



Spokane Park Board Agenda

1:30 p.m. Dec. 14, 2017

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

Park Board Members:

Chris Wright – President
Nick Sumner – Vice President
Leroy Eadie
Ross Kelley
Ted McGregor
Greta Gilman
Rick Chase
Steve Salvatori
Sally Lodato
Jennifer Ogden
Mike Fagan – Council Liaison

Agenda

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

Minutes: [Nov. 9, 2017, regular Park Board meeting minutes](#) and [study session notes](#), and [Nov. 17, 2017, special Park Board meeting minutes](#).

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

3. **Special Guests:**
A. The Trust for Public Land organization/Dutch Jakes Park renovation project – *Grace Bergman*

4. **Claims:** [Claims for the month of November 2017](#) – *Ross Kelley*

5. **Financial Report & Budget Update:** *Mark Buening*

6. **Special Discussion/Action Items:**
A. Riverfront Park staff recognition – *Leroy Eadie*

7. **Committee Reports – Action Items:**
Urban Forestry Tree Committee: Dec. 5, 2017 – *Rick Chase*
A. Action items: None

Golf Committee: (The Dec. 12 meeting was canceled.) – *Nick Sumner*
A. Action items: None

Land Committee: Dec. 6, 2017 – *Greta Gilman*
A. [Library resolution/Thornton Murphy park property](#)

B. [The Trust for Public Land Letter of Intent/Dutch Jakes Park renovation project](#)

Recreation Committee: Dec. 7, 2017 – *Sally Lodato*

- A. [Recreation Centers annual contracts \(\\$647,773\)](#)
- B. [Pilot cross-country ski program/Indian Canyon Golf Course property](#)

Riverfront Park Committee: Dec. 11, 2017 – *Ted McGregor*

- A. [Bartlett Tree Experts contract extension \(\\$132,355.13\)](#)
- B. [Strata Inc. change order #2 special inspections/Pavilion and Promenades \(\\$25,629\)](#)
- C. [Contractors Northwest Inc. change order #14 and contract extension/Recreational Rink \(\\$21,860.26\)](#)
- D. [Spokane Park Board resolution pertaining to the Spokane Parks Foundation MOU](#)

Finance Committee: Dec. 12, 2017 – *Ross Kelley*

- A. [Resolution/use of stabilization fund reserve](#)

Bylaws Committee: *Ross Kelley*

- A. [Spokane Park Board Bylaws amendment/first reading](#) – *Ross Kelley*

8. **Reports**

- A. Park Board President: *Chris Wright*

B. Liaison Reports:

- 1. Conservation Futures Liaison – *Steve Salvatori*
- 2. Parks Foundation Liaison – *Ted McGregor*
- 3. Council Liaison – *Mike Fagan*

- C. Director's Report: *Leroy Eadie*

9. **Executive Session:**

- A. None

10. **Correspondence:**

- A. Emails/letters: [Expo '74 Butterflies and concept art designs](#)
[Wish List for Riverfront Park](#)

- B. Newsletters: [Hillyard Senior Center](#)

11. **Public Comments:**

12. **Adjournment:**

13. **Meeting Dates:**

- A. Next Committee meeting dates:
 - Urban Forestry Committee: 4:15 p.m. Jan. 2, 2018, Woodland Center, Finch Arboretum
 - Golf Committee: 8:05 a.m. Jan. 9, 2018, Manito Park conference room, Manito Park
 - Land Committee: The Jan. 3 meeting is canceled.
 - Recreation Committee: The Jan. 4 meeting is canceled. Next meeting is set for 4

- p.m. Feb. 1 at the Southside Community Center, 3151 E 27th Ave.
Riverfront Park Committee: 8:05 a.m. Jan. 8, 2018, City Council Briefing Center
Finance Committee: 3 p.m. Jan. 9, 2018, City Hall Conference Room 2B
B. Next Park Board: 1:30 p.m. Jan. 11, 2018, City Council Chambers
C. Park Board Study Session: 3:30 p.m. Jan. 11, 2018, City Hall Conference Room 5A

Agenda is subject to change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jsaxon@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Spokane Park Board

Nov. 9, 2017– 1:30 p.m.

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

Park Board Members:

- X Chris Wright – President
- X Nick Sumner – Vice President
(Arrived: 2:57 p.m.)
- X Leroy Eadie
- X Ross Kelley
- X Ted McGregor
Greta Gilman (absent/excused)
Richard Chase (absent/excused)
- X Steve Salvatori
- X Sally Lodato
- X Jennifer Ogden
- X Mike Fagan – Council Liaison

Parks Staff:

Jason Conley
Mark Buening
Garrett Jones
Fianna Dickson
Al Vorderbrueggen
Jennifer Papich
Angel Spell
Jonathan Moog
Berry Ellison
Megan Qureshi
Pamela Clarke

Guests:

Matthew Walker
Kate Green
Jerry Unruh
Narong Norasakkunit
Melissa Huggins

MINUTES

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

2. **Minutes:**
A. Oct. 12, 2017, regular Park Board meeting minutes

Motion No. 1: Mike Fagan moved to approve the Oct. 12, 2017, regular Park Board meeting minutes.

Jennifer Ogden seconded.
Motion carried with unanimous consent.

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

4. **Special Guests:**
A. SYSCA Update – *Kate Green*, Northeast Youth Center executive director, and *Jerry Unruh*, Hillyard Senior Center executive director presented a quarterly recap of the activities, fundraising accomplishments and participation hours at Spokane's youth, senior and community centers.

5. **Claims:** Claims for the month of October 2017 – *Ross Kelley*

Motion No. 2: Ross Kelley moved to approve claims for the month of October 2017 in the amount of \$3,810,660.80.

Mike Fagan seconded.
Motion carried with unanimous consent.

6. **Financial Report & Budget Update:** – *Mark Buening* provided the October Financial Report & Budget Update. Park Fund revenue is tracking at 87.74% of the projected budget. Parks and Recreation expenditures are tracking at 105.64% of the projected budget. The Golf Fund revenue is tracking at 91.03% of the projected budget. The Golf Fund expenditures are tracking at 105.35% of the projected budget. The Bond budget balance, to date, is at \$37.73 million of the total \$68.51 million budget.

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

A. Recreation Committee Chair appointment/Sally Lodato – Sally Lodato has served as Recreation Committee chair pro tem for the past eight months. As a housekeeping item, Chris Wright entertained a motion she be appointed as committee chair.

Motion No. 3: Jennifer Ogden moved to appoint Sally Lodato as the Recreation Committee chair.

Steve Salvatori seconded.
Motion carried with unanimous consent.

9. **Committee Reports – Action Items:**

Urban Forestry Tree Committee: Oct. 31, 2017, *Jennifer Ogden*

A. Action Item: None

B. The next regularly scheduled meeting is 4:15 p.m. Dec. 5, 2017, at the Woodland Center, Finch Arboretum.

Golf Committee: Nov. 7, 2017, *Nick Sumner*

A. Qualchan golf professional contract/Mark Gardner – *Jason Conley* presented an overview of the selection process and the proposed Qualchan golf professional contract with Mark Gardner.

Motion No. 4: Nick Sumner moved to accept the Qualchan golf professional contract with Mark Gardner as presented.

Ross Kelley seconded.
Motion carried with unanimous consent.

B. The next scheduled meeting is 8:05 a.m. Dec. 12, 2017, Manito Park conference room, Manito Park

Land Committee: Nov. 1, 2017, *Ross Kelley*

A. R&R Woodworking, Inc./Manito Park overhead structure (\$74,259.33) – *Ross Kelley* presented the proposed contract with low bidder R&R Woodworking, Inc., to construct a new overhead structure at Manito Park. The storage structure was damaged during the November 2015 windstorm.

Motion No. 5: Ross Kelley moved to accept the contract with R&R Woodworking, Inc., to construct the Manito Park overhead structure in the amount of \$74,259.33.

Mike Fagan seconded.

Motion carried with unanimous consent.

B. KPFF Consulting Engineers contract/Don Kardong Bridge 30% design contract (not to exceed \$75,000) – *Ross Kelley* presented the proposed contract with KPFF Consulting Engineers to create a 30% set of plans, specifications and cost estimate for the Don Kardong Bridge. The project funding will be provided by the Friends of the Centennial Trail up to \$75,000.

Motion No. 6: Ross Kelley moved to accept the contract with KPFF Consulting Engineers contract to complete the Don Kardong Bridge 30% design plans not to exceed \$75,000.

Mike Fagan seconded.

Motion carried with unanimous consent.

C. The next scheduled meeting is 3 p.m. Dec. 6, 2017, Park Operations Complex, 2304 E. Mallon

Recreation Committee: Nov. 2, 2017, *Sally Lodato*

A. Action Item: None

B. The next scheduled meeting is 3 p.m. Dec. 7, 2017, West Central Community Center - 1603 N Belt St.

Riverfront Park Committee: Nov. 6, 2017, *Ted McGregor*

A. Lead Artist change order #1/three-month extension – *Ted McGregor* explained the request for the extension does not result in any additional expense. It is designed to provide time to further evaluate designs and develop cost estimates which are in line with the art budget. Mr. McGregor expounded on the four conceptual art designs which have been developed by lead artist Meejin Yoon. Each of the conceptual plans are designed to engage visitors with the natural features of the park, including the river and the falls, views, landscape, etc. He encouraged citizens to watch a video (<https://vimeo.com/240194044>) of Ms. Yoon's Oct. 26 art open house presentation to better understand the direction the artist is taking in creating this signature art piece.

Motion No. 7: Ted McGregor moved to accept the Lead Artist change #1 with Meejin Yoon to extend the design phase by three months.

Jennifer Ogden seconded.

Motion carried with unanimous consent.

B. Walker Construction change order #7/Loeff Carrousel (\$13,171, plus tax) – *Berry Ellison* provided an overview of change order #7 with Walker Construction which involves adding gateway improvements, deduct irrigation controller, deduct 80 engraved fish and the installing the Loeff Carrousel "tree" support.

Motion No. 8: Ted McGregor moved to recommend the Park Board approve change order #7 with Walker Construction in the amount of \$13,171, plus tax.

Ross Kelley seconded.

Motion carried with unanimous consent.

C. Walker Construction change order #8/Loeff Carrousel (\$14,266, plus tax) – *Berry Ellison* provided an overview of change order #8 with Walker Construction which involves disconnecting the chiller unit, adding power and data to the building sign, adding demolition, installing conduit and boxes for lights at the planter, adding up-sized water service line, and adding waterproofing at the roof edge of rotunda.

Motion No. 9: Ted McGregor moved to recommend the Park Board approve change order #8 with Walker Construction in the amount of \$14,266, plus tax.

Sally Lodato seconded.

Motion carried with unanimous consent.

D. T. LaRiviere change order #7/Howard Street Bridge South (\$46,212.72) – *Berry Ellison* provided an overview of change order #7 with T. LaRiviere which involves adding the following: 1) irrigation sleeves; 2) dewatering; 3) curb joints; 4) pier caps and wing walls for Pier 4; and 5) water main thrust block.

Motion No. 10: Ted McGregor moved to recommend the Park Board approve change order #7 with T. LaRiviere in the amount of \$46,212.72.

Sally Lodato seconded.

Motion carried with unanimous consent.

E. Berger Partnership amendment #15/Major Public Spaces (\$20,000) – *Berry Ellison* provided an overview of amendment #15 with Berger Partnership to cover additional on-call services, and support allowance for time, travel, design and coordination as needed.

Motion No. 11: Ted McGregor moved to recommend the Park Board approve Berger Partnership amendment #15 in the amount of \$20,000.

Jennifer Ogden seconded.

Motion carried with unanimous consent.

F. Contractors Northwest, Inc., change order #13/Rec Rink (\$156,331.35, plus tax) – *Berry Ellison* provided an overview of change order #13 with Contractors Northwest, Inc., which includes adding the following: 1) import structural fill; 2) street light foundation rock excavation; and 3) install insulation in the Zamboni Room.

Motion No. 12: Ted McGregor moved to recommend the Park Board approve change order #13 with Contractors Northwest, Inc., in the amount of \$156,331.35, plus tax.

Ross Kelley seconded.

Motion carried with unanimous consent.

G. Riverfront Park redevelopment update – *Garrett Jones* presented the monthly bond update. Project highlights include: 1) Art conceptual designs/plan – Oct. 26 open house revealed four preliminary art concepts; 2) Howard Street Bridge South – public opening set for Spring 2018; 3) Recreational Ice Ribbon – grand opening is set for 5-10 p.m. Dec. 8; 4) Loeff Carrousel – glass being installed and completion set for Spring 2018; 5) Promenades – 90% design; and 6) Pavilion – design validation phase to be completed and to Park Board for approval Nov. 17. *Jonathan Moog* presented an overview of the new Riverfront Park logo and park branding.

H. The next scheduled meeting is 8:05 a.m. Dec. 11, 2017, in the City Hall Conference Room 5A.

Finance Committee: Nov. 7, 2017, *Ross Kelley*

A. Purchasing credit card policy amendment – *Ross Kelley* presented the proposed policy amendment designed to make the Parks procurement policy in line with the City's policy. The current Parks' policy references an old City procurement policy which prohibits capital purchases to be made with the purchasing card.

