



## **City of Spokane Park Board Recreation Committee Meeting**

Wednesday, December 4, 2019, 5:15 p.m. – 6:00 p.m.  
**Finch Arboretum, Woodland Center's Willow Room**  
3404 West Woodland Boulevard, Spokane, Washington  
Jennifer Papich – Recreation Director

### **Committee Members:**

Lodato, Sally - Chair  
Gilman, Greta  
McGregor, Ted

A special meeting of the City of Spokane Park Board Recreation Committee will be held at 5:15 p.m. on Wednesday, December 4, 2019, in the Woodland Center's Willow Room at the **John A. Finch Arboretum, 3404 West Woodland Boulevard**, Spokane, Washington.

The meeting will be conducted in a standing committee format for the Recreation Committee of the City of Spokane Park Board. Because a quorum of the Park Board may be present, the standing committee meeting will be conducted as a committee of the whole Board.

The meeting will be open to the public, with the possibility of moving into executive session only with the members of the Park Board and appropriate staff. Discussion will be limited to appropriate officials and staff. Public testimony may be taken at the discretion of the committee Chair.

## **AGENDA**

### **Action Items:**

1. SportsPlex Joint Use Agreement/Spokane Public Facilities District
2. 2020-2022 Athletic Tournament Fees Correction
3. 2020 Recreation Centers Contract Renewal for the Combined Amount of \$638,578.

### **Discussion Items:**

None

### **Standing Report Items:**

1. Recreation Report ~ Ryan Griffith
2. Financial Report ~ Jennifer Papich

### ***Agenda Subject to Change***

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at (509) 625-6363; 808 W. Spokane Falls Blvd., Spokane, WA 99201; or [erahrclerks@spokanecity.org](mailto:erahrclerks@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Recreation		
<b>Committee meeting date</b>	Dec. 4, 2019		
<b>Requester</b>	Jennifer Papich	<b>Phone number:</b> 509-363-5420	
<b>Type of agenda item</b>	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
<b>Type of contract/agreement</b>	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
<b>City Clerks file (OPR or policy #)</b>	New OPR; Cross ref: OPR 2018-0855		
<b>Item title:</b> (Use exact language noted on the agenda)	SportsPlex Joint Use Agreement/Spokane Public Facilities District		
<b>Begin/end dates</b>	Begins: 01/01/2020	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> The intent of this Joint Use Agreement (JUA) is to promote maximum public utilization of the SportsPlex for residents and visitors alike, offering a place for public sports, recreation, education and celebration. Under this agreement SPRD is given priority use and access to the SportsPlex every Monday through Thursday of each week of the year, except as needed for the District's preplanned events (4 months or greater). The parties acknowledge that regular ongoing communication is vital to the success of the collaboration and administration of this agreement, District and city staff will meet a minimum of two times per year, in person, to address issues regarding delivery of services under this agreement. For the past few months, Parks and Recreation staff, Public Facilities staff, Park Board and SPRD board members, and the Sports Commission have been meeting regularly to finalizing the language in this agreement. The SPRD board is scheduled to take a vote on this JUA Dec. 11.			
<b>Motion wording:</b> Motion to Approve the Joint Use Agreement between the Spokane Public Facilities District and the City of Spokane Parks and Recreation Division relating to the use of the SportsPlex facility.			
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Public Facilities District Name: Stephanie Curran    Email address: scurran@spokanepfd.org    Phone: 509-279-7000			
<b>Distribution:</b> Parks – Accounting    scurran@spokanepfd.org Parks – Pamela Clarke Requester: Jennifer Papich Grant Management Department/Name:			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: n/a    Budget code:			
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)  <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane  <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>			

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Recreation Committee								
<b>Committee meeting date</b>	Dec. 4, 2019								
<b>Requester</b>	Jennifer Papich	<b>Phone number:</b> 509-363-5420							
<b>Type of agenda item</b>	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action								
<b>Type of contract/agreement</b>	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other								
<b>City Clerks file (OPR or policy #)</b>	OPR 2019-0557								
<b>Item title:</b> (Use exact language noted on the agenda)	2020-2022 Athletic Tournament Fees correction								
<b>Begin/end dates</b>	Begins: 01/01/2020	Ends:	<input checked="" type="checkbox"/> Open ended						
<b>Background/history:</b> There was a typo discovered in the approved Athletic Tournament Fees that were approved at the July 2019 Recreation Committee and Park Board. The current and proposed Dwight Merkel Soccer Tournament rates for full-day and half-day tournaments were listed incorrectly. This action item is to formally correct those fees so Recreation Committee and Park Board may approve the accurate rates.									
<b>Motion wording:</b> Motion to approve the Athletic Tournament Fees with the correction to the Dwight Merkel Soccer Tournament rates for full-day and half-day tournaments, that was previously listed incorrectly.									
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____									
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Jennifer Papich Grant Management Department/Name: _____									
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: n/a    Budget code: _____									
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <table border="0"> <tr> <td><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)</td> <td><input type="checkbox"/> W-9 (for new contractors/consultants/vendors)</td> </tr> <tr> <td><input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane</td> <td><input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)</td> </tr> <tr> <td><input type="checkbox"/> UBI: _____ Business license expiration date: _____</td> <td><input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)</td> </tr> </table>				<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)	<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	<input type="checkbox"/> UBI: _____ Business license expiration date: _____	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)								
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)								
<input type="checkbox"/> UBI: _____ Business license expiration date: _____	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)								

