



**City of Spokane Park Board  
Recreation Committee Meeting**  
Wednesday, Nov. 4, 2020, 5:15 p.m. – 6 p.m.  
**WebEx Teleconference**  
Jennifer Papich – Recreation Director

**Committee Members:**

X Lodato, Sally - Chair  
X Gilman, Greta  
X Anderson, Bob  
Sumner, Nick-Absent excused

**Park Board:**

**Guest(s):**

**Parks Staff:**

Papich, Jennifer  
Griffith, Ryan  
Scott Niemeier  
Josh Oakes

Alice Busch  
Carissa Gregg  
Pamela Clarke

**SUMMARY**

- Jennifer announced Carissa Gregg was recognized as the Parks and Recreation nominee for Employee of the Quarter.
- Recreation Center Contracts were moved to a discussion item to be reviewed at a future meeting.
- The Recreation Report was presented and reviewed by Jennifer Papich and recreation supervisors.

## MINUTES

The meeting was called to order at 5:15 p.m. by Chair, Sally Lodato. Introductions were made.

### **Discussion Items:**

1. Recreation Centers contract renewal for a combined amount of \$638,578.00 (no tax)

Jennifer informed the committee, due to minor contract wording edits requested by City Legal the day of the committee meeting, the item was changed to a discussion item, it is anticipated to come before Recreation Committee and the Park Board as an consent agenda item in December.

2. Recreation Report

Jennifer presented the Recreation report, commending Staff for their high-quality of work during Covid, learning new things, and new ways to reach out and engage the community.

Every member received accolades and grateful feedback from the community for the services provided. The many successes of Athletics, Aquatics, Corbin Art Center, Outdoor Recreation, Personal Interest, Sports Facilities and Operations, Therapeutic Recreation and the Community Centers. All recreation activities were a great success and able to run without a financial loss.

### **Standing Report Items:**

None

Meeting adjourned at 6:18 p.m.

The next regularly scheduled meeting is Dec. 2, 2020, at 5:15 p.m.

# 2021 RECREATION CENTERS CONTRACT RENEWAL

Recreation Center	Yearly Contributions
<b>Corbin Senior Center</b>	<b>\$31,350</b>
Hillyard Senior Center	\$80,000
<b>Mid-City Concerns</b>	<b>\$18,525</b>
Martin Luther King Center	\$41,800
<b>Northeast Youth Center</b>	<b>\$139,538</b>
Project Joy	\$30,970
<b>Sinto Senior Center</b>	<b>\$77,210</b>
Southside Community Center	\$106,563
<b>Southwest Community Center</b>	<b>\$39,947</b>
West Central Community Center	\$72,675
<b>TOTAL</b>	<b>\$638,578</b>

*These Centers provide meaningful and essential recreational services and opportunities to the community – a task that the Parks Department alone couldn't do without their partnership.*

# 2021 RECREATION CENTERS CONTRACT MODIFICATIONS

3. COMPENSATION. The City shall pay the \_\_\_\_\_ *Activity Center* for that Center \_\_\_\_\_ **and 00/100 (\$ \_\_\_\_\_)**, from available City funds to help pay recreational programming **and related operational** costs. Any expenditures exceeding that amount will be billed to the \_\_\_\_\_ *Activity Center*. The City reserves the right to revise this amount in any manner in which the City may deem appropriate in order to take into account any future fiscal limitations affecting the City. The City shall give the \_\_\_\_\_ *Activity Center* thirty (30) days written notice of any revision. The parties agree that this is an annual contract, and by no means a guarantee of future funding.

