



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

2:15 p.m. Wednesday, Dec. 04, 2024
Hybrid in-person and WebEx teleconference meeting
Jennifer Papich – Recreation Director

Committee members

X Sally Lodato – Chair
X Greta Gilman
X Jennifer Ogden

Parks staff

Jennifer Papich
Ryan Griffith
Kris Behr

Other City Staff

Megan Kapaun

SUMMARY

- The committee passed the following action item which will be presented to the Park Board for consideration and approval:
 - Inter-local Agreement between the City of Spokane Valley and the City of Spokane Parks and Recreation Departments regarding joint offering of certain recreation program classes – consent agenda item
- The fall recreation report was presented by Jennifer Papich.
- An update on the community center contracts was presented.

The next regularly scheduled Recreation Committee meeting is set for 2:15 p.m. Wed. **Feb. 05, 2025.**

MINUTES

The meeting was called to order at 2:33 p.m. by committee chair Sally Lodato.

Public Comments: None

Action items:

[Inter-local Agreement \(ILA\) between the City of Spokane Valley \(SVPRD\) and the City of Spokane Parks and Recreation Departments \(SPRD\) regarding joint offering of certain recreation program classes](#) – Jennifer Papich

This action item was presented last month however the Spokane Valley attorney wanted to change the wording slightly regarding insurance, as both cities are fully self-insured. A few other slight wording modifications were made and was, therefore, pulled from the Park Board agenda. In summary, this ILA would allow SPRD to use Spokane Valley Parks and Recreation facilities for Therapeutic Recreation programs, and it would allow SVPRD to advertise and offer SPRD Outdoor Recreation and TRS classes in their activity guides where Spokane Parks and Recreation gets a percentage of the revenue for those participants who register through Spokane Valley. It has proved to be a wonderful partnership.

Motion #1 – Sally Lodato moved to recommend Inter-local Agreement between the City of Spokane Valley and the City of Spokane Parks and Recreation Departments regarding joint offering of certain recreation program classes.

Jennifer Ogden seconded. The motion passed unanimously (3-0 vote).

The committee agreed to present this recommendation as a consent agenda item on the December 12 Park Board meeting agenda.

Discussion Items: none

Standing Reports:

Recreation Report – Jennifer Papich

1. The [winter activity guide](#) was made available just before Thanksgiving and registration opened 12/3/2024.
2. [TRS](#) highlights included an incredibly high demand cooking class resulting in the addition of 2 more classes, disc golf, Disney on Ice, a return to the Holiday Light Cruise and new this year, an Eagle Watch Cruise on Lake Coeur d'Alene which was full and waitlisted.
3. Fall [Outdoor Rec](#) saw a 16% increase in participants. Highlights included increased private contracts for hikes and kayaking, a high demand for archery classes resulting in the addition of 2 classes, and a rebranded hiking program which saw a 50% engagement.
4. [Corbin Arts Center](#) was very busy this fall with 505 participants, 17 birthday parties and a 10% revenue increase over 2023. Jefferson Elementary's 6-week after-school program was successful. The family holiday program is very popular with all timeslots filled. Harry's Holiday Lab is also full.
5. Fall [Athletics](#) has been quite popular with 306 adult flag football participants, 1,230 adult softball participants, and adult volleyball concluding in two weeks with 1,209 participants.

The community center contracts are underway. There are still a few items that have not been received by the centers to complete their contracts, but Jennifer is working with the centers to get all needed documents by the end of the year.

Adjournment: The meeting was adjourned at 2:53 p.m.

The next regularly scheduled Recreation Committee meeting is set for 5:15 p.m. Wed. **Feb. 05, 2025.**

