNDH, MATTHEW B	
GRAHAM JR, GEORGE	
MACALUSO, PETER	
MOSELEY, ANDREA	
SIMPSON, RONALD	

The Business Lookup information is updated nightly. Search date and time: 9/2/2026 11:04:16 AM

Contact us

How are we doing?
Take our survey!

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Check if your browser is supported

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 7/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Two Logan Square
100 North 18th Street, 16th floor
Philadelphia, PA 19103

Aon Risk Services Central, Inc.
4 Overlook Point
Lincolnshire, IL 60069

CONTACT NAME:
PHONE (A/C, No, Ext): 215-255-2000 **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Greenwich Insurance Company	22322
INSURER B: XL Insurance America, Inc.	24554
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Asplundh Tree Expert, LLC
680 Blair Mill Road
Horsham, PA 19044

COVERAGES **CERTIFICATE NUMBER:** 137425 **REVISION NUMBER:** 2145180907

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X		RGD300136209	8/1/2026	8/1/2027	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			RAD943783709 (AOS)	8/1/2026	8/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			RAD943786809 (VI)			BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X $10,000 Med Pa							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		RWD300135809 (AOS)	8/1/2026	8/1/2027	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N			RWR300135909			E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			GA, IL, LA, MD, ME, NC, OH, PA, SC,			E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

The City of Spokane is listed as additional insured as required by written agreement but only according to policy terms, conditions and exclusions for liability arising from operations performed by or on behalf of the named insured.

CERTIFICATE HOLDER

City of Spokane
808 West Spokane Falls Blvd
Spokane, WA 99201-3343

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

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Return to Minutes



Summer 2026 Recreation Report

9,585 | **Registrations**
Individuals & Teams

1,496 | **Program Offerings**

252 | **Cancelled Programs**

1,243 | **Completed Programs**

Outdoor

Andy Fuzak
Recreation Supervisor

Kacie Hurtado
Recreation Assistant





87

Program Sessions

389

Total Participants





Corbin Art Center

Ryan Griffith
Assist. Recreation Director

Carissa Gregg
Recreation Assistant

48 - Camps

839 - Participants













Wellness & Enrichment

Adriano Eva

Recreation Supervisor

23 - Camps

523 - Participants







Partner Programs

976 – Skyhawks Participants

245 – SuperTots Participants

299 – USTA Participants

Therapeutic Recreation

Sara Bryant

Recreation Supervisor

35 - Programs

438 - Participants









Athletics

Carissa Ware
Recreation Supervisor

Kacie Hurtado
Recreation Assistant

Josh Oakes - Volleyball
Recreation Supervisor

- **Youth NFL**
  273 players - **34** volunteer coaches
- **65 Draft Softball League**
  99 total players
- **Adult Summer softball league**
  98 teams - **1,442** players
- **Summer Volleyball**
  3 Divisions – **60** Teams – **418** Players











Aquatics

Josh Oakes

Recreation Supervisor





- **1,169** Aquatics Programs
- **6,743** Program Participants
- **118,797** Total Pool Visits