Motion No. 13: Ross Kelley moved to approve the purchasing credit card policy amendment as presented.

Mike Fagan seconded

Motion carried with unanimous consent.

B. The next regularly scheduled meeting is 3 p.m. Dec. 12, 2017 in City Hall Conference Room 2B.

Bylaws Committee: *Ross Kelley* reported the Bylaws Committee will meet following today's Park Board study session. The committee will review some potential amendments to the bylaws. Recommendations will be brought to the full Park Board next month for a first reading. The Park Board will take action on the recommendations at the January Park Board meeting.

10. **Reports:**

Park Board President: *Chris Wright*

1. Chris Wright reported one of the potential amendments to the bylaws which the Bylaws Committee will review today will be a change in the Park Board meeting time. The reason for considering a time later in the day is designed to allow citizens a more convenient time for testimony/public comment and to accommodate board members' work schedule. This amendment would be reflected in the Spokane Park Board Bylaws, but does not involve a City Charter amendment. Mr. Wright also reminded the board, three to four members are needed this month to serve on a selection ad hoc committee to conduct interviews and submit recommendation to fill the single vacancy on the Park Board.

Liaison reports:

1. Conservation Futures Liaison – *No report given*
2. Parks Foundation Liaison – *No report given*
3. Council Liaison – *Mike Fagan* gave an update on City Council activities as they relate to Parks.

Director's report: *Leroy Eadie*

1. Leroy Eadie recognized Ryan Griffith who was recently promoted to assistant director of recreation. Mr. Eadie encouraged any Spokane organizations who are interested in scheduling a Riverfront Park redevelopment project presentation for their group to contact Parks. He also provided an update on the cross-country skiing trail plans for the year. Groomed trails will be offered at Finch Arboretum, Dwight Merkel Sports Complex and Antoine Peak. There are also discussions underway regarding groomed trails in and around the Park's golf courses.

11. **Correspondence:**

A. Letters/emails: Riverfront Park conceptual art designs
Veterans Patriotic Extravaganza/Southside Senior and
Community Center – 5:30-9 p.m. Nov. 9

B. Event announcement: Bluff Talks – 7-9 p.m. Thursday, Nov. 16

C. Newsletters: Hillyard Senior Center

12. **Public Comments:** None

13. **Executive Session:** None

14. **Adjournment:** The meeting adjourned at 3:25 p.m.

15. **Meeting Dates:**

A. Next Committee meeting dates:

Urban Forestry Committee: 4:15 p.m. Dec. 5, 2017, Woodland Center, Finch
Arboretum

Golf Committee: 8:05 a.m. Dec. 12, 2017, Manito Park conference room, Manito Park

Land Committee: 3 p.m. Dec. 6, 2017, Park Operations Complex, 2304 E. Mallon

Recreation Committee: 3 p.m. Dec. 7, 2017, West Central Community Center, 1603 N.
Belt St.

Riverfront Park Committee: 8:05 a.m. Dec. 11, 2017, City Hall Conference Room 5A

Finance Committee: 3 p.m. Dec. 12, 2017, City Hall Conference Room 2B

B. Next Park Board: 1:30 p.m. Dec. 14, 2017, City Council Chambers

C. Park Board Study Session: 3:30 p.m. Dec. 14, 2017, City Hall Conference Room 5A

Minutes approved by: _____
Leroy Eadie, Director of Parks and Recreation



SPOKANE PARK BOARD STUDY SESSION

3:30 p.m. Thursday, Nov. 9, 2017
City Hall Conference Room 5A

NOTES

1. **Roll Call:** *Leroy Eadie*

Park Board: Chris Wright, President; Nick Sumner, Vice President; Leroy Eadie, Secretary; Ross Kelley; Ted McGregor; Steve Salvatori; Sally Lodato; and Jennifer Ogden

Parks Staff and Guests: Jason Conley, Fianna Dickson, Jonathan Moog and Mark Buening

2. **Discussion Items:**

A. Bosch lot update – *Rick Romero* presented an update on the potential uses and vision for the Bosch site. In taking a broader view of how this land may be utilized, Mr. Romero suggested the property serve as a gateway to Riverfront Park. He pointed out the possibility of angling the property and connecting it with Veterans Park. Suggested uses include parking, trailhead, viewing area of the falls and some retail space. He believes this vision can be developed while following the RCO guidelines.

B. North Bank update – *Rick Romero* presented an update on the development of the North Bank. The goal is to complement the adjacent planned developments, including the Sportsplex and the North Bank playground. He envisions a partnership with the city, Downtown Partnership, Spokane Public Facilities District, Hotel/Motel Association and the Sports Commission. Mr. Romero sees the opportunity of adding a two-level parking structure offering approximately 300 parking spaces. Mr. Romero added the vision for the Bosch Lot and the North Bank are in line with the Master Plan.

3. **Adjournment**

A. The meeting adjourned at 4:12 p.m.

B. Next Park Board Study Session: 3:30 p.m. Dec. 14, 2017, at City Hall Conference Room 5A

Minutes approved by: _____
Leroy Eadie, Director of Parks and Recreation



Spokane Park Board

8:30 a.m. Friday, Nov. 17, 2017

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

Park Board Members:

- X Chris Wright – President
- X Nick Sumner – Vice President
- X Leroy Eadie
- X Ross Kelley
- X Ted McGregor
- Greta Gilman (absent/excused)
- X Richard Chase
- X Steve Salvatori (call in)
- X Sally Lodato
- X Jennifer Ogden
- X Mike Fagan – Council Liaison
(Arrived: 8:38 a.m.; Left: 9:30 a.m.)

Parks Staff:

Jason Conley
Mark Buening
Garrett Jones
Al Vorderbrueggen
Jennifer Papich
Jonathan Moog
Berry Ellison
Megan Qureshi
Pamela Clarke

Guests:

Clancy Welsh
Keith Comes
Terri Fortner
Kevin Eddy
Marilyn Thordarson
Carol Neupert

MINUTES

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

2. **Actions Items:**

A. Spokane Parks Foundation contract (\$332,480) – *Leroy Eadie* presented the proposed Riverfront Park Campaign agreement which lays the groundwork for the Foundation to raise funds to help support the newly redeveloped Riverfront Park. Representatives from the Foundation in attendance, included *Terri Fortner, Carol Neupert, Kevin Eddy* and *Marilyn Thordarson*. The Fiscal Sponsorship Agreement between Parks and the Foundation commenced January 2016. That agreement led to this next step in securing a contract with the Foundation to lead the park's capital campaign. The Foundation is committed to raising a minimum of \$3 million, but believes they can secure close to \$5 million in donations. Parks will provide the Foundation a list of projects, programs and maintenance/operations costs that could be funded by donors. Payment for campaign staff will be paid in three installments: \$107,480 – Nov. 30, 2017; \$112,500 – April 30, 2018; and \$112,500 – March 31, 2019. In addition, the Foundation will retain 5% of all donations as an administrative fee. The Foundation will pay Campbell and Co. consulting firm, formerly The Collins Group, to work on the campaign.

Motion No. 1: Mike Fagan moved to approve the Riverfront Park Campaign contract with the Spokane Parks Foundation, as presented, in the amount of \$332,480.

Rick Chase seconded.

Motion carried with unanimous consent.

B. Garco Construction Pavilion Guaranteed Maximum Price amendment and to the add Central and North promenades (\$20,521,951, plus WSST) – *Garrett Jones* provided an overview of the proposed \$20.5 million contract amendment with the design-build team which involves adding the central and north promenades to the Pavilion Guaranteed Maximum Price (GMP). Mr. Jones reviewed the scope of work and budget line items in the amendment. The \$24.1 million Pavilion budget includes: 1) design/construction base bid - \$16.5 million; 2) contingency - \$1.1 million; environmental and rock - \$606,717; 3) miscellaneous cost, such as art, wayfinding and interior design - \$2.27 million; and 4) tax. About \$1.38 million in Pavilion alternatives, not included in the current GMP, include improvements to the north entry and adding a green roof/terrace. The Park Board will determine whether to approve these alternatives sometime the beginning of next year. The \$6.3 million mid- and north promenades budget includes: 1) construction base bid - \$4.15 million; 2) contingency - \$347,092; environmental and rock - \$71,414; 3) miscellaneous costs, such as wayfinding and plan review - \$1.49 million; and 4) tax. About \$529,431 in promenade alternatives, not included in the current GMP, include mobile landscape units, snx^w mene (formerly Canada Island), the butterflies, hammocks and soil cells for healthier tree growth. The GMP schedule involves Pavilion demolition – next month; north promenade utilities – January 2018; administration building renovation and mid-promenade grading – March 2018; install illumination blades; and opening the spring of 2019. *Clancy Welsh* of Garco demonstrated a prototype of the multi-colored illumination blades. *Matthew Walker* reviewed the GMP list of assumptions and clarifications.

Motion No. 2: Chris Wright moved that the Park Board approve the contract amendment with Garco Construction to extend the GMP to include the central and north promenades in the total amount of \$20,521,951.

Sally Lodato seconded.

Motion carried with unanimous consent.

C. Recreation Management Software contract/CivicPlus (\$65,000 - first year; \$37,500 - second year; \$37,500 - third year) – *Jason Conley* presented an overview of the selection process. Chris Wright suggested adding contract language to Section 2: “At least 60 days prior to the expiration of the term, the City of Spokane shall notify the company if it intends to renew or terminate the Contract.” Nick Sumner suggested a language change in Section 6, item B, to read: “Any damages resulting from any data breach or loss that is the result of the Company’s negligence.”

Motion No. 3: Chris Wright moved to approve the Recreation Management Software contract as presented with the two suggested language changes.

Rick Chase seconded.

Motion carried with unanimous consent.

3. **Adjournment:** The meeting adjourned at 10:49 a.m.

4. **Meeting Dates:**

A. Next Committee meeting dates:

Urban Forestry Committee: 4:15 p.m. Dec. 5, 2017, Woodland Center, Finch Arboretum

Golf Committee: 8:05 a.m. Dec. 12, 2017, Manito Park conference room, Manito Park

Land Committee: 3 p.m. Dec. 6, 2017, Park Operations Complex, 2304 E. Mallon

Recreation Committee: 4 p.m. Dec. 7, 2017, West Central Community Center, 1603 N.

Belt St.

Riverfront Park Committee: 8:05 a.m. Dec. 11, 2017, City Hall Conference Room 5A

Finance Committee: 3 p.m. Dec. 12, 2017, City Hall Conference Room 2B

B. Next Park Board: 1:30 p.m. Dec. 14, 2017, City Council Chambers

C. Park Board Study Session: 3:30 p.m. Dec. 14, 2017, City Hall Conference Room 5A

Minutes approved by: _____
Leroy Eadie, Director of Parks and Recreation

**CITY OF SPOKANE PARK AND RECREATION DEPARTMENT
NOV. 2017 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - DEC. 14, 2017**

PARKS & RECREATION:

| | | |
|------------------------------|----|------------|
| SALARIES & WAGES | \$ | 668,309.92 |
| MAINTENANCE & OPERATIONS | \$ | 171,279.21 |
| CAPITAL OUTLAY | \$ | 175,650.00 |
| PARK CUMULATIVE RESERVE FUND | \$ | 25,837.63 |

RFP BOND 2015 IMPROVEMENTS:

| | | |
|----------------|----|--------------|
| CAPITAL OUTLAY | \$ | 3,368,502.22 |
|----------------|----|--------------|

GOLF:

| | | |
|--------------------------|----|-----------|
| SALARIES & WAGES | \$ | 94,853.52 |
| MAINTENANCE & OPERATIONS | \$ | 90,704.35 |
| CAPITAL OUTLAY | \$ | - |

| | | |
|----------------------------|-----------|---------------------|
| TOTAL EXPENDITURES: | \$ | 4,595,136.85 |
|----------------------------|-----------|---------------------|



