



Spokane Park Board

3:30 p.m. Oct. 10, 2019

City Council Chambers, lower level City Hall
808 W. Spokane Falls Blvd., Spokane, Washington

Park Board Members:

- X Nick Sumner – President
- Jennifer Ogden – Vice President
(absent/excused)
- X Garrett Jones – Secretary
- X Ted McGregor
- X Rick Chase
- X Greta Gilman
- X Sally Lodato
- X Gerry Sperling
- X Jamie SiJohn
- Bob Anderson (absent/excused)
- X Barb Richey
- X Mike Fagan – Council Liaison

Parks Staff:

Jason Conley
Fianna Dickson
Mark Buening
Al Vorderbrueggen
Jennifer Papich
Angel Spell
Jonathan Moog
Berry Ellison
Megan Qureshi
Carl Strong
Ryan Griffith
Nick Hamad
Mark Poirier
Pamela Clarke

Guest:

Carol Neupert

MINUTES

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

1. **Roll Call:** *Pamela Clarke*
See above

2. **Minutes:**
A. Sept. 12, 2019, Park Board meeting minutes

Motion No. 1: Nick Sumner moved to approve the Sept. 12, 2019, Park Board meeting minutes.

Mike Fagan seconded.
Motion carried with unanimous consent (9-0 vote).

3. **Additions or Deletions to the Agenda:**
A. None

4. **Special Guests:**
A. None

5. **Claims:** [Claims for the month of September 2019](#) – *Gerry Sperling*

Motion No. 2: Gerry Sperling moved to approve claims for the month of September 2019 in the amount of \$4,723,982.45.

Sally Lodato seconded.
Motion carried with unanimous consent (9-0 vote).

6. **Financial report and budget update:** – *Mark Buening* provided the [September financial report and budget update](#). Park Fund revenue is tracking at 127.38% of the projected budget. Parks expenditures are tracking at 105.47% of the projected budget. The Golf Fund revenue is tracking at 114.36% of the projected budget. The Golf Fund expenditures are tracking at 99.19% of the projected budget. Of the \$68.06 million Riverfront Park redevelopment bond budget, \$52.92 million has been expended and \$4.22 million committed, leaving a \$10.93 million budget balance.

7. **Special Discussion/Action Items:**

A. None

8. **Committee Reports:**

Urban Forestry Tree Committee: Oct. 1, 2019, *Rick Chase*

A. Action items: None

B. The next regularly scheduled meeting is 4:15 p.m. Nov. 5, 2019, at the Woodland Center, Finch Arboretum.

Golf Committee: Oct. 8, 2019, *Gerry Sperling*

A. [Heritage Links change order #1/Esmeralda Golf Course \(\\$90,063.57, tax inclusive\)](#) – *Nick Hamad* presented the proposed change order #1 with Heritage Links for work at Esmeralda Golf Course in the amount of \$90,063.57, tax inclusive.

Motion No. 3: Gerry Sperling moved to approve change order #1 with Heritage Links for work on the Esmeralda Golf Course irrigation project in the amount of \$90,063.57, tax inclusive.

Sally Lodato seconded.

Motion carried with unanimous consent (9-0 vote).

B. [A1 Tree Service change order #1/Esmeralda Golf Course \(\\$24,373.96, tax inclusive\)](#) – *Nick Hamad* presented the proposed change order #1 with A1 Tree Service for work at Esmeralda Golf Course in the amount of \$24,373.96, tax inclusive.

Motion No. 4: Gerry Sperling moved to approve change order #1 with A1 Tree Service for tree work at Esmeralda Golf Course in the amount of \$24,373.96, tax inclusive.

Sally Lodato seconded.

Motion carried with unanimous consent (9-0 vote).

C. [Downriver Golf Course Professional contract](#) – *Jason Conley* presented an overview of the Downriver Golf Course Professional contract. The current contract with Steve Conner for golf professional services at Downriver Golf Course will expire Dec. 31. This five-year contract includes a five-year renewal option. Following an evaluation of written proposals submitted in response to the RFP, the evaluation committee recommended awarding the contract to Mr. Conner. The Golf Committee approved the evaluation committee's recommendation.

Motion No. 5: Gerry Sperling moved to approve the Downriver Golf Course Professional contract, as presented.

Rick Chase seconded.

Motion carried with unanimous consent (9-0 vote).

D. The next scheduled meeting is 8 a.m., Nov.12, 2019, Finch Arboretum, Woodland Center.

Land Committee: Oct. 2, 2019, *Greta Gilman*

A. [Stanley Convergent Security sole source resolution/park facilities](#) – *Carl Strong* presented the Stanley Convergent Security sole source resolution for building security and monitoring services provided at several park facilities. This resolution will allow Parks to secure an additional year with Stanley, also known as Sonitrol, in the amount of \$19,000, plus tax.

Motion No. 6: Greta Gilman moved to approve the sole source resolution, as presented.

Sally Lodato seconded.

Motion carried with unanimous consent (9-0 vote).

B. [Ditches Unlimited construction contract/Manito Park Mirror Pond \(\\$265,766.09, tax inclusive\)](#) – *Nick Hamad* presented the proposed construction contract with Ditches Unlimited for the construction of the Manito Park Mirror Pond project base bid and alternate #1 scopes of work in the amount of \$265,766.09, tax inclusive.

Motion No. 7: Greta Gilman moved to approve the construction contract with Ditches Unlimited, as presented, in the amount of \$265,766.09, tax inclusive.

Rick Chase seconded.

Motion carried with unanimous consent (9-0 vote).

C. [TD&H Engineering design and construction contract/Don Kardong Bridge \(\\$136,677, tax inclusive\)](#) – *Nick Hamad* presented the proposed design and construction contract with TD&H Engineering for the Don Kardong Pedestrian Bridge rehabilitation project in the amount of \$136,677, tax inclusive.

Motion No. 8: Greta Gilman moved to approve the design contract with TD&H Engineering, as presented, in the amount of \$136,677, tax inclusive.

Sally Lodato seconded.

Motion carried with unanimous consent (9-0 vote).

D. The next scheduled meeting is 3:30 p.m. Nov. 6, 2019, Finch Arboretum, Woodland Center.

Recreation Committee: Oct. 2, 2019, *Sally Lodato*

A. Action items: None

B. The next scheduled meeting is 5:15 p.m. Nov. 6, 2019, Finch Arboretum, Woodland Center.

Riverfront Park Committee: Oct. 7, 2019, *Ted McGregor*

A. [West Havermale Island playground name proposal](#) – *Ted McGregor* presented the West Havermale Island playground name proposal. Mr. McGregor explained Park Board members have been advised of the proposed name prior to the meeting. Providence, who donated \$1 million to build an inclusive playground at West Havermale Island, is requesting the name remain confidential until the groundbreaking celebration which scheduled for this spring.

Motion No. 9: Ted McGregor moved to accept the West Havermale Island playground name

proposal.

Mike Fagan seconded.

Motion carried with unanimous consent (9-0 vote).

B. [Garco change order #20/Pavilion and Promenade \(\\$40,812, plus tax\)](#) – *Berry Ellison* presented the proposed change order #20 with Garco Construction for work on the Pavilion and Promenade project in the amount of \$40,812, plus tax.

Motion No. 10: Ted McGregor moved the Park Board approve change order #20 with Garco Construction for work on the Pavilion and Promenade project in the amount of \$40,812, plus tax.

Gerry Sperling seconded.

Motion carried with unanimous consent (9-0 vote).

C. [Bernardo | Wills Architects amendment #5/North bank playground design services \(\\$84,317, no tax\)](#) – *Berry Ellison* presented the proposed amendment #5 with Bernardo | Wills Architects for design services on the north bank playground in the amount of \$84,317. *Greta Gilman* recused herself from this action item.

Motion No. 11: Ted McGregor moved the Park Board approved amendment #5 with Bernardo | Wills Architects for design services on the north bank playground in the amount of \$84,317, no tax.

Sally Lodato seconded.

Motion carried with an 8-0 vote (1 recusal).

D. [Riverfront Park redevelopment budget amendment #8](#) – *Berry Ellison* presented the proposed amendment to the Riverfront Park redevelopment budget. The amendment reallocates funds to the appropriate budgets and results in a zero variance to the overall bond budget.

Motion No. 12: Ted McGregor moved the Park Board approved amendment #8 to the Riverfront Park redevelopment budget as presented.

Barb Richey seconded.

Motion carried with unanimous consent (9-0 vote).

E. [Memorandum of Understanding with Public Facilities District for stormwater improvements and soil removal/North bank](#) – *Berry Ellison* presented the proposed MOU with the Spokane Public Facilities District for stormwater improvements and soil removal on the north bank. The MOU outlines the exchange of the PFD removing soil from the north bank for Riverfront providing stormwater drainage through the park for the Sportsplex.

Motion No. 13: Ted McGregor moved the Park Board approve the MOU with the Spokane Public Facilities District, as presented.

Mike Fagan seconded.

Motion carried with unanimous consent (9-0 vote).

F. [Riverfront Park fees and charges](#) – *Jonathan Moog* presented the proposed Riverfront Park

increase in fees and charges. The proposed fees and charges, in part, off sets the increase in minimum wage for temp/seasonal employees.

Motion No. 14: Ted McGregor moved the Park Board approve the proposed Riverfront Park fees and charges, as presented.

Sally Lodato seconded.

Motion carried with unanimous consent (9-0 vote).

G. The next scheduled meeting is 8:05 a.m. Nov. 11, 2019, in the Pavilion meeting room, Riverfront Park.

Finance Committee: Oct. 8, 2019, *Gerry Sperling*

A. [2020 Parks and Recreation Division budget](#) – *Garrett Jones* provided a high-level [overview and priorities](#) for next year's \$27.6 million proposed budget. Priorities are broken down into the \$14.58 million proposed operating budget and the \$2.75 million capital improvement plan. Mr. Jones commended staff for taking a team approach to the budget and for working collaboratively in coming up solutions to develop a balanced budget. Next year's overall operating budget increased 5% overall in comparison to 2018. One of the major adjustments made was an \$862,000 increase for temp seasonal positions.

Motion No. 15: Gerry Sperling moved the Park Board approve the 2020 Parks and Recreation Division budget, as presented.

Mike Fagan seconded.

Motion carried with unanimous consent (9-0 vote).

B. The next regularly scheduled meeting is 3 p.m. Nov. 12, 2019, in the Pavilion meeting room, Riverfront Park.

Bylaws Committee: *Nick Sumner*

A. [Park Board Bylaws amendment/final reading](#) – *Nick Sumner* presented an overview of the proposed Park Board Bylaws amendment to add a consent agenda to the Park Board's order of business. The board reviewed the details of the proposed amendment at the Sept. 12 Park Board when the first reading was presented. Mr. Sumner explained the consent agenda will allow the board to approve routine, procedural items together without discussion or individual motions. The consent agenda could include administrative consent items, such as meeting minutes and claims, and committee consent items, such as change orders and contract amendments. The amendment involves [adding the consent agenda](#) to the Park Board order of business and adding [Section 9.2](#) to the Bylaws. *Ted McGregor* inquired as to the procedure for committee-level recommendations. *Garrett Jones* explained each committee may determine, at the committee level, if a recommendation is to come before the Park Board as a consent or regular agenda action item. Mr. Jones added that an [infographic](#) outlining the consent agenda process is available in the meeting packets and in the online Park Board Toolkit. If the amendment is approved, the consent agenda will be put into play for the next Park Board meeting.

Motion No. 16: Nick Sumner moved the Park Board approve the Park Board Bylaws amendment, as presented.

Barb Richey seconded.

Motion carried with unanimous consent (9-0 vote).

9. **Reports:**
President: *Nick Sumner*
1. Mr. Sumner thanked staff for their work on the 2020 budget. As Parks continues toward completion of the Riverfront Park redevelopment, he also envisions an exciting road ahead for improvements to the other parks in the community.
- Liaison reports:**
1. Conservation Futures – *No report was given*
 2. Parks Foundation – *Ted McGregor* reported *Carol Neupert* will end her tenure in December as the Riverfront Spokane campaign director.
 3. City Council – *Mike Fagan* reported next Monday the council will be reviewing and scheduled to take action on two resolutions involving recent studies on the downtown and U District parking.
- Director:** *Garrett Jones*
1. Mr. Jones reported on the devastating impacts of this week's unseasonable storm which brought an early wet snow to Spokane. *Al Vorderbrueggen* and *Angel Spell* presented images and a brief report on the damages sustained due to fallen trees and branches primarily in the South Hill area. Audubon Park and Esmeralda Golf Course also sustained considerable damage.
10. **Executive Session:**
A. None
11. **Correspondence:**
A. Letters/emails: None

B. Newsletters: None
12. **Public Comments:**
A. None
13. **Adjournment:** The meeting was adjourned at 5:33 p.m.
14. **Meeting Dates:**
- A. Next Committee meeting dates:
Urban Forestry Committee: 4:15 p.m. Nov. 5, 2019, Woodland Center, Finch Arboretum
Land Committee: 3:30 p.m. Nov. 6, 2019, Woodland Center, Finch Arboretum
Recreation Committee: 5:15 p.m. Nov. 6, 2019, Woodland Center, Finch Arboretum
Riverfront Park Committee: 8:05 a.m. Nov. 11, 2019, Pavilion conference room, Riverfront Park
Golf Committee: 8 a.m. Nov. 12, 2019, Finch Arboretum, Woodland Center
Finance Committee: 3 p.m. Nov. 12, 2019, Pavilion conference room, Riverfront Park
 - B. Next Park Board: 3:30 p.m. Nov. 14, 2019, City Council Chambers
 - C. Park Board Study Session: No session scheduled at this time.

Minutes approved by:


Garrett Jones, Interim Director of Parks and Recreation

**CITY OF SPOKANE PARK AND RECREATION DEPARTMENT
SEPTEMBER 2019 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - OCTOBER 10, 2019**

PARKS & RECREATION:

SALARIES & WAGES	\$	933,600.24
MAINTENANCE & OPERATIONS	\$	1,130,646.11
CAPITAL OUTLAY	\$	110,264.44
PARK CUMULATIVE RESERVE FUND	\$	2,213.66

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	40,409.36
----------------	----	-----------

GOLF:

SALARIES & WAGES	\$	1,168,278.77
MAINTENANCE & OPERATIONS	\$	1,238,790.42
CAPITAL OUTLAY	\$	99,779.45

TOTAL EXPENDITURES:	\$	4,723,982.45
----------------------------	-----------	---------------------



Financial Reports
September 2019

City of Spokane Parks & Recreation

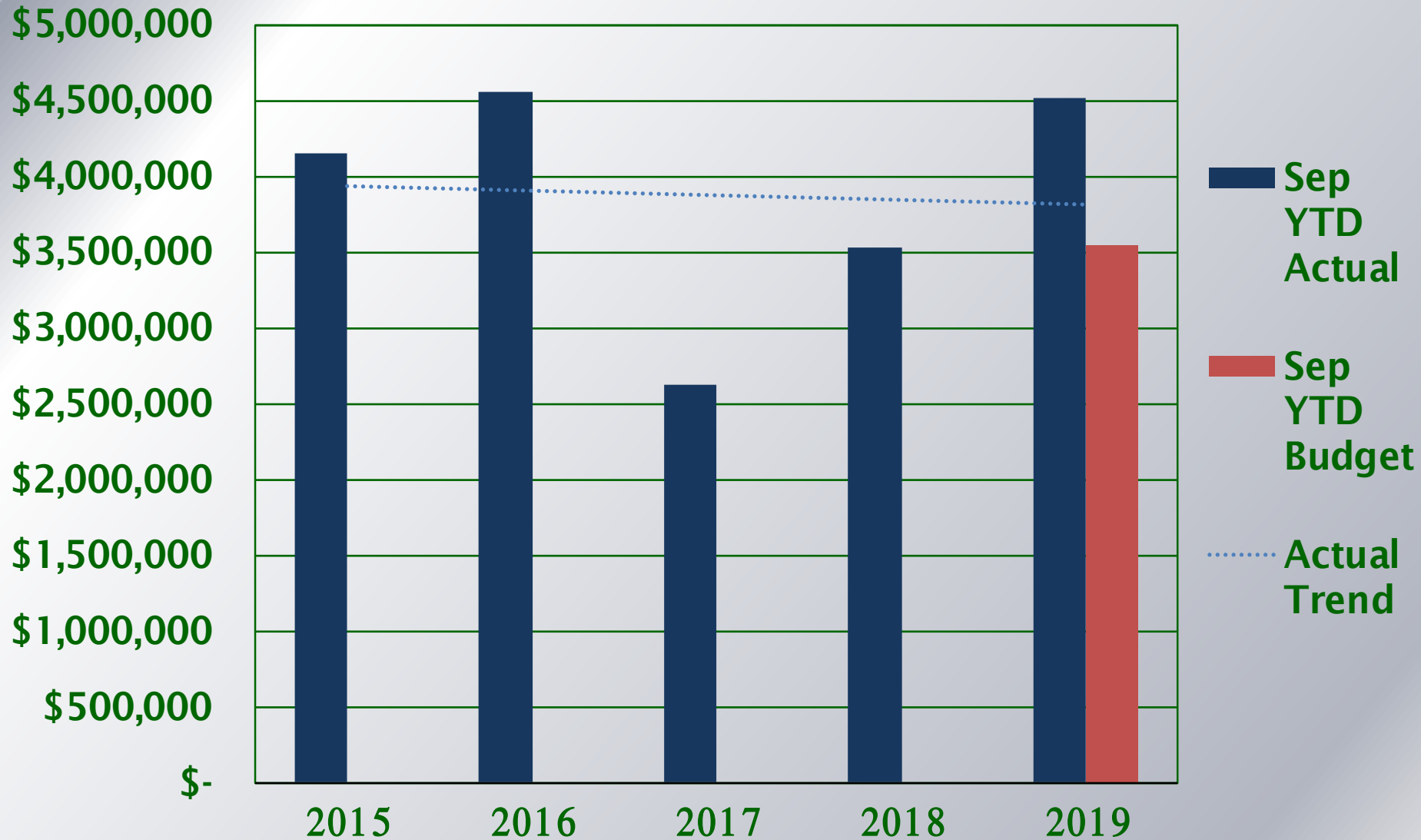
PARK FUND – Revenues & Expenditures

As of September 2019	2019	YTD	YTD	% YTD
(in millions)	Budget	Budget	Actual	Budget
Park Revenue	5.86	3.54	4.51	127.38%
Transfers In	17.05	12.76	12.19	95.59%
Funds Available	22.91	16.30	16.71	102.50%
Expenditures	-20.31	-14.69	-15.50	105.47%
Net Capital Outlay	-4.82	0.34	-0.58	-167.84%
Transfers Out	-0.29	-0.22	-0.15	64.70%
NET	-2.51	1.73	0.49	
Beg. Noncommitted Bal*			-0.42	
End Noncommitted Bal			-0.23	

*For clarification purposes, the 5% Reserve is a reduction against the Beginning Balance.

Park Fund Revenue

5 Year Trend & YTD Budget



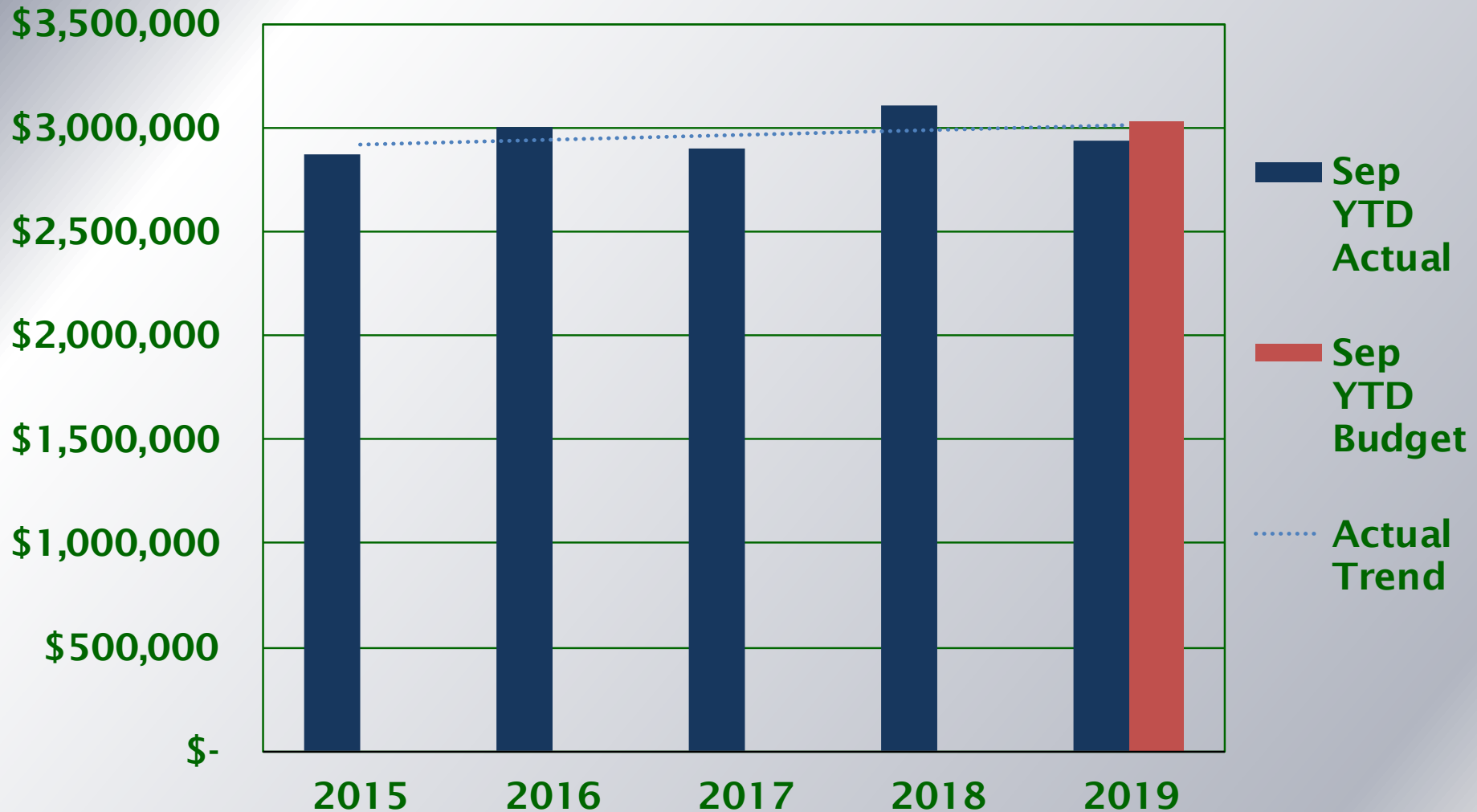
City of Spokane Parks & Recreation

GOLF FUND – Revenues & Expenditures

As of September 2019	2019	YTD	YTD	% YTD
(in millions)	Budget	Budget	Actual	Budget
Golf Revenue	3.81	3.04	3.47	114.36%
Transfers In	0.00	0.00	0.00	0.00%
Funds Available	3.81	3.04	3.47	114.36%
Expenditures	-3.26	-2.31	-2.29	99.19%
Transfers Out	-0.28	0.00	-0.11	0.00%
Capital Outlay	-0.27	-0.02	-0.10	100.00%
NET	0.00	0.71	0.97	
Beg. Noncommitted Bal*			-0.70	
End Noncommitted Bal**			0.26	

*For clarification purposes, the 7% Reserve is a reduction against the Beginning Balance.

Golf Fund Revenue 5 Year Trend & YTD Budget



Riverfront Park Bond Fund

January 1, 2015 through September 30, 2019

Project Component	Budget	Expended as of September 30, 2019	Committed to Date	Total of YTD Expended and Committed	Budget Balance to Date
1. South Bank West (Rec. Rink, Rink/Skyride Facility)	\$ 10,412,530	\$ 10,412,530	\$ -	\$ 10,412,530	\$ -
2. South Bank Central (Looff Carrousel)	\$ 11,743,839	\$ 11,717,325	\$ 27,290	\$ 11,744,615	\$ (776)
3. Howard Street South Channel Bridge	\$ -	\$ -	\$ -	\$ -	\$ -
4. Promenades and West Havermale	\$ 7,979,273	\$ 5,827,853	\$ 667,974	\$ 6,495,827	\$ 1,483,446
5. U.S. Pavilion	\$ 22,619,788	\$ 19,775,477	\$ 2,275,522	\$ 22,050,999	\$ 568,789
6. snx ^w mene?	\$ 1,741	\$ 1,741	\$ -	\$ 1,741	\$ -
7. North Bank	\$ 9,454,662	\$ 1,068,242	\$ 1,035,401	\$ 2,103,643	\$ 7,351,019
8. South Bank East	\$ 160,364	\$ 156,847	\$ -	\$ 156,847	\$ 3,517
Program Level Owner Costs	\$ 5,690,175	\$ 3,956,905	\$ 212,683	\$ 4,169,588	\$ 1,520,587
TOTAL	\$ 68,062,372	\$ 52,916,920	\$ 4,218,869	\$ 57,135,789	\$ 10,926,583

Updated: 8/29/2019 2:53 PM

DAVID A. CONDON
MAYOR



CITY OF SPOKANE - PURCHASING
808 W. Spokane Falls Blvd.
Spokane, Washington 99201-3316
(509) 625-6400

PW INVITATION TO BID

City of Spokane, Washington

BID NUMBER: PW ITB 5057-19

DESCRIPTION: ESMERALDA GOLF COURSE IRRIGATION RENOVATION

DUE DATE: MONDAY, MAY 20, 2019
No later than 1:00 p.m.