10. REPORTS AND MEETINGS.

- A. The \_\_\_\_\_ *Activity Center* shall communicate with the Parks and Recreation Division through the City's Director of Parks and Recreation, or designee.
- B. The \_\_\_\_\_ *Activity Center* shall submit to the City's Director of Parks and Recreation, or designee, monthly reports on or before the 10<sup>th</sup> of every month for the previous month, detailing its contractual performance including:
- A. Monthly Attendance Reports for Activities conducted at the center Funded by Parks Funds.
  - B. Staff and Volunteer hours (unique number of volunteers with hours for each); and
  - C. List of Recreation Activities – not meals; actual activities.
  - D. **List of Operational Expenses paid for with City funds that directly enable the Center's ability to provide recreational programming.**

# 2021 RECREATION CENTERS REPORTING FORM

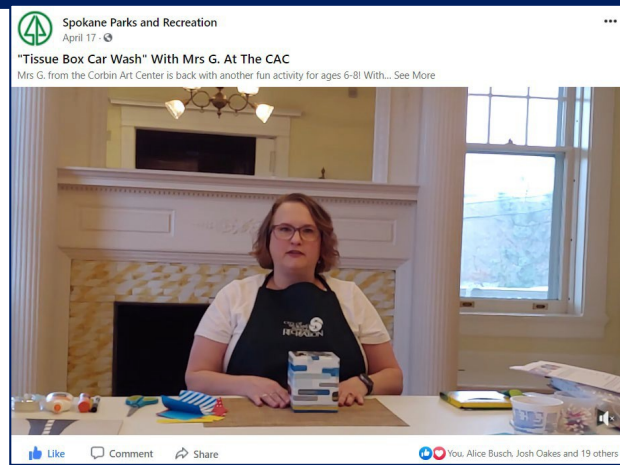
Center:					Month:					2021																Total Participants	Total Hours Per Activity	Total Participant Hours							
Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
																																	0		0
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																																	0	TOTAL	0
<b>Volunteer Hours:</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hours	Current Min Wage	Volunteer \$ Value	
Record hours for each day they will AUTO total in the highlighted section to the right OR just utilize the total box on the right.																																	0	\$13.69	\$ -
<b>Monthly Volunteers:</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Volunteers			
Record # of total volunteers for each day - they will AUTO total in the highlighted section to the right OR just utilize the total box on the right.																																			
<b>Additional Operational Expenses outside of direct programming costs:</b> repairs, equipment, maintenance, marketing, lease, custodial etc.	<b>List of operational expenses paid for with City Funds this month that directly enable the Center's ability to provide recreational programming</b>																																		
	<i>Operational Expense</i>													<i>Cost</i>					<i>Explanation of how this expense is utilized to support the Center's ability to provide recreational programming</i>																
<b>Successes &amp; Challenges</b>	<b>Space for a narrative on the successes and the challenges the Center experienced this month</b>																																		
Facility, Fundraising Staffing, Events Equipment, New Programs Vehicles, Volunteers Members Safety, etc.																																			

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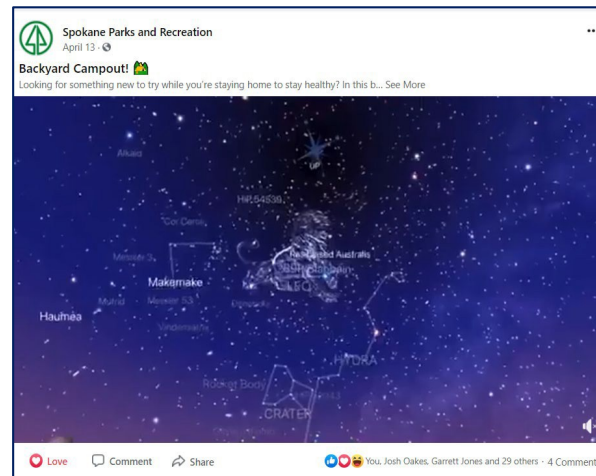
# How Recreation has evolved in the time of COVID

- All Spring Recreation programs were put on pause starting the week of March 16th.
- All participants were notified through a variety of communication channels.
- By the end of March all Recreation Temp Seasonal staff were put on standby.
- In tandem with the SPRD Communications team we began sending out bi-weekly department wide updates to our customers and seasonal staff on standby.
- Our way of doing business dramatically changed in an instant.
- Recreation Team needed to pivot to find creative ways to stay connected with the community and attempt to provide ways to recreate during the stay at home order.
- State wide virtual meetings with other municipal Parks and Recreation agencies began almost instantly to connect collaborate and share resources and ideas as we all navigated this unfamiliar territory.