Financial Reports
November 2017

City of Spokane Parks & Recreation

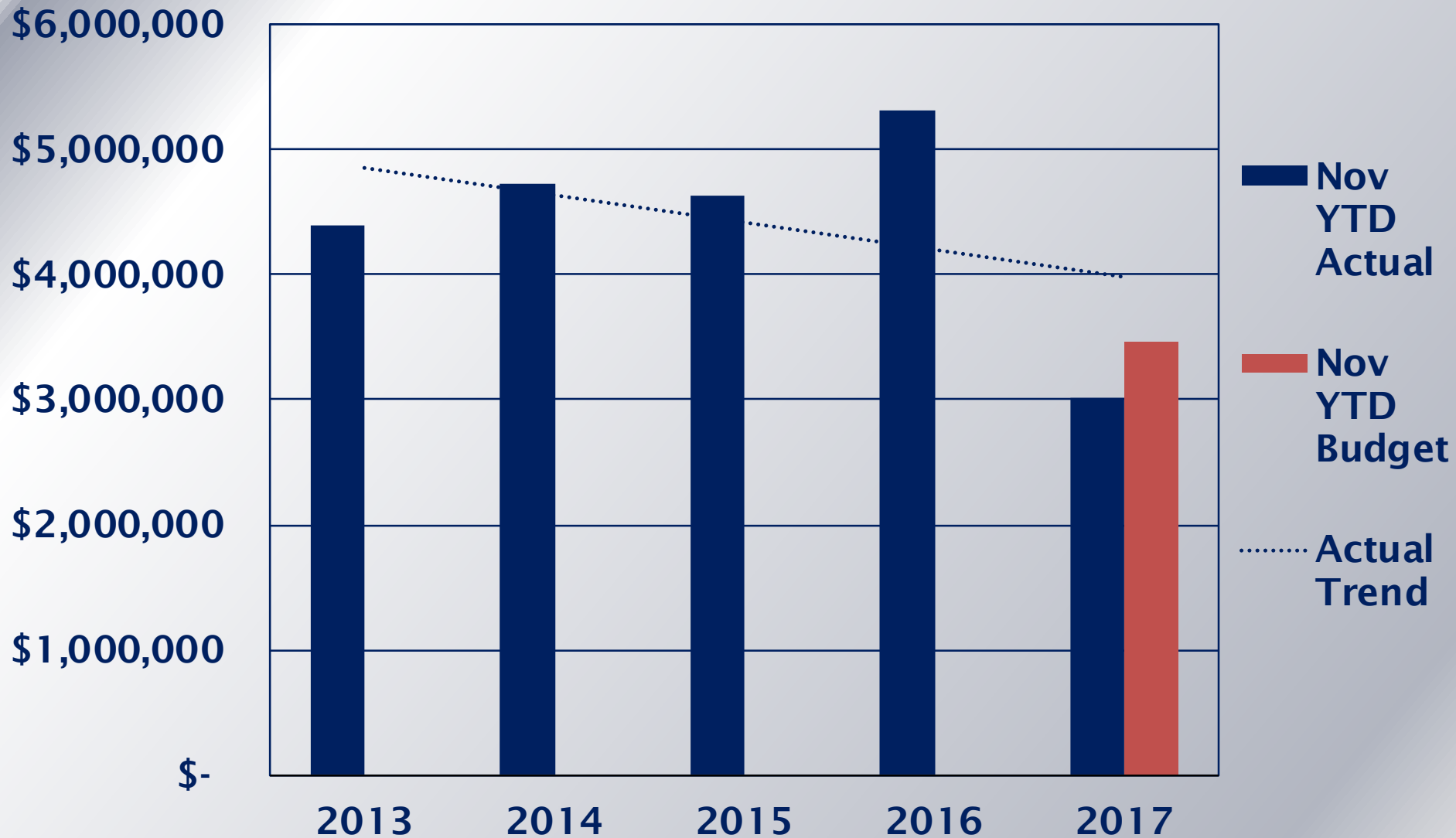
PARK FUND – Revenues & Expenditures

| As of November 2017 (in millions) | 2017 Budget | YTD Budget | YTD Actual | % YTD Budget |
|---|------------------------|-----------------------|-----------------------|-------------------------|
| Park Revenue | 4.65 | 3.46 | 3.04 | 87.82% |
| Transfers In | 13.81 | 12.75 | 12.80 | 100.38% |
| Funds Available | 18.46 | 16.21 | 15.84 | 97.70% |
| Expenditures | -16.20 | -13.81 | -14.39 | 104.22% |
| Transfers Out | -0.37 | -0.16 | -0.24 | 145.34% |
| Capital Outlay | -4.44 | -0.69 | -1.73 | 248.94% |
| 2015 Windstorn | -0.33 | 0.04 | -0.12 | -316.92% |
| NET | - 2.87 | 1.58 | - 0.64 | |
| Beg. Noncommitted Bal* | | | 0.52 | |
| End Noncommitted Bal | | | - 0.24 | |

*For clarification purposes, the 7% 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

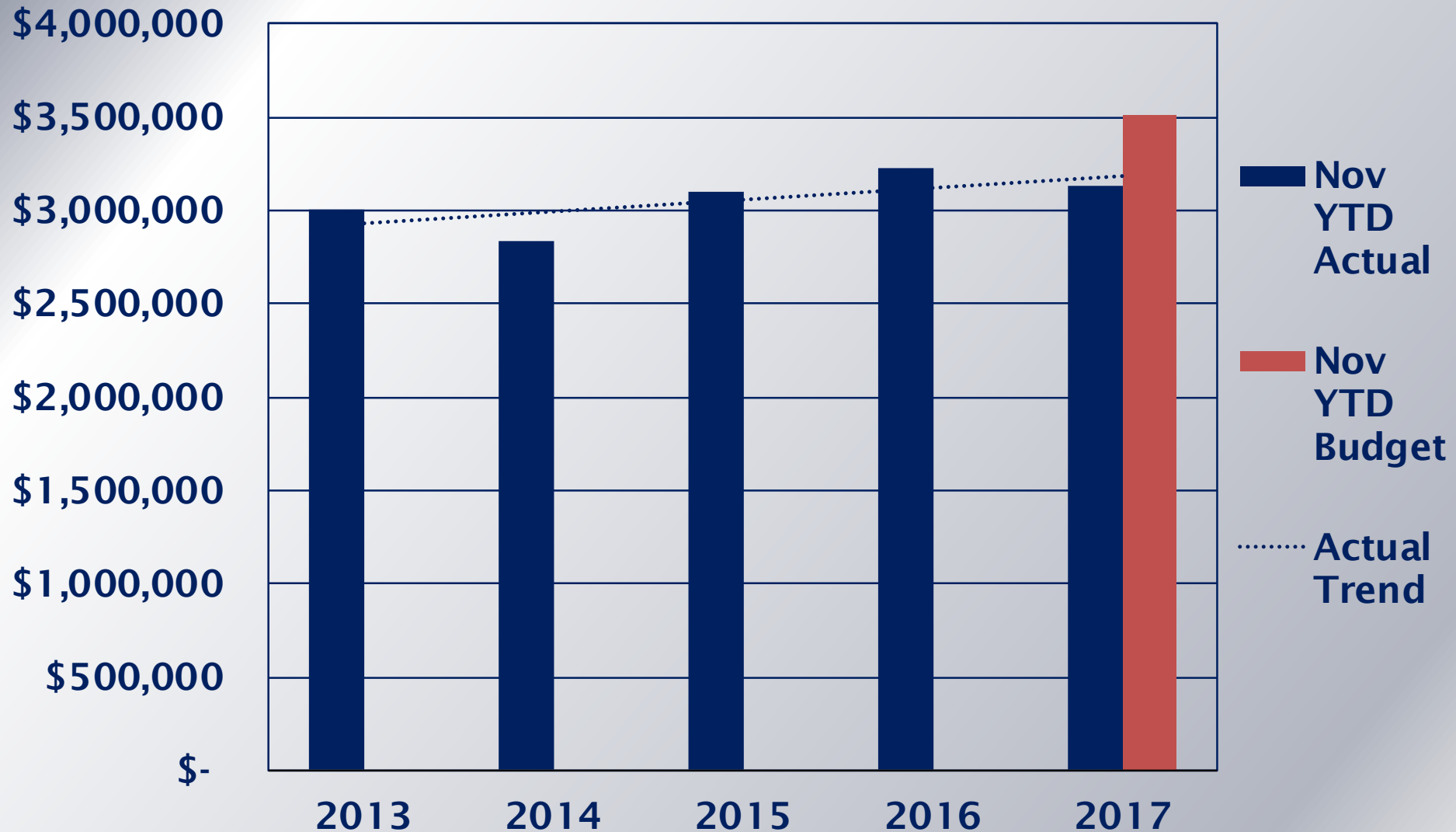
| As of November 2017 (in millions) | 2017 Budget | YTD Budget | YTD Actual | % YTD Budget |
|--------------------------------------|----------------|---------------|---------------|-----------------|
| Golf Revenue | 3.68 | 3.51 | 3.13 | 89.29% |
| Transfers In | 0.05 | 0.00 | 0.05 | 0.00% |
| Funds Available | 3.73 | 3.51 | 3.18 | 90.57% |
| Expenditures | -3.44 | -2.94 | -3.08 | 104.90% |
| Transfers Out | 0.00 | 0.00 | 0.00 | 0.00% |
| Capital Outlay | -0.30 | -0.18 | -0.18 | 97.44% |
| NET | - 0.01 | 0.39 | - 0.08 | |
| Beg. Noncommitted Bal* | 0.03 | | | |
| End Noncommitted Bal** | - 0.05 | | | |

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

** Does not include \$45,000 transfer from Park Fund

Golf Fund Revenue

5 Year Trend & YTD Budget



Riverfront Park Bond Fund

| Project Component | Budget Adopted August 2017 | Expended as of Nov 30, 2017 | Committed to Date | Budget Balance |
|-----------------------------|----------------------------|-----------------------------|---------------------|----------------------|
| 1. South Bank West | 10,045,862.00 | 8,721,016.00 | 719,562.24 | 605,283.76 |
| 2. South Bank Central | 10,606,097.00 | 6,065,673.00 | 3,946,659.91 | 593,764.09 |
| 3. Howard St. SC Bridge | 7,216,139.00 | 5,827,545.00 | 766,553.18 | 622,040.82 |
| 4. Promenades & Cent. Trail | 7,105,876.00 | 452,102.00 | 156,156.41 | 6,497,617.59 |
| 5. Havermale Island | 22,127,236.00 | 150,943.00 | 462,679.99 | 21,513,613.01 |
| 6. snxw mene? | 10,268.00 | 1,741.00 | 8,527.00 | - |
| 7. North Bank | 5,629,772.00 | 123,594.00 | - | 5,506,178.00 |
| 8. South Bank East | 158,782.00 | 63,598.00 | 77,926.13 | 17,257.87 |
| Program Level | 5,613,232.00 | 3,543,335.00 | 841,066.07 | 1,228,830.93 |
| Total | 68,513,264.00 | 24,949,547.00 | 6,979,130.93 | 36,584,586.07 |

CITY OF SPOKANE PARK BOARD

RESOLUTION

A Resolution supporting the location of a new South Hill Branch Library in Thornton Murphy Park.

WHEREAS, the Park Board is empowered by the City Charter to lay out, establish, purchase, procure, accept, and have the care, management control and improvement of, all parks and grounds used for park purposes, all boulevards, connecting parks and structures thereon, and all parkways; and

WHEREAS the Park Board is empowered by the City Charter to exercise supervision over all shade trees, shrubs and plants of all kinds on or in the streets and public places of the city, and over all resting places, water stations, playgrounds and parade grounds; and

WHEREAS the Park Board is empowered by the City Charter to make rules and regulations for the use of parks and provide for the enforcement of such rules and regulations; and

WHEREAS the Park Board is empowered by the City Charter to improve and adorn parks and park property and do all things necessary or proper to render the parks or other property of value to the public; and

WHEREAS the Park Board is empowered by the City Charter to grant concessions, leases and privileges under such restrictions and for such compensation as it shall prescribe; and

WHEREAS, the Spokane Public Library plans to present a Library Bond to be considered in a vote by the citizens of Spokane in 2018; and

WHEREAS, the current South Hill Library site on Perry Street is too small and essentially landlocked; and Spokane cannot fully offer a 21st century library experience in its current location; and

WHEREAS, Thornton Murphy Park has an undeveloped portion along Ray Avenue, approximately 1.4 acres in size, which may be a suitable site for a new branch library; and

WHEREAS, the location at Thornton Murphy Park allows the library to expand to a recommended size (15,000 to 30,000 sq. ft.); and

WHEREAS, the location offers greater access to the community via STA route and by its proximity to busy retail; and

WHEREAS, the location offers greater access to the developing regional services offered at South Hill to east central residents who primarily receive basic level of service; and

WHEREAS, the proximity to the Southside Senior and Community Center has potential to increase the positive experience for both organizations; and

WHEREAS, the proximity to surrounding park land would allow for more educational opportunities in collaboration with parks in outdoor learning; and

WHEREAS, there is potential to increase the usage of Thornton Murphy Park due to people coming to the library; and

WHEREAS, the Spokane Comprehensive Plan, by policy, encourages the joint location of public facilities; and

WHEREAS, locating the library in Thornton Murphy Park will spur greater revitalization to the Lincoln Heights area as a District Center which is encouraged in the Spokane Comprehensive Plan; and

NOW THEREFORE, IT IS HEREBY RESOLVED by the Park Board to support the Spokane Public Library's desire to locate a new South Hill Branch Library in the southeast undeveloped portion of Thornton Murphy Park (see attached map) subject to an adequate public participation process and a future lease agreement between Spokane Parks and Recreation, and the Spokane Library.

Dated this 14th day of December 2017.