BID SUBMITTED BY:

COMPANY Lexicon, Inc. d/b/a Heritage Links

MAILING ADDRESS 6707 Cypress Creek Pkwy
Houston, TX 77069

PHYSICAL ADDRESS Same

PHONE NUMBER 281.866.0909

E-MAIL ADDRESS jono@heritage-links.com

THEA PRINCE
Purchasing



May 20, 2019

Mr. Nick Hamad
Spokane City Parks and Recreation
808 W. Spokane Falls Blvd., # 5
Spokane, WA 99201

sent via ProcureWare

RE: PW ITB-5057-19 Esmeralda Golf Course Irrigation Renovation

Dear Mr. Hamad,

On behalf of Lexicon, Inc. d/b/a Heritage Links, we are pleased to submit our bid for the irrigation renovation at Esmeralda Golf Course. Our bid is to be read in conjunction with the following additional information:

1. Forthcoming contract between the Owner and Contractor shall be based on mutually negotiated terms and conditions.

Thank you for the invitation and opportunity. Please let us know if you have any questions or require additional information. We look forward to hearing from you shortly.

Regards,

Jon P. O'Donnell
Division President
Lexicon, Inc. d/b/a Heritage Links

THESE NEXT THREE PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

BID PROPOSAL

To: Honorable Mayor
Members of the City Council
City of Spokane, Washington

PROJECT: #5057-19 ESMERALDA GOLF COURSE IRRIGATION RENOVATION

BIDDER'S DECLARATION.

The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

BID OFFER.

The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID: \$ 1,198,580.09
(Total from Unit Price Bid form):

TRENCHING SYSTEM: \$: 1.00
(when a trench excavation will exceed a depth of four feet)

SALES TAX (8.9%) \$ 176,271.72

TOTAL BASE PRICE: \$: 2,156,852.81

ALTERNATE 1: Drinking Fountains \$: 35,106.00
(no tax included)

ALTERNATE 2: Pond Piping \$: 82,703.00
(no tax included)

ALTERNATE 3: Fertigation Equipment \$: 31,257.00

(no tax included)

ALTERNATE 4: Rock Excavation \$: 75.00
(per cubic yard)

ALTERNATE 5: Reduce Main depth \$: (13,026.00)
(no tax included)

ALTERNATE 6: Fiber Conduit \$: 14,353.00
(no tax included)

adding this to
project scope

From: [Sean Payton](#)
To: [Brown, Jo-Lynn](#); [Tim Hubbard](#); [Jon O'Donnell](#)
Cc: [Hamad, Nicholas](#)
Subject: RE: Contract for Spokane Parks-Esmeralda Golf Course
Date: Friday, May 24, 2019 8:41:19 AM
Attachments: [HeritageLinks-final_blue_green_1_19c5d044-e782-4f85-a588-8c8c67d2b917.png](#)
[city of spokane 2018-19 coi.pdf](#)
[city of spokane 2019-20 coi.pdf](#)

Hi Jo-Lynn,

Please see attached for your records. Our policies are up from renewal on June 1st - I included 2019-2020 coverage as well.

Secondly, it is confirmed that we can hold the prices of the other 5 alternates should you decide to add them at a later date.

Thanks again and please let us know if you need anything else.

Sean Payton
Assistant Project Manager

Phone: 281-866-0909
Mobile: 281-620-4653
SeanP@heritage-links.com
www.heritage-links.com



6707 Cypress Creek Parkway • Houston • TX • 77069

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: Brown, Jo-Lynn [mailto:jlbrown@spokanecity.org]
Sent: Thursday, May 23, 2019 12:25 PM
To: Tim Hubbard <TimH@heritage-links.com>; Sean Payton <SeanP@heritage-links.com>; Jon O'Donnell <jono@heritage-links.com>
Cc: Hamad, Nicholas <nhamad@spokanecity.org>
Subject: Contract for Spokane Parks-Esmeralda Golf Course

Good morning Heritage Team,

My name is Jo-Lynn I will be working with Nick on your contract and to establish your company as a

vendor. Our team will seek formal Park Board approval for your scope of work on June 13th. We are asking for approval on the base bid and alternates 4, 5, and 6. Can you please confirm that you will be able to hold the pricing on the other 5 alternates in case we can add them at a later date through a change order or contract amendment?

Please fill out the attached form, return to me, or send direct to accounting, their e-mail is on the form.

I will require an insurance certificate (the contract has the requirements) and once you receive the contract, return the wet signed document to me along with your Bonds.

Please let me know if I may be of any assistance.

Thank you,

Jo-Lynn

Jo-Lynn Brown | Program Coordinator | City of Spokane | Parks & Recreation
509.625.6264 | jlbrown@spokanecity.org
SpokaneParks.org | RiverfrontParkNow.com

Spokane Park Board

Briefing Paper



Committee	Golf Committee		
Committee meeting date	Oct. 8, 2019		
Requester	Nick Hamad		
Requester phone number	509.363.5452		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2019-0670		
Item title: (Use exact language on the agenda)	A1 Tree Service change order #1/Esmeralda Golf Course (\$24,373.96 tax inclusive)		
Begin/end dates	Begins: 10-10-2019 Ends: 09-30-2020 <input type="checkbox"/> Open ended		
Impact if not approved at this time	Additional closure to golf course to accommodate work.		
Background/history: Change Order #1 adds tree work to perform additional stump grinding, tree removals, and clearance pruning as required to install the irrigation system, remove additional dead & dying vegetation, and as required to improve turf growing conditions on the #11 & #17 greens. This adds work to an existing 'unit price' contract. Additional work shall be paid using unit prices established in initial contract. Total contract price after CO#1 shall be \$53,102.59, tax inclusive.			
Recommendation/motion wording: To approve change order #1 with A1 Tree Service for tree work at Esmeralda Golf Course in the amount of \$24,373.96, tax inclusive			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: <u>A1 Tree Service, LLC.</u> Email address: <u>a1stumpremovalspokane@gmail</u> Phone: <u>509.688.9210</u>			
Distribution: <u>Mark Poirier</u> Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: <u>Nick Hamad</u> _____ Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$24,373.96 Budget code: 5901-79214-94000-56314			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" 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"/> Business license expiration date: 09-17-2020 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 1**

NAME OF CONTRACTOR: A1 Tree Service, LLC.

PROJECT TITLE: Esmeralda Golf Course Tree Work

CITY CLERK CONTRACT NUMBER: OPR2019-0670

=====

DESCRIPTION OF CHANGE:

AMOUNT

Item 1: Tree Work - Phase 2 Adds	\$ 1,212.80
Item 2: Tree Work - #11 Green	\$ 9,931.36
Item 3: Tree Work - #17 Green	\$ 11,237.80
Item 4:	\$
Item 5:	\$

=====

TOTAL AMOUNT: \$ 22,381.96

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$26,380.75
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$0.00
CURRENT CONTRACT AMOUNT	\$26,380.75
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$22,381.96
REVISED CONTRACT SUM	\$ 48,762.71

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	9/30/2020
CURRENT COMPLETION DATE	9/30/2020
REVISED COMPLETION DATE	9/30/2020

Contractor: _____ Date: _____

City Approval: _____ Date: _____

City Clerk Attest: _____ Date: _____

Pre-Approved as to form: Pat Dalton, Assistant City Attorney

WORK TO DATE BASE BID					2019.09.27
ITEM	UNIT	QTY	AVG. UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	36.0	\$ 4.75	\$	171.00
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	5.0	\$ 4.75	\$	23.75
TREE PRUNING (CLEARANCE)	EA	32.0	\$ 69.00	\$	2,208.00
				Subtotal:	\$ 2,402.75
				Scope Contingency (00%):	\$ -
				Total:	\$ 2,402.75
				WSST (8.9%):	\$ 213.84
				TOTAL BASE BID:	\$ 2,616.59

WORK TO DATE ALT 1					2019.09.27
ITEM	UNIT	QTY	AVG. UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	30.0	\$ 320.36	\$	9,610.80
REMOVE TREE, CLASS I (4-12)	EA	7.0	\$ 295.00	\$	2,065.00
REMOVE TREE, CLASS II (13-24)	EA	17.0	\$ 795.00	\$	13,515.00
REMOVE TREE, CLASS III (25-40)	EA	-	\$ 1,500.00	\$	-
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$	-
				Subtotal:	\$ 25,190.80
				Scope Contingency (00%):	\$ -
				Total:	\$ 25,190.80
				WSST (8.9%):	\$ 2,241.98
				TOTAL ALTERNATE 1:	\$ 27,432.78
					\$ 30,049.38

Total #11 Green (see separate sheet for breakdown): \$ 10,815.25
Total #17 Green (see separate sheet for breakdown): \$ 12,237.96

total contract price: \$ 53,102.59

HOLE #11 GREEN - BASE BID PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
TREE PRUNING (CLEARANCE)	EA	4.0	\$ 69.00	\$ 276.00	
				Subtotal:	\$ 276.00
				Scope Contingency (00%):	\$ -
				Total:	\$ 276.00
				WSST (8.9%):	\$ 24.56
				TOTAL BASE BID:	\$ 300.56

HOLE #11 GREEN - ALTERNATE 1 PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	1.0	\$ 320.36	\$ 320.36	
REMOVE TREE, CLASS I (4-12)	EA	8.0	\$ 295.00	\$ 2,360.00	
REMOVE TREE, CLASS II (13-24)	EA	5.0	\$ 795.00	\$ 3,975.00	
REMOVE TREE, CLASS III (25-40)	EA	2.0	\$ 1,500.00	\$ 3,000.00	
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$ -	
				Subtotal:	\$ 9,655.36
				Scope Contingency (00%):	\$ -
				Total:	\$ 9,655.36
				WSST (8.9%):	\$ 859.33
				TOTAL ALTERNATE 1:	\$ 10,514.69
				TOTAL #11 GREEN:	\$ 10,815.25



HOLE #17 GREEN - BASE BID PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
ROOT TREATMENT - LATERAL IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
ROOT TREATMENT - MAIN IRRIGATION LINE	LF	-	\$ 4.75	\$ -	
TREE PRUNING (CLEARANCE)	EA	4.0	\$ 69.00	\$ 276.00	
				Subtotal:	\$ 276.00
				Scope Contingency (00%):	\$ -
				Total:	\$ 276.00
				WSST (8.9%):	\$ 24.56
				TOTAL BASE BID:	\$ 300.56

HOLE #17 GREEN - ALTERNATE 1 PRICING					2019.09.27
ITEM	UNIT	QTY	UNIT PRICE	EXTENDED COST	
GRIND STUMP - 12" BELOW GRADE	EA	5.0	\$ 320.36	\$ 1,601.80	
REMOVE TREE, CLASS I (4-12)	EA	3.0	\$ 295.00	\$ 885.00	
REMOVE TREE, CLASS II (13-24)	EA	5.0	\$ 795.00	\$ 3,975.00	
REMOVE TREE, CLASS III (25-40)	EA	3.0	\$ 1,500.00	\$ 4,500.00	
REMOVE TREE, CLASS IV (41+)	EA	-	\$ 2,000.00	\$ -	
				Subtotal:	\$ 10,961.80
				Scope Contingency (00%):	\$ -
				Total:	\$ 10,961.80
				WSST (8.9%):	\$ 975.60
				TOTAL ALTERNATE 1:	\$ 11,937.40
				TOTAL #17 GREEN:	\$ 12,237.96



Spokane Park Board

Briefing Paper



Committee	Golf		
Committee meeting date	Oct. 8, 2019		
Requester	Jason Conley		
Requester phone number	625-6211		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	Downriver Golf Professional contract		
Begin/end dates	Begins: 1/01/2020 Ends: 12/31/2024 <input type="checkbox"/> Open ended		
Impact if not approved at this time	Existing Golf Professional Contract expires 12/31/2019		
Background/history: Personal services contracts greater than \$50,000 require a public RFP process administered by Purchasing Department. Parks and Recreation current contract for golf professional services at Downriver Golf Course expires 12/31/2019. Parks and Recreation issued a Request for Proposal (RFP) for golf professional contract services for the years 2020-2024 (5 years), including an optional 5-year renewal.			
Recommendation/motion wording: Recommend a 5-year contract, with an optional 5-year extension between the City of Spokane and Golf Professional Steve Conner, PGA Professional d/b/a Riverlink's Golf Inc.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting <u>mpoirier@spokanecity.org</u> Parks – Pamela Clarke <u>sconner@spokanecity.org</u> Requester: Jason Conley _____ Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Various accounts: _____ 4600-55200-76680-54101			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" 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"/> Business license expiration date: 601-432-842, exp: 09-24-2019 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Downriver Golf Professional Contract Recommendation

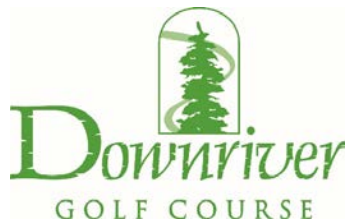


Park Board Meeting
October 10, 2019

City of Spokane Procurement Contract Requirements



- Personal Services contracts greater than \$50,000 require a public RFP process administered by Purchasing Department
- Parks and Recreation current contract for golf professional services at Downriver Golf Course will expire 12/31/19
- P&R issued a Request for Proposal (RFP) for golf professional contract services for the years 2020-2024 (5 years). Includes optional 5-year renewal



Career Experience

Steve Conner 31 years



- Well known in the Spokane Golf Community
- Proven success. Downriver has redeemed the highest number of golf rounds for many seasons
- Intent focus on customer service: “We want everyone to remember they were treated kindly by our entire team.” ~Steve Conner
- Financial Partnership with Parks and Recreation



Recommendation



Steve Conner

January 1, 2020, to December 31, 2024

Optional 5-year extension



Spokane Park Board

Briefing Paper



Committee	Land Committee
Committee meeting date	Oct. 2, 2019
Requester	Carl Strong
Requester phone number	363-5415
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other
City Clerks file (OPR or policy #)	New OPR needed. Cross ref: OPR 2010-0420
Item title: (Use exact language on the agenda)	Stanley Convergent Security Services sole source resolution (\$19,000, plus tax)
Begin/end dates	Begins: Jan. 1, 2020 Ends: _____ <input checked="" type="checkbox"/> Open ended
Impact if not approved at this time	Key Park Facilities will not have security monitoring services
Background/history: Stanley Convergent Security Services, also know as Sonitrol, has been the long-standing building security system and monitoring service provider for several park facilities. The security infrastructure, which includes motion sensors and sound devices are all proprietary to Sonitrol and is the only company that can provide the monitoring services for this security system. New security infrastructure would need to be bid out and installed to allow for competitive monitoring services. This sole source resolution allows Parks to secure another year contract with Sonitrol. Without the contract, we in-affect do not have a building security system.	
Recommendation/motion wording: To approve the Stanley Convergent Security Services sole source resolution, as presented.	
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____	
Distribution: Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: Carl Strong (cstrong@spokanecity.org) _____ Grant Management Department/Name: _____	
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$19,000.00, plus tax Budget code: Varies	
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 City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)	

City Clerk's No. _____

SOLE SOURCE RESOLUTION

A RESOLUTION declaring Stanley Convergent Security Solutions, Inc. ("Stanley"), a sole-source provider and authorizing staff to negotiate and enter into a contract with Stanley for Security Monitoring system-Monitoring and response service at a cost of \$19,000.00, excluding applicable tax.

WHEREAS, security services are needed to protect Park property and equipment at Corbin Art Center, Downriver Golf, Esmeralda Golf, Qualchan Golf, Park Operations, Manito, Finch, and Merkel; and

WHEREAS, the existing security infrastructure at these locations is proprietary to Sonitrol and Parks does not have the ability to outsource the monitoring of that proprietary infrastructure to anyone else; and

WHEREAS, Parks conducted a security study in 2016 and in 2018, including walkthroughs of each location with another security provider to determine the possibility of others taking over monitoring services as well as regarding potential upgrades to new security equipment that allow outsourcing, with the result that no other company was found that could ensure compatibility with City and IT security measures, and that could be accomplished by following City procurement policy.

--Now, Therefore,

BE IT RESOLVED by the Park Board for the City of Spokane that it hereby declares Stanley a sole source provider to provide Security Monitoring system-Monitoring and response service for several Park locations;

AND BE IT FURTHER RESOLVED that the Park Board authorizes the execution of a contract with Stanley for Security Monitoring system-Monitoring and response service at a cost of \$19,000.00, excluding applicable tax.

ADOPTED BY THE SPOKANE PARK BOARD ON: _____

Park Board President

Approved as to form:

Assistant City Attorney

City Clerk

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Oct. 2, 2019		
Requester	Nick Hamad		
Requester phone number	509.363.5452		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	Ditches Unlimited construction contract/Manito Park Mirror Pond (\$265,76.09, tax inclusive)		
Begin/end dates	Begins: Oct. 10, 2019 Ends: May 1, 2020 <input type="checkbox"/> Open ended		
Impact if not approved at this time	Delay to construction start		
Background/history: This contract is for the construction of the Manito Park Mirror Pond project 'base bid' and 'alternate 1' scopes of work in the amount of \$265,766.09 including all applicable taxes. In 2010, the 'Mirror Pond Master Renovation Plan' was completed, which recommended dredging of Mirror Pond (amongst other work). In April of 2019, a detailed Mirror Pond dredging & restoration plan was completed - outlining specific procedures for dredging the pond and improving water quality. This project will implement the majority of those recommendations. This is the third capital construction project to be implemented in accordance with the master plan recommendations.			
Recommendation/motion wording: Approve the Manito Park Mirror Pond construction contract with Ditches Unlimited in the amount of \$265,766.09, tax inclusive			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: <u>Ditches Unlimited, Inc.</u> Email address: <u>ditchesunlimited@gmail.com</u> Phone: <u>208.666.1650</u>			
Distribution: <div style="display: flex; justify-content: space-between;"> <div> Parks – Accounting Parks – Pamela Clarke Requester: Nick Hamad Grant Management Department/Name: </div> <div> <u>Thea Prince</u> _____ _____ _____ </div> </div>			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$265,766.09 Budget code: 1400-30210-94000-56410			
Vendor: <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> Business license expiration date: </div> <div> <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Manito Mirror Pond Today



City of Spokane GIS



THIS IS NOT A LEGAL DOCUMENT:
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.



T·O ENGINEERS



Photo 7: Looking north at Mirror pond near sample location number 6.



Photo 8: Looking east at Mirror pond near sample location number 7.



T·O ENGINEERS



Photo 5: Looking north at the easterly Qualchan pond near sample location number 4.



Photo 6: Looking west at Mirror pond near sample location number 5.



Estimated Base Bid: \$ 285,000.00
 Estimate Alt 1: \$ 25,000.00
 Estimate Alt 2: \$ 42,000.00
 Estimate Alt 3: \$ 124,000.00
 Estimate Alt 4: \$ 41,500.00

MIRROR POND -						Estimated Total Price (PARKS): \$ 517,500.00					
CONTRACTOR	BASE BID	TAX (8.9%)	TOTAL BASE BID	% of estimate	TOTAL ADD 1	TOTAL ADD 2	TOTAL ADD 3	TOTAL ADD 4	TOTAL BID	% of estimate	
DITCHES UNLIMITED	\$ 229,046.00	\$ 20,385.09	\$ 249,431.09	88%	\$ 16,335.00	\$ 32,670.00	\$ 108,900.00	\$ 43,560.00	\$ 450,896.09	87%	
PIERSOL	\$ 287,001.00	\$ 25,543.09	\$ 312,544.09	110%	\$ 33,541.20	\$ 57,499.20	\$ 204,732.00	\$ 54,450.00	\$ 662,766.49	128%	
DW EXCAVATING	\$ 335,000.00	\$ 29,815.00	\$ 364,815.00	128%	\$ 24,393.60	\$ 39,748.50	\$ 160,083.00	\$ 76,230.00	\$ 665,270.10	129%	
NNAC	\$ 394,305.00	\$ 35,093.15	\$ 429,398.15	151%	\$ 20,691.00	\$ 39,966.30	\$ 128,502.00	\$ 27,225.00	\$ 645,782.45	125%	
	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -	0%	



**City of Spokane Parks
And Recreation Department**

PUBLIC WORKS CONTRACT

Title: **MANITO PARK MIRROR POND
RESTORATION PROJECT**

This Contract is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT** as ("City"), a Washington municipal corporation, and **DITCHES UNLIMITED, INC.**, whose address is 18089 South Watson Road, Coeur d'Alene, Idaho 83814 as ("Contractor"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the purpose of this Contract is the Manito Park Mirror Pond Restoration Project; and

WHEREAS, the Contractor was selected through City of Spokane Request for Bid No 5149-19.

-- NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Contractor mutually agree as follows:

1. TERM OF CONTRACT.

This Contract shall begin on October 10, 2019 and ends on May 1, 2020 unless amended by written agreement or terminated earlier under the provisions.

2. TIME OF BEGINNING AND COMPLETION.

The Contractor shall begin the work outlined in the City's RFP and Contractor's Response, attached as Exhibit B. The City will acknowledge in writing when the Work is complete. Time limits established under this Contract shall not be extended because of delays for which the Contractor is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Contractor's control.

3. SCOPE OF WORK.

Contractor will construct the Base Bid and Alternate 1 of the Manito Park Mirror Pond Restoration Project in accordance with the contract documents.

The Contractor's General Scope of Work for this Contract is described in the City's RFP and Contractor's Response, attached as Exhibit B, which is attached to and made a part of this Contract. In the event of a conflict or discrepancy in the Contract documents, this City Public Works Contract controls. The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications.

The Work is subject to City review and approval. The Contractor shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Contractor's progress.

4. COMPENSATION / PAYMENT.

Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **TWO HUNDRED SIXTY FIVE THOUSAND SEVEN HUNDRED SIXTY SIX AND 09/100 DOLLARS (\$265,766.09)**, including applicable taxes, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Contract.

The Contractor will send its applications for payment to the Parks and Recreation Department, 808 West Spokane Falls Blvd., Fifth Floor, Spokane, Washington 99201. All invoices should include the Department Contract No. "OPR XXXX-XXXX" and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

5. CONTRACT DOCUMENTS.

The contract documents are this Contract, the Contractor's completed bid proposal form, contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders, and subsurface boring logs (if any). Federal and state requirements and the terms of this Contract, respectively, supersede other inconsistent provisions. These contract documents are on file in the City of Spokane Parks and Recreation Department, and are incorporated into this Contract by reference, as if they were set forth at length.

6. LIQUIDATED DAMAGES.

Liquidated damages shall be in accordance with the contract documents.

7. BONDS.

The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a payment bond and performance bond on the form attached, equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

8. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the Washington State Department of Labor and Industries (L & I); and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

9. STATE PREVAILING WAGES.

The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any

payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

10. TAXES, FEES AND LICENSES.

- A. Contractor shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Contract. It is the Contractor's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Contract shall be included in the project budgets.

11. CITY OF SPOKANE BUSINESS LICENSE.

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 Contractor shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Contractor 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.

12. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

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 Contractor agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

13. 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.

14. INDEMNIFICATION.

The Contractor 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 Contractor's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Contractor 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 Contractor'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 Contractor, its

agents or employees. The Contractor specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Contractor 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.

15. INSURANCE.

During the period of the Contract, the Contractor 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 RCW 48:

A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;

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

- i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$1,500,000, in order to meet the insurance coverage limits required in this Contract; 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; and

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 Contractor or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Contractor shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Contractor'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 Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

16. SUBCONTRACTOR RESPONSIBILITY.

A. The Contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria listed in RCW 39.04.350. The responsibility criteria are listed in the request for bids document. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the

subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable, have:
 - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
 - b. A Washington Employment Security Department number, as required in Title 50 RCW;
 - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
 - d. An electrical contractor license, if required by Chapter 19.28 RCW;
 - e. An elevator contractor license, if required by Chapter 70.87 RCW.
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

17. INDEPENDENT CONTRACTOR.

The Contractor is an independent Contractor. This Contract does not intend the Contractor to act as a City employee. The City has neither direct nor immediate control over the Contractor nor the right to control the manner or means by which the Contractor works. Neither the Contractor nor any Contractor employee shall be an employee of the City. This Contract prohibits the Contractor to act as an agent or legal representative of the City. The Contractor is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Contractor shall pay all income and other taxes as due.

18. ASSIGNMENT AND SUBCONTRACTING.

The Contractor shall not assign or subcontract its obligations under this Contract without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Contractor shall incorporate by reference this Contract, except as otherwise provided. The Contractor shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Contractor from liability or any obligation within this Contract, whether before or after City consent, assignment or subcontract.

19. TERMINATION.

Either party may terminate this Contract, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.

20. STANDARD OF PERFORMANCE.

The standard of performance applicable to Contractor's services will be the degree of skill and diligence normally employed by professional contractors in the region performing the same or similar Contracting services at the time the work under this Contract are performed.

21. ANTI KICK-BACK.

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.

22. CONSTRUAL.

The Contractor acknowledges receipt of a copy of the Contract documents and agrees to comply with them. The silence or omission in the Contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

23. CONTRACTOR'S ACKNOWLEDGEMENT AND WARRANTY.

The Contractor acknowledges that it has visited the site of the work, has examined it, and is qualified to perform the work required by this Contract.