# Approved Field Use Fees for 2020

Facility Use Fee	Type	2011	2012	2013	2014-2018	2015	2019	2020	2021	2022
<b>Per Hour Fee</b>										
<b>Dwight Merkel</b>										
	Adult Softball	\$16.67	\$24.00	\$27.00	\$30.00		Approved	\$32.00		
	Youth Softball	\$10.00	\$14.00	\$17.00	\$17.00			\$19.00		
	Adult Soccer Turf	\$55.00	\$55.00	\$55.00	\$55.00			\$57.00		
	Youth Soccer Turf	\$45.00	\$45.00	\$45.00	\$45.00			\$47.00		
	Adult Soccer Grass	\$30.00	\$35.00	\$35.00	\$35.00			\$37.00		
	Youth Soccer Grass	\$20.00	\$25.00	\$25.00	\$25.00			\$27.00		
<b>SE Complex</b>										
	Adult Softball	\$10.00	\$14.00	\$17.00	\$20.00					
	Youth Softball	\$6.67	\$10.00	\$12.00	\$12.00		\$13.00			
	Adult Soccer Grass	\$20.00	\$25.00	\$25.00	\$25.00					
	Soccer Grass	\$15.00	\$20.00	\$20.00	\$20.00		\$21.00	\$21.00		
<b>Franklin</b>										
	Adult Softball	\$10.00	\$14.00	\$17.00	\$20.00			\$21.00		
	Youth Softball	\$6.67	\$10.00	\$12.00	\$12.00			\$13.00		
	Adult Soccer Grass	\$0.00	\$15.00	\$15.00	\$15.00			\$16.00		
	Youth Soccer Grass	\$0.00	\$10.00	\$10.00	\$10.00			\$11.00		
<b>Lights: All Complexes</b>	Lights (per hour)	\$10.00	\$10.00	\$10.00	\$10.00	\$12.00		\$14.00		
<b>Tier II Parks</b>	Youth Baseball		\$50/100 Hours	\$1	\$1			\$2.00		
	Adult Baseball			\$2.00	\$2.00			\$3.00		
<b>Tier III Parks</b>	Youth Fields		\$8/year	\$0.25	\$0.25			\$0.50		
	Adult Fields		\$10/year	\$0.25	\$0.25			\$0.50		
<b>Tournaments</b>		Notes	2012	2013	2014-2019		2019	2020	2021	2022
<b>Dwight Merkel</b>										
Adult										
Diamond	Full Day	8am-11pm	\$ 1,900.00	\$ 2,000.00	\$ 2,100.00		\$2,100.00	\$2,250.00	\$2,400.00	\$2,550.00
	Half Day	8a-3p:3p-11p	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00		\$1,200.00	\$1,350.00	\$1,500.00	\$1,650.00
Youth										
Diamond	Full Day	8am-11pm	\$ 1,000.00	\$ 1,250.00	\$ 1,500.00		\$1,500.00	\$1,650.00	\$1,800.00	\$1,950.00
	Half Day	8a-3p:3p-11p	\$ 500.00	\$ 650.00	\$ 800.00		\$800.00	\$950.00	\$1,100.00	\$1,250.00
<b>Dwight Merkel</b>		Notes	2012	2013	2014-2019		2019	2020	2021	2022
Adult	Full Day	8am-11pm			\$3,500.00		\$3,500.00	\$3,600.00	\$3,700.00	\$3,800.00
FB/Soccer	Half Day	8a-3p:3p-11p			\$1,800.00		\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00
<b>Youth</b>	Full Day	8am-11pm	Correct Numbers for Approval			\$2,400.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00
	Incorrect amounts listed when approved in July 2019				\$900	\$900	\$900	\$1,000	\$1,100	\$1,200
<b>FB/Soccer</b>	Half Day	8a-3p:3p-11p	Correct Numbers for Approval			\$1,300.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00
	Incorrect amounts listed when approved in July 2019				\$600	\$600	\$600	\$700	\$800	\$900
<b>Franklin</b>		Notes	2012	2013	2014-2019		2019	2020	2021	2022
Adult										
Diamond	Full Day	8am-11pm	\$ 1,400.00	\$ 1,450.00	\$ 1,500.00		\$1,500.00	\$1,625.00	\$1,750.00	\$1,875.00
	Half Day	8a-3p:3p-11p	\$ 700.00	\$ 750.00	\$ 800.00		\$800.00	\$925.00	\$1,050.00	\$1,175.00
Youth										
Diamond	Full Day	8am-11pm	\$ 800.00	\$ 850.00	\$ 900.00		\$900.00	\$1,025.00	\$1,150.00	\$1,275.00
	Half Day	8a-3p:3p-11p	\$ 400.00	\$ 450.00	\$ 500.00		\$500.00	\$625.00	\$750.00	\$875.00