Park Board President

City Clerk

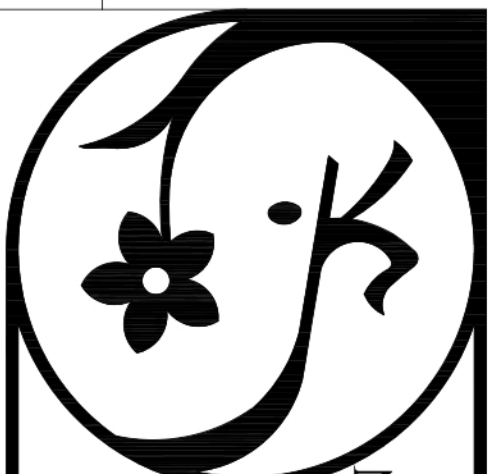
Approved as to form:

Assistant City Attorney



THORNTON MURPHY PARK

APPROXIMATE EXTENT
OF NEW LIBRARY FACILITY



CITY OF
SPOKANE
PARKS
& RECREATION

THORNTON MURPHY PARK

3105 E. 27TH AVE. SPOKANE, WA 99223

SITE AREA EXHIBIT

BAR IS ONE INCH ON ORIGINAL
DRAWING. IF NOT ONE INCH ON
THIS SHEET, ADJUST SCALES
ACCORDINGLY

DATE: 2017.12.04

DRAWN BY: -

CHECKED BY: -

PROJECT NO: -

REVISION

1

3

2

4

SHEET 1 OF 1

L1.0

SITE EXHIBIT



901 5th Ave
Suite 1520
Seattle, WA
98164
t: 206.587.2447
tpl.org



November 30, 2017

The purpose of this letter is to establish a general, mutually agreeable framework for the collaborative relationship between The Trust for Public Land (“TPL”) and City of Spokane Parks and Recreation Department (“SPRD”).

This letter shall not create binding legal obligations or liability on or for TPL or SPRD, or on the part of any other person or entity, unless and until such time as definitive agreements providing for all terms, covenants, conditions, and understandings are reduced to binding written agreements that are mutually executed by the parties.

The Trust for Public Land is a national nonprofit organization that partners with community organizations and individuals for the purpose of planning and creating parks and open spaces that contribute to healthy, livable communities. We believe that expertise on place is local and that robust engagement with local communities is essential to creating successful community spaces.

The City of Spokane Parks and Recreation Department is responsible for the professional management and prudent caretaking of all park land and park facilities including Riverfront Park, Manito Park, Gaiser Conservatory and the many city-wide gardens, Finch Arboretum and the Urban Forestry Program, and 87 neighborhood parks, including Dutch Jake’s Park.

TPL and SPRD have worked in partnership to analyze, identify, and prioritize revitalization opportunities at Dutch Jake’s Park in the West Central neighborhood of Spokane. This letter seeks to outline the organizations’ mutual understanding of the opportunities going forward, such as park programming and site improvements driven by community engagement (which programming and improvements shall be referred to in this letter as “Park Activations”) and outlines a mutually agreeable path to accomplish the common goal of revitalizing Dutch Jake’s Park no later than December 30, 2019 (“the Project”).

A mutual commitment to this goal is not intended to restrict in any way SPRD and TPL from joining similar activities or arrangements with other public, private, or nonprofit entities.

I. Statement of Mutual Interest and Mutual Benefits

Both TPL and SPRD place a high value on the cultural and social benefits that parks and open spaces provide to make communities healthy and livable. Therefore, TPL and SPRD have a mutual interest to provide tailored park activations that contribute to improved health and the reduction of chronic diseases in individuals, children, and families.

Expected Outcomes

- ✓ We will work with local residents and community partners in Spokane to make sure park activations meet community needs.
- ✓ The success of these park activations will help city and community leaders make the case for future park improvements.
- ✓ These park activations will emphasize health. Not only the absence of illness or disease, but with an emphasis on community wellness and healthy lifestyles.
- ✓ We will look to foster and build on civic and community partnerships.

II. Project Timeline and Completion Dates

Timing is contingent upon a community engagement and design development process for Dutch Jake's Park, and may require additional design consideration and push the construction schedule back beyond what is outlined below. Project schedule should be discussed by both TPL and SPRD and revised on a quarterly basis or as necessary.

- Community Outreach: Fall 2017
- Memorandum of Understanding: Spring 2018
- Phase I Improvement: Spring 2018
- Phase II Design Development & Construction Documentation: Spring 2018 – Summer 2018
- Phase II Construction: Summer 2018 - Spring 2019

TPL, SPRD and other key partner organizations will meet at least once monthly each year up to project completion to review the schedule, develop recommended actions, and discuss outreach.

III. Costs and Funding

TPL has obtained grant funding which it believes to be sufficient to complete the projects outlined in Section I above. TPL may attempt to raise additional grant funding to augment those funds already secured. Grant administration will be the responsibility of TPL for all grants applied for and obtained by TPL for the Project.

Should the organizations wish to pursue such additional funding, SPRD and TPL agree they will, at that time, enter into a formal Memorandum of Understanding which shall outline the parties' respective roles and responsibilities for such joint fundraising.

IV. Maintenance

TPL does not have funding to provide ongoing maintenance for the site improvements included as part of these park activations. As TPL defines the scope of services for the design and implementation of such improvements and their respective locations, TPL will seek to confirm with SPRD that maintenance requirements for such improvements are within the capacity of SPRD. Following this preliminary assessment of maintenance requirements, TPL will either update

this agreement or draft a separate agreement to define the maintenance expectations for, and the anticipated lifespan of, such improvements.

V. Additional Documents

As the implementation of the park activations contemplated above include specific work projects or activities which will involve construction and the engagement of contractors, as well as the potential transfer of physical property (for example, fitness equipment) to SPRD by TPL, as well as the potential transfer of grant funds from TPL to SPRD for specific aspects of the park activations, SPRD and TPL agree that in advance of such construction and transfer, they will execute separate, contractual agreements between each other governing roles and responsibilities for any construction, engagement of contractors or transfer of grant funds or physical property. Until such definitive agreements have been signed, the parties understand that all costs, expenses and fees related to this letter shall be paid for by the party incurring such expenses without recourse against the other party and that no claim for expenses or liability of any kind related to this letter shall be based upon reliance, estoppel, or equity. In the event the parties do not enter into such definitive agreements, this letter shall terminate without any liability to the parties.

If the foregoing accurately reflects SPRD's understanding of the framework for a collaborative relationship between SPRD and TPL, please sign below where indicated.



Cary Simmons
Parks for People
Northwest Program Director



Grace Bergman
Parks for People
Northwest Project Manger

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT

By

Its

Date

2018 Recreation Centers Contracts for combine amount of \$647,773

| <u>Fiscal Impact</u> | <u>Budget Account</u> |
|--|------------------------------|
| Expenditure: | |
| \$18,525 - Mid-City Concerns | 1400-54200-76861-54201 |
| \$31,350 - Corbin | 1400-54200-76862-54201 |
| \$77,210 - Sinto | 1400-54200-76863-54201 |
| \$80,000 - Hillyard | 1400-54200-76864-54201 |
| \$30,970 - Project Joy | 1400-54200-76865-54201 |
| | |
| \$115,758 - Southside | 1400-54200-76866-54201 |
| \$39,947 - Southwest | 1400-54200-74216-54201 |
| \$139,538 - Northeast | 1400-54200-74217-54201 |
| \$72,675 - West Central | 1400-54200-74218-54201 |
| \$41,800 - Martin Luther King Jr. Center | 1400-54200-75500-54201 |
| | |



City of Spokane
Parks and Recreation Department

CONTRACT

Title:

THIS AGREEMENT is between the CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT, a Washington State municipal corporation, as "City", and "COMMUNITY/SENIOR CENTER", a 501(C)(3) non-profit corporation, whose address is _____, Spokane, Washington, as "COMMUNITY/SENIOR CENTER", Individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the "COMMUNITY/SENIOR CENTER", provides recreational services to senior citizens and, in past years, has successfully facilitated, in cooperation with the City, a variety of programs for senior citizens; and

WHEREAS, it is the desire of the City to provide partial funding to help maintain these services; -- Now, Therefore,

The parties agree as follows:

1. **PERFORMANCE.** The "COMMUNITY/SENIOR CENTER", shall provide services in accordance with the attached Scope of Services. The "COMMUNITY/SENIOR CENTER", shall mention in all of its advertising, brochures and schedules distributed to the public, that the services are co-sponsored by the Spokane Parks and Recreation Department.
2. **PREMISES.** The "COMMUNITY/SENIOR CENTER", shall negotiate an annual lease agreement and will pay rent to the _____ for space to be utilized for the "COMMUNITY/SENIOR CENTER", programs. The City may assist with the cost of the lease, subject to the availability of funds administered by the Spokane Park Board.
3. **USE OF PREMISES BY CITY.** The City shall have the option to use the "COMMUNITY/SENIOR CENTER", premises for Park and Recreational programs when the "COMMUNITY/SENIOR CENTER", is not utilizing the Premises. The Premises shall not be used for any other purpose without the consent of the "COMMUNITY/SENIOR CENTER",. The City's use of the Premises shall in no way be exclusive, nor infringe on the "COMMUNITY/SENIOR CENTER", primary usage of the Premises. Use of the Premises by the City shall be at no cost. Any additional costs incurred by the "COMMUNITY/SENIOR CENTER", will be agreed upon prior to the use and shall be billed to the City.
4. **COMPENSATION.** The City shall pay the "COMMUNITY/SENIOR CENTER", _____, from available City funds, to help pay recreational programming costs. Any expenditure exceeding these amounts will be billed to the "COMMUNITY/SENIOR CENTER",.

The City reserves the right to revise this amount in any manner which the City may deem appropriate in order to take into account any future fiscal limitations affecting the City. The City shall give the "COMMUNITY/SENIOR CENTER", thirty (30) days written notice of any revision. The parties agree that this is an annual contract, and by no means a guarantee of future funding.

5. PAYMENT. The "COMMUNITY/SENIOR CENTER", shall send monthly applications of one-twelfth (1/12) of the total Contract to the Parks and Recreation Department, Administration Office, Fifth Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201-3317. Payment should be made via direct deposit/ACH within thirty (30) days of receipt of the "COMMUNITY/SENIOR CENTER", application except as provided by state law. Invoices should be sent electronically to the Director of Recreation or designee with the monthly report for the month being invoiced. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

6. TERM. This Contract shall begin January 1, 2018 and run through December 31, 2018, unless terminated earlier.

7. TERMINATION. Either party may terminate this Contract upon sixty (60) days written notice to the other party.

8. TAXES. The "COMMUNITY/SENIOR CENTER", shall be solely responsible for all taxes levied, assessed, or imposed upon the non-profit corporation and its operation.

9. INSURANCE. During the term of the Contract, the "COMMUNITY/SENIOR CENTER", shall maintain in force at its own expense, the following insurance coverages:

- 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;
- 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 "COMMUNITY/SENIOR CENTER", services to be provided under this Contract;
 - i. Acceptable supplementary Umbrella insurance coverage, combined with the "COMMUNITY/SENIOR CENTER", General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- 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.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (60) days written notice from the "COMMUNITY/SENIOR CENTER", or its insurer(s) to the City.

As evidence of the insurance coverages required by this Contract, the "COMMUNITY/SENIOR

CENTER", shall furnish an acceptable Certificate of Insurance (COI) to the City at the time it returns the signed Contract. The COI shall specify all of the parties who are additional insured, and include applicable policy endorsements and the deductible or retention level, as well as policy limits. Insuring companies or entities are subject to City acceptance and must have a rating of A- or higher by A.M. Best. Copies of all applicable endorsements shall be provided. The "COMMUNITY/SENIOR CENTER", shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. AUDIT. The "COMMUNITY/SENIOR CENTER", shall maintain for a minimum of seven (7) years following final payment, all records related to its performance of the Contract. The "COMMUNITY/SENIOR CENTER", shall provide access to authorized City representatives at reasonable times and in a reasonable manner to inspect and copy any such records. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

11. INTERNAL AUDITING CONTROL. The "COMMUNITY/SENIOR CENTER", shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and non-profit accounting and financial reporting standards.

12. REPORTS AND MEETINGS.

A. The "COMMUNITY/SENIOR CENTER", shall communicate with the Parks and Recreation Department through the City's Director of Parks and Recreation, or designee.

B. The "COMMUNITY/SENIOR CENTER", shall submit to the City's Director of Parks and Recreation, or designee, monthly reports on or before the 10th of every month for the previous month, detailing its contractual performance including:

- A. Monthly Attendance Reports for Activities conducted at the center Funded by Parks Funds.
- B. Staff and Volunteer hours (unique number of volunteers with hours for each); and
- C. List of Recreation Activities – not meals; actual activities.

C. The Director of Parks and Recreation, or designee, shall be welcome to attend all board meetings of the "COMMUNITY/SENIOR CENTER",.

D. At the end of the calendar year, the "COMMUNITY/SENIOR CENTER", shall submit an annual financial statement to the City's Director of Parks and Recreation, or designee, showing all expenditures and revenues of the non-profit corporation for the prior year.

E. The "COMMUNITY/SENIOR CENTER", shall submit a 2016 annual Financial Statement to the Spokane Parks and Recreation Department on or before March 31, 2017. In addition to the Annual Financial Statement, the following needs to be submitted:

- A. A copy of the first two pages of the IRS Form 990 when filed each year.

F. The Spokane Parks and Recreation Department will provide the opportunity for the "COMMUNITY/SENIOR CENTER", to list activities in the Spokane Parks and Recreation's seasonal Activity Guide. The type and number of programs allowed will be decided upon by the City's Director of Parks and Recreation, or designee.