The Contractor guarantees and warranties all work, labor and materials under this Contract shall be in accord with the Contract documents. If any unsatisfactory condition or defect develops within that time, the Contractor will immediately place the work in a condition satisfactory to the City and repair all damage caused by the condition or defect. The Contractor will repair or restore to the City's satisfaction, in accordance with the contract documents and at its expense, all property damaged by his performance under this Contract. This warranty is in addition to any manufacturers' or other warranty in the Contract documents.

24. MISCELLANEOUS PROVISIONS.

- A. **Amendments/Modifications:** The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the City, and the Contract time and compensation will be adjusted accordingly.
- B. The Contractor, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers.
- C. This Contract shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Contractor after the time the same shall have become due nor payment to the Contractor for any portion of the Work shall

constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Contractor. If conflict occurs between Contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Contract to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Contract.
- I. Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

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 by having legally-binding representatives affix their signatures below.

DITCHES UNLIMITED, INC.

By _____
Signature

 9/25/19
Date

Arvistic McKinnie
Type or Print Name

President
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 Contract:

Payment Bond
Performance Bond
Exhibit A – Certification Regarding Debarment
Exhibit B – RFP and Contractor's Response

19-173

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Oct. 2, 2019		
Requester	Nick Hamad		
Requester phone number	509.363.5452		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	TD&H Engineering design contract/Don Kardong Bridge (\$136,677, tax inclusive)		
Begin/end dates	Begins: Oct. 10, 2019 Ends: Dec. 31, 2020 <input type="checkbox"/> Open ended		
Impact if not approved at this time	Delay to design start and delay to construction start in 2020.		
Background/history: This contract will complete the 100% design and construction documents for the Don Kardong Pedestrian Bridge rehabilitation. TD&H was selected as the best qualified consultant from the RFQ responses received and subsequently provided a proposal for \$136,677 to perform all design services. In 2018-2019 the Parks department applied for and was awarded a grant from the Washington State Recreation & Conservation Office for 50% of the funding required to rehabilitate the Don Kardong Bridge. Remaining rehab funds are included in the 2020 parks capital budget.			
Recommendation/motion wording: To approve the Don Kardong Bridge rehabilitation contract with TD&H Engineering in the amount of \$136,677, tax inclusive.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: <u>TD&H Engineering</u> Email address: <u>tony.stenlund@tdhengineering.co</u> Phone: <u>509.622.2888</u>			
Distribution: Parks – Accounting <u>Connie Wahl</u> Parks – Pamela Clarke <u>Jo-Lynn Brown</u> Requester: <u>Nick Hamad</u> Grant Management Department/Name: <u>Skyler Brown</u>			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$136,677.00 Budget code: 1400-30210-94000-56410			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" 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"/> Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Don Kardong Bridge Rehabilitation



Project Goal

Goal: Rehabilitate the Don Kardong Pedestrian Bridge

- ✓ Increase pedestrian and bicycle safety
- ✓ Preserve critical Centennial Trail link for area users

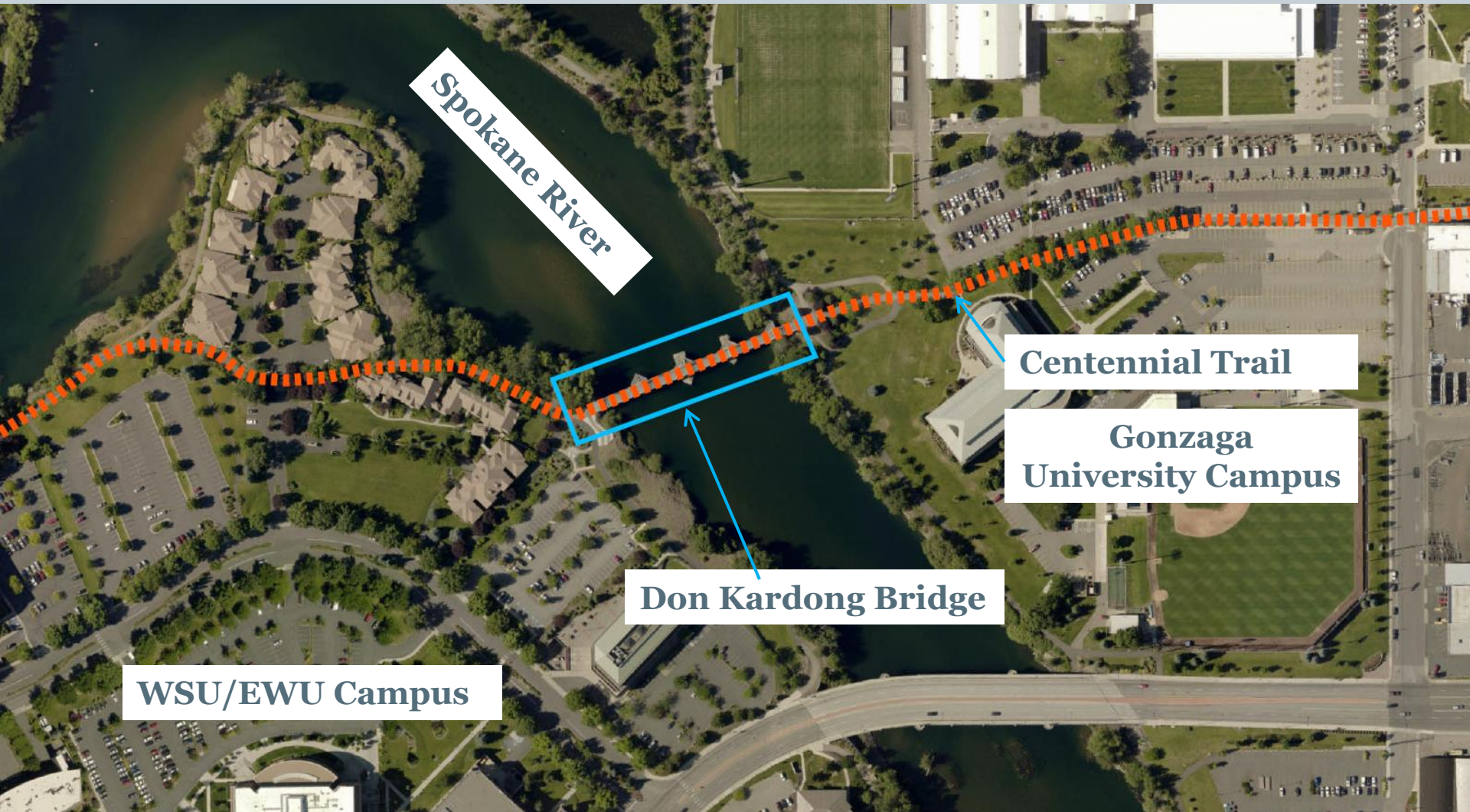
RCO Grant Request: \$726,000 (50.0%)

Matching Funds: \$726,000 (50.0%)

- \$650,000 Local Funds & \$76,000 Private Donation

Project Introduction

Project Site



Spokane River

Centennial Trail

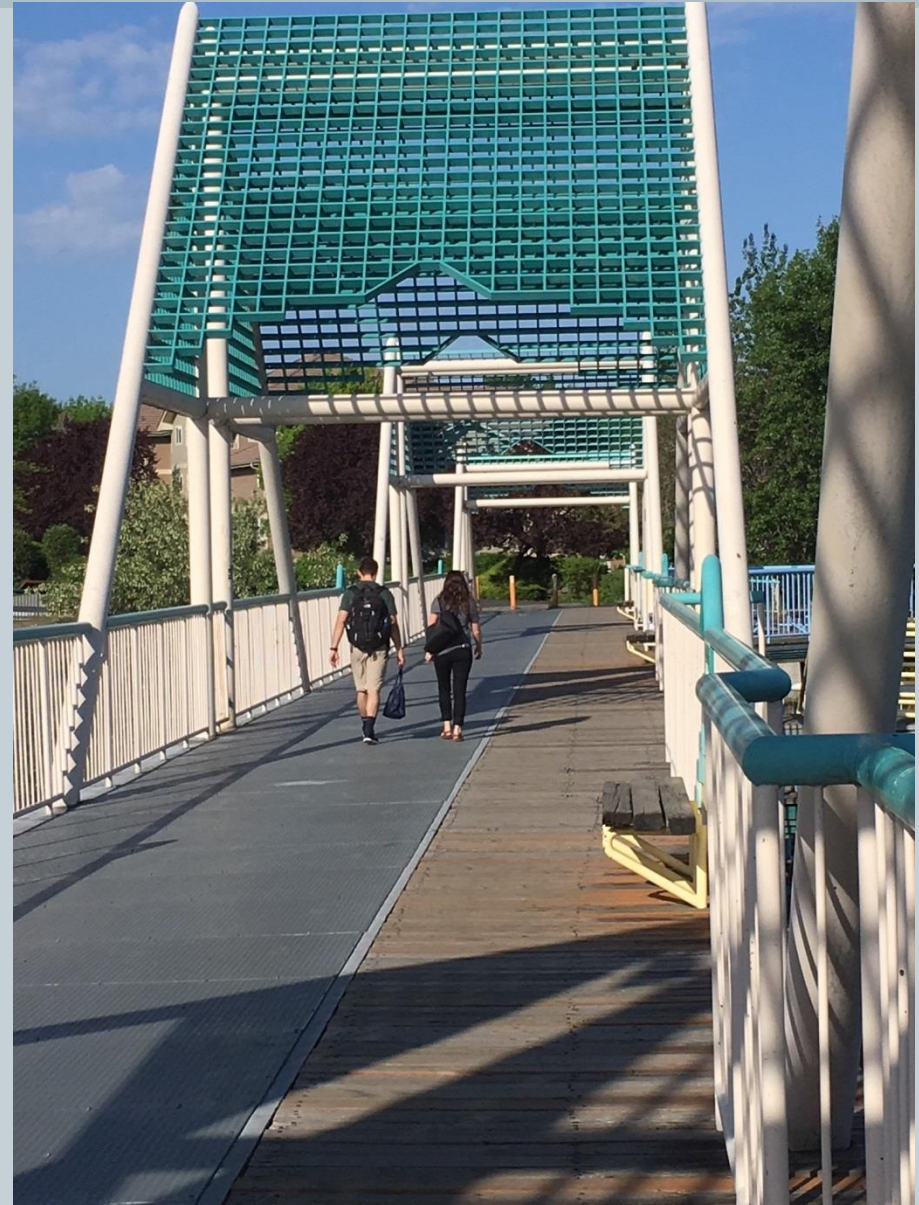
Gonzaga
University Campus

Don Kardong Bridge

WSU/EWU Campus

Public Need

Surface Deterioration

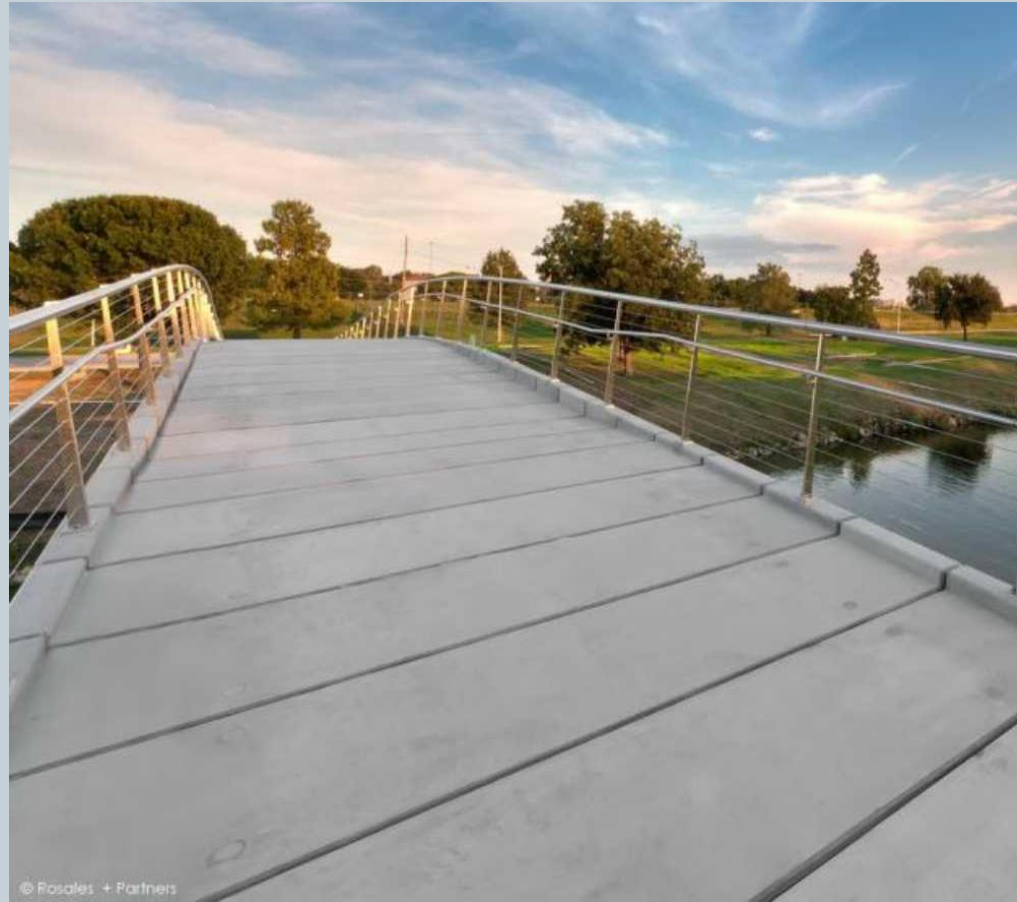


Project Design

Trail Surfacing



Existing



Proposed

Project Design

Handrail Design



Existing

Project Design

Handrail Design



Proposed

Project Design

Inadequate lighting



Existing @ Dusk

Project Design

Light at Pedestrian Scale



Proposed

Project Design

Bridge Rendering



Proposed

DAVID A. CONDON
MAYOR



CITY OF SPOKANE - PURCHASING
808 W. Spokane Falls Blvd.
Spokane, Washington 99201-3316
(509) 625-6400
FAX (509) 625-6413

REQUEST FOR PROPOSALS (NO-COST)

City of Spokane, Washington

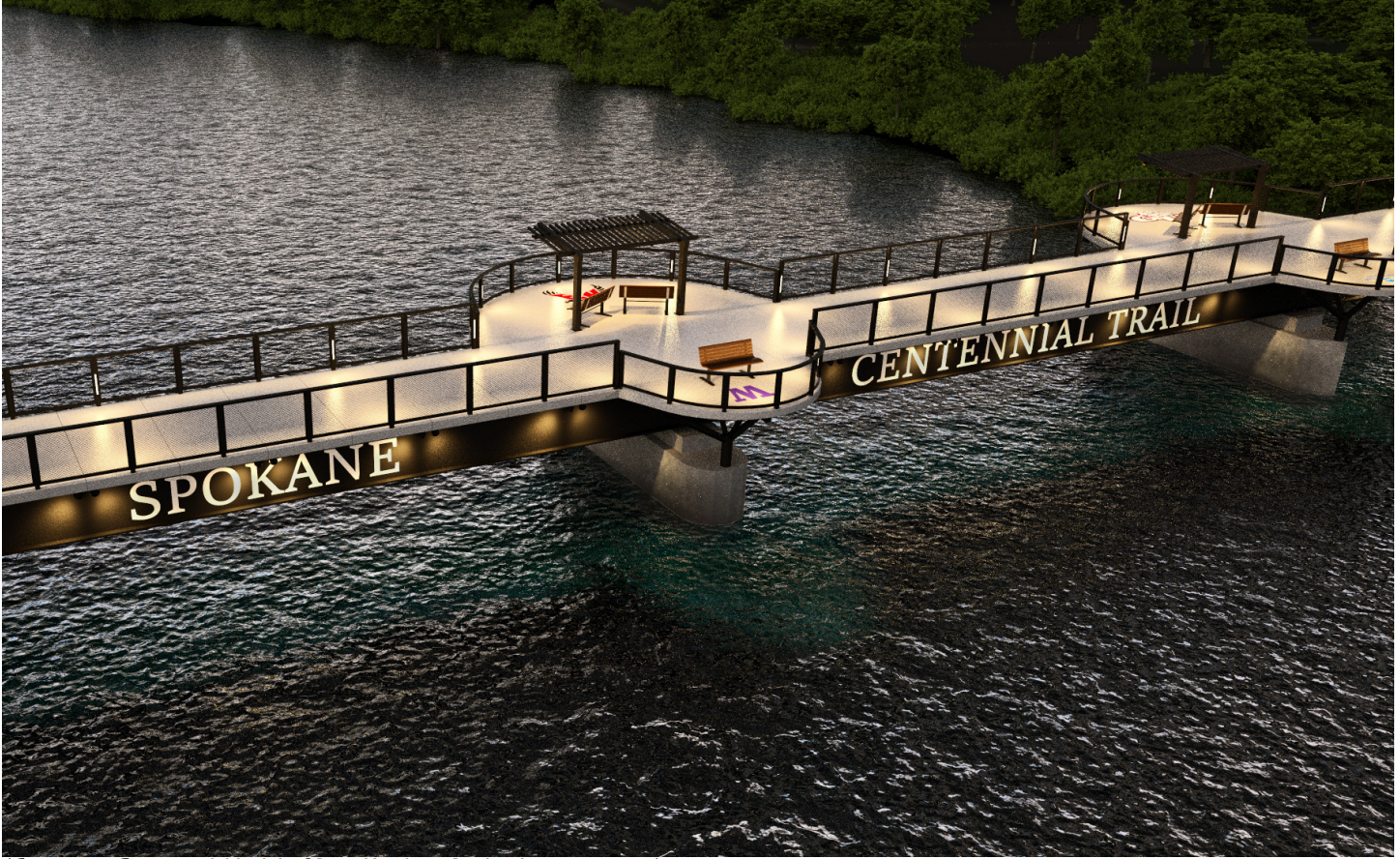
RFP NUMBER: #5148-19

DESCRIPTION: Don Kardong Pedestrian Bridge Rehabilitation Design Project

DUE DATE: THURSDAY, SEPTEMBER 12, 2019
No later than 2:00 p.m.

City of Spokane - Purchasing
4TH Floor, City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201-3316

Connie Wahl, C.P.M., CPPB
Purchasing



(Computer Generated Model of Don Kardong Bridge Improvements)

Proposal in Response to RFP

Don Kardong Pedestrian Bridge Rehabilitation Design Project

September 12, 2019

PREPARED FOR

City of Spokane - Purchasing
4th Floor, City Hall
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3316

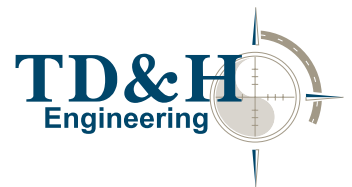
6 bridges listed

FROM

TD&H Engineering
303 E Second Avenue
Spokane, WA 99202

PROJECT MANAGER

Tony Stenlund, P.E., S.E.
(509) 622-2888
tony.stenlund@tdhengineering.com





(Computer Generated Model of Don Kardong Bridge Improvements)

Meeting & Deliverables Schedule

- October 10th Kickoff meeting with City
- October 17th Design review meeting with Stakeholders
- October 25th Progress meeting with City

November 5th Deliver 50% Plans

- November 8th Progress meeting with City to review 50% Plans
- November 22nd Progress meeting with City

December 3rd Deliver 75% Plans & Specifications

- December 6th Progress meeting with City & Stakeholders to review 75% Plans
- December 17th Public Information Meeting or Progress Meeting with the City
- December 20th Meeting with the City to review items to incorporate from Public Meeting

December 27th Deliver Pre-final Plans & Specifications**January 6th Deliver Bid Documents**

- January 30th Pre-bid Meeting
- February 17th Bid Opening

**RECOMMEND
CONTRACT
SCOPE**

Table 1. Estimate

Services	Cost	Percentage of Const. Cost
Design Services	\$136,677	6.7%
Construction Administration Services	\$41,312	2.0%
Construction Management Services	\$130,429	6.4%
Total Contract Amount	\$177,989 or \$267,106	8.8% or 13.2%

Thank you once again for the opportunity to provide you this fee proposal. Please feel free to contact me with any comments and/or questions.

Sincerely,

TD&H ENGINEERING CONSULTANTS, INC.

Tony E. Stenlund P.E., S.E.
Principal in Charge

Spokane Park Board

Briefing Paper



Committee	Riverfront Park Committee		
Committee meeting date	10/7/2019		
Requester	Fianna Dickson		
Requester phone number	625-6297		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	West Havermale playground name proposal		
Begin/end dates	Begins: 10/11/2019 Ends:		<input checked="" type="checkbox"/> Open ended
Impact if not approved at this time	Alternative names can be discussed collaboratively with donor.		
Background/history: Providence is generously donating \$1 million dollars to build an inclusive playground on West Havermale Island. They are proposing a name for the playground that they are requesting be confidential until it's announced at a groundbreaking celebration. Park Board members will be advised of the proposed name prior to the vote for their consideration.			
Recommendation/motion wording: To approve the proposed name for the donor funded playground on West Havermale Island, redacted at this time until announced at a groundbreaking celebration.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: <u>Fianna Dickson</u> _____ Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$0 Budget code: _____			
Vendor: <input 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 City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Updated: 8/29/2019 2:53 PM



Design-Build Change Order Form

For Use with DBIA Document No. 525, *Standard Form of Agreement Between Owner and Design-Builder – Lump Sum* (2010 Edition) and DBIA Document No. 530, *Standard Form of Agreement Between Owner and Design-Builder – Cost Plus Fee with an Option for A Guaranteed Maximum Price* (2010 Edition)

Change Order Number: 20	Change Order Effective Date: 10/15/19 (date when executed by both parties)
Project: PAVILION DESIGN-BUILD PROJECT	Design-Builder's Project No: 172100
	Date of Agreement: APRIL 13, 2017
Owner: CITY OF SPOKANE - PARKS & RECREATION DIVISION	Design-Builder: GARCO CONSTRUCTION, INC.

	<u>AREA</u>	<u>DESCRIPTION OF CHANGE</u>	<u>AMOUNT</u>
Item 1	PAV	CCD#1 Added Stage Power – Missed Cost	\$ 6,427
Item 2	PAV	Landscaping Changes to Central Green and the Ring	\$ 7,921
Item 3	PAV	Add Gate to Service Yard per Permitting	\$ 15,659
Item 4	PAV	Add Fire Extinguishers per Fire Marshall	\$ 3,723
Item 5	PAV	Add UPS Backup to PA System	\$ 3,275
Item 6	PROM	Add Hand holes for Wifi along Centennial Trail	\$ 2,763
Item 7	PROM	Remove Temporary Site Fencing along Promenade	\$ 1,044
		TOTAL AMOUNT	\$ 40,812

Original Contract Price: \$ 14,500,000

Net Change by Previous Change Orders: \$ 5,935,876

Net Change by GMP Amendment: \$ 4,150,000

Net Change by Change Order No 20 : \$ 40,812

New Contract Price: \$ 24,626,688

Original Contract Substantial
Completion Date: May 30, 2019

Adjustments by Previous Change Orders: **64** (calendar days)

Adjustments by Change Order No 20: **0** (calendar days)

Revised Scheduled Substantial Completion Date August 2, 2019

By executing this Change Order, Owner and Design-Builder agree to modify the Agreement's Scope of Work, Contract Price and Contract Time as stated above. Upon execution, this Change Order becomes a Contract Document issued in accordance with DBIA Document No. 535, *Standard Form of General Conditions of Contract Between Owner and Design-Builder*, (2010 Edition).

