

## 2012 Field Allocation Priorities – (revised, 8/31/11)

In general, tournament or league games will take priority over practices. National, State or Regional Tournament applications will be processed prior to league and practice requests. Past historical performance of the USER GROUP will go into the decision about new allocations (i.e. no outstanding bills...)

1. Field Allocation Priorities:
  - a. Tournaments-If the level or type of tournament changes after approval you must inform our department in writing before changing a date, level, or type of tournament. Violations of this section will result in your tournament selection being terminated or an additional fee being charged.
    1. Department sponsored programs
    2. National sanctioned tournaments
    3. Regional sanctioned tournaments
    4. State sanctioned tournaments
    5. Invitational sanctioned tournaments
  - b. SPRD Recreational Programs take precedence on Merkel Sports Complex locations. These programs will primarily be general adult and youth recreation sport programs and niche adult or youth recreational sports programs. Niche programs are not currently or historically offered in the community and it is the intention of SPRD to fill these programming voids when applicable.
  - c. Spokane Public School programs may supersede other organizations' facility requests on many fields in accordance with established joint facility usage agreement.
  - d. **SPRD will set up meetings in which user groups who have conflicting bookings will meet to resolve issues amongst themselves with SPRD having final authority to resolve disputes. (added)**
  - e. Recreational youth athletic programs –no participants get “cut”
  - f. Adult recreation athletic programs--no participants get “cut”
  - g. Select youth athletic programs—participation is by invitation or through a 'try-out' process.
  - h. Select adult athletic programs—participation is by invitation or through a 'try-out' process
  - i. Independent of national affiliate, sponsored youth or adult athletic programs.
  - j. New USER GROUP'S requests or “one-time” requests will be dealt with on an individual basis.
  - k. ~~Primary use of the facility- Field use request associated with an athletic activity other than the designated **primary use** of that particular field will be considered based upon field availability (Primary Use Section Removed)~~
2. SPRD has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
3. USER GROUPS must meet requirements as outlined within this document.

4. SPRD will allocate the majority of fields to user groups that offer the broadest opportunity for participation to the citizens of Spokane.
5. Number of field units assigned to USER GROUPS will be based on:
  - a. Priority outline
  - b. Number of participants within user groups
  - c. Total number of requests received
  - d. Field availability.
6. Field Scheduling Process
  - a. Once the initial field allocation process is completed and groups have been allocated fields per the above priorities all fields are allocated on a first come first serve bases regardless of where a particular group originally was placed on the priority scale
  - b. For cancellations or changes due to weather the field scheduler will work with existing groups to reschedule field time before working with new or out of city groups.
7. SPRD has sole discretion to assign and schedule all fields and shall have the authority to approve or deny specific requests as well as reassign fields due to extenuating circumstances.
8. USER GROUPS must meet requirements as outlined within this document.
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10. Number of field units assigned to USER GROUPS will be based on:
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  - b. For cancellations or changes due to weather the field scheduler will work with existing groups to reschedule field time before working with new or out of city groups.



-Idea presented by Mr. Ayres: Carl Strong stated that the rental fee for the older ("pocket") fields was only supposed to cover "administrative costs," so (if this is the case), why not charge each user group an additional "administrative fee" of say \$50 per season per park used for these costs instead of the prohibitive hourly charges? At \$10 (or even \$2 or \$3 an hour) groups such as ourselves (in which the kids do not "pay to play") would be unable to fund any reserve/practice times on any of the older diamonds. As it is, the rental costs for the NEW youth fields now make it cost prohibitive for our organization to use any of these new/refurbished fields (including the diamonds at Chief Garry Park, which we have utilized in the past). Two of the other youth organization representatives at the meeting mentioned that they do not even like using the older fields due to the overall condition of these fields (Friendship Park, Harmon, and Rochester were a few of the fields they mentioned). If you charge an hourly usage fee for the older diamonds, I don't believe that you are going to have organizations "standing in line" to rent them.