G. The Director of the "COMMUNITY/SENIOR CENTER", or designee, is required to attend quarterly Recreation Supervisor meetings and any other mandatory meetings established by the City's Director of Parks and Recreation, or designee.

13. FUTURE SUPPORT. The City makes no commitment to support the services described in this Contract and assumes no obligation for future support of the services contracted for except as expressly set forth in this Contract. The "COMMUNITY/SENIOR CENTER", recognizes that the dollars assigned by the City are based on "need" and will demonstrate that "need" by allowing inspection of its financial records on an annual basis before a new contract will be approved.

14. LIABILITY

A. The "COMMUNITY/SENIOR CENTER", shall defend, indemnify, and hold harmless the City, its officers, employees and agents, from any claim, damage, loss, liability, injury, cost and expense arising out of the negligence of the "COMMUNITY/SENIOR CENTER", its officers, employees and agents in connection with the Contract, except to the extent of the negligence of the City, its officers, employees and agents. If an action, claim or proceeding instituted by a third party is directed at work or action taken by the "COMMUNITY/SENIOR CENTER" solely on behalf of the City, its officers, employees and agents, the City shall defend, indemnify and hold harmless the "COMMUNITY/SENIOR CENTER", from any expenses connected with the defense, settlement, or monetary judgment ensuing from such actions, claims, or proceedings.

B. Each party specifically assumes potential liability for actions brought by its own employees against the other party, and solely for the purposes of this indemnification, each party specifically waives any immunity under Title 51 RCW. The parties have specifically negotiated this provision.

15. NONDISCRIMINATION. 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 "COMMUNITY/SENIOR CENTER", agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the "COMMUNITY/SENIOR CENTER".

16. AMENDMENT. This Contract may be amended at any time by mutual written agreement.

17. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state and local laws, regulations, and executive orders which are incorporated by reference into this Contract.

18. ASSIGNMENTS. This Contract is binding on the parties and their successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.

19. NON-WAIVER. No delay or waiver by either party to exercise any contractual right shall be considered as a waiver of such right or any other right.

20. ENTIRE AGREEMENT. This written Contract constitutes the entire understanding of the

parties. There are no promises, terms, conditions or obligations other than those written herein.

21. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

22. ANTI-KICKBACK. 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 the Contract.

23. DEBARMENT AND SUSPENSION. "COMMUNITY/SENIOR CENTER", 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.

Dated: _____

CITY OF SPOKANE PARKS AND
RECREATION DEPARTMENT

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

"COMMUNITY/SENIOR CENTER",

Email Address: _____

By: _____

Title: _____



CROSS COUNTRY SKI GROOMING @ INDIAN CANYON GOLF COURSE

- Provide winter recreation activities on groomed trails for xc and skate skiing Indian Canyon Golf Course.
- Trail will be groomed primarily on course service roads and areas approved and routed by course Superintendent Josh Harty, Leroy Eadie and staff.
- Main goal to keep people on the designated groomed trails.
- Greens and fairways have been roped off.
- Trail head access will be located at Whittier Park adjacent to the golf course.
- Information signs will be places at trail access and along route to director skiers.

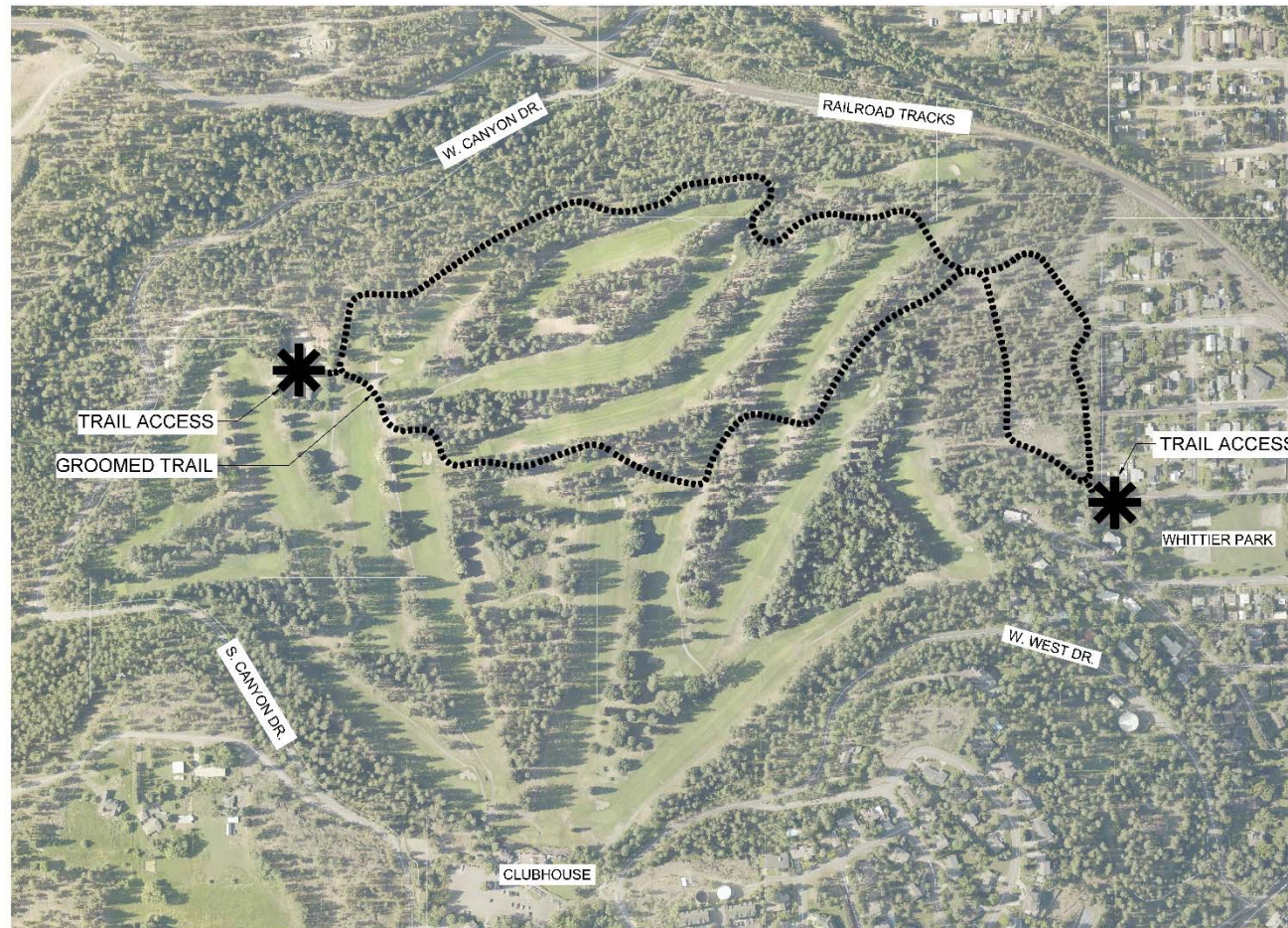


XC & SKATE SKI TRAIL GROOMING





INDIAN CANYON ROUTE MAP & TRAIL ACCESS



TOTAL TRAIL LENGTH:
1.56 Miles

NORTH TRAIL: .75 Miles
Intermediate Difficulty

SOUTH TRAIL: .81 Miles
Beginner Difficulty

TRAIL ON COURSE SERVICE ROADS





ROPED OFF FAIRWAYS





ROPED OFF GREENS





KEEPING USERS ON THE TRAIL

CROSS COUNTRY SKI TRAIL



CROSS COUNTRY RESPONSIBILITY CODE

- STAY ON DESIGNATED TRAILS
- Always check trail conditions and obey all signs and posted warnings.
- Pets on groomed trails must be leashed
- Always maintain control of your speed and direction. Ski in such a manner that you can stop or avoid other skiers or hazards.
- Ski within your abilities and time allowances.
- Don't block intersections and avoid stopping in the middle of hills. Do not stop where you obstruct a trail or are not visible to others. Move off the trail quickly if you fall or during rest stops and equipment adjustments. If you fall, fill in sitzmarks.
- Move to the right to yield the track to a faster skier or to a skier coming downhill. On two-way trails, faster skiers and descending skiers have the right-of-way. To pass another skier, call "Track".
- Always ski to the right when meeting on-coming skiers and when skiing on double track.
- Don't walk in the set tracks or on the groomed trail. Keep to the side of the trail.
- Don't litter – take out what you bring in.



QUESTIONS?





**City of Spokane Parks and
Recreation Department**

**CONTRACT EXTENSION 2 OF 3
WITH COST**

**Title: ARBORIST SERVICES FOR THE RIVER-
FRONT PARK REDEVELOPMENT PROJECT**

This Contract Extension including additional compensation is made and entered into by and between the **City of Spokane Parks and Recreation Department** as ("City"), a Washington municipal corporation, and **F.A. BARTLETT TREE EXPERT COMPANY**, whose address is 1290 East Main Street, Stamford, Connecticut 06902 as ("Company"). Individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Company agreed to provide for the City **Arborist Services for the Riverfront Park Redevelopment Project**; and*

WHEREAS, the initial contract provided for three (3) additional one-year extensions, with this being the 2nd of those extensions; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The original Contract, dated June 14, 2016, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Extension shall become effective on December 15, 2017.

3. EXTENSION.

The contract documents are hereby extended and shall run through December 31, 2018.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **ONE HUNDRED THIRTY TWO THOUSAND THREE HUNDRED FIFTY FIVE AND 13/100 DOLLARS (\$132,355.13)** for everything furnished and done under this Contract Extension, which includes the fee escalator called out for in the original Contract. This is the maximum amount to be paid under this Extension, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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 Agreement by having legally-binding representatives affix their signatures below.

F.A. BARTLETT TREE EXPERT COMPANY

**CITY OF SPOKANE PARKS AND
RECREATION DEPARTMENT**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk



Assistant City Attorney

Attachments that are part of this Agreement:

N/A

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 2**

NAME OF CONTRACTOR: Strata

PROJECT TITLE: Const. Special Inspection

CITY CLERK CONTRACT NUMBER: OPR 2016-0965

=====

DESCRIPTION OF CHANGE:

AMOUNT: 25,629.00

Construction special inspections for Pavilion and Promenades.

=====

TOTAL AMOUNT: \$ 25,629.00

| | |
|--|---------------------|
| CONTRACT SUM (EXCLUDE SALES TAX) | |
| ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES) | \$84,120.00 |
| NET AMOUNT OF PREVIOUS CHANGE ORDERS | \$13,810.00 |
| CURRENT CONTRACT AMOUNT | \$97,930.00 |
| CURRENT CHANGE ORDER (EXCLUDES SALES TAX) | \$25,629.00 |
| REVISED CONTRACT SUM | \$123,559.00 |

| | |
|-----------------------------------|-----------------|
| CONTRACT COMPLETION DATE | |
| ORIGINAL CONTRACT COMPLETION DATE | 12/31/17 |
| CURRENT COMPLETION DATE | 12/31/17 |
| REVISED COMPLETION DATE | 10/31/19 |

Contractor: _____

Date: _____

City Approval: _____

Date: _____

City Clerk Attest: _____

Date: _____

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



November 29, 2017
File: SP16512D

Ms. Jo-Lynn Brown
Project Coordinator
City of Spokane Parks and Recreation
City Hall Fifth Floor
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

RE: **PROPOSAL**
Construction Materials Testing and
Special Inspection Services
Riverfront Park Redevelopment Project
North Howard Street Promenade
Mid Howard Street Promenade
Pavilion Reconstruction
Spokane, Washington

Dear Ms. Brown:

Strata, Inc. (STRATA) is pleased to provide the following proposal for construction materials testing and special inspection services for the planned North Howard Street Promenade project as part of the Riverfront Park Redevelopment Project located in Downtown Spokane, Washington. This proposal contains information regarding our project understanding, anticipated scope of services, details of our unit fees, and an estimate of the materials testing investment.

We have prepared our proposal based on the following:

- 90 percent Design Submittal Drawings Plans dated July 7, 2017 provided by the City of Spokane, Department of Parks and Recreation on November 13, 2017;
- Our email conversations with Ms. Jo-Lynn Brown, Project Coordinator with the City of Spokane Parks and Recreation, November of 2017;
- The special inspection and testing requirements established in the 2012 International Building Code (IBC 2012); and
- Other referenced standards such as the *American Society for Testing and Materials (ASTM)*, *American Welding Society (AWS)*, *American Concrete Institute (ACI)*, and the *American Society of Civil Engineers (ASCE)*.

PROPOSED CONSTRUCTION

We understand this portion of the Riverfront Park Redevelopment project will consist of: 1) improvements to the North Howard Street Promenade; 2) Mid Howard Street Promenade improvements, and; 3) Reconstruction of the Pavilion.

The North Howard Street Promenade generally includes rehabilitating North Howard Street from the north side of the Howard Street Mid Channel Bridge at Canada Island, spanning the North Channel of the Spokane River (pedestrian bridge), to the intersection of Mallon Avenue and Howard Street. Portions of the promenade will be surfaced with architectural pavers and hot mix asphalt (HMA). Additional improvements will include irrigation pipe installation, landscaping, and stormwater management facilities.