OWNER:

By: _____
Printed Name: _____
Title: _____
Date: _____

DESIGN-BUILDER:

By: _____
Printed Name: _____
Title: _____
Date: _____

CCD Costs Thru Completion



ITEM #1

10/1/2019

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Power City Electric- CCD Costs thru Completions	1.0	LS				6,045.98	-	-	-	6,046	6,046
			LS					-	-	-		
SUB-TOTALS								-	-	-	6,046	6,046
ADD-ONS:								OH&P: on Garco (as subcontractor) self-performed work.				-
								OH&P: on Garco (as subcontractor) subcontracted work				242
SUB-TOTAL											6,288	
Insurance								1.00% (of Subtotal)				63
Bond Premium								0.75% (of Subtotal)				47
SUB-TOTAL											6,398	
B & O Tax								0.47% (of Subtotal)				30
TOTAL - CHANGE ORDER REQUEST											\$ 6,427	

SPECIFIC EXCLUSIONS:

1. WSST

\$100,199 - \$94,153 (Pd in COs 15, 16 & 19) = \$6046

Report Selections:	Job: 2245500	Transaction Type: ALL	Billing Status: All
	Division: ALL	Vendor Code: ALL	From Transaction Date: Inception
	Job Status: ALL	Employee Code: ALL	To Transaction Date: 08/19/19
	Phase: MOD051	Equipment Code: ALL	From 'PR' Work Date: Inception
	Cost Type: ALL		To 'PR' Work Date: 08/19/19

POWER CITY ELECTRIC

Pre-Billing Report Sorted by Phase

G/L Date	Type	Selected?	Description	Tran Date	Reference	Rate	Hours/Quantity	Extension	Markup	Total
Job: 2245500 GARCO/ US PAVILION										
Phase: MOD-051 ADDED STAGE POWER / Cost Type: L LABOR										
02/03/19	PR		SPOKANE FOREMAN REG	02/01/19	E80526	Reg	64.000	8.00	512.00	512.00
02/03/19	PR		SPOKANE ELECTRICIAN	01/30/19	E80562	Reg	64.000	8.00	512.00	512.00
02/10/19	PR		SPOKANE FOREMAN REG	02/04/19	E80687	Reg	64.000	2.00	128.00	128.00
02/10/19	PR		SPOKANE FOREMAN REG	02/05/19	E80687	Reg	64.000	1.00	64.00	64.00
02/17/19	PR		SPOKANE FOREMAN REG	02/12/19	E80837	Reg	64.000	2.00	128.00	128.00
02/24/19	PR		SPOKANE FOREMAN REG	02/19/19	E80985	Reg	64.000	3.00	192.00	192.00
02/24/19	PR		SPOKANE FOREMAN REG	02/20/19	E80985	Reg	64.000	3.00	192.00	192.00
02/24/19	PR		SPOKANE FOREMAN REG	02/21/19	E80985	Reg	64.000	3.00	192.00	192.00
02/24/19	PR		SPOKANE FOREMAN REG	02/19/19	68733	Reg	64.000	2.00	128.00	128.00
02/24/19	PR		SPOKANE FOREMAN REG	02/21/19	68733	Reg	64.000	2.00	128.00	128.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/20/19	E81020	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/21/19	E81020	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/22/19	E81020	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/20/19	E81021	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/21/19	E81021	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/22/19	E81021	Reg	64.000	4.00	256.00	256.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/20/19	E81037	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/21/19	E81037	Reg	64.000	8.00	512.00	512.00
02/24/19	PR		SPOKANE ELECTRICIAN	02/22/19	E81037	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE FOREMAN REG	02/25/19	E81132	Reg	64.000	1.00	64.00	64.00
03/03/19	PR		SPOKANE FOREMAN REG	02/27/19	E81132	Reg	64.000	1.00	64.00	64.00
03/03/19	PR		SPOKANE FOREMAN REG	02/28/19	E81132	Reg	64.000	1.00	64.00	64.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/25/19	E81168	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/26/19	E81168	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/27/19	E81168	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/28/19	E81168	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	03/01/19	E81168	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/25/19	E81169	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/26/19	E81169	Reg	64.000	6.00	384.00	384.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/27/19	E81169	Reg	64.000	6.00	384.00	384.00
03/03/19	PR		SPOKANE ELECTRICIAN	02/28/19	E81169	Reg	64.000	8.00	512.00	512.00
03/03/19	PR		SPOKANE ELECTRICIAN	03/01/19	E81169	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/04/19	E81249	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/04/19	E81249	OT	96.000	0.50	48.00	48.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/05/19	E81249	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/05/19	E81249	OT	96.000	0.50	48.00	48.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/07/19	E81249	Reg	64.000	8.00	512.00	512.00

POWER CITY ELECTRIC

Pre-Billing Report Sorted by Phase

G/L Date	Type	Selected?	Description	Tran Date	Reference	Rate	Hours/Quantity	Extension	Markup	Total
Job: 2245500 GARCO/ US PAVILION										
03/10/19	PR		SPOKANE ELECTRICIAN	03/07/19	E81249	OT	96.000	0.50	48.00	48.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/08/19	E81249	Reg	64.000	5.50	352.00	352.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/04/19	E81315	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/05/19	E81315	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/06/19	E81315	Reg	64.000	4.00	256.00	256.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/04/19	E81316	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/05/19	E81316	Reg	64.000	8.00	512.00	512.00
03/10/19	PR		SPOKANE ELECTRICIAN	03/06/19	E81316	Reg	64.000	4.00	256.00	256.00
03/24/19	PR		SPOKANE ELECTRICIAN	03/18/19	E81619	Reg	64.000	5.00	320.00	320.00
04/07/19	PR		SPOKANE ELECTRICIAN	04/04/19	E81823	Reg	64.000	8.00	512.00	512.00
04/07/19	PR		SPOKANE ELECTRICIAN	04/05/19	E81823	Reg	64.000	8.00	512.00	512.00
04/07/19	PR		SPOKANE FOREMAN REG	04/04/19	E81853	Reg	64.000	2.00	128.00	128.00
04/07/19	PR		SPOKANE ELECTRICIAN	04/04/19	E81890	Reg	64.000	8.00	512.00	512.00
04/07/19	PR		SPOKANE ELECTRICIAN	04/05/19	E81890	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/08/19	E81965	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/09/19	E81965	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/10/19	E81965	Reg	64.000	2.00	128.00	128.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/11/19	E81988	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/12/19	E81988	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE FOREMAN REG	04/08/19	E81997	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE FOREMAN REG	04/10/19	E81997	Reg	64.000	1.00	64.00	64.00
04/14/19	PR		SPOKANE FOREMAN REG	04/11/19	E81997	Reg	64.000	2.00	128.00	128.00
04/14/19	PR		SPOKANE FOREMAN REG	04/12/19	E81997	Reg	64.000	1.00	64.00	64.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/08/19	E82034	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/09/19	E82034	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/10/19	E82034	Reg	64.000	2.00	128.00	128.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/11/19	E82035	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/12/19	E82035	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/11/19	E82053	Reg	64.000	8.00	512.00	512.00
04/14/19	PR		SPOKANE ELECTRICIAN	04/12/19	E82053	Reg	64.000	8.00	512.00	512.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/30/19	E82426	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/01/19	E82426	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/02/19	E82426	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/30/19	E82435	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/01/19	E82435	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/02/19	E82435	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE FOREMAN REG	04/29/19	E82445	Reg	64.000	2.00	128.00	128.00
05/05/19	PR		SPOKANE FOREMAN REG	04/30/19	E82445	Reg	64.000	2.00	128.00	128.00
05/05/19	PR		SPOKANE FOREMAN REG	05/01/19	E82445	Reg	64.000	2.00	128.00	128.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/29/19	E82469	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/30/19	E82469	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/02/19	E82469	Reg	64.000	5.00	320.00	320.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/29/19	E82481	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/30/19	E82481	Reg	64.000	10.00	640.00	640.00

POWER CITY ELECTRIC

Pre-Billing Report Sorted by Phase

G/L Date	Type	Selected?	Description	Tran Date	Reference	Rate	Hours/Quantity	Extension	Markup	Total
Job: 2245500 GARCO/ US PAVILION										
05/05/19	PR		SPOKANE ELECTRICIAN	05/01/19	E82481	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/29/19	E82499	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	04/30/19	E82499	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/01/19	E82499	Reg	64.000	10.00	640.00	640.00
05/05/19	PR		SPOKANE ELECTRICIAN	05/02/19	E82499	Reg	64.000	10.00	640.00	640.00
08/18/19	PR		SPOKANE FOREMAN REG	08/12/19	69232	Reg	64.000	3.00	192.00	192.00
Subtotal for Cost Type: L LABOR							551.00	35,312.00	0.00	35,312.00
Phase: MOD-051 ADDED STAGE POWER / Cost Type: M MATERIAL										
02/04/19	AP		STONEWAY ELECTRIC SUPPLY	01/30/19	S102653563001			1,231.63		1,231.63
			3IN PVC SCHEDULE 40 CONDUIT							
02/04/19	AP		STONEWAY ELECTRIC SUPPLY	01/30/19	S102653563001			18.12		18.12
			CARLON E997L 3IN PVC BELL END							
02/04/19	AP		STONEWAY ELECTRIC SUPPLY	01/30/19	S102653563001			14.12		14.12
			CANTEX 7210603 PVC COND CEMENT							
02/27/19	AP		PLATT ELECTRIC SUPPLY	02/22/19	U531184		4.00	191.16		191.16
			CONDUIT 3-IN-90DEG-GALV ELBOW							
02/27/19	AP		PLATT ELECTRIC SUPPLY	02/22/19	U531184		2.00	5.86		5.86
			PVC 3-IN BELL END							
02/27/19	AP		PLATT ELECTRIC SUPPLY	02/22/19	U531184		4.00	5.78		5.78
			PVC 3-IN FEMALE ADAPTER							
03/08/19	AP		STONEWAY ELECTRIC SUPPLY	03/04/19	S102682184001		500.00	701.75		701.75
			3IN PVC SCHEDULE 40 CONDUIT							
03/08/19	AP		STONEWAY ELECTRIC SUPPLY	03/04/19	S102682184001		2.00	19.24		19.24
			BWF 604-CGV 1-1/2 LB COND BODY							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		40.00	194.13		194.13
			CONDUIT 3-IN EMT							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		4.00	47.02		47.02
			EMT 3-IN INS RAINITITE CONN							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		4.00	60.23		60.23
			CONDUIT 3X4 GALV NIP							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		4.00	54.01		54.01
			APP BLSG-300 3 IN SEALING LKN							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		6.00	7.17		7.17
			CONDUIT 3-IN LOCKNUT _408_							
04/19/19	AP		PLATT ELECTRIC SUPPLY	04/09/19	U853955		2.00	268.44		268.44
			HOF A8836RT NEMA3R SC TROUGH							
04/26/19	AP		NORTH COAST ELECTRIC	04/26/19	S9129321001		38,983.42	38,983.42		38,983.42
			LOT INV S9129321.001							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		2,048.00	1,916.54		1,916.54
			WIRE XHHW-ALUM-300-BLK-STR-CUT							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		1,536.00	1,630.46		1,630.46
			WIRE XHHW-ALUM-300-BLK-STR-CUT							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		1.00	750.00		750.00
			PARA REEL 4 COMP DEPOSIT ONLY:							

POWER CITY ELECTRIC
Pre-Billing Report Sorted by Phase

G/L Date	Type	Selected?	Description	Tran Date	Reference	Rate	Hours/Quantity	Extension	Markup	Total
Job: 2245500 GARCO/ US PAVILION										
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		512.00	543.49		543.49
			WIRE XHHW-ALUM-300-BLK-STR-CUT							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		1.00	750.00		750.00
			PARA REEL 4 COMP DEPOSIT ONLY:							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		512.00	494.94		494.94
			WIRE THHN-2-BLK-19STR-CU-CUT R							
04/30/19	AP		NORTH COAST ELECTRIC	04/12/19	S9265359001A		512.00	494.94		494.94
			WIRE THHN-2-BLK-19STR-CU-CUT R							
04/30/19	AP		NORTH COAST ELECTRIC	04/15/19	S9265359002A		1.00-	-750.00		-750.00
			PARA REEL 4 COMP DEPOSIT ONLY:							
04/30/19	AP		NORTH COAST ELECTRIC	04/15/19	S9265359002A		1.00-	-750.00		-750.00
			PARA REEL 4 COMP DEPOSIT ONLY:							
08/16/19	JC		2245500	08/16/19	8			45.86		45.86
Subtotal for Cost Type: M MATERIAL							44,675.42	46,928.31	0.00	46,928.31
Phase: MOD-051 ADDED STAGE POWER / Cost Type: S SUBCONTRACTS										
02/14/19	AP		CONCRETE CUTTERS	01/30/19	28551			278.00		278.00
			ADDED STAGE POWER							
Subtotal for Cost Type: S SUBCONTRACTS							0.00	278.00	0.00	278.00
Subtotal for Phase: MOD-051 ADDED STAGE POWER							45,226.42	82,518.31	0.00	82,518.31
Total for Job: 2245500 GARCO/ US PAVILION										82,518.31

Land Expressions City Requested
Changes CO



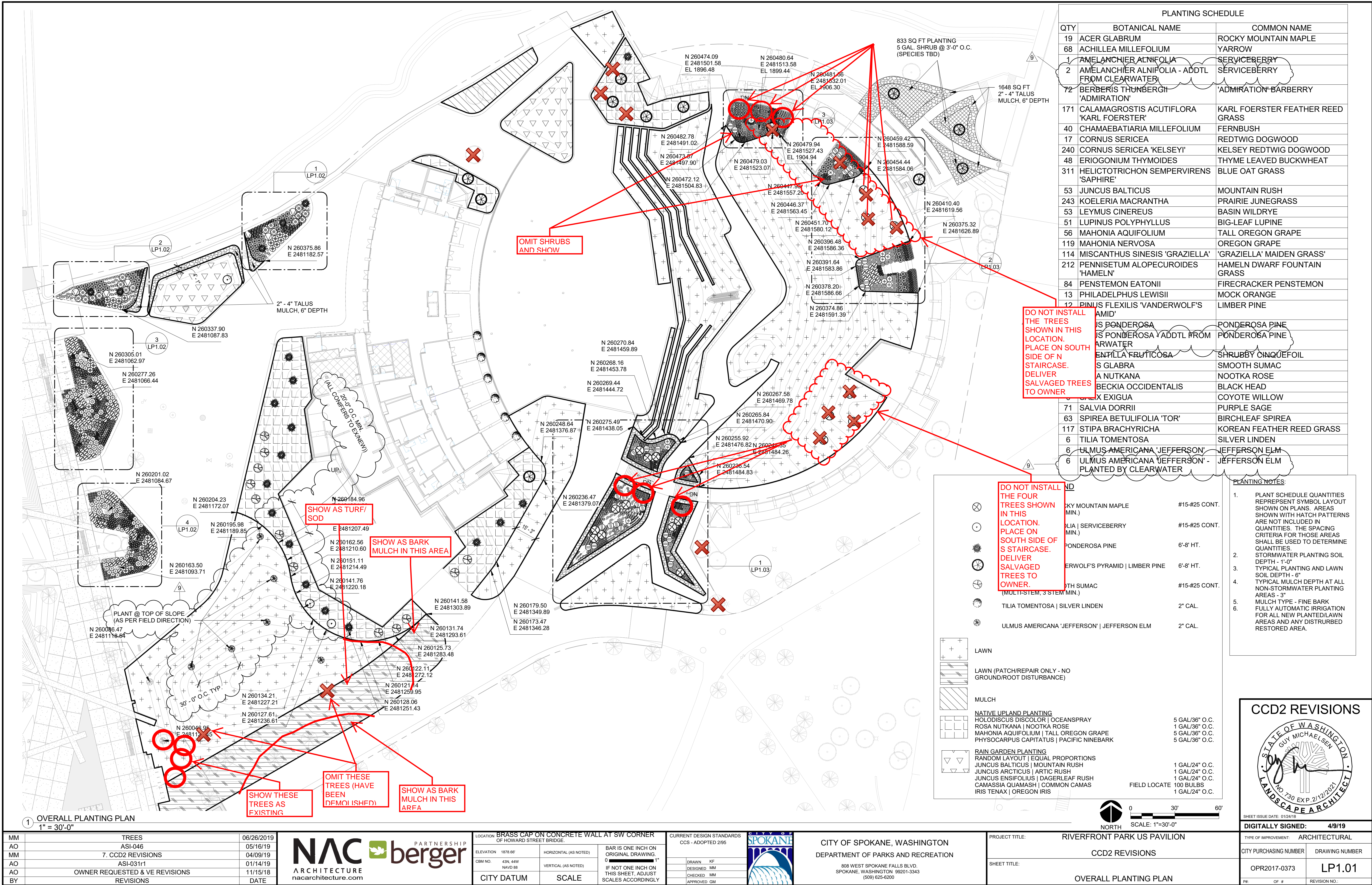
ITEM #2

9/25/2019

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Land Expressions City Changes	1.0	LS				6,545.00	-	-	-	6,545	6,545
	Land Expressions City Changes (Pavilion Monuments), Iran & China	1.0	LS				324.00	-	-	-	324	324
	Garco Construction (Witkoff Landscape) topsoil for City Changes to Landscape beds	1.0	LS				618.00	-	-	-	618	618
			LS					-	-	-	-	-
			LS					-	-	-	-	-
SUB-TOTALS								-	-	-	6,545	7,487
ADD-ONS:								15.00% (of Labor, Material & Equip.)				-
								4.00% (of Subcontract)				262
SUB-TOTAL											7,749	
Insurance								1.00% (of Subtotal)				77
Bond Premium								0.75% (of Subtotal)				58
SUB-TOTAL											7,884	
B & O Tax								0.47% (of Subtotal)				36
TOTAL - CHANGE ORDER REQUEST											\$ 7,921	

SPECIFIC EXCLUSIONS:

1. WSST





509.466.6683 .T
509.466.7694 .F
LANDEXPRESSIONS.COM

5615 E. DAY MT. SPOKANE RD.
MEAD, WA 99021

CHANGE ORDER

OWNER'S NAME	Garco Construction	PHONE	509.370.8767	DATE	09.18.19
ADDRESS		JOB NAME	Pavilion - T & M City	JOB NUMBER	182028

You are hereby authorized to perform the following specifically described additional work:

Please find the break down for the Time and Materials work completed for the City of Spokane for the Pavilion:

Per WSDOT Force Account markups

		Qty	u.o.m.	Rate		Markup	
LABOR	softscape	87	hrs @	\$ 27.95	x	129%	\$3,136.83
MATERIAL	misc / irrig	1	ls @	\$ 350.00	x	121%	\$423.50
	sod	1	ls @	\$ 653.40	x	121%	\$790.61
EQUIPMENT	LE equipment	3	hrs @	\$ 35.00	x	121%	\$127.05
	LE trucks	31	hrs @	\$ 7.00	x	121%	\$262.57
SUBCONTRACTOR	mulch	1	ls @	\$1,597.20	x	113%	\$1,804.84

Change two north planter beds to lawn. Remove plant material, supply/install/modify irrigation to water turf. Supply & install sod.

Supply and install bark mulch South of Oak Alley

Supply and install drainage for roof drain in bed W. of service yard wall.

Remove four (4) evergreen trees installed by Clearwater in S.W. corner lawn. Back fill holes, supply and install sod.

Center W. bed "blank spot". Install plant material salvaged from N. beds, supply/install/adjust irrigation

ADDITIONAL CHARGE FOR ABOVE WORK IS:

\$6,545.40

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Authorized Signature

(OWNER SIGNATURE)

Date:

Authorized Signature

(CONTRACTOR SIGNATURE)

Date: 09.18.19

THIS IS CHANGE ORDER NO.

182028-3

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



509.466.6683 .T
509.466.7694 .F
LANDEXPRESSIONS.COM

5615 E. DAY MT. SPOKANE RD.
MEAD, WA 99021

CHANGE ORDER

OWNER'S NAME	Garco Construction	PHONE	509.370.8767	DATE	09.18.19
ADDRESS		JOB NAME	Pavilion - T & M Garco	JOB NUMBER	182028

You are hereby authorized to perform the following specifically described additional work:

Please find the break down for the Time and Materials work completed for Garco at the Pavilion:

Per WSDOT Force Account markups

		Qty	u.o.m.	Rate		Markup	
LABOR	hardscape	9	hrs @	\$ 27.95	x	129%	\$324.50

Install 'Iran & China' monuments.

ADDITIONAL CHARGE FOR ABOVE WORK IS:

\$324.50

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Authorized Signature

(OWNER SIGNATURE)

Date:

Authorized Signature

(CONTRACTOR SIGNATURE)

Date:

09.18.19

THIS IS CHANGE ORDER NO.

182028-2

NOTE: This Revision becomes part of, and in conformance with, the existing contract.

Invoice

Page: 1



Wittkopf Enterprises, Inc.
P.O. Box 6265
Spokane, WA 99217
North: (509) 467-0685
Valley: (509) 893-3521

Invoice Number: 0314388-IN
Invoice Date: 8/27/2019
Sales Person: ERW
Order Number:
Order Date
Location: 000
Customer Number: 0000491

Sold To: **Ship To:**

GARCO CONSTRUCTION
E. 4114 Broadway
Spokane, WA 99202

GARCO CONSTRUCTION
E. 4114 Broadway
Spokane, WA 99202

Confirm To:

Customer P.O. **Ship VIA** **F.O.B.** **Apply to** **Terms**

US Pavilion

2% 10 EOM, Net 30 EOM

All invoices are COD unless arrangements have been made in advance. Pre-approved charge customers in good standing are allowed a 2% discount if payment is received by the 10th of the month following purchase. Discounts are not allowed if invoices are paid by credit card. All invoices are due in full no later than the last day of the month following purchase. A LATE charge of 1 1/2% per month (an annual rate of 18%) or \$2.00 whichever is greater will be charged on all accounts not paid by the last day of the month following purchase.

Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
MIX201	YARD	28.000	28.000	0.000	V 20.3000	568.40

WITTKOPF TURF BUILDER
p/u by CAD

Whse: 000



JOB # _____
PHASE # _____
CAT. # _____
OK'D BY _____
COMMENTS _____

Received by: _____

Net Invoice: 568.40
Less Discount: 0.00
Freight: 0.00

000003210 Sales Tax: 50.59
Spokane-Spokane City

Invoice Total 618.99

We gladly make deliveries to the curbside. Requests for deliveries to be made inside the curbside must be preauthorized by customer's signature with the understanding that such deliveries are made at the customer's risk only. We accept no responsibility whatsoever for damages resulting from such deliveries. Pick up customers understand that loading bulk materials with a front end loader could result in chips, scratches and dents to your vehicle. We accept no responsibility whatsoever for such damages. For your safety, we ask you remain in your vehicle during loading.

Mead, Lorraine

From: Scott Battaglia <scottb@garco.com>
Sent: Tuesday, October 1, 2019 8:39 AM
To: Mead, Lorraine
Subject: FW: Land Expressions T & M, CO
Attachments: Land Expressions City Changes CO.xlsx; Whitkopf Invoice 0314388-IN (1).pdf; CO3_TandM_CITY_Pavilion_09.18.19.pdf; CO2_TandM_Garco_Monuments_Pavilion_09.18.19.pdf

Lorraine,

The attached T & M CO's from Land Expressions occurred during their duration on the US Pavilion Site. The T & M work completed (See attached) began around August 15th and was Complete by September 16th. I have reviewed the time sheets, and I feel that this is an accurate accounting of the time charged.

Please let me know if you have any questions,

Scott Battaglia
Garco Construction
scottb@garco.com
509-370-8767

From: Scott Battaglia
Sent: Wednesday, September 25, 2019 1:37 PM
To: Mead, Lorraine <LorraineMead@hillintl.com>
Subject: Land Expressions T & M, CO

Lorraine,

See attached for your review,

Scott Battaglia
Garco Construction
scottb@garco.com
509-370-8767

ITEM #3

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Northwest Fence Galvanized Gate	1.0	LS				3,900.00	-	-	-	3,900	3,900
	Western States Steel Glvanized Stairs	1.0	LS				1,751.00	-	-	-	1,751	1,751
	Cameron Reilly Concrete Walkway & Curb	1.0	LS				5,120.00	-	-	-	5,120	5,120
	PCE Egress Gate Lighting	1.0	LS				1,940.22	-	-	-	1,940	1,940
	Trecon Concrete Cutting	1.0	LS				450.00	-	-	-	450	450
	Garco 8000 lb. Forklift	1.0	day			180		-	-	180	-	180
	Land Expressions Landscape Modifications	1.0	LS				1,370.11	-	-	-	1,370	1,370
SUB-TOTALS								-	-	180	14,531	14,711
ADD-ONS:								OH&P: on Garco (as subcontractor) self-performed work.				27
								OH&P: on Garco (as subcontractor) subcontracted work				581
SUB-TOTAL											15,319	
Insurance								1.00% (of Subtotal)				153
Bond Premium								0.75% (of Subtotal)				115
SUB-TOTAL											15,587	
B & O Tax								0.47% (of Subtotal)				72
TOTAL - CHANGE ORDER REQUEST											\$ 15,659	

SPECIFIC EXCLUSIONS:

1. WSST



NORTHWEST FENCE CO., INC.
E. 14909 SPRAGUE AVENUE
SPOKANE VALLEY, WA 99216
(509) 928-8084
NORTHWESTFENCECOMPANY.COM
SALES@NORTHWESTFENCECOMPANY.COM

PROPOSAL/CONTRACT

Page 1 of 3
08/24/2019

Customer Information:

Garco WO# 64575 Service Yard gate

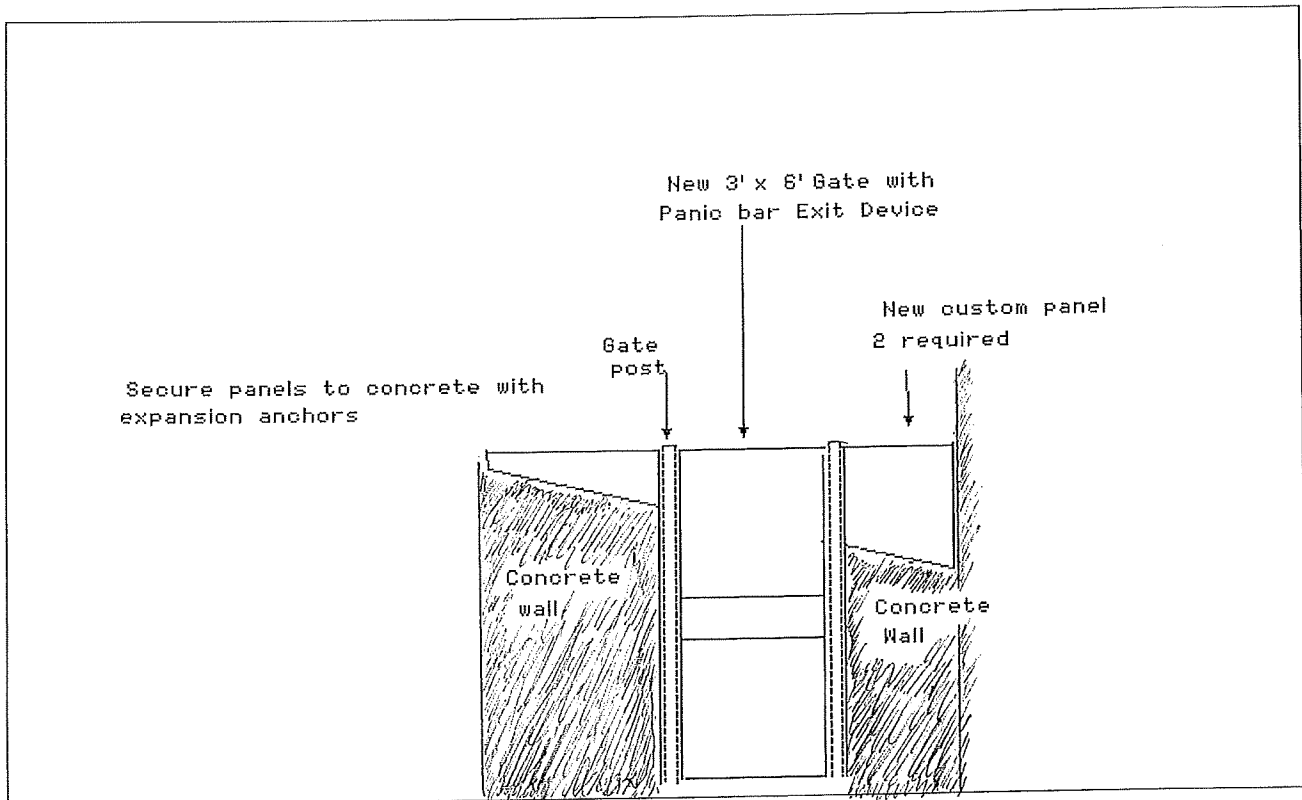
SPOKANE VALLEY, WA

Job Information:

Notes:

Estimator: Roy

- Excludes tax, bond, permit, clearing, staking, grading, grounding, concrete coring, mowstrip, offsite disposal of post hole soil, solid rock excavation, locating private utilities and removal of existing fence.
- Note: Phased projects will be billed monthly based on percentage of completion



Contract Amount: \$ 3900.00
Total Sales Tax: \$
Total Contract Amount: \$ 3900.00
Down Payment: \$
Balance Due: \$ 3900.00

Approved & Accepted for Customer:

Customer Date

Customer Date

Accepted for NORTHWEST FENCE CO., INC.:

Salesperson Date

Mead, Lorraine

From: Jesse Price <jesse@westernstatessteel.com>
Sent: Monday, September 9, 2019 10:44 AM
To: Scott Battaglia
Subject: Galv Stair at Mechanical yard

Scott,
The price for the stair is \$1,751

Jesse Price

Western States Steel & Fab. Inc.