# Social Media Outreach: Boredom Busters



In the height of our Boredom Buster series, we had 9,100 video views for a total of 3,000 minutes of viewing in one week!



# Phase 2 Approved Recreation Activities for Summer



## MID-SUMMER ACTIVITY GUIDE 2020



**LOOK INSIDE ... THEN GET OUTSIDE**  
THERAPEUTIC RECREATION • CORBIN ART CENTER  
OUTDOOR ADVENTURES • DAY CAMPS AT MERKEL

- Strictly working within DOH and Regional Health guidelines the Recreation team released an Electronic Mid-Summer Guide of safe recreation opportunities.
- Parks and Recreation Marketing team created a informative webpage.
- With the help of Cable 5, Recreation staff created a what to expect video for camp participants.
- Comprehensive participant information packets and protocols were developed with input and approval from Stephanie Crawford.
- Staff training was modified to include new COVID-19 protocols, Risk Management was present during trainings.

### **MARKETING**

- Newsletter was sent out to all CivicRec customers and newsletter subscribers promoting these Recreation Opportunities.
- Social media targeted ad buy and organic posts were created.
- Traditional media stories (all three TV stations covered camps).
- PeachJar digital flyer to all Spokane Public School students K-12.

All programs were staffed fully or partially with Recreation Supervisors in addition to minimal seasonal staff.





Ages 6-12yrs.

July 20 – August 28 ~ Monday - Friday

9am – 4pm @ Dwight Merkel Sports Complex

Summer Day Camp at Merkel activities included traditional camp games, arts and crafts, sports, BMX, skate park activities, plus a variety of outdoor adventures.

- Masks required of all staff and campers and parents at pick up and drop off.
- Health District and DOH approved health screening questions asked daily at drop off
- Staff temperature checks daily
- All activities modified for physical distancing
- Hand washing and sanitation built into the daily schedule.
- No more than 22 people in total attendance (staff and campers) per week



60 Registrations ~ Net Revenue: \$1,167



# KIDS CAMPS

**Ages:** 3-11yrs.

July 20 – August 21 ~ Monday - Friday

9-3pm School Aged / Half Day Camps for Preschoolers

The Corbin Kids Summer camps offered a wide variety of themed day-camps with a variety of art activities. Corbin Kids Camps teach process themed art in a fun and creative way!

- Masks required of all staff and campers and parents at pick up and drop off.
- Health screening questions asked to parents daily at drop off
- Staff temperature checks daily
- Camp room set ups are modified for physical distancing & each camper had their own set of art supplies for the week.
- High touch areas were sanitized throughout the day and the building is completely sanitized each night.



**144 Registrations ~ Net Revenue: \$9,054**

# Therapeutic Recreation Services Modified Summer Offerings

TRS offered a modified selection of outdoor activities for August including Biking, Walking & Hiking outings. All participants met at the designated location, masks were required until physical activity begins and people maintained physical distance.



Outings are staffed with Alice Busch our TRS Recreation Supervisor and several volunteers.

**21 Registrations ~ Net Revenue: \$515**

# Summer Outdoor Adventures

Activities offered were carefully selected based on the ability to maintain physical distancing and reducing touchpoints.

Following COVID-19 Requirements; group sizes of no more than 12 people per group with a maximum of 8 households per group. Physical distancing between participants of separate households is required.



- All participants over the age of 5 and staff are required to wear face coverings at meeting locations and during land briefings and instruction.
- When a participant is in their own kayak, canoe or stand up paddleboard or spread apart on a trail while hiking and able to maintain 6 feet of physical distancing they may remove their masks.
- Only members of the same household could tandem paddle a kayak.