The Mid Howard Street Promenade and Centennial Trail portion will generally include improving North Howard Street south of the Spokane River Mid Channel to the north bank of Havermale Island. New paved pedestrian paths and walkways will intersect the existing HMA paved Centennial Trail.

Reconstruction of the Pavilion structure will include massive demolition of existing features, including the Imax Theatre building and its annex building, and the ice rink cover. The West Administration Building will be partially demolished followed with complete renovation. The Pavilion will be transformed into an amphitheater with an approximate 20,000-square-foot concrete slab to create an event/visitors center, a central plaza conservation area, playground improvements, and landscaping.

PROJECT UNDERSTANDING and SCOPE OF SERVICES

This proposal is based on our project understanding, anticipated project duration, and anticipated scope of services as detailed below. The quantities listed in our fee schedule are **estimates**; variance in these quantities and associated testing fees may take place due to of design changes, additional services requested by the City of Spokane Parks and Recreation Department, construction schedules, unanticipated conditions, weather, contractor scheduling, or other factors beyond our control. We elaborate on our anticipated scope of services and approach in the following sections.

Project Team

Staff assignment will be dependent on the nature of the testing required. Our intention is to be an invaluable resource to the City of Spokane Parks and Recreation Department and members of the design and construction team throughout the duration of the project. Our primary anticipated role will include the following:

- Materials verification, testing, and compliance;
- Documentation of construction activities, testing, and inspection activities and results via Daily Field Reports;
- Special Inspection of work complying with referenced standards;
- Communicating directly with the City of Spokane Parks and Recreation Department and other designated project personnel; and
- Promoting and participating in a SAFE approach to construction activities.

Based on STRATA's review of project documents mentioned above, and conversations with Jo-Lynn Brown, we anticipate our scope of services on this project will consist of the following:



Soil/Aggregate Observation and Testing

STRATA will provide a qualified field professional to observe and test compaction during foundation, slab, fill and backfilling operations, and asphalt subgrade preparation (structural fill placement, aggregate placement below slabs, utility trench backfill, and other miscellaneous project fill and backfill). We will sample on-site and any imported materials used for fill and backfill and transport these samples to our laboratory for required testing. STRATA is not the geotechnical engineer-of-record (GEOR) and assumes the GEOR will provide observations and recommendations specific to foundation subgrade preparation, and asphalt subgrades and have not included this service in our scope for this project.

Reinforcing Steel Placement and Embedded Items Special Inspection

STRATA will provide a qualified inspector to verify the placement of reinforcing steel and embedded items prior to the placement of concrete. Our reinforcing steel and embedded items inspection will include verification of type, grade, size, cleanliness, lap splice, clearance, coverage, and general placement of reinforcing steel/embedded items for conformance with project plans and specifications. Discrepancies will be reported to the contractor for correction prior to the placement of concrete. If discrepancies are uncorrected, we will notify you and other designated persons of non-compliant conditions.

Concrete Observation, Sampling and Testing

We will provide a qualified inspector to observe the placement of curb, gutter and sidewalk, and guardrail foundation concrete and conduct sampling and field testing of concrete, including casting of compressive strength test cylinders for verification purposes. Our field services will include testing for slump, temperature (concrete and ambient), air content, verification of mix design based on review of concrete batch tickets, and casting of test specimens. Sampling and field-testing of concrete will be conducted by personnel certified by, at minimum, the *American Concrete Institute (ACI)* as a *Concrete Field Testing Technician-Grade I*. Additionally, prior to concrete placement activities (requiring special inspection), our inspector will discuss with the contractor the concrete curing methods, techniques and temperature requirements.

Upon completion of the 24-hour initial curing period, STRATA will pick up and deliver concrete compression specimens to our certified laboratory for curing and testing. STRATA will document compression test results, and a test report will be sent as required by project specifications. We have based this proposal on the assumption that compliance testing of other materials (i.e. aggregates, cement, etc.) will not be required. Therefore, we have not included these activities in the anticipated scope. If it becomes necessary, we can provide these services for an additional fee.

Structural Steel Field Bolting/Welding Special Inspections

We have based our proposal on the understanding that fabrication of guardrail steel will be completed in the facility of an approved/certified fabricator, eliminating the need for special inspection at the fabrication shop. We will provide a special inspector certified by either the American Welding Society (AWS-CWI) or International Code Council (ICC) to observe welding operations during guardrail steel erection and connection at the project location. This will be accomplished on a periodic and/or continuous basis as dictated by the approved drawings and applicable codes. Our services include the observation of welder certifications, material



identification, joint fit-up, and general compliance of structural steel construction to the project requirements and applicable codes.

Hot Mix Asphalt (HMA) Observation and Testing

STRATA will provide a qualified field professional to observe, sample, and test compaction during HMA paving of the North Howard Street Promenade. HMA samples will be obtained at the supplier's batch plant and transported to our laboratory for the required testing. Our laboratory testing will comprise maximum theoretical specific gravity, volumetric properties, and asphalt content and mix gradation.

Project Management and Reporting

Mr. Matt Blankenship will be the Project Manager and the point of contact in the coordination of our special inspection, field observation, and laboratory testing services. Mr. Blankenship will also work with your site representative to coordinate our services. In general, requests for scheduling of our inspection and testing, meeting attendance, and communication processes will be handled through our local Spokane, Washington office (phone 509-891-1904). **We request that scheduling calls be made 24 hours in advance** in order to allow the appropriate response time for the project.

Field personnel will issue an electronic copy of their preliminary daily field reports and field test results on site at the completion of each day's testing. STRATA's project manager will review the daily reports generated by field staff during construction, and these finalized reports will be summarized and transmitted electronically to the selected project representatives at the end of each week.

Throughout construction, items found in non-compliance with the project requirements will be brought to the attention of the contractor's superintendent, designated design professionals, and your project representative. As re-inspection items can have a serious impact on our budget, our project manager will review the daily progress reports to monitor items requiring re-inspection and the hours involved in these re-inspections. These items will be documented and this information will be forwarded to you periodically for appropriate action and tracking of potential change orders and/or back charges. STRATA's project manager will also conduct field visits in support of STRATA personnel and inspection procedures. Upon completion of the project, we will provide a final summary report to document the materials testing services.

FEE ESTIMATE

STRATA proposes to perform the above Scope of Services on a time and expense basis, as detailed on the attached *Preliminary Fee Estimate*. Based on our current project understanding, as conveyed throughout this proposal, we estimate our fees for material testing and inspections for this project at **\$25,629.00**. The fee estimate contained herein assumes overtime will not be required, however, if it is, it will be invoiced at 1½ times the hourly rate for all time before 7:00 AM, after 5:00 PM, over 8 hours per day, weekends or holidays. Vehicle charges and trip time will be invoiced portal to portal from STRATA's office.



LIMITATIONS

The above scope of services is for construction materials testing, inspection and laboratory services. Our services do not include a geotechnical evaluation of any kind. We are not assuming the geotechnical engineer-of-record for the project. Our construction materials testing, inspection and laboratory services are limited to verifications of the plans and specifications. STRATA does not represent or warrant that we have reviewed the construction documents (plans, specifications, etc.) for accuracy, appropriateness and whether the documents meet the standard of care at the time of our services in the eastern Washington area.

SUMMARY

We sincerely appreciate the opportunity to work with the City of Spokane Parks and Recreation, and look forward to successful project construction and completion. We will perform the testing and inspection services in accordance to the Consultant Agreement in place with the City of Spokane Parks and Recreation Department. If you have any questions, or if we can be of further assistance, please do not hesitate to call.

Sincerely,
STRATA, Inc.



Matthew L. Blankenship, LEG
Regional Construction Services Manager

MLB/cm

Attachments: Preliminary Fee Estimate





PRELIMINARY FEE ESTIMATE

Riverfront Park Redevelopment -
North Howard Street Promenade
Mid Howard Street Promenade
Pavilion Reconstruction

SPP16512D

Project Manager: Matthew Blankenship

| | Quantity | Unit | @ | Rate | Totals |
|---|----------|-------|---|----------|--------------------|
| Earthwork Testing | | | | | |
| Field Professional <i>Estimated 40 site trips at 4 hours each for in-place density testing (includes mob/demob).</i> | 160.00 | hours | @ | \$48.00 | \$7,680.00 |
| Field Professional <i>Estimated 4 site trips to obtain soil samples for laboratory analyses (includes mob/demob).</i> | 8.00 | hours | @ | \$48.00 | \$384.00 |
| Density Gauge - Day | 40.00 | each | @ | \$40.00 | \$1,600.00 |
| Moisture Density Relationship Curve | 3.00 | each | @ | \$175.00 | \$525.00 |
| Sieve Analysis of Coarse & Fine Aggregate | 3.00 | each | @ | \$125.00 | \$375.00 |
| Vehicle Charge | 44.00 | each | @ | \$35.00 | \$1,540.00 |
| Field Professional - Overtime <i>No Overtime Anticipated</i> | 0.00 | hours | @ | \$72.00 | \$0.00 |
| ESTIMATED FEE: | | | | | \$12,104.00 |
| Asphalt Testing | | | | | |
| Field Professional <i>Estimate 4 site trips at 8 hours each for HMA testing (includes mob/demob).</i> | 40.00 | hours | @ | \$48.00 | \$1,920.00 |
| Density Gauge - Day | 5.00 | each | @ | \$40.00 | \$200.00 |
| Extraction Gradation w/Moisture - Ignition Oven | 5.00 | each | @ | \$200.00 | \$1,000.00 |
| Field Professional - Overtime <i>No overtime anticipated.</i> | 0.00 | hours | @ | \$72.00 | \$0.00 |
| Vehicle Charge | 5.00 | each | @ | \$35.00 | \$175.00 |
| ESTIMATED FEE: | | | | | \$3,295.00 |
| Concrete Testing | | | | | |
| Special Inspector <i>Estimated 15 site trips at 4 hours each for concrete testing and sampling for structural concrete (includes mob/demob).</i> | 60.00 | hours | @ | \$60.00 | \$3,600.00 |
| Field Professional <i>Estimate 15 site trips at 2 hours each to retrieve concrete cylinders to our lab for compressive strength testing (includes mob/demob).</i> | 30.00 | hours | @ | \$48.00 | \$1,440.00 |
| Compressive Strength - Cylinder - 4x8 | 40.00 | each | @ | \$22.00 | \$880.00 |
| Vehicle Charge | 30.00 | each | @ | \$35.00 | \$1,050.00 |
| Field Professional - Overtime <i>No Overtime Anticipated</i> | 0.00 | hours | @ | \$72.00 | \$0.00 |
| ESTIMATED FEE: | | | | | \$6,970.00 |

| Bolting/Weld Inspection | | | | | |
|--|-------|-------|---|---------|--------------------|
| Special Inspector | 16.00 | hours | @ | \$60.00 | \$960.00 |
| <i>Estimate 4 site trips at 4 hours each for bolting inspections of gaurdrails (includes mob/demob).</i> | | | | | |
| Vehicle Charge | 4.00 | each | @ | \$35.00 | \$140.00 |
| ESTIMATED FEE: | | | | | \$1,100.00 |
| Project Administration | | | | | |
| Project Manager | 12.00 | hours | @ | \$90.00 | \$1,080.00 |
| Project Administrator | 24.00 | hours | @ | \$45.00 | \$1,080.00 |
| ESTIMATED FEE: | | | | | \$2,160.00 |
| Total Preliminary Fee Estimate: | | | | | \$25,629.00 |

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 14**

NAME OF CONTRACTOR: CNI

PROJECT TITLE: Recreational Rink/Skyride

CITY CLERK CONTRACT NUMBER: OPR 2017-0051

=====

DESCRIPTION OF CHANGE:

AMOUNT

| | |
|-----------------------------------|--------------|
| Item 1: PCO 49, 50, 52 | \$ 6,274.65 |
| Item 2: PCO 54, 55, 56 | \$ 12,113.78 |
| Item 3: PCO 57, and 58 | \$ 3,471.83 |
| Item 4: | \$ |
| Item 5: Time extension to 3/30/18 | \$ |

=====

TOTAL AMOUNT: \$ 21,860.26

| | |
|--|------------------------|
| CONTRACT SUM (EXCLUDE SALES TAX) | |
| ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES) | \$6,793,400.00 |
| NET AMOUNT OF PREVIOUS CHANGE ORDERS | \$876,959.20 |
| CURRENT CONTRACT AMOUNT | \$7,670,359.20 |
| CURRENT CHANGE ORDER (EXCLUDES SALES TAX) | \$21,860.26 |
| REVISED CONTRACT SUM | \$ 7,692,219.46 |

| | |
|-----------------------------------|--------------------------|
| CONTRACT COMPLETION DATE | |
| ORIGINAL CONTRACT COMPLETION DATE | 11/3 Work Days |
| CURRENT COMPLETION DATE | 11/3 Work Days |
| REVISED COMPLETION DATE | 3/30 Work Days |