-Multiple other user groups offered their concern/dissatisfaction with this proposed fee as well

d. Dana Richardson voiced concern regarding the proposed fees for the new park fields are significantly higher (calculated to 300%) due to the format being by hour instead of per game

e. Phil Helean raised concern about the 500+ hours discount being withdrawn in proposed fees for 2012

f. Overall concern for proposed 2012 fees led user groups to ask how input can be given regarding implementation of fees.

**-Carl Strong brought to attention the Park Board Recreation Committee Meeting taking place on September 1, 2011 at 3:30-5:00pm at City Hall Conference Room#2b**

**-Also, the date of the next Park Board meeting was given, which is September 8, 2011 at 1:30pm in the Spokane City Council Chambers (Lower Level City Hall)**

#### **4. Discussion of Primary Use of Fields/Priorities**

a. It was decided to remove "Item J" in the 2011 Athletic Field Rental Guide which is Primary Use of the Facility

b. Also, it was decided to add in a part at the top of the Field Allocation Priorities section discussing the role the user groups will play in working out conflicted bookings

## **5. Discussion of 2012 Field Allocation Process**

- a. Summary of important dates were presented by Callie Byrne
- b. Idea of having user groups meet to work out conflicted bookings was presented
- c. User groups voiced concern that SPRD did not have the dates that the SPS schools would be offline next year

-Response was that the school district does not give these dates until at least September

d. Pat Estes suggested having the user groups meet just one day, and Adriano Eva replied that the number of proposed meetings will be based on the volume of conflicted bookings

## **6. First part of the meeting was adjourned and second part was called to order at approximately 4:05pm**

### **7. Discussion of Schedule of Availability for New Youth Baseball Fields**

a. Aaron Champagne and Al Vorderbrueguen gave a summary of field conditions and a plan of action moving forward

-Soil samples being taken etc.

b. User groups agreed to keep the fences up at the new baseball sites through the fall

c. Dan Peck and other user groups voiced concern about scheduling issues with rainouts.

-It was suggested that groups build in a “buffer” of one week at the end of their season to help with this issue such as is the practice of the YMCA

d. SPRD was in support of this recommendation and reinforced the two-week cancellation policy with notice

## **8. Allocations**

a. Groups remained in support that primary use of fields is baseball

b. Discussion between the Cricket Club and PONY made groups aware that Cricket will need use of Underhill twice-a-week and have 7 weekends (either Sat. or Sun.) throughout their season

-Groups agreed accommodating both groups should be able to be worked out

## **9. Maintenance/General Discussion of New Youth Baseball Fields**

a. Groups expressed support of the “Home Field” idea for parks

b. Groups expressed interest in playing a role in the maintenance of the fields with the result being a reduction of fees

-Maintenance would include dragging, lining, and field preps (rubber and base lengths, base pegs, etc.)

-SPRD's role involves mowing once every 7-10 days, restroom, and general maintenance

-Groups asked SPRD to create a proposal of maintenance standards, care, and financial components involved with playing a role in maintenance

-Would outline the bottom-line costs involved

-Would address procedure when outside user groups play on another league's 'Home Field'

d. PONY suggested that either SPRD picks a maintenance vendor that we approve to do field preps and mowing, and the groups would contact and hire this contractor, or SPRD sends out an RFP and see if one or two groups could win the bid and be able to do the preps and get paid by the users directly

c. Fuzzy suggested that softball have priority at Franklin and Merkel based on baseball having priorities at these new parks

-Baseball groups requested consideration be given to the fact that they are not necessarily 'gaining' a large number of fields because they will not be using the fields currently being played on

-Also voiced concern with the standard of care that would be given to the new park fields if user groups are allowed to do their own maintenance

d. Pat Estes requested SPRD reconsider keeping park bathrooms open longer than Memorial Day-Labor Day

**10. Eric Sawyer adjourned the meeting at approximately 5:05pm**

**Meeting Minutes Submitted by: Callie Byrne**

CONTRACT AMENDMENT

THIS CONTRACT AMENDMENT is between the CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT, a Washington State municipal corporation, as "City," and SENSKE LAWN AND TREE CARE, INC., whose address is 7115 East Cataldo Avenue, Spokane Valley, Washington 99212, as "Contractor."