Spokane Park Board

Briefing Paper



Committee	Recreation	Committee meeting date: 12/04/2024	
Requester	Jennifer Papich	Phone number: 509-363-5420	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)	Goal H: Obj. 2 (Partnerships)	Master Plan Priority Tier:	Tier 1 (pg. 171-175)
Item title: (Use exact language noted on the agenda)	Inter-local Agreement Between the City of Spokane Valley and the City of Spokane Parks and Recreation Departments Regarding Joint offering of certain recreational program classes		
Begin/end dates	Begins: 01/01/2025	Ends: 12/31/2027	<input type="checkbox"/> 06/01/2525
Background/history:			
<p>This is a new Inter-local Agreement based on the successful partnership in 2024 between Spokane Valley and the City of Spokane in the offering of agreed upon Outdoor and Therapeutic Recreation programs. Each party will advertise for the programs through their own agencies, each party shall take registrations for the programs Spokane Valley will register an agreed upon number of participants for the agreed upon programs. Parties will communicate throughout the registration process for program coordination and logistics. Upon course completion Spokane Valley agrees to pay Spokane Parks 70% of class registration they took in revenue as full compensation for everything done under this Agreement. We have entered into similar agreement with Spokane Valley and other municipalities in the past with success. Benefits of this partnership with Spokane Valley include increase marketing and awareness of our Recreation programs, increased participation in previously lower attended programs, and utilization of Spokane Valley facilities to house potential TRS and Outdoor programs.</p>			
Motion wording:			
I move to approve the Inter-local Agreement Between the City of Spokane Valley and the City of Spokane Parks and Recreation Departments Regarding Joint offering of certain recreational program classes			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No			
If so, who/what department, agency or company: Spokane Valley Parks and Recreation			
Name: John Bottelli		Email address: jbottelli@spokanevalley.org	Phone: 509-720-5400
Distribution:			
Parks – Accounting		Megan Kapaun, Legal	
Parks – Sarah Deatrich			
Requester: Jennifer Papich			
Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue			
Amount: n/a		Budget code:	
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor			
Supporting documents:			
<input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)		<input type="checkbox"/> W-9 (for new contractors/consultants/vendors)	
<input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane		<input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)	
<input checked="" type="checkbox"/> UBI: 602-251-431 Business license expiration date:		<input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	



Interlocal Agreement Between the City of Spokane Valley and the City of Spokane Parks and Recreation Departments Regarding Joint offering of certain recreational program classes.

Outdoor Recreation gained 11 additional registrations from Spokane Valley for Hiking, Snowshoeing, and Kayaking, generating \$320 in additional revenue.

Therapeutic Recreation hosted 4 programs at the Spokane Valley Centerplace Regional Event Center, with 65 participants. The staff were excellent, and the facility met their needs perfectly.

This Agreement would be for 2 years based on the success of the 2024 agreement



Recreation Report Recreation Committee Dec. 4, 2024



Winter Program Registration Opened
Tues., 12/3

TRS FALL PROGRAM HIGHLIGHTS

- ❖ Disc Golf had 10 people and we played at Liberty and Ben Burr Parks
- ❖ Cooking class filled online in 1.5 hours! Two more classes were added to meet the demand.
- ❖ 50 people enjoyed Disney on Ice through TRS
- ❖ 45 TRS participants enjoyed the Holiday Light Cruise on Lake Coeur d'Alene
- ❖ *NEW* TRS program this Fall - Eagle Watch Cruise on Lake Coeur d'Alene coming up on Dec. 14, that is full with a waitlist.



OUTDOOR RECREATION

- Number of Outdoor participants served in Fall programs
 - 2023 = 88 people served **2024 = 102 people served**
- **Highlights, & Successes**
 - Increased private contracts for hikes and kayaking (100% increase)
 - Added two sessions of Archery Introduction with Evergreen Archery Club (Full Enrollment!)
 - Piloting Fall hike series with about 50% engagement. Hoping to continue offering hikes during Spring and Fall as interest allows.



ATHLETICS

Fall Adult Volleyball will conclude on Friday, December 20th.

- 186 teams,
- 1,209 total participants

Fall Adult Flag Football

- 8 Five(5) man teams
- 10 Eight(8) man teams
- 306 participants total

Fall Adult Softball

- 88 teams
- 1,230 participants

CORBIN ART CENTER



- 505 Fall Program Participants
- Revenue up 10% from 2023
- 17 Birthday Art Parties
- Jefferson Elementary School After School 6 week art program
- Festive Family Holiday Fun at Corbin Art Center; Cookie Decorating, Crafts, Hot Cocoa, and Selfies with Santa this Saturday!
 - 3 timeslots all full at 30 participants
 - Generous cookie and frosting donation from Rosauers.
- Harry's Holiday Lab is full with 31 kiddos over winter break