Contractor: _____ Date: _____

City Approval: _____ Date: _____

City Clerk Attest: _____ Date: _____

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

Rec Rink Change Order Log
CNI

| C/O Number | \$ | Date | Topic/Reason for C/O |
|----------------------|-----------------|------------|----------------------------------|
| Original Contract | \$ 6,793,400.00 | | 10% of contract = \$ 679,340.00 |
| #1 | \$ 114,485.00 | 2/9/2017 | Street lite & Conduit |
| #2 | \$ 48,000.00 | 3/9/2017 | Manage Soil Stockpile |
| #3 | \$ 51,476.61 | 4/13/2017 | Dispose N Bank soil |
| #4 | \$ 38,200.00 | 6/12/2017 | Queuing Canopy |
| #5 | \$ 20,812.62 | | Manage Soil Stockpile |
| #6 | \$ 30,825.64 | 7/21/2017 | 15 small PCO's |
| #7 | \$ 31,525.86 | 8/24/2017 | H-VAC Controls |
| #8 | \$ 29,392.37 | 8/24/2017 | Wiscap, Security |
| #9 | \$ 89,750.00 | 8/24/2017 | Kitchen Equip |
| #10 | \$ 16,187.38 | 8/24/2017 | portion pf PCO 17 |
| #11 | \$ 66,620.78 | 8/24/2017 | Remaining PCO 17, PCO 3A, PCO 28 |
| #12 | \$ 183,351.59 | 10/20/2017 | |
| #13 | \$156,331.35 | 11/27/2017 | |
| #14 | \$21,860.26 | | Pending PB Review |
| | | | |
| | \$ 7,692,219.46 | | New contract amount |

| | | |
|-------|--|--------------------|
| | Ice Facility | |
| | Change Order #14 | |
| | 12/4/2017 | |
| PCO # | Description | Amount |
| 49 | Added fire barrier over the plywood sheathing on the roof parapets. Code required | \$3,590.76 |
| 50 | Gas regulator required by Avista to lower pressure down to design requirements | \$1,553.55 |
| 52 | Change the handicap door operator to a wireless remote. Code required clearance couldn't be done without this change. | \$1,130.34 |
| 54 | Add ACT ceiling to skyride control room | \$676.16 |
| 55 | Misc. electrical revisions and additions to conform with kitchen equipment | \$2,991.00 |
| 56 | Replacement of the electrical service to the Christmas tree. This work was to improve old and needless existing 2 panels and took advantage of the new Avista service to the Fountain Café'. | \$8,446.62 |
| 57 | Electrical revisions for misc. code requirements:(1) emergency shutoff for gas to the fire pits, (2) water shutoff to the kitchen makeup air unit, (3) Valve to shut of gas to the kitchen. | \$1,242.03 |
| 58 | Cellular dialer for the fire alarm to avoid land line service to the building. | \$2,229.80 |
| | Change Order #14 | \$21,860.26 |

PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 49

DATE: Friday, September 29, 2017
SUBJECT: Energy Code Roofing Addition

Scope of Change Request:

Contractor was requested to add primed dens decking to the inside of all parapet walls for compliance with energy code.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$184.00 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$3,355.00 |
| Subtotal: | \$3,539.00 |
| Bonding and Insurance | \$51.76 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$3,590.76 |

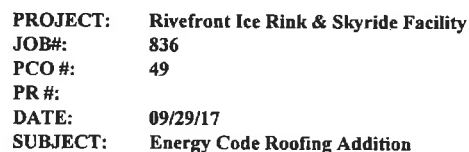
Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI Submitted by:  Date Submitted: 11/2/17
Matt Nason, Project Manager

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



Sales Tax: Not Included
Total: \$ 3,590.76

Matt Nason

From: Tom Wilson <tomwilson@arkcommercialroofing.com>
Sent: Thursday, November 02, 2017 9:17 AM
To: Matt Nason
Subject: Fw: Roof Walk Pads ASI 4

Importance: High

Hi Matt,

Cleaning up a couple of items for the project.

We were directed to cover the wood sheathing on the inside of the parapet wall at the rotunda building and east end of the main building. Our costs were:

| | | |
|-----------|----------------------------|------------|
| Materials | 76 ea 4x8 1/2" dens primed | \$1,594.18 |
| Labor | 24 hours | \$1,456.17 |
| Total | | \$3,050.35 |

From: Tom Wilson
Sent: Thursday, August 24, 2017 10:37 AM
To: Matt Nason
Subject: Re: Roof Walk Pads

Hi Matt,

PROJECT: Rivefront Ice Rink & Skyride Facility**JOB#: 836****PCO #: 50****DATE: Friday, September 29, 2017****SUBJECT: Gas Meter Pressure****Scope of Change Request:**

Avista could not supply metered gas pressure at the the 11" WC the building system was designed for. Contractor was required to furnish and install a gas regulator to lower the service down to design pressure.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$184.00 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$1,347.23 |
| Subtotal: | \$1,531.23 |
| Bonding and Insurance | \$22.33 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$1,553.55 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/2/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 50
PR #:
DATE: 09/29/17
SUBJECT: Gas Meter Pressure

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|------|------|--------|---------------|----------|--------------|----------------|-----------------|-----------------|
| | | | S/UNIT | AMOUNT | S/UNIT | AMOUNT | S/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | 1 | HRS | 75.00 | 75.00 | | | | | 75.00 |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| Furnish & Install Gas Regulator | 1.00 | LS | | | | | 1,224.75 | 1,224.75 | 1,224.75 |
| Direct Expense Subtotal | | | | 160.00 | | | | 1,224.75 | 1,384.75 |
| Bond | | | | | | 11.24 | | | 11.24 |
| Liability Insurance | | | | | | 6.31 | | | 6.31 |
| Builders Risk Insurance | | | | | | 1.87 | | | 1.87 |
| Direct Expense + Overheads Subtotal | | | | 160.00 | | 19.42 | | 1,224.75 | 1,404.17 |
| Mark-up | | | | 24.00 | | 2.91 | | 122.48 | 149.39 |

Sales Tax: Not Included
Total: \$ 1,553.55



WORK ORDER ESTIMATE TAKE-OFF

PROJECT: Riverfront Sky ride and Ice Ribbon

DATE: October 31, 2017

DESCRIPTION OF WORK: Provide and install regulator

additional labor
MISC HARDWARD
TOOL AND EQUIPENT RENT
SHIPPING & HANDLING

SUBTOTAL

TOTAL OWN FORCES

INDIRECT COSTS

SALES TAX MATERIALS ONLY

TOTAL

TIME EXTENSION REQUIRED

0.0 DAYS

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 52

DATE: Thursday, November 09, 2017

SUBJECT: ASI Door Changes

Scope of Change Request:

Contractor was directed to change Door#14 from a half light to a full light to match Door#17

Contractor was directed to provide a wireless door actuator to door #25 are relocate to mount on the jamb.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$224.25 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$889.90 |
| Subtotal: | \$1,114.15 |
| Bonding and Insurance | \$16.19 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$1,130.34 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI Submitted by:  Date Submitted: 11/9/17
Matt Nason, Project Manager

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
 JOB#: 836
 PCO #: 52
 PR #:
 DATE: 11/09/17
 SUBJECT: ASI Door Changes

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|------|------|---------|---------------|----------|--------------|----------------|---------------|-----------------|
| | | | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | | HRS | 75.00 | | | | | | |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| Remove and Replace Door | 2 | HRS | 55.00 | 110.00 | | | | | 110.00 |
| Cut door & provide light kit - AM Hardware | 1.00 | LS | | | | | 230.00 | 230.00 | 230.00 |
| Furnish and install glazing - River City Glass | 1 | LS | | | | | 221.00 | 221.00 | 221.00 |
| Re-paint door | 1 | LS | | | | | 100.00 | 100.00 | 100.00 |
| Furnish & Install Wireless Actuator - River City Glass | 1 | LS | | | | | 258.00 | 258.00 | 258.00 |
| Direct Expense Subtotal | | | | 195.00 | | | | 809.00 | 1,004.00 |
| Bond | | | | | | 8.15 | | | 8.15 |
| Liability Insurance | | | | | | 4.57 | | | 4.57 |
| Builders Risk Insurance | | | | | | 1.36 | | | 1.36 |
| Direct Expense + Overheads Subtotal | | | | 195.00 | | 14.08 | | 809.00 | 1,018.08 |
| Mark-up | | | | 29.25 | | 2.11 | | 80.90 | 112.26 |

Sales Tax: Not Included
 Total: \$ 1,130.34



Architect's Supplemental Instruction (ASI)

| | | | |
|----------|---|-------------|---|
| Owner: | City of Spokane Parks and Recreation Department | Project: | Spokane Riverfront Park Recreation Ice Rink and SkyRide Facility, Stantec Work # 2046055600 |
| Address: | 808 W. Spokane Falls Blvd., #5 Spokane, Washington 99201 | Contractor: | Contractors Northwest, Inc. (CNI) 3731 N. Ramsey Rd. Coeur d'Alene, ID 83816 |
| ASI #: | 2017.11.07 | Date: | November 8, 2017 |

Written Description of Architect's Additional Instructions:

Provide and install the following as described in the attached sheets:

- 1) Door # 14 (between Skate Fitting room and Group Rental 1) should be a type "B" (full vision) door and not a type "E" door as indicated in the construction drawings. Please correct.
- 2) Note 5 on sheet indicates the ADA door actuator location as on the brick wall immediately to the north. Please relocate this actuator to the jamb on the south side (by the inactive leaf) and provide a wireless connection as discussed at the site meeting on 2017.11.07.

STANTEC ARCHITECTURE INC.

Leif Hanson, AIA NCARB
Architect
Phone: (509) 340-1713
Fax: (509) 328-0423
leif.hanson@stantec.com

Design with community in mind

In c:\users\lhanson\documents\leh\2046055600\construction\asi\asi-2017-11-08.docx

Matt Nason

From: Kalen Lakoduk <kalen@amhardware.com>
Sent: Wednesday, November 08, 2017 9:59 AM
To: Matt Nason
Subject: Ice Rink Door modification

Matt,

We can do the cut out in our shop for \$100.00. The lite kit will cost you \$130.00 and I can have it here in a week. Let me know asap so I can get the kit ordered.

Thank You,

Kalen Lakoduk

AM Hardware
Project Manager
Office: 509-927-8399
Fax: 509-927-1487
Email: kalen@amhardware.com

Commercial

Entrances & Storefronts
Stanley Automatic Doors
Curtain Walls
Glass & Glazing



6615 E Main Ave

Spokane, WA. 99212

Phone# (509) 532-0252

Fax# (509) 532-0253

Contractor Number : RIVERCG034L7

| | | | |
|--------------------------------------|--|---|---------------------------|
| Proposal Submitted To: CNI | Phone # Fax# | Date: 11/9/2017 Job Phone: | Date of Plans: |
| Street: | Job Name: Riverfront Park Ice Rink | | Addendum: |
| City, State and Zip: | Job Address: | | Attention: Matt |

Furnish and Install

1/4" temp glass full lite in lieu of half lite

Base bid = \$221

Furnish and Install

ADA push button with remote operation at exterior

Base bid = \$258

Exclusions - taxes, relite kit

Alexander Cazier

alex@rivercityglass.com

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice.

Any alteration or deviation from above specification involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon, strikes, accident's or delays beyond our control.

Owner to carry fire, tornado and necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

THIS PROPOSAL IS VALID FOR 30 DAYS

Authorized Signature

Acceptance of Proposal. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above

Signature: _____

Date of Acceptance: _____

PROJECT: Rivefront Ice Rink & Skyride Facility**JOB#: 836****PCO #: 54****DATE: Thursday, November 30, 2017****SUBJECT: Skyride Control Room Ceiling****Scope of Change Request:**

Add ACT ceiling to the skyride control room.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-----------------|
| Total Charges for Labor | \$97.75 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$568.70 |
| Subtotal: | \$666.45 |
| Bonding and Insurance | \$9.71 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$676.16 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI Submitted by:  Date Submitted: 11/30/17
Matt Nason, Project Manager

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 54
PR #:
DATE: 11/09/17
SUBJECT: Skyride Control Room Ceiling

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|-----|------|--------|--------------|----------|-------------|----------------|---------------|---------------|
| | | | S/UNIT | AMOUNT | S/UNIT | AMOUNT | S/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | | HRS | 75.00 | | | | | | |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| ACT Ceiling in Control Room - All Wall | 1 | LS | | | | | 517.00 | 517.00 | 517.00 |
| Direct Expense Subtotal | | | | 85.00 | | | | 517.00 | 602.00 |
| Bond | | | | | | 4.88 | | | 4.88 |
| Liability Insurance | | | | | | 2.74 | | | 2.74 |
| Builders Risk Insurance | | | | | | 0.81 | | | 0.81 |
| Direct Expense + Overheads Subtotal | | | | 85.00 | | 8.44 | | 517.00 | 610.44 |
| Mark-up | | | | 12.75 | | 1.27 | | 51.70 | 65.72 |

Sales Tax: Not Included
Total: \$ 676.16



All Wall Contracting, Inc.
723 South Lochsa Street
Post Falls ID 83854
208.773.4650

License: ALLWACI021CZ

Change Proposal

Proposal #:6

Date: 10/17/2017

To: Contractors Northwest, Inc.
PO Box 100
Athol ID 83801

Project: 17085
Riverfront Park Ice Rink
Riverfront Park
Spokane WA 99201

Proposed By: 1079 Jared Greaser

Customer Proposal:

| Description of Work | Amount |
|--|---------|
| Labor | 489.00 |
| Materials | 655.00 |
| 15/16 white grid and standard fissured 2x4 tile. | |
| Deduct Original Hard lid | -627.00 |

Notes

Matt

Here is the cost for installing the ACT in the Gondola room.