40 Registrations ~ Net Revenue \$713

# Electronic Fall Guide & Landing Page

## Greeting from Spokane Parks & Recreation!

Check out the new Quarterly Activity Guide! There are plenty of opportunities to enjoy our great programs inside and outdoors this season! Explore your creative side with an art or writing class, find your center with virtual yoga, or get outdoors with a guided trip. We also have exceptional adaptive programs programs for those with disabilities.

While many programs aren't possible until Phase 3, our team has been finding creative ways to bring back the fun safely during Phase 2, following state and local guidelines. We have created this fall brochure with programs we are excited to share!

[Download Guide](#)

[Register Online](#)



## Safety Measures Being Taken

Here are a few of the precautions we'll be taking to keep participants and staff safe:

- Physical distancing measures
- Modified activities, to keep participants active but distanced
- Masks will be worn by participants and staff, except when distanced for eating and physical exercise
- Enhanced sanitation protocols, including more frequent hand sanitization for all participants and staff, and cleaning of equipment
- Modified check in/out process, where parents/guardians will be asked a series of questions about their children and household prior to check in, as will adults who are participating in classes
- Full COVID-19 operational plans for each camp or class will be emailed to parents or participants prior
- [See more](#) (PDF 86 KB)

## Questions? Read our FAQ!

- [Outdoor Program FAQ](#) (PDF 361 KB)

## Parent Packets

- [Corbin Art Center Parent Packet](#) (PDF 317 KB)

## Safety Procedures and Guidelines

- [Safety Measures and Phase 1 and 2 guideline](#) (PDF 212 KB)
- [COVID-19 Outdoor Program Preventative Measures](#) (PDF 130 KB)

# Fall Program Highlights

- Corn hole outdoor & Indoor
- TRS Line Dancing
- Partnership with Mobius
- Stroll & Roll
- Corbin Afternoon Youth Art programs
- Corbin Virtual Spanish lessons
- Corbin small in - person art programs
- Private family outdoor guided tours
- Fall Hiking
- TRS Swimming
- TRS Ice Skating
- TRS Corn hole
- Virtual Teen CSI STEM class
- 3v3 Volleyball League @ the Warehouse



# Up Coming Winter Programs

- ~ Winter Activity Guide available late November / early December Electronically ~
- ~ **Winter Activity Guide Post Card to be mailed out in December** ~
- ~ Winter program time period late December – March ~

- **Aquatics Planning**: All 6 aquatics Facilities are in the final stages of winterization.
  - 2021 season planning underway:
    - Budget ~ lifeguard recruitment ~ evaluating WA COVID aquatics restrictions ~ programming
- **Wellness & Enrichment Programs**: Continue to build on Spokane City Roll & Stroll program it has great potential to get people out enjoying nature in and around our City. Plans to explore partnerships with other local governments and organizations to expand the program into the future. Also continuing work on additional virtual programs and events and the potential for continuing our Mobius partnership.



# Up Coming Winter Programs

- **Outdoor Programs:** Winter snowshoeing and xc skiing outings. Limited transportation available strictly following COVID -19 guidelines.
  - **XC Ski grooming** will take place at Indian Canyon Golf Course, Dwight Merkel Sports Complex and Riverside State Park 7 Mile Trail Head. **Fat Bike Grooming** at Riverside State Park will be done as well in cooperation with Evergreen East Mountain Bike Alliance.
- **Therapeutic Recreation Services Programs:** Ice skating, swimming, cross country skiing , downhill skiing and snowboarding. We will offer a few day time snowshoe trips and TRS is exploring offering indoor line dancing, crafts and special one day activities.
- **Corbin Art Center Programs:** 5 participant Art Medium and Mixed Media Classes, Writing classes, Youth & Adult Drawing classes, Photography, Virtual Spanish, Pre-school classes and workshops, No-School Camps for Youth for President's Day.
- **Athletic Programs:**
  - Working on securing affordable indoor facility options for 3v3 Volleyball and Indoor Corn Hole