1515 E. Holyoke Ave.
Spokane, WA 99217
PH: (509) 489-8046
FAX: (509) 489-3739
CELL: (509) 951-8257





www.cameron-reilly.com

309 N Park Rd, Spokane Valley, WA 99212
509.466.5555 fax 509.468.3719
WA LIC#: CAMERRL942NU
ID LIC#: PWC-C-12153-UNLIMITED-4
OR LIC#: 202351

COP - Sidewalk, Curb Wall, 2 Steps at Service Yard

Date: 09/10/19

Job Name: US Pavillion
Garco

Item #	Description	Unit	Quantity	Price Per	Total
	Mono Pour - Sidewalk/Curb Wall/Steps	LS	1	\$5,120.00	\$5,120.00

\$5,120.00

Notes:

Price above includes the following mobilizations: 0.00 Additional mobilization: \$750.00

Price excludes staking, testing, restoration, traffic control, cold weather protection, joint sealing and gravel. Subgrade for curb machine to be 5' wide at grade of trimmable material. Otherwise, subgrade on grade. Final quantities to be field measured. General or Owner to provide wash-out tubs if required. Pricing is subject to acceptance within 21 days from date of quote.



E. 3327 OLIVE
SPOKANE, WA 99202
PHONE: (509) 535-8500
FAX: (509) 535-4665

Proposal

PROPOSAL SUBMITTED TO Garco Construction	Date 8/22/19
STREET 4114 E Broadway	JOB NAME MOD-85-Added Light to service yard
CITY, STATE, AND ZIP CODE Spokane WA 99202	JOB LOCATION 507 N Howard St Spokane, WA 99201
ATTN: Rob Decker	PHONE: 509-535-4688

Scott and Rob,
Thank you for the opportunity to provide pricing for the above mentioned project. Our proposal is detailed as follows.

General Inclusions

- Add owner provided light fixture to service yard.
- Need approval by end of this week to maintain pricing.

General Exclusions

- Tax.
- Removal and/or patching of Concrete, Asphalt, drywall or other finishes needed to complete install.
- Overtime.
- Bond.
- Engineering Fee's
- Anything not specifically included above in this proposal.

Total Price: \$1,940.22

Thank you for the opportunity,

Steve Gilbertz
509-481-0465
PM/Estimator

DESCRIPTION OF WORK:

Job ID: JOB-2018-0007

Project: RFP-PAVILION CHANGE ORDERS STARTING 4/4/19

CO: CO-0013: added Service yard light

Summary by Item Number

22 Aug 2019 9:12:52

Item #	Size	Description	Q/M	Quantity	U/M	Mat Result	Lab Result
10001	3/4	GRC	M	30.00	FT	60.54	2.21
10560	3/4	CONDUIT CUT/THREAD/REAM	M	4.00	EA	0.00	0.81
20001	3/4	GRC FIELD-BEND	M	2.00	EA	0.00	1.01
20022	3/4	GRC 90-DEG ELBOW	M	2.00	EA	7.69	1.01
30001	3/4	GRC/IMC COUPLING	M	4.00	EA	4.55	0.81
30189	3/4	GRC LB CONDUIT BODY	M	1.00	EA	14.99	0.81
40066	OUNCE	CUTTING OIL STEEL	M	0.04	OZ	0.01	0.01
40070	OUNCE	DEGREASING SPRAY	M	0.04	OZ	0.05	0.01
40233	3/4	PLASTIC BUSHING	M	4.00	EA	0.29	0.51
40256	3/4	LOCKNUT	M	8.00	EA	0.52	1.11
70033	12	THHN/THWN CU (STR)	M	99.00	FT	11.62	0.71
70147	12	GREEN THHN CU (GRD 20A)	M	33.00	FT	3.87	0.21
120879		LED SURFACE WALL-MOUNT	M	1.00	EA	0.00	1.21
150672	2.69"D	1G FD MALLEABLE BOX 1 x 3/4"HUB	M	1.00	EA	31.38	0.81
160247	1/4 x 3 1/4"	PLTD WEDGE ANCHOR	M	6.00	EA	3.03	1.21
160252	3/8 x 3"	PLTD WEDGE ANCHOR	M	4.00	EA	2.09	0.91
161237	1/4 x 1 1/2 - 3"	HAMMER DRILLED HOLE	M	6.00	EA	0.00	0.91
161239	3/8 x 1 1/2 - 3"	HAMMER DRILLED HOLE	M	4.00	EA	0.00	0.61
161527	3/4	CONDUIT 1-HOLE MALLEABLE STRAP	M	6.00	EA	6.58	0.31
Phase/Group totals:						147.21	15.50
Job totals:						147.21	15.50

Power City Electric, Inc

3327 E Olive Ave
Spokane, WA 99202

Phone: 509-535-8500
Web:

Trecon, Inc.
PO Box 160
Greenacres, WA 99016
(509) 927-2326

Invoice

DATE	INVOICE #
9/3/2019	9665

BILL TO

Garco Construction Inc.
4114 E. Broadway
Spokane, WA 99202

P.O. NO.

TERMS

PROJECT

Net 30

Riverfront Park Promenade 17-21

QUANTITY	DESCRIPTION	U/M	RATE	AMOUNT
1	door cut out and dropped for egress from the service area to the promenade. Minimum charge two hours with equipment		450.00	450.00
It's been a pleasure working with you!			Total	\$450.00



509.466.6683 .T
509.466.7694 .F
LANDEXPRESSIONS.COM

5615 E. DAY MT. SPOKANE RD.
MEAD, WA 99021

CHANGE ORDER

OWNER'S NAME	Garco Construction	PHONE	509.370.8767	DATE	09.18.19
ADDRESS		JOB NAME	Pavilion - T & M City	JOB NUMBER	182028

You are hereby authorized to perform the following specifically described additional work:

Please find the break down for the Time and Materials work completed for the City of Spokane for the Pavilion:

Per WSDOT Force Account markups

		Qty	u.o.m.	Rate		Markup	
LABOR	hardscape	38	hrs @	\$ 27.95	x	129%	\$1,370.11

Service area sidewalk. Remove plant material, Excavate/sub-grad for concrete, modify irrigation, adjust grade and mulch

ADDITIONAL CHARGE FOR ABOVE WORK IS:

\$1,370.11

Above additional work to be performed under same conditions as specified in original contract unless otherwise stipulated.

Authorized Signature

(OWNER SIGNATURE)

Date:

Authorized Signature

(CONTRACTOR SIGNATURE)

Date: 09.18.19

THIS IS CHANGE ORDER NO.

182028-3

NOTE: This Revision becomes part of, and in conformance with, the existing contract.



Hill International

9/26/19

Pavilion – Add Exit Gate to the Service Yard per Permitting

Based on the subcontractor quotes - we believe this represents a fair and reasonable price for this work.

Lorraine Mead



ITEM #4

9/25/2019

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				TOTAL
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	
	Dupree Specialties Fire Extinguishers (10)	1.0	LS		1,750			-	1,750	-	-	1,750
	Dupree Specialties Fire Extinguishers (3)	1.0	LS		180			-	180	-	-	180
	Garco Carpenters Fire Ex. Install OT	10.0	mh	71				710	-	-	-	710
	Garco Laborers Fire Ex. Install	6.0	mh	48				288	-	-	-	288
	Amerx Class K 6 Liter Wet Chem Extinguisher	1.0	LS		239			-	239	-	-	239
			LS					-	-	-	-	-
			LS					-	-	-	-	-
			LS					-	-	-	-	-
			LS					-	-	-	-	-
SUB-TOTALS								998	2,169	-	-	3,167
ADD-ONS:								OH&P: on Garco (as subcontractor) self-performed work.				475
								OH&P: on Garco (as subcontractor) subcontracted work				-
								SUB-TOTAL				3,642
Insurance								1.00% (of Subtotal)				36
Bond Premium								0.75% (of Subtotal)				27
								SUB-TOTAL				3,706
B & O Tax								0.47% (of Subtotal)				17
TOTAL - CHANGE ORDER REQUEST											\$ 3,723	

SPECIFIC EXCLUSIONS:

1. WSST



1035 E. Cataldo
Spokane, WA 99202
(509) 484-2000 * FAX: (509) 484-8400

Invoice

Invoice Number: 0088069-IN
Invoice Date: 9/17/2019

Order Number: 0022672
Order Date: 8/16/2019
Salesperson: RH
Customer Number: GAR688

Sold To:

GARCO CONSTRUCTION CO
PO BOX 2946
SPOKANE, WA 99220-2946

Ship To:

GARCO CONSTRUCTION CO
US PAVILLION
WILL CALL DBS
1035 E CATALDO AVE
SPOKANE, WA 99202-2015

Customer P.O.	Ship VIA	F.O.B.	Job No.	WHS	Terms		
17-21	WILL CALL	DBS	2220240		NET 30 DAYS		
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount	
JL10914 5# FIRE EXTINGUISHER	EACH	10	10	0	\$ 60.00	\$ 600.00	
JL1013610 SURFACE MOUNTED FEC	EACH	10	10	0	\$ 115.00	\$ 1,150.00	

**Dupree now has the ability to email or fax invoices. To enroll please call Kelsey @ 509-484-2000 x11

Thank you for your order

We appreciate your business!

Exemption #: A16-6644-19

Net Invoice: \$ 1,750.00

Freight: \$ 0.00

Sales Tax: \$ 0.00

Invoice Total: \$ 1,750.00

Finance Charge of 1 1/2% Per Month (18% Per Annum)
Charged on All Past Due Accounts
Surcharge of 4% Will Be Made If
Payment on Account is Received by Credit Card

Registered & Required to Collect Sales Tax in
Washington, Idaho & California.
Customer Responsible for Paying Sales Tax
Directly to Other States.



Invoice

1035 E. Cataldo
Spokane, WA 99202
(509) 484-2000 * FAX: (509) 484-8400

Invoice Number: 0088073-IN
Invoice Date: 9/17/2019

Order Number: 0022678
Order Date: 8/19/2019
Salesperson: RJ
Customer Number: GAR688

Sold To:

GARCO CONSTRUCTION CO
PO BOX 2946
SPOKANE, WA 99220-2946

Ship To:

RIVERFRONT PARK US PAVILION
507 NORTH HOWARD
SPOKANE, WA 99201

Customer P.O.	Ship VIA	F.O.B.	Job No.	WHS	Terms		
	WILL CALL		2220240		NET 30 DAYS		
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount	
JL10914	EACH	3	3	0	\$ 60.00	\$ 180.00	
5# FIRE EXTINGUISHER							

**Dupree now has the ability to email or fax invoices. To enroll please call Kelsey @ 509-484-2000 x11

Thank you for your order

We appreciate your business!

Exemption #: A16-6644-19

Net Invoice: \$ 180.00

Freight: \$ 0.00

Sales Tax: \$ 0.00

Invoice Total: \$ 180.00

Finance Charge of 1 1/2% Per Month (18% Per Annum)

Charged on All Past Due Accounts

Surcharge of 4% Will Be Made If

Payment on Account is Received by Credit Card

Registered & Required to Collect Sales Tax in
Washington, Idaho & California.

Customer Responsible for Paying Sales Tax
Directly to Other States.



General Fire Extinguisher Service, Inc.

4004 E Trent Ave
Spokane WA 99202

Invoice

Phone #	Fax #	Date	Invoice #
509-535-4255	509-535-2766	8/19/2019	81775

Bill To
Garco Construction PO Box 2946 Spokane, WA 99220

Work Location
Riverfront Park Pavilion 610 W Spokane Falls Blvd Spokane, WA 99201

Project Name	Rep	P.O. Number	Service Period	Work Date	Terms
	KH	1721	08/16/2019	8/16/2019	Due on receipt

Ordered	Quantity	Item Code	Description	Price Each	Amount
	1	442235	Ansul 5# ABC Ext 3A 10B:C	48.95	48.95T
	1	260	Amerex Class K 6 Liter Wet Chem Extinguisher	189.95	189.95T
RS-WA					
<div>RECEIVED AUG 23 2019 GARCO CONSTRUCTION</div> <div>JOB # _____ PHASE # _____ CAT. # _____ OK'D BY _____ COMMENTS _____</div>					

				Total	\$238.90
				Payments/Credits	\$0.00
				Balance Due	\$238.90

Garco Construction Job # 97-21

Daily Job Report

Job Name: US Pavilion

Date: 8-16-2019 Day: Friday

Location:

Start: 6:00

End: 4:30

Name:

Craft or Position Regular Hours Overtime Hours

Steve Kelley

10

Jeff Holland

10

Myler Denton

10

Cindy Young

10

Sue Arieta

10

5027 Handrails Final Bld Clean 1015 Mobilization 1004 Fire Extinguisher 5003?

4 2 4 2 4 3 3



Hill International

9/26/19

Pavilion – Added Fire Extinguishers per the Fire Marshall

Based on the subcontractor quotes and the timesheet - we believe this represents a fair and reasonable price for this work.

Lorraine Mead



ITEM #5

Phase	Description		UNIT PRICES				TOTALS				
		Quan. Unit	Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Dimensional UPS Back-Up Parts and Labor	1.0 LS				1,224.00	-	-	-	1,224	1,224
	PCE To Provide Back-Up Power for PA System	1.0 LS				1,856.61	-	-	-	1,857	1,857
		LS					-	-	-	-	-
		LS					-	-	-	-	-
		LS					-	-	-	-	-
SUB-TOTALS							-	-	-	3,081	3,081
ADD-ONS:							15.00% (of Labor, Material & Equip.)				-
							4.00% (of Subcontract)				123
							SUB-TOTAL				3,204
Insurance							1.00% (of Subtotal)				32
Bond Premium							0.75% (of Subtotal)				24
							SUB-TOTAL				3,260
B & O Tax							0.47% (of Subtotal)				15
TOTAL - CHANGE ORDER REQUEST											\$ 3,275

SPECIFIC EXCLUSIONS:

1. WSST



DIMENSIONAL COMMUNICATIONS, INC.
RIVERFRONT PARK PAVILION AV SYSTEM
CHANGE ORDER PROPOSAL

Date: August 20, 2019

To: Steve Gilbertz

From: Dan Cann

Subject: UPS addition to the paging system

Send Via: Fax ☐ Fax No. (XXX) XXX-XXXX ☐ Mail

Correspondence #: DCI-COP-003

Project: Riverfront Park Pavilion AV Systems

No. Pages: 1

CC: job file / operations / accounting

☒ **E-mail**

We hereby propose the following project changes. Per customer request add a UPS to the paging system:

Add the following items:

1.	1	Juice Goose XPRT-2000 UPS	\$ 1,034.00
2.	2	Technician Installation Labor Hours	\$ 190.00

Total Added: \$ 1,224.00

Grand Total Change for UPS Addition: \$ 1,224.00 + WSST

Respectfully Submitted,

Dan Cann
Project Manager

Accepted by: _____

Date: _____



E. 3327 OLIVE
SPOKANE, WA 99202
PHONE: (509) 535-8500
FAX: (509) 535-4665

Proposal

PROPOSAL SUBMITTED TO Garco Construction	Date 8/20/19
STREET 4114 E Broadway	JOB NAME MOD-83-PA system UPS backup
CITY, STATE, AND ZIP CODE Spokane WA 99202	JOB LOCATION 507 N Howard St Spokane, WA 99201
ATTN: Rob Decker	PHONE: 509-535-4688

Scott and Rob,
Thank you for the opportunity to provide pricing for the above mentioned project. Our proposal is detailed as follows.

General Inclusions

- Provide and install UPS backup power for PA system
- **Must receive NTP this week for price to be honored.**

General Exclusions

- Tax.
- Removal and/or patching of Concrete, Asphalt, drywall or other finishes needed to complete install.
- Overtime.
- Bond.
- Engineering Fee's
- Anything not specifically included above in this proposal.

Price-\$1,856.61

Thank you for the opportunity,

Steve Gilbertz
509-481-0465
PM/Estimator

DESCRIPTION OF WORK;



DIMENSIONAL COMMUNICATIONS, INC.
RIVERFRONT PARK PAVILION AV SYSTEM
CHANGE ORDER PROPOSAL

Date: August 20, 2019

To: Steve Gilbertz

From: Dan Cann

Subject: UPS addition to the paging system

Send Via: Fax ☐ Fax No. (XXX) XXX-XXXX ☐ Mail

Correspondence #: DCI-COP-003

Project: Riverfront Park Pavilion AV Systems

No. Pages: 1

CC: job file / operations / accounting

☒ **E-mail**

We hereby propose the following project changes. Per customer request add a UPS to the paging system:

Add the following items:

1.	1	Juice Goose XPRT-2000 UPS	\$ 1,034.00
2.	2	Technician Installation Labor Hours	\$ 190.00

Total Added: \$ 1,224.00

Grand Total Change for UPS Addition: \$ 1,224.00 + WSST

Respectfully Submitted,

Dan Cann
Project Manager

Accepted by: _____

Date: _____



Hill International

9/26/19

Pavilion – Added UPS Backup for the PA System

Based on the subcontractor quotes - we believe this represents a fair and reasonable price for this work.

Lorraine Mead

Added Hand Hold on Centennial
Trail CO, Mod 32 PCE



ITEM #6

10/1/2019

Phase	Description	Quan. Unit	UNIT PRICES				TOTALS						
			Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL		
	Added (2) Hand Holes To Centennial Trail Mod 32	1.0 LS				2,599.00	-	-	-	2,599	2,599		
		LS					-	-	-	-	-		
		LS					-	-	-	-	-		
		LS					-	-	-	-	-		
		LS					-	-	-	-	-		
SUB-TOTALS							-	-	-	2,599	2,599		
ADD-ONS:							OH&P: on Garco (as subcontractor) self-performed work.				15.00% (of Labor, Material & Equip.)		-
							OH&P: on Garco (as subcontractor) subcontracted work				4.00% (of Subcontract)		104
							SUB-TOTAL				2,703		
Insurance							1.00% (of Subtotal)				27		
Bond Premium							0.75% (of Subtotal)				20		
							SUB-TOTAL				2,750		
B & O Tax							0.47% (of Subtotal)				13		
TOTAL - CHANGE ORDER REQUEST											\$ 2,763		

SPECIFIC EXCLUSIONS:

1. WSST



E. 3327 OLIVE
SPOKANE, WA 99202
PHONE: (509) 535-8500
FAX: (509) 535-4665

Proposal

PROPOSAL SUBMITTED TO Garco Construction	DATE 2/25/19
STREET 4114 E Broadway	JOB NAME MOD032- Added hand holes on Centennial Trail
CITY, STATE, AND ZIP CODE Spokane WA 99202	JOB LOCATION 507 N Howard St Spokane, WA 99201
ATTN: Robert Decker	PHONE: 509-535-4688

Rob,

Thank you for the opportunity to provide a proposal for the above mentioned project. As always, if I can provide any further information or clarification please do not hesitate to contact me.

General Inclusions

- Includes Qty (2) hand holes as requested by the city.
- Includes additional raceway as needed to reach added boxes.

General Exclusions

- Tax.
- Excavation
- Removal or patching of Concrete or Asphalt.
- Overtime.
- Sales tax.
- Bond is available by request.

Total Price \$ 2,599.00

Thank you for the opportunity.

Steve Gilbertz
509-481-0465
PM/Estimator

Proposal Acceptance:		
Authorized Customer Signature	Printed Name	Date

JOB #2013: ID RIVERFRONT PARK

JOB NAME RIVERFRONT PARK-HSP

EST. #07: ID Riverfront HSP

ESTIMATE RFP-13 added wifi on south trail

PRINTED 2/25/2019 1:30:58 PM

DATA SET #1: Comm Indust UPC_EST_NECA ...

2/25/19

Power City Electric, Inc

3327 E. Olive Ave.

Spokane, WA 99202

509.535.8500

FAX: 509.535.8598

sgilbertz@powercityelectric.com

NOTES

Item				Material	Labor
Size	Item Desc	Qty	UOM	Mat Ext	Lbr Ext
Section : Section 005: 5 - added handholes MOD032					
	12" square Hand hole	2.00		936.00	4.0000
	PVC Glue	1.00		10.00	0.0000
3"	PVC SCH 40 90 ELBOW	8.00	EACH	42.32	8.0000
4"	PVC SCH 40 UGRD	80.00	FEET	163.90	4.4000
4"	PVC COUPLING	16.00	EACH	30.19	0.0000
Subtotals for Section : Section 005: 5 - added handholes MOD032				1,182.41	16.4000
Grand Totals				1,182.41	16.4000

Steve Gilbertz

From: Josh Grigsby <joshg@garco.com>
Sent: Monday, September 24, 2018 8:43 AM
To: Todd Giesa; Mead, Lorraine (LorraineMead@hillintl.com)
Cc: sstipe@spokanecity.org
Subject: RE: Added WIFI centennial trail

It was a verbal from Scott and Berry. Lorraine, are we just going to add this to the other changes along the trail?

From: Todd Giesa <TGiesa@PowerCityElectric.com>
Sent: Monday, September 24, 2018 8:39 AM
To: Josh Grigsby <joshg@garco.com>; Mead, Lorraine (LorraineMead@hillintl.com) <LorraineMead@hillintl.com>
Cc: [sstipe@spokanecity.org](mailto:ssstipe@spokanecity.org)
Subject: Added WIFI centennial trail

Josh,
Did we get a formal directive from somebody to add the wifi hand hole on the west side of the Lilac bowl? I know Scott asked for it but I can't recall any notice to proceed.

Todd Giesa | Jobsite Supervisor
(509) 939-1061 | tgiesa@powercityelectric.com
3327 E. Olive Ave. | Spokane, WA 99202





Hill International

9/26/19

Promenade – Added Wifi Hand Holes for City IT along the Centennial Trail

This Cost was missed by Garco when they changed personnel. Based on the subcontractor quote - we believe this represents a fair and reasonable price for this work.