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Recreation Committee										
<b>Committee meeting date</b>	Dec. 4, 2019										
<b>Requester</b>	Jennifer Papich	<b>Phone number:</b> 509-363-5420									
<b>Type of agenda item</b>	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action										
<b>Type of contract/agreement</b>	<input type="radio"/> New <input checked="" type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other										
<b>City Clerks file</b> (OPR or policy #)											
<b>Item title:</b> (Use exact language noted on the agenda)	2020 Recreation Centers contract renewal for the combined amount of \$638,578.										
<b>Begin/end dates</b>	Begins: 01/01/2020	Ends: 12/31/2020	<input type="checkbox"/> Open ended								
<b>Background/history:</b> Corbin Senior Center, MLK Jr. Center at ECCC, West Central CC, Project Joy, MidCity Concerns, Southside CC, Southwest Spokane CC, Northeast Youth Center, Sinto Senior Center and the Hillyard Senior Center provide recreational services and opportunities to the community in partnership with SPRD. Parks provides partial funding to these Centers to help pay for their recreational programming costs. The combine amount of \$638,578 is accounted for in the approved 2020 Recreation Budget. This amount is less than previous years due to the Southside Community Center refinancing loan that Park Board approved in Jan. 2018, the amount deducted goes to the repaying the principal of the loan to the Water Department decreasing the SSCC amount from \$115,758 to \$106,563. Centers are required to provide monthly recreation program reports to SPRD and presented quarterly to Park Board.											
<b>Motion wording:</b> Approval of the 2020 Recreation Centers Contract Renewal for the combined amount of \$638,578.											
<b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Signatures from each of the centers Name: _____ Email address: _____ Phone: _____											
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Jennifer Papich Grant Management Department/Name: _____											
<b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue <b>All expenditures below charged to: 1400-54180-76902-54201</b> Amount: <table border="0"> <tr> <td>\$18,525 Mid City Concerns</td> <td>\$30,970 Project Joy / \$72,675 West Central Community Center</td> </tr> <tr> <td>\$31,350 Corbin Senior Center</td> <td>\$106,563 Southside Community Center</td> </tr> <tr> <td>\$77,210 Sinto Senior Center</td> <td>\$39,947 Southwest Community Center</td> </tr> <tr> <td>\$80,000 Hillyard Senior Center</td> <td>\$139,538 Northeast Youth Center / \$41,800 MLK Center</td> </tr> </table>				\$18,525 Mid City Concerns	\$30,970 Project Joy / \$72,675 West Central Community Center	\$31,350 Corbin Senior Center	\$106,563 Southside Community Center	\$77,210 Sinto Senior Center	\$39,947 Southwest Community Center	\$80,000 Hillyard Senior Center	\$139,538 Northeast Youth Center / \$41,800 MLK Center
\$18,525 Mid City Concerns	\$30,970 Project Joy / \$72,675 West Central Community Center										
\$31,350 Corbin Senior Center	\$106,563 Southside Community Center										
\$77,210 Sinto Senior Center	\$39,947 Southwest Community Center										
\$80,000 Hillyard Senior Center	\$139,538 Northeast Youth Center / \$41,800 MLK Center										
<b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor <b>Supporting documents:</b> <table border="0"> <tr> <td><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)</td> <td><input type="checkbox"/> W-9 (for new contractors/consultants/vendors)</td> </tr> <tr> <td><input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane</td> <td><input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)</td> </tr> <tr> <td><input checked="" type="checkbox"/> UBI: *    Business license expiration date: *</td> <td><input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)</td> </tr> </table>				<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)	<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	<input checked="" type="checkbox"/> UBI: *    Business license expiration date: *	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)		
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)										
<input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)										
<input checked="" type="checkbox"/> UBI: *    Business license expiration date: *	<input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)										

**\*SEE OTHER SIDE FOR UBI # AND EXPIRATION DATES**

### UBI #s and expiration dates

Mid-City	601-141-611	Expires: 11/30/2019
Corbin	601-138-602	Expires: 10/31/2020
Sinto	600-261-820	Expires: 06/30/2020
Hillyard	600-170-203	Expires: 02/29/2020
Project Joy	601-594-598	Expires: 11/30/2020
Southside	601-298-234	Expires: 08/31/2020
Southwest	601-948-085	Expires: 04/30/2020
Northeast	602-205-146	Expires: 05/31/2020
West Central	600-409-809	Expires: 12/31/2020
MLK	601-237-277	Expires: 03/31/2020