WHEREAS, the parties entered into a contract wherein the Contractor agreed to perform Dwight Merkel Sports Complex Grounds Maintenance; and

WHEREAS, the original estimate of project costs needs to be increased to cover actual expenditures, -- Now, Therefore,

The parties agree as follows:

1. DOCUMENTS. The contract dated August 16, 2010, any previous amendments and/or extensions/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 September 1, 2011.
3. AMENDMENT. Section 5 of the contract documents is amended to read as follows:
  5. CONTRACT TERM. The contract shall begin on after notice to proceed and run through December 2011. ((The contract may be extended two (2) additional one year periods encompassing Alternate Bid Items 4 and 5 by mutual consent of the City and Contractor.))
4. AMENDMENT. Section 9 of the contract documents is amended to read as follows:
  9. COMPENSATION. The City will pay a maximum of ((~~ONE HUNDRED FORTY EIGHT THOUSAND FIVE HUNDRED THIRTY FIVE AND 10/100 DOLLARS (\$148,535.10)~~)) ONE HUNDRED EIGHTY THOUSAND FIVE HUNDRED FIFTY DOLLARS (\$180,550.00), in accordance with the unit prices in the Contractor's bid proposal, as full compensation for everything furnished and done under this contract, subject to allowable additions and deductions as provided.

Dated: \_\_\_\_\_

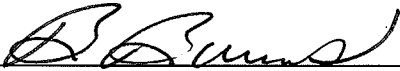
CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT

By: \_\_\_\_\_  
Director

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Assistant City Attorney

Dated: \_\_\_\_\_  
[

SENSKE LAWN AND TREE CARE, INC.

E-Mail address, if available:  
\_\_\_\_\_

City of Spokane Business License No.  
\_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_

AGENDA SHEET FOR PARK BOARD MEETING OF: September 8 2011



Submitting Division  
Recreation/Entertainment

Contact Person  
Butz

Phone No.  
6610

COMMITTEE

- Riverfront
- Golf
- Recreation
- Land
- Urban Forestry
- North Bank Ad-Hoc
- Finance

CLERK'S FILE \_\_\_\_\_

RENEWS \_\_\_\_\_

CROSS REF \_\_\_\_\_

ENG \_\_\_\_\_

BID \_\_\_\_\_

REQUISITION \_\_\_\_\_

AGENDA WORDING:

The City of Spokane Parks & Recreation Department wishes to amend contract with Senske Lawn & Care effective September 1, 2011 to: 1) increase maximum amount to cover actual expenditures through 12/31/2011; 2) end contract on 12/31/2011.

BACKGROUND:  
(Attach additional sheet if necessary)

Current maximum contract amount is \$148,550; new maximum total is \$180,550.

RECOMMENDATION: Approve Contract

<u>Fiscal Impact:</u> Expenditure: \$180,550	<u>Budget Account</u> 1400-54100-75650-54201
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ATTACHMENTS: Include in Packets:  
On file for Review in Office of City Clerk:

SIGNATURES:

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Parks Accounting

\_\_\_\_\_  
Legal Department

\_\_\_\_\_  
Director of Parks and Recreation

DISTRIBUTION: Parks, Judy Moss  
Risk Manager, Pam Schroeder

Parks, Craig Butz  
Taxes and Lic, Marilou Lewis  
Contractor

Parks, Carl Strong

PARK BOARD ACTION:

**2012 Soccer Fee Proposal**  
(2011 fees are in parenthesis)

<b>Dwight Merkel Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour</i>	N/A	\$35/hr (\$30/hr)	N/A	\$25/hr (\$20/hr)	\$15/hr (\$15/hr)
<i>Withdrawn (Early morning discount 6am-8am)</i>	N/A	<i>Withdrawn (\$25/hr)</i>	N/A	<i>Withdrawn (\$15/hr)</i>	N/A
<i>(500+ hours rented)</i>	N/A	<i>\$32/hour (\$27/hr)</i>	N/A	<i>\$22/hour (\$17/hr)</i>	N/A
<b>Artificial Turf Fields 8am – 11pm</b>	\$65/hr (\$65/hr)	\$55/hr (\$55/hr)	\$55/hr (\$55/hr)	\$45/hr (\$45/hr)	\$45/hr w/lights \$35/hr w/o lights (\$45/hr w/lights \$35/hr w/o lights)
<i>Withdrawn (Early morning discount 6am-8am)</i>	N/A	<i>Withdrawn (\$45/hr)</i>	N/A	<i>Withdrawn (\$35/hr)</i>	N/A
<i>(500+ hours rented)</i>	<i>\$62/hour (\$62/hr)</i>	<i>\$52/hour (\$52/hr)</i>	<i>\$52/hour (\$52/hr)</i>	<i>\$42/hour (\$42/hr)</i>	N/A
<b>Southeast Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour</i>	N/A	\$25/hr (\$20/hr)	N/A	\$20/h (\$15/hr)	N/A
<i>Withdrawn (Early morning discount 6am-8am)</i>	N/A	<i>Withdrawn (\$15/hr)</i>	N/A	<i>Withdrawn (\$10/hr)</i>	N/A
<i>(500+ hours rented)</i>	N/A	\$22/hour (\$17/hr)	N/A	\$17/hour (\$12/hr)	N/A
<b>Franklin Park Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour</i>	N/A	\$15/hr (N/A)	N/A	\$10/h (N/A)	N/A

**2012 Softball/Baseball Fee Proposal**  
(2011 fees are in parenthesis)

<b>Dwight Merkel Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour (Per Game/Practice -1.5hrs)</i>	\$45/hour (\$35/game)	\$35/hour (\$25/game)	\$35/hour (\$25/game)	\$25/hour (\$15/game)	\$20/hr w/lights \$10/hr w/o lights (\$25/game w/lights \$15/game w/o lights)
<i>(200+ games/practices rented)</i>	<i>\$42/hour (\$32/game)</i>	<i>\$32/hour (\$22/game)</i>	<i>\$32/hour (\$22/game)</i>	<i>\$22/hour (\$12/game)</i>	<i>\$12/hour (\$12/game)</i>
<b>Franklin Park Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour (Per Game/Practice -1.5hrs)</i>	\$35/hour (\$25/game)	\$25/hour (\$15/game)	\$25/hour (\$20/game)	\$15/hour (\$15/game)	\$15/hr *covers field Preps (N/A)
<i>(200+ games/practices rented)</i>	<i>\$33/hour (\$23/game)</i>	<i>\$23/hour (\$13/game)</i>	<i>\$23/hour (\$18/game)</i>	<i>\$13/hour (\$8/game)</i>	<i>N/A</i>
<b>Southeast Complex</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour (Per Game/Practice -1.5hrs)</i>	N/A	\$25/hour (\$15/game)	N/A	\$15/hour (\$10/game)	\$15/hr *covers field Preps (N/A)
<i>(200+ games/practices rented)</i>	<i>N/A</i>	<i>\$23/hour (\$13/game)</i>	<i>N/A</i>	<i>\$13/hour (\$8/game)</i>	<i>N/A</i>
<b>New Youth Baseball Fields</b>	<b>Adult with Lights*</b>	<b>Adult</b>	<b>Youth with Lights*</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour *Liberty is only one w/ lights</i>	\$35/hour (N/A)	\$25/hour (N/A)	\$25/hour (N/A)	\$15/hour (N/A)	\$15/hr *covers field Preps (N/A)
<b>B.A. Clark Fields</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Per Hour-prorated to ¼ Hour *Grass infield and mounds</i>	N/A	\$35/hour* (N/A)	N/A	\$15/hour* (N/A)	\$15/hr *covers field Preps (N/A)
<b>All other soccer/baseball fields</b>	<b>Adult with Lights</b>	<b>Adult</b>	<b>Youth with Lights</b>	<b>Youth</b>	<b>Spokane Schools (#81)</b>
<i>Reservation fee –covers portion of *admin costs</i>	<i>(N/A)</i>	<i>\$10 per field (N/A)</i>	<i>(N/A)</i>	<i>\$8 per field (N/A)</i>	<i>N/A</i>