Lorraine Mead



Phase	Description		UNIT PRICES				TOTALS					
		Quan. Unit	Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL	
	Garco Laborers removed Promenade Fencing 8-26-2019	12.5 mh	48				600	-	-	-	600	
	Garco 8000 lb.Forklift Extreme	1.0 day			160		-	-	160	-	160	
	Garco Gator	1.0 day			28		-	-	28	-	28	
	Garco Hand Tools	1.0 day			100		-	-	100	-	100	
		LS					-	-	-	-	-	
SUB-TOTALS							600	-	288	-	888	
ADD-ONS:							OH&P: on Garco (as subcontractor) self-performed work.				15.00% (of Labor, Material & Equip.)	133
							OH&P: on Garco (as subcontractor) subcontracted work				4.00% (of Subcontract)	-
							SUB-TOTAL				1,021	
Insurance							1.00% (of Subtotal)				10	
Bond Premium							0.75% (of Subtotal)				8	
							SUB-TOTAL				1,039	
B & O Tax							0.47% (of Subtotal)				5	
TOTAL - CHANGE ORDER REQUEST											\$ 1,044	

SPECIFIC EXCLUSIONS:

1. WSST



Garco Construction, Inc.
4114 E Broadway Ave
Spokane, Washington 99202
P: (509) 535-4688
F: (509) 535-1384

Project: 172100 - US Pavilion/Promenade
Renovation
598 N. Howard Street
Spokane, Washington 99201

Daily Log: Monday 8/26/2019



Daily Log Completed

The Daily Log was completed by Scott Battaglia on Tue Sep 3, 2019 at 03:09 pm PDT.

WEATHER REPORT

Temperature			Precipitation Since			Humidity				Windspeed		
Low	High	Avg	Midnight	2 Days Ago	3 Days Ago	Low	Avg	High	Dew	Avg	Max	Gust
53°F	82°F	67°F	0.00 in.	0.00 in.	0.00 in.	16%	36%	62%	37°F	3.3 mph	5 mph	8 mph

DAILY SNAPSHOT

06:00 AM	09:00 AM	12:00 PM	03:00 PM	06:00 PM	09:00 PM
partly-cloudy-night 54°F	partly-cloudy-day 63°F	clear-day 75°F	clear-day 79°F	clear-day 82°F	clear-night 72°F

OBSERVED WEATHER CONDITIONS

No.	Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea
1	No						

MANPOWER LOG

14 Workers | 136.0 Man Hours

No.	Contact/Company	Cost Code	Workers	# Hours	Man Hours	Location
1	Garco Construction Inc		4	10.0	40.0	

Notes: Carpenters:

Sister Cities Hrs.
Steve-3.5
Tyler-0.5
Donovon-0.5

Bollards Hrs.
Tyler-3
Donovon-3

Handrail Hrs.
Steve-6.5
Donovon-6.5
Jeff-1

Fencing Hrs.
Jeff-6
Tyler-6.5

Supervision-12 Hrs.

Created By: Hunter Fuchs

MANPOWER LOG**14 Workers | 136.0 Man Hours**

No.	Contact/Company	Cost Code	Workers	# Hours	Man Hours	Location
2	Apollo Mechanical Contractors		1	10.0	10.0	
Notes: Created By: Hunter Fuchs						
3	Land Expressions, LLC		2	8.0	16.0	
Notes: Created By: Hunter Fuchs						
4	Power City Electric Inc		4	10.0	40.0	
Notes: Created By: Hunter Fuchs						
5	Mackin & Little Inc		3	10.0	30.0	
Notes: Created By: Hunter Fuchs						
			14		136.0	

Manpower Log's Attachments:

By _____	Date _____	Copies To _____
----------	------------	-----------------

Updated: 8/29/2019 2:53 PM

October 3, 2019

Mr. Berry Ellison
City of Spokane Parks & Recreation
808 W Spokane Falls Blvd # 5
Spokane, WA 99201

**Re: Proposal of Professional Services for Riverfront Park, North Bank Regional Playground;
Amendment No. 5 – Value Engineering to the Bid Set**

Dear Berry:

This amendment to the Consultant Agreement between the City of Spokane Parks and Recreation Department and Bernardo | Wills Architects, P.C. Dated August 27, 2018 is intended to provide Value Engineering services to update the Construction Documents and prepare them for a rebid.

Project Understanding and Scope Elements

Scope of Work Change and Redesign: The Construction Bid Document package was bid this past summer with the bid opening August 26th, 2019. The only two bids that were received came in much higher than expected due to a labor shortage in the area and presumably the poor bid timing due to other competing project bids. Since the bid proposals were well over budget, the consultant team was engaged by the city in a data gathering effort as well as pursuing value engineering solutions to assist the city in determining acceptable cost savings strategies. The consultant team has been involved in a series of value engineering meetings, conversations, cost estimations, drawing revisions and graphic exhibits over approximately a five-week time frame. The value engineering items identified by the Executive Committee require either re-design or drawing modifications to the previous bid document set:

1. Removal of the Dynamo Playground Bridge
2. Removal of the GFRC climbing wall and lookout, with associated ADA ramp and replacement of landscaping.
3. Reconfiguration of the current playground size to reduce safety surfacing and replace surfacing with landscaping.
4. Provide a contractor allowance for prioritized improvements to existing shelters.
5. Redesign of the splash pad to a flow through system reduced in size.
6. Redesign of the O&M building to a metal fabricated building and parking canopy alternate, from a CMU structure.
7. Provide a CXT restroom in lieu of the O&M building as base bid, O&M as bid alternate.
8. Reduction of erosion sediment control requirements within the plans and specifications.
9. Removal of the "No Explosives" requirement for rock excavation.

Operations and Maintenance Building Redesign: Through the value engineering exercise it was determined that a pre-engineered metal building (PEMB) structure would be the most effective way at reducing construction cost for the project architectural components. Moving from the originally designed CMU structure to a pre-engineered metal structure requires full re-design of the project's Operations and Maintenance Facility. Due to this change the following disciplines are affected, each including a description of the planned changes justifying the fees listed below.

1. Architectural: Architectural consultants have approximately \$4,751.25 of time into the value engineering effort, including meetings with city staff, meetings with bidding contractor, revised building elevations and cost estimation. This cost is included in the architectural fee shown below. In addition to this effort, the revisions listed below are included in the amended scope of work. This fee assumes the building floor plan remains as currently designed with no adjustments to the mezzanine layout.

- a. Revising the floor plan and enlarged floor plans to accommodate the pre-engineered metal bldg. framing layout.
 - b. Revising the reflected ceiling plan to accommodate the pre-engineered metal bldg. exterior wall configuration.
 - c. Revising the roof plan to accommodate a reconfigured roof system.
 - d. Revising the elevations to reflect a pre-engineered metal building exterior and associated materials.
 - e. Revising the building sections and wall sections to be consistent with the pre-engineered metal bldg. framing and exterior envelope.
 - f. Revising door schedules, window schedules, and associated details
 - g. Revising wall schedules, and details.
 - h. Revising roof schedules, and details.
2. Structural: The structural consultant will be revising the footing and foundation plans to accommodate the pre-engineered metal building structure. In addition, the structural consultant will design the mezzanine framing and the footings for the exterior covered parking area. The remainder of the structure will be designed and engineered by a PEMB manufacturer.
3. Mechanical: Mechanical revisions will consist of minor modifications to the plumbing and HVAC systems to accommodate the metal building exterior wall and structural system.
4. Electrical: Electrical revisions will consist of minor modifications to the lighting, power and communication systems to accommodate the metal building wall systems and the removal of the exterior canopies on the west side of the building.

Site Redesign: During the value engineering exercise, several site design components within the construction documents were identified that if implemented could provide significant construction cost savings in addition to the building re-design. Additionally, a CXT restroom structure will be incorporated as a base bid element with no O&M building. The bid alternate would replace the CXT restroom with the O&M building and integral restroom.

1. Landscape Architecture: The landscape architectural consultants have approximately \$8,450.00 of time invested in the value engineering effort, including meetings with city staff, executive committee, bidding contractor, vendors, cost estimates and graphics. This invested cost is included in the landscape architectural fee shown below. The outline of professional fees below also include; Redesign and modification of the site base plan for use by all consultants in the revised bid set, redesign of the playground size to reduce surfacing, removal of GFRC components from the playground layout and replacement with landscaping, redesign of the splash pad to flow through system, resubmittal of the plans to the city permitting department, and resubmittal of the plans to the Spokane Health District. Each of the items above requires modification to the site layout, materials, landscape and irrigation plans. The project specifications will be modified to capture various city directives over the last three weeks. Additionally, bid phase services will part of this scope.
2. Stormwater: Stormwater scope includes deletion of the braided stream plan, specifications and details. Includes deletion of two sheets. Revising the area drain locations, updating layout information.
3. Civil: Civil engineering scope of work includes revising water utilities to serve the CXT structure, revised sewer, water service to service the reconfigured splash pad, , revised grading plan to accommodate the CXT structure base bid, and revised water utilities to both the drinking fountain and sand play area that will not be feed from the splash pad.

Professional Fees

- | | |
|---|-------------------|
| 1. Operations and Maintenance Facility Redesign (Metal Fabricated Building) | |
| a. Architectural | \$18,732.00 |
| b. Structural | \$9,625.00 |
| c. Mechanical | \$825.00 |
| d. Electrical | \$2,200.00 |
| 2. Site Redesign (Value Engineered Site Changes) | |
| e. Landscape and Project Management | \$29,435.00 |
| f. Stormwater | \$18,000.00 |
| g. Civil | <u>\$5,500.00</u> |

\$84,317.00

BWA proposes to complete the **Amendment No. 5 – Value engineering re-design, for a lump sum fee of \$84,317.00** (Eighty-four thousand three hundred seventeen and 00/dollars).

Schedule

Design Schedule: Our understanding is that the above-mentioned scope and value engineering re-design bid documents must be completed by the end of October in order to solicit bids November 4th and receive bids December 2nd. This will allow the city to contract with the contractor by mid-December. In order to achieve this schedule, the owner will need to provide the following design decisions on or before October 4th. If the Client is unable to obtain answers to the following the design schedule will be impacted.

Required Direction Need to Meet Schedule:

- Splash Pad – Recirculation or Flow Through System
- Soil – Exact language for excess/export soils the client would like to have included on the bid plans and within the specifications, including exact quantities anticipated for transfer to the PFD and dates of transfer.
- O&M Mezzanine Layout Changes

Services Not Included in Basic Services: The following services are not included in the basic services and can be added if necessary or requested for an additional fee.

- Redesign of the O&M Mezzanine Layout
- Design of a Recirculating Splash Pad
- Design Review Meetings
- Revising Previously Approved Work
- Stormwater Report Addendum

Please feel free to call us at any time should you have any questions or require further clarification.

Attached: Revised Project Design Schedule

Sincerely,



Dell Hatch, ASLA
BWA Landscape Architecture/Urban Design/Planning



William LaRue, ASLA
Landscape Architect

Updated: 8/29/2019 2:53 PM

RIVERFRONT PARK REDEVELOPMENT BOND PROGRAM - OCT 2019 SUMMARY

	PROJECT DESCRIPTION	Jun 2019 BASELINE BUDGET	Oct 2019 CURRENT PROPOSED BL	VARIANCE to Jun 2019 BUDGET	COST THRU Aug 2019
1	RFP - SOUTH BANK WEST (REC RINK, GONDOLA MEADOW)	\$10,412,530	\$10,412,530	\$0	\$10,412,530
2	RFP - SOUTH BANK CENTRAL (LOOFF CAROUSEL)	\$11,743,839	\$11,743,839	\$0	\$11,600,088
3	RFP - HOWARD STREET SOUTH CHANNEL BRIDGE (HSBS)	\$0	\$0	\$0	\$0
4A	RFP - PROMENADES	\$5,566,400	\$5,566,400	\$0	\$5,655,682
4B	RFP - WEST HAVERMALE	\$2,612,873	\$2,612,873	\$0	\$252,250
5	RFP - US PAVILION	\$22,619,788	\$22,564,788	(\$55,000)	\$19,685,437
6	RFP - snz mene/	\$1,741	\$1,741	\$0	\$1,741
7	RFP - NORTH BANK	\$9,454,662	\$9,504,662	\$50,000	\$1,009,925
8	RFP - SOUTH BANK EAST	\$160,364	\$156,847	(\$3,517)	\$156,847
	SUBTOTAL	\$62,572,197	\$62,563,680	(\$8,517)	
9	RFP - PROGRAM LEVEL OWNER COSTS	\$5,490,176	\$5,498,693	\$8,517	\$3,983,217
	TOTAL	\$68,062,372	\$68,062,372	(\$0)	\$52,757,718

Additional Budget Information

1	2015 Bond Amount	\$ 64,300,000			
2	Initial Recognized Bond Interest	\$ 1,500,000			
3	Bond SubTotal:	\$ 65,800,000			
4	Start with Baseline Budget	\$ 65,475,586			
5	Difference from Baseline Project to the Bond+Interest Total	\$ 324,414			
6	5/12/16 - Additional Bond Interest	\$ 125,000			
7	4/10/2017 - Additional Bond Interest	\$ 633,264			
8	7/27/2017 - Additional Bond Interest	\$ 1,955,000			
9	5/30/2018 - Adj to Bond Interest due to expedited spend rate	\$ (450,892)			
10	Total Bond Budget (October 2019):	\$ 68,062,372			

RIVERFRONT PARK REDEVELOPMENT PROGRAM - OCTOBER 2019 - NON BOND FUNDING SUMMARY

#	Description	Amount	Received	Project	Date	Comment
1	Fund 1950 - Park Cumulative Reserve Fund	\$ 56,007		N Bank		
2	Deadman Install (10.8k from Capital Budget to RR)	\$ 10,000	Yes	RR		
3	Funds from Street Dept for lighting RR Alt#6	\$ 43,000	Yes	RR		
4	Owner Scope - Skyride Relocation of Equipment	\$ 54,400	Yes	RR		
5	Water Main Upgrade (10" to 18") MOU w_Utilities to HSBS (NTE 200k)	\$ 198,921	Yes	HSBS		
6	Water Main Upgrade (10" to 18") MOU w_Utilities Promenades (NTE 570k)	\$ 570,000	523,000	PROM		
7	Water Main Upgrades MOU w_Utilities to Looff (NTE 275k)	\$ 293,371	Yes	Looff		
8	EPA Grant Funds for Brownfield Clean-up (200k less the AE Fee, based on dollars spent for Remediation in the 3 areas awarded in the Grant Scope) - PROM	\$ 177,500	Yes	PROM		
9	EPA Grant Funds for Brownfield Clean-up (200k less the AE Fee, based on dollars spent for Remediation in the 3 areas awarded in the Grant Scope) - PAV	\$ 177,500	Yes	PAV		
10	EPA Grant Funds for Brownfield Clean-up (200k less the AE Fee, based on dollars spent for Remediation in the 3 areas awarded in the Grant Scope) - N BANK	\$ 150,000	Yes	N Bank		
11	EPA Grant Funds for Brownfield Clean-up (AE Fee, based on dollars spent for Remediation in the 3 areas awarded in the Grant Scope) - PROGRAM	\$ -	Yes	Program		Reconciled, removed duplication
12	RCO Grant for Regional Playground	\$ 500,000		N Bank		
13	Additional Funds - Rotary Group for Misters at Fountain	\$ 12,455	Yes	Looff		
14	Rotary Fountain Contribution - Rotary Group for Donor Fish Engraving	\$ 7,567	Yes	Looff		D.A. to reconcile
15	Art in the Park - Foundation Funds	\$ 13,644		Program		
16	Riverfront Park - Foundation Funds	\$ 3,270		Program		
17	CO#17 Light pole Replacement	\$ 4,569	Yes	RR		
18	RFP Promenades - Foundation Funds	\$ 16,352		PROM		
19	Entry Signage - Foundation Funds	\$ 995		PROM		
20	CCD 11 - Additional 2" tap for Café & water service to Café; connection inside bldg	\$ 33,095	Yes	Looff		
21	CCD 25 Repair damage in rock wall at café			Looff		\$887 fund was eliminated
22	Looff CO#11 - Added Lighting (\$5326 + WSST \$468.69)	\$ 5,795	Yes	Looff		
23	CO#8 - Added Wi-Fi - Budget from City IT dept (\$58,805+WSST \$5,174.84)	\$ 63,980	61,040	PROM		
24	Sister Cities Funds for hardscape & Art installations	\$ 85,000	45,000	W Hav		
25	RFP Avista Rebates - Rec Rink	\$ 4,000	Yes	RR	19-Jun	
26	N. Bridge Historical Restoration Funds (Promenades)	\$ 77,200	76,420	PROM	19-Jun	
27	Berger Costs - Grant Support (Program level)	\$ 24,982	Yes	Program	19-Jun	
28	Parks foundation W. Havermale - SPVV	\$ 82,540		W Hav	19-Jun	
29	Sister cities grass pavers (West Havermale)	\$ 16,646		W Hav	19-Jun	
30	Sister cities Avista Crane Pad (West Havermale)	\$ 33,822		W Hav	19-Jun	
31	Sister city support/land expression non bond funding	\$ 5,000		W Hav	19-Jun	
32	Skate Park	\$ 285,397		N Bank	19-Jun	
33	Intersection improvements for North Bank	\$ 119,000		N Bank	19-Jun	
34	Change Lockers, add light blade music interface	\$ 5,348		PAV	19-Oct	Change Order #16
35	Sound Testing	\$ 9,400		PAV	19-Oct	
36	Parks foundation Promenades Centennial Trail	\$ 1,353		PROM	19-Oct	REI Trail Work
37	Avista added concrete pavers in lieu of concrete slab, additional amount + tax	\$ 167		W Hav	19-Oct	
38	Parks foundation W. Havermale SPVV	\$ 22,500		W Hav	19-Oct	
38						
34	Total Program Non Bond Funds	\$ 3,164,776				
35	Total Program Bond Funds	\$ 68,062,372				
36	Total Program Funds	\$ 71,227,148				

RIVERFRONT PARK REDEVELOPMENT PROJECT

Changes for October 2019 RFP Budget Update

1	South Bank West Rec Rink - CLOSED	Action	Bond Funds	Non-Bond Funds	Board Update
a	NO TRANSACTIONS TO REPORT				Oct-19
	TOTAL		0	0	

2	South Bank Central LOOFF Carousel	Action	Bond Funds	Non-Bond Funds	Board Update
a	NO TRANSACTIONS TO REPORT				Oct-19
	TOTAL		0	0	

3	Howard Street Bridge South - CLOSED	Action	Bond Funds	Non-Bond Funds	Board Update
a	NO TRANSACTIONS TO REPORT				Oct-19
	TOTAL		0	0	

4A	Promenade	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer out from Construction Contingency to CO# 16, 17, 18, & 19	Deduct	(269,545)		Oct-19
b	Transfer into CO #16 from Construction Contingency - tackifier	Add	4,627		Oct-19
c	Transfer into CO #17 from Construction Contingency - rock, added landscape	Add	152,428		Oct-19
d	Transfer into CO #18 from Construction Contingency - BB fence & handrail; irrigation, water line, & abutment repair	Add	99,353		Oct-19
e	Transfer into CO#19 from Construction Contingency - Add / Remove Temp Fencing	Add	13,137		Oct-19
g	Transfer out from OMR Contingency to WSST	Deduct	(41,114)		Oct-19
h	Transfer into WSST from OMR Contingency	Add	41,114		Oct-19
i	Transfer into Construction Contingency for REI Trail work donation	Add		1,353	Oct-19
	TOTAL		0	1,353	

4B	WEST HAVERMALE	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer into CO - Restore HSBS Laydown Area to Parkline setting from Non-Bond Funding 168 = 154+14(tax); Amendment 3	Add		168	Oct-19
b	Transfer into A/E Fee Basic Services from SPVV Non-Bond Funding	Add		22,500	Oct-19
	TOTAL		0	22,668	

5	PAVILION	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer out from Construction Contingency to CO# 16, 17, 18, & 19	Deduct	(400,044)		Oct-19
b	Transfer into CO #16 from Construction Contingency 301,388 - rough in concession monitors, unforeseen rock, terrace railing, protection for PROM to finish PAV, & partial pmt for CCD#1 added stage power	Add	301,388		
c	Transfer into CO#16 Non-bond Funding - change lockers, add light music interface	Add		5,348	Oct-19
d	Transfer into CO #17 from Construction Contingency - owner walk through changes, add back curbing	Add	27,042		Oct-19
e	Transfer into CO #18 from Construction Contingency - landscaping, wall covering, & install hydrant	Add	56,665		Oct-19
f	Transfer into CO#19 from Construction Contingency - payment for stage power; power cubicles; digital monitors; basalt wall height	Add	14,949		Oct-19
g	Transfer out from Construction Contingency to Sound Testing for PAV	Deduct	(9,400)		Oct-19
h	Transfer into Sound Testing for PAV from Construction Contingency	Add	9,400	9,400	Oct-19
i	Transfer out from Inspection/Testing to OMR Contingency	Deduct	(30,000)		Oct-19
j	Transferred into OMR Contingency from Inspection/Testing	Add	30,000		Oct-19
k	Transfer out from Construction Contingency to FF&E, Technology, & WSST - IT Equipment	Deduct	(18,267)		Oct-19
l	Transfer into FF&E, Technology, & WSST from Construction Contingency - IT Equipment	Add	18,267		Oct-19

RIVERFRONT PARK REDEVELOPMENT PROJECT

Changes for October 2019 RFP Budget Update					
m	Transfer out from WSST to OMR Contingency (tax credit: Sound Testing & IT Equipment)	Deduct	(2,462)		Oct-19
n	Transfer into OMR Contingency from WSST (tax credit: Sound Testing & IT Equipment)	Add	2,462		Oct-19
o	Transfer out from PM/CM Services (PAV) to Program Management Support at Program level	Deduct	(55,000)		Oct-19
	PAVILION	TOTAL	(55,000)	14,748	

6	SNZ MENE - CLOSED	Action	Bond Funds	Non-Bond Funds	Board Update
a	NO TRANSACTIONS TO REPORT				Oct-19
	TOTAL		0	0	

7	NORTH BANK	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer out from Regional Playground to Regional Playground Equipment Purchase for NBank (Taxable)	Deduct	(198,541)		Oct-19
b	Transfer into Regional Playground Equipment Purchase NBank (Taxable) from Regional Playground	Add	198,541		Oct-19
c	Transfer out from Regional Playground to NBank Playground Equipment NON-TAXABLE	Deduct	(103,392)		Oct-19
d	Transfer into NBank Playground Equipment NON-TAXABLE from Regional playground	Add	103,392		Oct-19
e	Transfer from M&O Facility into Abatement Contract	Deduct	(141,725)		Oct-19
f	Transfer into Abatement Contract from M&O Facility	Add	141,725		Oct-19
g	Transfer out of WSST for NON-TAXABLE installation of playground equipment to OMR Contingency	Deduct	(9,202)		Oct-19
h	Transfer into OMR Contingency from WSST for Tax Savings non-taxable services	Add	9,202		Oct-19
i	Transfer out of OMR Contingency to A/E Fee - Additional Services Amendment 4	Deduct	(11,800)		Oct-19
j	Transfer into A/E Fee - Additional Services Amendment 4 from OMR Contingency	Add	11,800		Oct-19
k	Transferred out from Wildlife Biologist to Hazmat Consultant & OMR Contingency	Deduct	(2,500)		Oct-19
l	Transfer into Hazmat Consultant from Wildlife budget	Add	1,500		Oct-19
m	Transfer into OMR Contingency from from Wildlife Biologist	Add	1,000		Oct-19
n	Transfer out of OMR Contingency to Permitting Assistance	Deduct	(7,500)		Oct-19
o	Transferred into Permitting Assistance from OMR Contingency for CH2M Hill Amendment 2 (design for Environment Permitting)	Add	7,500		Oct-19
p	Transfer out of OMR Contingency to Inspection/Testing	Deduct	(3,270)		Oct-19
q	Transfer into Inspection/Testing from OMR Contingency	Add	3,270		Oct-19
r	Transfer into of OMR Contingency from Program Level Archeology	Add	50,000		Oct-19
	TOTAL		50,000	0	

8	SOUTH BANK EAST	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer into Program Level OMR from South Bank East Inspection/Testing for South Bank East Project Closeout	Deduct	(3,517)		Oct-19
	TOTAL		(3,517)	0	

9	PROGRAM	Action	Bond Funds	Non-Bond Funds	Board Update
a	Transfer out from NBank Archeological Excavation & Monitoring (Program Level) to NBank OMR Contingency - Spokane Tribe Amendment	Deduct	(50,000)		Oct-19
b	Transfer into Project Management - External Program Level from Pavilion PM/CM	Add	55,000		Oct-19
c	Transfer into OMR Program Contingency South Bank East Closeout from South Bank East Inspection/Testing for Project Closeout	Add	3,517		Oct-19
	TOTAL		8,517	0	
	OCT 2019 GRAND TOTAL		(0)	38,769	

Spokane Park Board

Briefing Paper



Committee	Riverfront Park		
Committee meeting date	Oct. 7, 2019		
Requester	Berry Ellison		
Requester phone number	509-625-6276		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	New OPR needed. Cross reference: OPR 2015-0349 & OPR 2019-0021		
Item title: (Use exact language on the agenda)	MOU with Public Facilities District for stormwater improvements and soil removal/North bank		
Begin/end dates	Begins: 10/10/2019 Ends: 12/31/2022 <input type="checkbox"/> Open ended		
Impact if not approved at this time			
Background/history: Memorandum of Understanding (MOU) between Parks Dept and Public Facilities District (PFD) authorizing collaborative development opportunities for both parties to gain cost savings through sharing of resources and infrastructure. Parks will place stormwater treatment improvements in north bank project to convey the PFD's Sportsplex Project stormwater to the Spokane River. PFD will remove up to 6,000 cubic yards of contaminated soils from the north bank project site.			
Recommendation/motion wording: To approve MOU with Spokane Public Facilities District for stormwater treatment improvements and soil removal at the north bank project			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Monte Koch Email address: <u>mkoch@spokanepfd.org</u> Phone: <u>509-279-7169</u>			
Distribution: Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: <u>bellison@spokanecity.org</u> <u>Gjones@spokanecity.org</u> <u>jlbrown@spokanecity.org</u> Grant Management Department/Name: _____			
Fiscal impact: <input checked="" 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 City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

AGREEMENT

WHEREAS, the Spokane Public Facilities District (PFD) is developing an indoor sports facility (SportsPlex) on the North Bank of the Spokane River, and

WHEREAS, the Parks and Recreation Division (Parks) is developing the North Bank Great Floods Playground (North Bank Project) on the North Bank of the Spokane River, and

WHEREAS, a requirement to develop the SportsPlex is that all surface water (stormwater) shall be retained onsite and disposed of through techniques and mechanisms approved by the City of Spokane, and

WHEREAS, both projects share a common property boundary and are being developed on similar time schedules, and

WHEREAS, this proximity and contemporaneous development schedule create opportunities for both parties to gain cost savings through sharing of resources and infrastructure,

NOW, THEREFORE, the parties agree:

1. Parks has the ability to handle the Stormwater from the SportsPlex site and will design and construct Stormwater facilities sufficient to convey Stormwater from the SportsPlex project through the North Bank on or before July 1st, 2020 at Parks' sole expense.
2. In exchange, the PFD will remove 4,500 cubic yards of contaminated soil currently stockpiled at the base of the basalt bluff located along the boundary between the Sportsplex and North Bank Projects. The soil shall be removed from the readily accessible stockpile in accordance with the site development needs of the Sportsplex project from the North Bank on or before April 1, 2020, at PFD's sole expense. If there is additional need by the PFD or other opportunity to accept the contaminated soils, the Sportsplex project will take additional contaminated soils from the North Bank project outside of the stipulated quantity and timeframe identified above.

Dated this _____ day of _____, 2019.

City Parks Department

Spokane Parks Director (Interim)

Spokane Public Facilities District

Approved as to form:

Stephanie Curran, CEO

Assistant City Attorney

Spokane Park Board

Briefing Paper



Committee	Riverfront Park Committee		
Committee meeting date	Oct. 7, 2019		
Requester	Jonathan Moog		
Requester phone number	(509) 625-6243		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	Riverfront Park fees and charges		
Begin/end dates	Begins: Oct. 10, 2019 Ends: <input checked="" type="checkbox"/> Open ended		
Impact if not approved at this time	Current rates would remain in affect. 2020 budget revenue projection decrease		
Background/history: Riverfront Park provides public attractions and venues for rent to third party event organizers. Fees collected from these activities count towards the cost recovery of providing and maintaining venues and attractions for the community. Discounts are available to qualifying groups.			
Recommendation/motion wording: Approve the Riverfront Park attraction and special event fees and charges, as presented			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: Jonathan Moog _____ Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: _____ Budget code: _____ Not applicable Not applicable			
Vendor: <input 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 City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Riverfront Spokane 2020 Attractions Rates

Attraction	2019 Fees	2020 Proposed ^{1,3}	Change
The Ice			
	4-Mo Season	3-Mo Season	
Adult Admission	\$6.95	\$7.25	\$0.30 Price Increase
Child Admission (12 & Under)	\$4.95	\$5.25	\$0.30 Price Increase
Skate Rental	\$4.50	\$4.95	\$0.45 Price Increase
Additional Hour	Half price	Not Available	
Field Trip (Adm, rental) ⁴	\$9.00	\$8.00	\$1.00 Price Decrease, Savings \$2.20 (21%)
Adult Unlimited Pass	\$32.95	\$34.95	\$2.00 Price Increase
Child Unlimited Pass (Ages 3-12) ²	\$27.95	\$29.95	\$2.00 Price Increase
Skate Rental Add-on for UP	\$17.95	\$17.95	
Spider Jump			
3 minutes	\$5.00	\$6.95	\$1.95 Price Increase
5 minutes	\$7.00	Not Available	
SkyRide			
Adult Admission	\$7.75	\$9.95	\$2.20 Price Increase
Child Admission (ages 3-12) ²	\$5.75	\$6.95	\$1.20 Price Increase
Skate Ribbon			
Skate Ribbon Admission	Free	Free	
Helmets & Pads	Free	Free	
Roller Skate Rental (1-Hr)	\$5.95	\$5.95	
Scooter Rental (1-Hr)	\$7.95	\$7.95	
Pedal Kart Rental (30-Mins)	\$7.95	\$7.95	
Pedal Kart Rental (1-Hr)	\$9.95	\$11.95	\$2.00 Price Increase
Looff Carrousel			
Single Ride	\$2.50	\$3.00	\$0.50 Price Increase
Unlimited Ride Day Pass	\$5.50	\$6.50	\$1.00 Price Increase
Value Pass⁴			
<u>Winter Pass</u> includes ice skate admission with rental, Skyride, and unlimited carrousel rides.			
<u>Summer Pass</u> includes Skate or Scooter rental, 3-min spider jump, SkyRide, & unlimited Carrousel rides.			
Adult - Winter Value Pass	\$19.95	\$21.95	\$2.00 Price Increase, Savings \$6.20 (22%)
Child - Winter Value Pass	\$15.95	\$17.95	\$2.00 Price Increase, Savings \$5.20 (22%)
Adult - Summer Value Pass	\$18.95	\$22.95	\$3.00 Price Increase, Savings \$8.40 (27%)
Child - Summer Value Pass	\$16.95	\$19.95	\$3.00 Price Increase, Savings \$8.40 (30%)
Parking			
All - Day	\$5.00	\$6.00	\$1.00 Price Increase
Monthly	\$38.00	\$40.00	\$2.00 Price Increase
Fines	\$30.00	\$30.00	
Discounts			Footnotes
10% General Discount for Military Veterans and Active Duty, Seniors (60+) and AAA. Per transaction.			1. Proposed fees are effective upon Park Board Approval
15% Group discount for purchase of 10 or more of same ticket type.			2. Children 2 and under are free
Discount upto 50% or BOGO may be offered to general public as part of planned activation or promotion of park, program and/or attraction.			3. Prices do not include, where applicable, Sales (8.9%) and Admission tax (5%)
			4. Discounts not available

Riverfront Spokane
2020 Special Event Rates

Facility	Duration	2019 Fees	2020 Proposed	Change		
Clock Tower Meadow	Per Day	\$950	\$1,000	\$50 Price Increase		
Red Wagon Meadow	Per Day	\$650	\$685	\$35 Price Increase		
Tribal Gathering Place	Per 4 Hours	\$400	\$400			
Butterfly Plaza	Per Day	Not Available	\$500			
East Havermale	Per Day	\$1,900	\$2,000	\$100 Price Increase		
Lilac Bowl	Per Day	\$1,100	\$1,155	\$55 Price Increase		
Forestry Shelter & Lawn; Or,	Per Day	\$650	\$650			
Forestry Shelter & Lawn	4 Hours	Not Available	\$350			
Havermale Point	Per Day	\$750	\$790	\$40 Price Increase		
Washington St Couplet Lawn	Per Day	\$450	\$480	\$30 Price Increase		
South Gateway	Per Day	\$1,150	\$1,100	\$50 Price Increase		
Rotary Fountain Plaza	Per Day	\$550	\$570	\$20 Price Increase		
Locust Lawn & Lane	Per Day	\$700	\$700			
Looff Carousel	Per 4 Hours	\$1,500	\$1,600	\$100 Price Increase		
*Must have door attendant - \$20/hr						
Event Room - 3 available	Per 4 Hours	1 x Rm \$275 2 x Rms \$425 3 x Rms \$575	1 x Rm \$300 2 x Rms \$450 3 x Rms \$600	\$25 Price increase		
Looff Patio	Per 4 Hours	w/o Rm-\$250 w/Rm-\$150	w/o Rm \$270 w/Rm \$170	\$20 Price Increase		
Looff Plaza	Per 4 Hours	\$550	\$550			
Numerica Skate Ribbon	Per 4 Hours	\$5,000	\$5,000			
Season Rate (Nov.-Feb.)						
Event room - 1 available	Per 4 Hours	\$275	\$290	\$15 Price Increase		
Patio	Per 4 Hours	\$250	\$270	\$20 Price Increase		
Numerica Skate Ribbon	Per 4 Hours	Not Available	\$1,600			
Off-Season Rate (Apr. - Sep.)						
Event room - 1 available	Per 4 Hours	\$275	\$290	\$15 Price Increase		
Patio	Per 4 Hours	\$250	\$270	\$20 Price Increase		
snx™ mene?.	Per 4 Hours	\$600	\$600			
Amphitheater	Per 4 Hours	\$300	\$300			
Lawn	Per 4 Hours	\$300	\$300			
Inspiration Point	Per 4 Hours	\$200	\$200			
Bridges						
North Channel Bridge	Per Day	\$600	\$600			
South Howard Street Bridge	Per Day	\$675	\$700	\$25 Price Increase		
Blue Bridge	Not available	Not Available	Not Available			
Lou Barbieri Bridge	Not available	Not Available	Not Available			
King Cole Bridge	Not available	Not Available	Not Available			
Central Promenade	Per Day	\$1,900	\$1,900			
Central Plaza	Per Day	\$1,100	\$1,100			
Central Green	Per Day	\$950	\$950			
Parking Lots & Pathways						
Walks/Runs using Pathways	Per Day	\$210	\$220	\$10 Price Increase		
Parking Lot One (77 spots)	\$770 per day	\$770	\$770			
Parking Lot Three (57 Spts)	\$300 per day	\$300	Not Available			
Parking Lot Six (60 Spots)	\$600 per day	\$600	\$600			
Pavilion						
		Commercial Event	Community Event ³	Commercial Event	Community Event ³	
U.S. Pavilion (Ticketed) Includes stage and spaces below	Per Day	\$7,000 ¹		\$7,000 ¹		
U.S. Pavilion (Non-Ticketed) Includes stage and spaces below	Per Day	\$7,500		\$7,500		

Riverfront Spokane
2020 Special Event Rates

Facility	Duration	2019 Fees		2020 Proposed		Change
Pavilion Spaces (seperately priced)						
Public Lobby	Per 4 Hours	\$400	\$250	\$550	\$350	\$150/\$100 Price Increase
Expo Meeting Room	Per 4 Hours	\$300	\$200	\$300	\$200	
74 Meeting Room	Per 4 Hours	\$300	\$200	\$300	\$200	
Sky Room	Per 4 Hours	\$550	\$450	\$550	\$450	
Green Rooms 1 & 2	Per 4 Hours	\$250	\$150	\$250	\$150	
Elevated Experience (Special Restructions apply)	Per 4 Hours	N/A	N/A	\$1,000	\$600	
South Terrace	Per 4 Hours	N/A	N/A	\$300	\$200	
North Terrace	Per 4 Hours	N/A	N/A	\$300	\$200	
Pavilion Ampitheater (stage included)	Per Day	N/A	\$3,000 ² (ticketed) \$3,500 (non ticketed)	\$4,900	\$3,000 ² (ticketed) \$3,500 (non ticketed)	
Vendor Space Fee	Event Attendees					
Small Event	0-500	\$150		\$150		
Medium Event	501 - 1000	\$250		\$250		
Large Event	1001+	\$350		\$350		
Additional Rentals						
40x40 Stage (Special requirements apply, no rental charge for set-up and break-down)	Per Day	N/A		\$5000 (Day 1) \$2000 (Per day thereafter)		
Room Reset Fee (as applicable)	Per Day	N/A		\$50		
A- Frame (blank)	Per Day	N/A		\$5		
Cord Covers 3'	Per Day	N/A		\$10		
4' Round Dining Height Seats 4	Per Day	N/A		\$10		
5' Round Dining Height Seats 8	Per Day	N/A		\$10		
6' Rectangle Banquet Table	Per Day	N/A		\$10		
8' Rectangle Banquet Table	Per Day	N/A		\$10		
3' Round Cocktail Height	Per Day	N/A		\$10		
3' Round Patio table w/ 4 Chairs	Per Day	N/A		\$20		
Table Skirting	Per Day	N/A		\$5		
5' Plastic Folding Table	Per Day	N/A		\$8		
6' Plastic Folding Table	Per Day	N/A		\$8		
Plastic Folding Chairs	Per Day	N/A		\$2		
Padded Folding Chair	Per Day	N/A		\$2.50		
Extension Cord	Per Day	N/A		\$20		
PA System w/Wireless Mic	Per Day	N/A		\$200		
Rustic Picnic Table w/2 benches	Per Day	N/A		\$20		
Spider Box	Per Day	N/A		\$125		
Event Fence 8' Section	Per Day	\$5.41		\$10		\$4.59 Price Increase
Discounts			Footnotes			
Applied in the following order: 1. <u>Community Event³ Discounts (Excluding Pavilion Spaces)</u> *40% Event is free and open to the public; OR, *30% Public fundraiser (fun run, entrance fees, etc.) On top of the Non-Profit discount or if Commercial event, the following discounts are applied: 2. 50% Discount of facility rates for new events to Riverfront Park/Pavilion 3. 75% Multi-Day Discount - Event reservations greater than four days. Each day after four receives the discount.			1. Flat rate or 10% of gross gate receipts, per performance, whichever is greater. 2. Flat rate or 8% gross gate receipts, perperformance whichever is greater. 3. Organizations with a 501(c)(3). Exceptions may be provided to locally based nonprofits that do not have a Fiscal Agent. The event proceeds should benefit the organizations mission and the community as a whole. Exception may also be grant if the event has received a government grant (not including sponsorships) to produce the event.			

Spokane Park Board

Briefing Paper



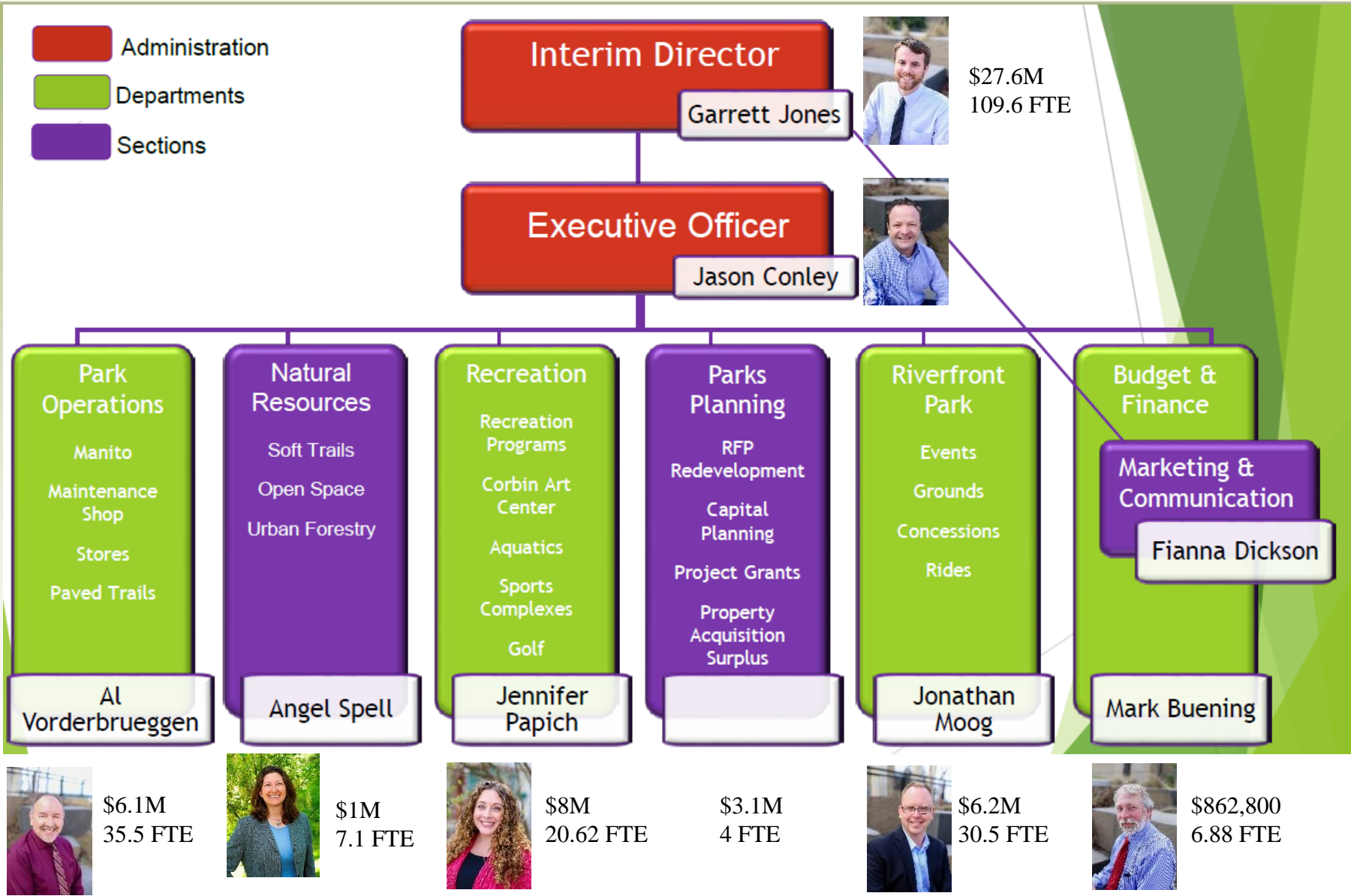
Committee	Finance		
Committee meeting date	Oct. 8, 2019		
Requester	Mark Buening		
Requester phone number	509-625-6544		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language on the agenda)	2020 Parks and Recreation Division budget		
Begin/end dates	Begins: 01/01/2020 Ends: 12/31/2020 <input type="checkbox"/> Open ended		
Impact if not approved at this time			
Background/history: Each year, Parks submits the division's proposed annual budget to City Council for adoption. The proposed budget, passed by the Park Board, will be transmitted to City Council Nov. 1. The preliminary date for council to adopt the city's 2020 budget is Dec. 16, 2019.			
Recommendation/motion wording: To approve the proposed 2020 Parks and Recreation Division budget, as presented			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: <u>City Council</u> Email address: _____ Phone: _____			
Distribution: Parks – Accounting _____ Parks – Pamela Clarke _____ Requester: <u>Mark Buening</u> _____ Grant Management Department/Name: _____			
Fiscal impact: <input checked="" 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 City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Business license expiration date: _____ <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

Budget Proposal

2020



Division Organization Chart



2020 Budget Priorities

Proposed Operating Budget (\$24,581,671)

- ▼ in 4.1 vacant FTE's
- ▲ 5% in operating budget
- Create a “team” budget approach Division wide
- Structure sustainable approach to short/long term efficiencies with appropriate reserves.
- Reflect salary/benefit actual expenses into budget process
- Expanding level of service and identify current/future demand

Capital Improvement Plan (CIP) (\$2,750,000) Excludes Riverfront Bond

- Capital expenditure from 2019 plan to 2020 plan are flat
- Major unfunded projects in the six year CIP include:
 - Multiple Park Irrigation Renovations (\$3.2m)
 - Meadowglen Park Development (\$5.3m)
 - Edwidge Woldson/Cliff Drive Improvements (\$2m)

2020 Budget Priorities

- Evaluate our core service and special interest program rate structures.
- Continue to create new program opportunities to respond to the community needs and interests.
- Implement operational efficiencies through department staff share programs and dynamic operations scheduling for attractions and facilities.
- Update our park and open space plan to set short and long term priorities for resource and capital allocation.
- Maintaining our current staffing levels, budgeting appropriate temp seasonal allocations and evaluate vacancies in fulltime staff.
- Growing and maintaining partnerships, grant and volunteer opportunities.

Crosswalk from 2019 Adopted Budget to 2020 Proposed Budget

	Amount	FTEs
2019 Adopted Budget	\$ 24,123,849	103.46
Salaries (Baseline Increase)	163,648	
Benefits (Baseline Increase)	117,566	
Supplies	198,460	
Svc. & Charges	81,482	
Interfund Svcs.	(152,270)	
Intergovernmental Svcs.	(7,300)	
Capital Outlay	(350,000)	
Grant Adjustment	(1,250,000)	
Temp Seasonal (with benefits)	862,113	
Irrigation Specialist	(67,550)	(1.00)
Gardener I	(38,100)	(1.00)
Gardener II	(135,100)	(2.00)
Fac. & Grounds Foreperson	(27,318)	(0.50)
Recreation Aide	39,400	0.40
2020 Proposed Budget	\$ 23,558,880	99.36
	23,558,880	99.36
	0	
	(564,969)	-4.1

Risks 2020 & Beyond

- Maintaining our level of service to the citizens amidst rising costs of doing business
- Continued collaborations internally and with community partners to ensure we deliver the best outcomes for our citizens with the most efficient use of resources
- Ensuring our next parks and open space plan is resilient, includes feedback from citizens, utilizes innovative infrastructure and maximizes investments to meet the needs of our community now and into the future
- Ensuring our community feels safe in their parks and natural spaces
- Sustainable funding source(s) for Riverfront Park
- Establish an appropriate capital reserve for fleet replacement and equipment

Crosswalk from 2019 Adopted Budget to 2020 Proposed Budget

	Amount	FTEs
2019 Adopted Budget	\$ 24,123,849	103.46
Salaries (Baseline Increase)	163,648	
Benefits (Baseline Increase)	117,566	
Supplies	198,460	
Svc. & Charges	81,482	
Interfund Svcs.	(152,270)	
Intergovernmental Svcs.	(7,300)	
Capital Outlay	(350,000)	
Grant Adjustment	(1,250,000)	
Temp Seasonal (with benefits)	862,113	
Irrigation Specialist	(67,550)	(1.00)
Gardener I	(38,100)	(1.00)
Gardener II	(135,100)	(2.00)
Fac. & Grounds Foreperson	(27,318)	(0.50)
Recreation Aide	39,400	0.40
2020 Proposed Budget	\$ 23,558,880	99.36

City of Spokane - Parks & Recreation
Fund 1400 - Natural Resources
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Preliminary Budget - Current
Revenues	142,607	157,000	139,617	157,000	157,000
<u>Expenditure Categories:</u>					
Salaries & Wages	412,040	459,274	319,034	553,567	528,588
Personnel Benefits	126,644	156,136	108,206	208,718	196,348
Supplies	39,171	30,550	10,940	30,550	30,550
Svcs. & Charges	225,428	207,355	137,541	207,355	207,355
Intergovernmental Services					
Interfund Services	709	23,800		23,800	23,800
Operating Transfers	2,641	2,641		2,641	2,641
Capital Outlay	2,784				
Total Expenditures	809,417	879,756	575,721	1,026,631	989,282
Net Revenues minus Expenditures	(666,809)	(722,756)	(436,104)	(869,631)	(832,282)

City of Spokane - Parks & Recreation
Fund 1400 - Park Operations
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Proposed Budget
Revenues	244,062	190,430	107,898	190,430	200,430
<u>ExpenditureCategories:</u>					
Salaries & Wages	2,580,691	2,641,563	1,948,149	2,978,451	2,888,814
Personnel Benefits	841,702	852,541	641,121	939,797	870,188
Supplies	193,346	179,500	137,688	179,500	179,500
Svcs. & Charges	1,129,909	1,085,509	997,854	1,085,509	1,078,509
Intergovernmental Services	4,943		4,816		
Interfund Services					
Operating Transfers	25,526	25,526		25,526	25,526
Capital Outlay	198,222				
Total Expenditures	4,974,339	4,784,639	3,729,628	5,208,783	5,042,537
Net Revenues minus Expenditures	(4,730,277)	(4,594,209)	(3,621,730)	(5,018,353)	(4,842,107)

City of Spokane - Parks & Recreation
Fund 1400 - Riverfront Park
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Preliminary Budget - Current
Revenues	2,521,703	3,474,730	2,600,209	4,086,300	4,186,300
<u>ExpenditureCategories:</u>					
Salaries & Wages	1,800,878	1,992,983	1,518,959	2,477,681	2,418,702
Personnel Benefits	411,568	612,570	343,148	696,003	679,224
Supplies	498,538	460,100	395,155	691,400	691,400
Svcs. & Charges	517,443	671,043	506,852	775,540	730,540
Intergovernmental Services	21,893	33,400	18,192	33,400	33,400
Interfund Services	506		208	20,000	20,000
Operating Transfers	238,129	238,130	118,515	242,531	242,531
Capital Outlay	7,685				
Reserve for Budget Adjustment					
Total Expenditures	3,496,639	4,008,226	2,901,029	4,936,555	4,815,797
Net Revenues minus Expenditures	(974,936)	(533,496)	(300,820)	(850,255)	(629,497)

City of Spokane - Parks & Recreation
Fund 1400 - Recreation
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Proposed Budget
Revenues	1,324,986	1,431,710	1,269,850	1,291,800	1,377,716
<u>Expenditure Categories:</u>					
Salaries & Wages	1,539,346	1,338,679	1,528,556	1,687,434	1,583,084
Personnel Benefits	302,938	286,033	291,069	350,817	330,809
Supplies	311,475	292,800	280,953	269,410	258,960
Svcs. & Charges	1,407,054	1,345,967	1,091,071	1,321,203	1,316,952
Intergovernmental Services	4,853	5,200	3,098	5,200	5,200
Interfund Services	22,639	16,950	6,733	16,950	16,950
Operating Transfers	15,513	15,513			
Capital Outlay	46,205				
Total Expenditures	3,650,023	3,301,142	3,201,480	3,651,014	3,511,955
Net Revenues minus Expenditures	(2,325,037)	(1,869,432)	(1,931,630)	(2,359,214)	(2,134,239)