**2012 Softball/Youth Baseball Tournament Fee Proposal**  
(2011 fee recommendations are in the right side box)

<b>Dwight Merkel Complex</b>	<b>Full Day (8 am-11pm)</b>	<b>Half Day (8am-3pm or 3pm-11pm)</b>	<b>8 – 19 Games</b>	<b>20-29 Games</b>	<b>30-39 Games</b>	<b>40 + Games</b>
Adult	\$2,100	\$1,200	\$25/Game	\$23/Game	\$21/Game	\$19/Game
Youth	\$1,500	\$800	\$19/Game (\$21/Game)	\$17/Game \$19/Game)	\$15/Game (\$17/Game)	\$13/Game (\$15/Game)
<b>Franklin Park Complex</b>	<b>Full Day (8 am-11pm)</b>	<b>Half Day (8am-3pm or 3pm-11pm)</b>	<b>8 – 19 Games</b>	<b>20-29 Games</b>	<b>30-39 Games</b>	<b>40 + Games</b>
Adult	\$1,500	\$800	\$22/Game	\$21/Game	\$19/Game	\$17/Game
Youth	\$900	\$500	\$17/Game	\$15/Game	\$13/Game	\$11/Game
Additional Field Preps <i>*Game fees include 1 field prep every three games</i>	\$52.50	\$52.50	\$26.25	\$26.25	\$26.25	\$26.25

**2012 Soccer Tournament Fee Proposal**  
(2012 fee recommendations are in the right side box)

<b>Dwight Merkel Complex</b>	<b>Full Day (8 am-11pm)</b>	<b>Half Day (8am-3pm or 3pm-11pm)</b>	<b>8 – 19 Hours</b>	<b>20-29 Hours</b>	<b>30-39 Hours</b>	<b>40 + Hours</b>
Adult	\$3,500	\$1,800	\$29/hr/ field	\$26/hr/ field	\$23/hr/ field	\$20/hr/ field
Youth	\$2,400	\$1,300	\$19/hr/ field	\$17/hr/field	\$15/hr/field	\$13/hr/field
<b>Southeast Complex</b>	<b>Full Day (8 am-11pm)</b>	<b>Half Day (8am-3pm or 3pm-11pm)</b>	<b>8 – 19 Hours</b>	<b>20-29 Hours</b>	<b>30-39 Hours</b>	<b>40 + Hours</b>
Adult	\$1,500	\$800	\$19/hr/field	\$17/hr/field	\$15/hr/field	\$13/hr/field
Youth	\$1,200	\$700	\$14/hr/field	\$12/hr/field	\$10/hr/field	\$8/hr/field

**2012 “Other Fees” Proposal**  
 (2011 Fee Recommendations Are in Parenthesis)

Description	Fee
Application Fee	\$50 (\$50)
Tournament Deposit *deposit applies toward tournament	\$350/tournament (\$350/tournament)
Extended Tournament Fee	\$50/quarter hour over (\$50/quarter hour over)
Turface *This is beyond our minimum standard (5 bags/field)	\$12/bag (N/A)
Fence Rental	\$50/field (N/A)
Fence Setup	\$87.23/field (N/A)
Reservation Change Fee	\$5/change (N/A)
Tennis Courts	\$10/hr/court (N/A)