City of Spokane - Parks & Recreation
Fund 1400 - Administration
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Preliminary Budget - Current
Revenues	14,930,558	15,658,951	12,588,673	15,865,081	15,882,081
<u>ExpenditureCategories:</u>					
Salaries & Wages	2,215,279	2,414,484	1,605,186	2,322,669	2,289,448
Personnel Benefits	749,621	811,749	531,550	810,329	805,467
Supplies	152,444	169,800	142,544	170,800	170,800
Svcs. & Charges	719,122	558,577	1,143,169	751,577	616,577
Intergovernmental Services	2,295	11,500	4,292	4,200	4,200
Interfund Services	2,657,728	2,655,781	1,779,534	2,483,511	2,483,511
Operating Transfers	358,195	58,195	26,897	69,306	69,306
Reserve for Budget Adj.		235,000		125,000	125,000
Capital Outlay	747,282	1,225,000		1,025,000	875,000
Total Expenditures	7,601,967	8,140,086	5,233,172	7,762,392	7,439,309
Net Revenues minus Expenditures	7,328,591	7,518,865	7,355,501	8,102,689	8,442,772

City of Spokane - Parks & Recreation
Fund 1400 -- Parks Fund
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary Budget	2020 Preliminary Budget - Current
<u>Revenues</u>					
General Fund Transfer	14,225,042	14,547,832	11,960,640	15,097,123	15,097,123
Wastewater Utility Transfer	423,536	435,819	435,819	448,458	448,458
All Other Program Revenue	4,528,660	5,929,170	4,309,788	6,045,030	6,257,946
Grant Revenues	202,956	3,010,000	221,843	1,760,000	1,760,000
Total Revenues	19,380,194	23,922,821	16,928,090	23,350,611	23,563,527
<u>Expenditure Categories:</u>					
Salaries & Wages	8,548,233	8,846,983	6,919,885	10,019,802	9,708,636
Personnel Benefits	2,432,473	2,719,029	1,915,095	3,005,664	2,882,036
Supplies	1,194,974	1,132,750	967,280	1,341,660	1,331,210
Svcs. & Charges	3,998,956	3,868,451	3,876,487	4,141,184	3,949,933
Intergovernmental Services	33,985	50,100	30,398	42,800	42,800
Interfund Services	2,681,583	2,696,531	1,786,475	2,544,261	2,544,261
Operating Transfers	640,004	340,005	145,412	340,004	340,004
Reserve for Budget Adj.		235,000		125,000	125,000
Capital Outlay	1,002,177	1,225,000	797,871	1,025,000	875,000
Grant Expenditures	274,457	3,010,000		1,760,000	1,760,000
Total Expenditures	20,806,842	24,123,849	16,438,903	24,345,375	23,558,880
Net Revenues minus Expenditures	(1,426,648)	(201,028)	489,187	(994,764)	4,647

City of Spokane - Parks & Recreation
Fund 4600 - Golf fund
2020 Preliminary Budget

	2018 Actual	2019 Adopted Budget	2019 Thru September	2020 Preliminary	2020 Preliminary Budget - Current
Revenues	3,481,012	3,805,270	3,474,635	3,805,270	4,045,270
<u>ExpenditureCategories:</u>					
Salaries & Wages	1,160,695	1,210,067	884,858	1,240,293	1,240,293
Personnel Benefits	382,089	324,942	283,421	346,951	346,951
Supplies	329,794	316,920	220,192	316,920	316,920
Svcs. & Charges	1,000,198	1,020,076	685,064	998,076	998,076
Intergovernmental Services	22,854	21,000	19,482	21,000	21,000
Interfund Services	351,341	290,767	201,085	284,520	284,520
Operating Transfers	50,000	50,000	112,967	50,000	50,000
Reserve for Budget Adj.		42,000		42,000	42,000
Debt Service	44,473	225,934		448,031	448,031
Capital Outlay	86,804	250,000	99,779	295,000	295,000
Total Expenditures	3,428,248	3,751,706	2,506,848	4,042,791	4,042,791
Net Revenues minus Expenditures	52,764	53,564	967,787	(237,521)	2,479

Spokane Park Board

Briefing Paper



Committee	Bylaws		
Committee meeting date	Oct. 12, 2019		
Requester	Pamela Clarke		
Requester phone number	625-6241		
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	CPR 1981-0401		
Item title: (Use exact language noted on the agenda)	Park Board Bylaws amendment/consent agenda (Final reading)		
Begin/end dates	Begins: 10-12-2019	Ends:	<input checked="" type="checkbox"/> Open ended
Impact if not approved at this time	The consent agenda will not be added to the Park Board agenda at this time.		
Background/history: During the June 14, 2019, Park Board retreat, the board discussed various ways to increase meeting efficiency. This discussion spawned the idea of adding a consent agenda to the Park Board meeting agenda. The consent agenda would allow the board to approve routine, procedural items together without discussion or individual motions. The Bylaws Committee recommends adding Section 9.2 to the Park Board Bylaws regarding the consent agenda procedure.			
Recommendation/motion wording: Approve the amended Park Board Bylaws, as presented.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Pamela Clarke Grant Management Department/Name: n/a			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Budget neutral			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <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&E Roster - City of Spokane <input type="checkbox"/> 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>			

BYLAWS OF THE PARK BOARD
of the
City of Spokane, Washington

Reference: City Charter Article V, Section 44, Park Board Organization - "The Park Board shall have the power to make Bylaws and Rules for the conduct of business."

We, the members of the Park Board of the City of Spokane, State of Washington, do hereby publish and declare the following Bylaws of the Board:

Section 1. Definitions.

1. The City of Spokane Park Board: "shall consist of ten electors of the City of Spokane, who shall be appointed by the council, and one member of the council to be designated by the council." (City of Spokane Charter §41)
2. Park Board Member: A person who has been nominated by the Mayor and appointed by the City Council.
3. Financial Report: An annual report of all receipts and expenditures, and of all other business transacted by the Park Board. This report shall be furnished to the City Council. (City of Spokane Charter §45)

Section 2. Regular Meetings.

1. The regular meetings of the Park Board shall be held at 3:30 p.m. on the second Thursday of each month in the City Council Chambers in City Hall and shall be conducted generally following Robert's Rules of Order.
2. Except for executive sessions, all Park Board meetings are open to the public. Meetings may be canceled or rescheduled by the President or by majority vote of the Board. If a regular meeting is to be canceled or rescheduled, it shall be given pursuant to the Open Public Meetings Act (RCW Ch. 42.30).

3. The public may address the Park Board during scheduled meetings. The President may prescribe, on a case-by-case basis, procedures for public testimony as necessary to maintain order.

Section 3. Special Meetings.

1. Special meetings may be called, canceled, or rescheduled by the President whenever he/she deems the same expedient and/or shall be called whenever three Park Board members shall request the same in writing. Any measure adopted by six affirmative votes at a special meeting shall have the same effect as if adopted at a regular meeting. Special meetings are open to the public.
2. The date, hour and place of the special meetings shall be set by the President; notice of special meetings shall be given consistent with the Open Public Meetings Act (RCW Ch. 42.30). If a special meeting is to be canceled, notice should be given by posting on the door of the place where the special meeting was scheduled to have been held and on the City website where notices of meetings are regularly posted.

Section 4. Annual Meetings.

1. The annual meeting shall be held at the regular February meeting of the Park Board. Parks and Recreation Division staff shall present a Financial Report at the Annual Meeting.

Section 5. Quorum and Voting of Park Board.

1. Six members shall constitute a quorum for conducting business for the Park Board. In case there is no quorum present on a day set for a regular, continued, or special meeting, the Park Board members present may adjourn until a quorum is obtained or may adjourn said meeting specifying the time and place to which the meeting matter was continued.

Six affirmative votes shall be necessary to adopt any measure in a regular, continued or special meeting.

2. Voting shall be by voice unless a show of hands is called for by the President or a Board Member. Minutes shall record the number of yeas and nays and the names of any members abstaining. Any member may ask that his or her vote be recorded by name. Any member may ask that votes be recorded by name. Any member may abstain or recuse from the voting after stating the basis for abstention or recusal. Such basis shall be placed on the record.

CONDUCT OF BUSINESS

Section 6. Scheduling Business.

1. Business to be transacted at any regular or special meeting shall be scheduled by the Secretary or designee subjected to order of the President. The Secretary or designee shall prepare, transmit to Park Board members, release to news media, and give official notice of business to be considered in the normal administration of business at the Park Board meetings, provided the consideration of all or any one item of business shall be subjected to cancellation or rescheduling to another meeting of the Park Board by order of the President or by the Park Board.

Section 7. Chairing Meetings.

1. Meetings shall be called to order by the President, or in the President's absence, by the Vice President, or in the anticipated absence of both, the President or the Park Board shall designate a member of the Park Board to preside. In the event a person to preside has not been named, the Secretary shall call the meeting to order and the Park Board

members present may, by general consent, select a President pro-tem. Meetings may be adjourned by majority vote of the Park Board members present or by order of the President if there are no objections from Board members.

Section 8. Minutes.

1. The Secretary or designee shall prepare official minutes of the meetings containing the actions of the Park Board as a substantive account of proceedings. A record of the Park Board members present and absent shall be entered in the minutes of the meeting. Minutes shall be signed by the Secretary and placed on public record. Minutes may be approved by the Park Board without reading at Park Board meetings unless such reading is requested by a member of the Park Board. Correction of typographical errors in signed minutes may be made by the Secretary. Correction of substantive records in signed minutes may be made by majority vote of the Park Board.
2. All regular meetings and special meetings of the Park Board may be recorded, provided such shall not be deemed the official minutes and the absence of such recording due to mechanical failure or other cause shall not invalidate the actions taken at such meetings. Remarks and other volunteer statements from the public, present but not recognized by the Chair and which may have been recorded, will not be considered as part of the transcript. Any interested party may listen to a recording or read written minutes on file pursuant to the Washington State Public Records Act (RCW Ch. 42.56). Recordings will not normally be transcribed except by order of the Park Board or the Director of Parks and Recreation.

Section 9. Order of Business.

1. At a regular meeting, the order of business shall be as follows unless otherwise ordered by the President or as amended by the majority vote of the Park Board:

AGENDA

1. Roll Call
2. Additions or Deletions to the Agenda
3. **Consent Agenda**
4. Special Guests
5. Financial Report and Budget Update
6. Special Discussion/ Action Items
7. Committee Reports - Action Items
 - Golf Committee
 - Land Committee
 - Recreation Committee
 - Riverfront Park Committee
 - Finance Committee
 - Urban Forestry Tree Committee
 - Bylaws Committee
8. Reports
 - Park Board President
 - Liaison Reports
 - Director's Report
9. Correspondence
10. Public Comments
11. Adjournment

12. Next Committee meeting dates
13. Next Park Board meeting dates
2. A consent agenda is presented by the Park Board President at the beginning of the Park Board meeting. Items may be removed from the consent agenda on the request of any one Park Board member. Items not removed may be adopted by general consent without debate. A Park Board member may also ask that a consent agenda item be voted on separately as part of the consent agenda. This will enable a member to abstain, recuse themselves or vote no on an item without affecting ~~his or her~~ their vote on the remaining consent agenda item(s). ReMoved consent items may be taken up either immediately after the consent agenda or placed on the regular meeting agenda under the appropriate Park Board committee report. Consent agenda items must be distributed, as part of the regular Park Board meeting agenda, within 48 hours of the regular Park Board meeting and pursuant to the Open Public Meetings Act (RCW Ch. 42.30), and no items may be added to the consent agenda within 48 hours of the Park Board meeting.

Section 10. Executive Sessions.

1. Executive sessions may be held as allowed by the Open Public Meetings Act (RCW Ch. 42.30). No action or minutes shall be taken in executive sessions. Executive sessions may be held at any time during a regular or special meeting.

OFFICERS AND COMMITTEES

Section 11. Officers.

1. At its regular February meeting of each year, the Park Board shall elect a President and Vice President from its members, but in case of failure to elect at the time specified, the election shall take place at a subsequent meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The

Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.

2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of President, Vice President or Secretary, the Park Board shall elect an interim President, Vice President or Secretary to serve until the next regular election.

Section 12. Nominations.

1. At the regular meeting in January, the President shall appoint an ad hoc committee of four (4) other Park Board members to serve as the Nomination Committee to recommend nominees for the office of Park Board President, Vice President and Secretary. In making such nominations, the Committee shall take into consideration, among other matters, the length of service on the Park Board of the member being considered for election to an office. No voting member of the Park Board shall serve more than two consecutive terms in any office of the Park Board unless said member receives the unanimous consent of the entire membership of the Park Board.

Section 13. Duties of the President.

The duties and powers of the President shall be as follows:

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.
2. To preside over the meetings of the Park Board.
3. To call special meetings and executive sessions of the Park Board within the limits of

state law.

4. To set the agenda and change the order of business.
5. To set the place, date and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration with the exception of a request for abstention or recusal.
7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.
9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Nomination Committee which shall recommend a minimum of two (2) Park Board candidates per vacancy to the Mayor for City Council appointment.
12. To have the same rights and privileges as all other Park Board members.
13. To send a letter of interest to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

The duties and powers of the Vice President shall be as follows:

1. The Vice President shall act in the absence of the President at any meeting, and when the

President is unavailable, all duties of the office of President or as a member or any committee of which the President may be a member, shall temporarily fall upon the Vice President.

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee, where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custody of all the Park Board books, documents, records, minutes and papers.
4. The Secretary shall handle correspondence of the Park Board, including responses to inquiries and provide correspondence copies to all Park Board members.
5. The Secretary shall prepare agendas and schedule business on regular Park Board meetings, with the approval of the Park Board President, and transmit a tentative notice of business to Park Board members in advance of the meeting, and provide legal notice of public hearings as required by law.
6. The Secretary may delegate these duties as appropriate and necessary for their accomplishment.

Section 16. Standing Committees.

1. The standing committees of the Park Board shall be:

Finance

Land

Recreation

Golf

Riverfront Park

Urban Forestry Tree

Bylaws

2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to Spokane Municipal Code (SMC 04.28.030).
3. The Board may reclassify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.
5. Committees should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.
6. The agenda of a regular meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30). Special meetings may only contain matters noted in the final agenda notice consistent with the Open Public Meetings Act (RCW Ch. 42.30).
7. Upon agreement of the majority of the committee members present, any matter listed on the advance notice for a regular committee meeting may be submitted for a vote by that committee, whether or not designated as an action item on the advance notice.

Section 17. Duties of Committees.

1. Committees are advisory to the Park Board and shall serve the Park Board acting as fact finders to provide information and make recommendation to the Park Board.

Recommendations to the Park Board will be submitted by a majority of committee

members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting. Any Park Board member attending the committee meeting may be designated by the Chair as an alternate for an absent committee member.

2. Committees shall have the authority to task the Director of Parks and Recreation to provide information upon a majority vote of committee members present.
3. The Chair of each committee shall consult with the Director of Parks and Recreation, or the designee, to establish the agenda of the meetings.
4. In the event the Committee Chair is not present at a meeting, the committee, by consensus, shall select a Chair pro tem.
5. Committee Chairs may allow public participation in matters coming before the committee as time permits.
6. Committee Chairs, or their designees, shall present committee information, recommendations and minutes to the full Park Board at the regular monthly Park Board meeting.
7. Committee Chairs can make, second and vote on motions brought before the Committee, and shall have the same rights and privileges as all other Committee members.
8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

Section 18. Administration.

1. The administration of the Spokane Parks and Recreation Division is the responsibility of the Director of Parks and Recreation.
2. The Director of Parks and Recreation will assign lead staff to support each committee.

Section 19. Functions of the Director of Parks and Recreation.

1. The Director of Parks and Recreation, or a designee, is the chief executive officer of the Park Board. The director is also an employee under the direct supervision of the Mayor.
2. The Director of Parks and Recreation is responsible for carrying out all policies or rules and regulations established by the Park Board.
3. All individuals employed in the Parks and Recreation Division report directly to, and are responsible to, the Director of Parks and Recreation.
4. The Director of Parks and Recreation shall make such rules, develop an administrative organization, and give such instructions to Parks and Recreation Division employees as may be necessary to make policies of the Park Board effective. The Director of Parks and Recreation may delegate authority for actions to subordinates.
5. The Director of Parks and Recreation should be present at all meetings of the Park Board, except when matters pertaining to the Director's employment are being considered or when requested by the Park Board President not to be present.
6. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a budget for the ensuing fiscal year, for Park Board approval. The Director shall develop the Parks and Recreation Division budget working with the Park Board Finance Committee.
7. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a monthly and an annual report on the operation of the Park and Recreation Division, and additional information as requested by the President or by consensus of the Park Board.
8. The Director of Parks and Recreation shall keep a continuous inventory of all property, furniture, material and supplies of the Park and Recreation Division.
9. The Director of Parks and Recreation shall draw all requisitions against the budget of the

City Parks and Recreation Division, handle funds of the Park Board, and shall keep proper record of expenditures and funds available.

10. As the Park Board's professional advisor, the Director of Parks and Recreation is expected to keep abreast of technical advances, and Park and Recreation techniques, to participate in professional Parks and Recreation organizations, and to attend conventions and meetings of said organizations as approved by the Park Board.
11. The Director shall provide a Parks and Recreation Division orientation for new Park Board members, and new members shall read and sign the Duties and Responsibilities form, attached to these Bylaws.

Section 20. Employment of Park Director.

1. Employment of the Park Director shall be in accordance with City Charter Article IV Administration of City Affairs, §24, ¶1.

Section 21. Adoption and Amendment of Rules, Bylaws and Policies.

1. Proposed new Rules, Bylaws and Fiscal Policies, and proposed changes in existing Rules, Bylaws and Fiscal Policies will be presented in writing for reading and discussion. Unless it is deemed by the Park Board that immediate action would be in the best interest of the Park Board, the final vote for adoption shall take place not earlier than the next succeeding regular or special Park Board meeting.
2. If immediate action on a proposed Rule, Bylaw or Fiscal Policy is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Park Board. No further action is required. All new Rules, Bylaws or amended Fiscal Policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.
3. Rules, Bylaws and Fiscal Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken.

Section 22. Adoption.

The foregoing Bylaws are hereby declared adopted at the meeting of the Spokane Park Board held this _____ day of _____, 2019, and all previous Bylaws are hereby declared void and repealed.

Spokane Park Board

By:

Spokane Park Board President

Date approved: _____

Approved as to form:

Assistant City Attorney

Attachment that is part of the Bylaws:

Exhibit A – Spokane Park Board Member Duties and Responsibilities

SPOKANE PARK BOARD MEMBER DUTIES AND RESPONSIBILITIES FORM

Congratulations on your nomination to the Spokane Park Board. We hope you find your term on the Board rewarding. The Park Board is one of the most demanding and fulfilling board appointments in the City of Spokane. For this reason, we ask that you review and acknowledge the following “Member Duties and Responsibilities.” Knowing these duties and responsibilities will ensure that you are aware of your commitments to the Board and the expectations associated with your membership on the Spokane Park Board.

- A. The Spokane City Charter: Your appointment to the Park Board is pursuant to Article V of the Spokane City Charter. In accepting your appointment, you are presumed to have read Article V in its entirety and learned from it the scope of the Board’s responsibilities. While not exhaustive, the following highlights some of the key provisions of the Charter relating to the Board’s responsibilities:
- Complete control over expenditures from the Spokane Park Fund and expenditures from related park funds, such as the Golf Fund and Urban Forestry Fund: Typically this means an overall annual operating budget in excess of \$20 million, plus additional expenditures related to capital bond projects. The scope of this budget alone demands that members devote considerable time outside the regular meetings and committee meetings, so as to stay informed of Board activities.
 - The formulation and adoption of rules and regulations relating to Spokane Parks and Recreation facilities: By Charter the Park Board establishes policies and rules relating to park facilities, such as the Tobacco-Free Zones, sets pricing and fees for a variety of park facilities, etc.
 - Regular attendance at the required monthly and special meetings of the Spokane Board: Each Board member is expected to attend regular and special meetings of the Board, unless excused in advance by the President. The Spokane Park Board is scheduled for the second Thursday of each month at 3:30 p.m. unless otherwise posted. As a matter of practice, any absence is deemed excused so long as the President or Secretary is alerted in advance to your absence. There is no recent memory of a Board member being formally admonished for unexcused absenteeism, but it should be understood that continual absences may prompt the President to declare your absences unexcused, and three unexcused absences constitute grounds for removal from the Board.
- B. Park Board Bylaws: By Charter the Board is authorized to adopt bylaws relating to governance of the Board and its committees. The Bylaws were last revised and adopted **October 2019**, and are included in this Park Board Toolkit. By signing this form you acknowledge that you have read the Bylaws and understand them. A brief overview of these rules follows:

- There are seven Standing Committees of the Park Board. With Board consent, the President annually assigns Board members to committees and designates the chairs of those committees. Board members typically are assigned to at least three committees, and often serve as chair of at least one of those committees. Committees meet once per month, typically one to two weeks before the regular Park Board meeting. Depending on a given agenda item for the committee, Board members can expect to spend as much as one hour or more reviewing materials related to committee meetings and up to two hours at the committee meeting. Average monthly time commitment, excluding special Park Board meetings, ad hoc committees and special events, is 11-12 hours.

C. Additional Board member responsibilities include:

- New board members participate in an orientation provided by the director of Parks and Recreation, and the Board President. This is about a two-hour, one-time only meeting.
- Board members are called upon to attend additional special Parks and Recreation special events. A special event might include a site visit, a dedication event, public meetings, etc. These events are typically one hour long and will occur about two to three times a year.

D. Acknowledgement: As Respect to the Spokane Park Board, as a member of the Spokane Park Board, I acknowledge:

- I have read and understand the Member of the Board duties and responsibilities;
- I am responsible, collectively and with my fellow Board members, for ensuring effective governance, stewardship and strategic direction of the Spokane Parks and Recreation, and the Spokane Park Board;
- I understand and accept the time commitment involved as a Board member of the Spokane Park Board;
- I generally accept the duties and responsibilities of a Boardmember;

In signing this document, I understand that no rigid standards of measurement and achievement are being formed.

Signature

Printed Name

Date Signed: _____

Dates of Term: _____

Form Updated: **October** 2019



Consent agenda process

The Park Board consent agenda allows the board to approve routine, procedural and noncontroversial items together without discussion or individual motions. Consent items may include approval of meeting minutes, monthly claims, and contract change orders, extensions and amendments.

Committee-level consent agenda

- **Staff** - 1) At least 72 hours prior to the committee meeting, the requester submits the briefing paper and supporting documents to the committee staff lead and to the staff member who creates the agenda; 2) committee lead and/or administrative staff creates committee meeting agenda which includes with a numbered list of all consent agenda action items and a numbered list of all regular action items; 3) agenda is posted and distributed 48 hours prior to the meeting; and 4) while regular action items may be added at any time, consent agenda items may not be added less than 48 hours prior to the meeting.
- **Committee chair** - Committee staff lead consults with the chair, when necessary, to determine whether an item is placed on the consent or regular agenda.

Committee-level recommendation

- **Staff** - All consent item supporting documents, including briefing paper, must be posted 48 hours prior to the meeting allowing Park Board members and the public time to review proposed consent agenda items.
- **Park Board committee** - 1) Prior to voting on the consent agenda, the chair asks the committee if any member wishes to move any item from the consent agenda; 2) if any member requests an item be moved from the consent agenda, it must be moved; 3) a member may ask that a consent item be voted on separately, as part of the consent agenda, enabling a member to abstain, recuse themselves or vote no without affecting their vote on the remaining consent items; and 5) when making a motion on regular action items, the Park Board member will indicate whether the item is recommended to the Park Board as a consent or regular agenda action item.

Park Board consent agenda

- **Staff** - 1) At least 72 hours prior to the meeting, the requester submits any revisions to the briefing paper and all supporting documents to the staff member who creates the agenda; 2) staff creates the Park Board agenda, in consultation with the director, which includes a numbered list of all administrative consent items and a numbered list of all committee-level consent items; 3) the agenda is posted/distributed 48 hours prior to the meeting; and 4) while regular action items may be added at any time, consent agenda items may not be added less than 48 hours prior to the meeting.
- **Park Board president** - The director consults with the president, when necessary, to determine whether an item is placed on the consent or regular agenda.

Park Board consent agenda action

- **Park Board** - 1) Prior to voting on the consent agenda, the president asks the board if any member wishes to move any item from the consent agenda; 2) if any board member requests an item be moved from the consent agenda, it must be moved; 3) a board member may ask that a consent item be voted on separately, as part of the consent agenda, enabling a member to abstain, recuse themselves or vote no without affecting their vote on the remaining consent items; and 5) after any items are moved, the numbers of the remaining consent items are read out loud, seconded and a vote is taken on the adoption of the consent agenda.

Consent agenda rules

- No items may be added to the consent agenda within 48 hours prior to the meeting.
- All supporting documents for a consent item must be posted with the consent agenda.
- Any Park Board member may move an item from the consent agenda.