If you have any questions please let me know.

Thanks
Jared

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Proposed Change

517.00

Contractor: _____

Date: _____

Subcontractor: _____

Date: _____

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 55

DATE: Thursday, November 30, 2017

SUBJECT: Kitchen Electrical Additions

Scope of Change Request:

Kitchen equipment revisions required additional electrical services not shown on the drawings

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$97.75 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$2,850.10 |
| Subtotal: | \$2,947.85 |
| Bonding and Insurance | \$43.15 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$2,991.00 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 55
PR #:
DATE: 11/09/17
SUBJECT: Kitchen Electrical Additions

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|-----|------|---------|--------|----------|--------|----------------|----------|----------|
| | | | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | | HRS | 75.00 | | | | | | |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| Kitchen Equipment Changes - Colvico | 1 | LS | | | | | 2,591.00 | 2,591.00 | 2,591.00 |
| <i>Direct Expense Subtotal</i> | | | | 85.00 | | | | 2,591.00 | 2,676.00 |
| Bond | | | | | | 21.71 | | | 21.71 |
| Liability Insurance | | | | | | 12.19 | | | 12.19 |
| Builders Risk Insurance | | | | | | 3.62 | | | 3.62 |
| <i>Direct Expense + Overheads Subtotal</i> | | | | 85.00 | | 37.52 | | 2,591.00 | 2,713.52 |
| Mark-up | | | | 12.75 | | 5.63 | | 259.10 | 277.48 |

Sales Tax: Not Included
Total: \$ 2,991.00



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 22, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Kitchen Changes

Lump Sum Price – Base Bid: \$2,591.00

The following is a summary of our Scope of Work

Included:

-labor and misc. materials to install change circuitry for the coffee maker, ice maker, refrigerator and an added switch for the dishwasher.

Excluded:

- sales tax
- excavation, spoils haulaway, compaction and backfill
- sawcutting
- concrete asphalt patchback
- dewatering
- separation fabric
- cutting, patching and painting
- overtime/off hours work
- unforeseen and or existing conditions

-add 2% for bond rate if required

On-site parking will be provided for all employee vehicles.

Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer
Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

Washington Contractor's License: COLVII*134D6

| | | | | | |
|--------------------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| Kitchen Changes | | | | | |
| | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| Coffee Maker | | | | | |
| 3/4 emt | 45 | \$ 0.91 | \$ 40.95 | 0.2 | 9 |
| 3/4 emt conn | 2 | \$ 0.17 | \$ 0.34 | 0.05 | 0.1 |
| 3/4 emt coup | 10 | \$ 0.21 | \$ 2.10 | 0.03 | 0.3 |
| 3/4 emt strap | 10 | \$ 0.10 | \$ 1.00 | 0.01 | 0.1 |
| 4 sq box | 1 | \$ 3.00 | \$ 3.00 | 0.6 | 0.6 |
| 3/4 flex | 3 | \$ 0.40 | \$ 1.20 | 0.3 | 0.9 |
| 3/4 flex conn | 2 | \$ 4.00 | \$ 8.00 | 0.3 | 0.6 |
| 8 thhn | 130 | \$ 0.30 | \$ 39.00 | 0.006 | 0.78 |
| 2 Pole 40 amp breaker | 1 | \$ 45.00 | \$ 45.00 | 0.6 | 0.6 |
| cord whip | 1 | \$ 5.00 | \$ 5.00 | 0.5 | 0.5 |
| added labor | 1 | \$ - | \$ - | 4 | 4 |
| | | | \$ - | | 0 |
| Ice Maker | | | \$ - | | 0 |
| 4 sq box | 1 | \$ 3.00 | \$ 3.00 | 0.6 | 0.6 |
| 12 Thhn | 50 | \$ 0.20 | \$ 10.00 | 0.005 | 0.25 |
| 1P Breaker | 1 | \$ 16.00 | \$ 16.00 | 0.4 | 0.4 |
| so cord | 1 | \$ 5.00 | \$ 5.00 | 0.2 | 0.2 |
| added labor | 1 | \$ - | \$ - | 2 | 2 |
| | | | | | |
| Switch Added for Dishwasher Hood fan | | | | | |
| handi box | 1 | \$ 2.00 | \$ 2.00 | 0.25 | 0.25 |
| switch | 1 | \$ 102.00 | \$ 102.00 | 1 | 1 |
| 3/4 flex | 3 | \$ 0.40 | \$ 1.20 | 0.3 | 0.9 |
| 3/4 flex conn | 2 | \$ 4.00 | \$ 8.00 | 0.3 | 0.6 |
| added labor | 1 | \$ - | \$ - | 2 | 2 |
| | | | | | |
| Refrigerator | | | | | |
| 10 thhn | 130 | \$ 0.25 | \$ 32.50 | 0.006 | 0.78 |
| 2 Pole 30 amp breaker | 1 | \$ 30.00 | \$ 30.00 | 0.6 | 0.6 |
| cord whip | 1 | \$ 5.00 | \$ 5.00 | 0.5 | 0.5 |
| added labor | 1 | \$ - | \$ - | 4 | 4 |
| | | | | | |
| | | | | | |
| | | | | | |
| MATERIAL subTOTALS | | | \$ 360.29 | | |
| LABOR TOTAL HOURS | | | | | 31.56 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 1,798.92 | | |

| | | | | | |
|--------------------|--|--|-------------|--|--|
| TAX | | | | | |
| SUB TOTALS | | | \$ 2,159.21 | | |
| O&P | | | \$ 431.84 | | |
| | | | | | |
| JOB TOTAL | | | \$ 2,591.05 | | |
| BID BOND 2% | | | \$ - | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | \$ - | | |

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 56

DATE: Thursday, November 30, 2017

SUBJECT: P2-02 Electrical Revisions

Scope of Change Request:

P2-02 replacement and rework. Includes credits for the original design to clean up the existing panel and additional cost of remove it at replace it with a new outdoor cabinet and associated conduit and wire. Also includes installation of a new ground box at the existing Christmas tree panel.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$97.75 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$8,226.90 |
| Subtotal: | \$8,324.65 |
| Bonding and Insurance | \$121.97 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$8,446.62 |

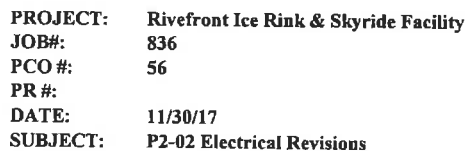
Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI Submitted by:  Date Submitted: 11/30/17
Matt Nason, Project Manager

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



Sales Tax: Not Included
Total: \$ 8,446.62



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 10, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Panel P2-02 Replacement and Rework

Lump Sum Price – Base Bid: \$6,929.00

The following is a summary of our Scope of Work

Included:

- outdoor cabinet 60"H x 52"W x 18"D
- rework conduit and wiring as necessary
- install existing panelboard in new cabinet
- new ground box at existing Christmas tree panel

Excluded:

- sales tax
 - concrete
 - excavation, spoils haulaway, compaction and backfill
 - sawcutting
 - concrete asphalt patchback
 - dewatering
 - separation fabric
 - cutting, patching and painting
 - overtime/off hours work
 - unforeseen and or existing conditions
 - add 2% for bond rate if required
- On-site parking will be provided for all employee vehicles.
Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer

Washington Contractor's License: COLVII*134D6



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875

Fax: (509) 534-3551

Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

Washington Contractor's License: COLVII*134D6

| | | | | | |
|---------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| P2-02 | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| 72x52x18 enclosure | 1 | \$ 1,493.47 | \$ 1,493.47 | 10 | 10 |
| Freight | 1 | \$ 350.00 | \$ 350.00 | | |
| anchors | 4 | \$ 8.00 | \$ 32.00 | 0.35 | 1.4 |
| Back Panel | 1 | \$ 319.04 | \$ 319.04 | 0.5 | 0.5 |
| cct breaker gfci | 2 | \$ 177.23 | \$ 354.46 | 0.4 | 0.8 |
| Exterior ground box | 1 | \$ 218.57 | \$ 218.57 | 4 | 4 |
| Ground Box interior | 1 | \$ 736.88 | \$ 736.88 | 1 | 1 |
| replace panel boards | -1 | | \$ - | 6 | -6 |
| sand and paint existing | -1 | \$ 250.00 | \$ (250.00) | 10 | -10 |
| 4 pvc | 10 | \$ 1.51 | \$ 15.10 | 0.08 | 0.8 |
| 1 thhn | 425 | \$ 1.35 | \$ 573.75 | 0.019 | 8.075 |
| 6 thhn | 110 | \$ 0.45 | \$ 49.50 | 0.011 | 1.21 |
| 3 pole 100 amp breaker | 1 | \$ 350.00 | \$ 350.00 | 1 | 1 |
| 3/4 pvc | 100 | \$ 0.28 | \$ 28.00 | 0.04 | 4 |
| 10 thhn | 600 | \$ 0.25 | \$ 150.00 | 0.007 | 4.2 |
| electrical permit | 1 | \$ 100.00 | \$ 100.00 | 1 | 1 |
| | | | | | |
| | | | | | |
| MATERIAL subTOTALS | | | \$ 4,520.77 | | |
| LABOR TOTAL HOURS | | | | | 21.985 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 1,253.15 | | |
| TAX | | | | | |
| SUB TOTALS | | | \$ 5,773.92 | | |
| O&P | | | \$ 1,154.78 | | |
| | | | | | |
| JOB TOTAL | | | \$ 6,928.70 | | |
| BID BOND 2% | | | \$ - | | |
| | | | | | |
| | | | \$ 6,928.70 | | |



4001 E FERRY AVE
SPOKANE WA 99202-4647
Phone: 509-532-9211
Fax: 509-532-7060

To: COLVICO ELECTRIC
2812 N PITTSBURG ST
SPOKANE WA 99207
Attn: terry
Phone: 000-536-1875
Fax: 000-534-3551
Email: dhensrud@colvicoinc.com

Date: 10/30/2017
Proj Name:
GB Quote #: 0228743499 Rev-2
Valid From: 10/30/2017
Valid To: 11/29/2017
Contact: JAMIE CRAIG
Email: jamie.craig@graybar.com

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

| Item | Quantity | Supplier | Catalog Nbr | Description | Price | Unit | Ext.Price |
|---|----------|--------------|--------------------------------------|---------------------------------------|------------|------|------------|
| 100 | 1 EA | HOFFMAN | A60R5218FSLP | 3R PAD-MOUNT FREE-STAND ENCL | \$1,493.47 | 1 | \$1,493.47 |
| GB Part #: 25152987 UPC #: 78351014423 | | | | | | | |
| 200 | 1 EA | HOFFMAN | A49P48N | PANEL LG TYPE 1 49.16X48 | \$319.04 | 1 | \$319.04 |
| GB Part #: 25143490 UPC #: 78351013918 | | | | | | | |
| 300 | 2 EA | SQUARE D CO. | QOB120GFI | MINIATURE CIRCUIT BREAKER 120V 20A | \$177.23 | 1 | \$354.46 |
| GB Part #: 88243050 UPC #: 78590136871 | | | | | | | |
| 400 | 1 EA | WIREMOLD | XB814 | EXTERIOR GROUND BOX | \$218.57 | 1 | \$218.57 |
| GB Part #: 25854726 UPC #: 78677618718 | | | | | | | |
| 600 | 1 EA | WIREMOLD | XB814C520C2BK WIREMOLD COMPANY | | \$736.88 | 1 | \$736.88 |

Total in USD (Tax not included): \$3,122.42

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To learn more about Graybar, visit our website at www.graybar.com

24-Hour Emergency Phone#: 1-800-GRAYBAR

Subject to the standard terms and conditions set forth in this document. Unless otherwise noted, freight terms are F.O.B. shipping point prepaid and bill.
Unless noted the estimated ship date will be determined at the time of order placement.

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 57

DATE: Thursday, November 30, 2017

SUBJECT: Electrical Additions

Scope of Change Request:

Install electrical service to items not shown in the electrical design.

Add shunt trip for fire pits

Electrical service to water shutoff valve for MAU

Electrical service to gas shutoff valve for Kitchen

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$97.75 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$1,126.40 |
| Subtotal: | \$1,224.15 |
| Bonding and Insurance | \$17.88 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$1,242.03 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 57
PR #:
DATE: 11/30/17
SUBJECT: Electrical Additions

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|-----|------|---------|--------------|----------|--------------|-----------------|--------|-----------------|
| | | | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | | HRS | 75.00 | | | | | | |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| Fire Pit Shunt Trip - Colvico | 1 | LS | | | | | 269.00 | 269.00 | 269.00 |
| Water valve to MAU - Colvico | 1 | LS | | | | | 442.00 | 442.00 | 442.00 |
| Gas valve to Kitchen - Colvico | 1 | LS | | | | | 313.00 | 313.00 | 313.00 |
| Direct Expense Subtotal | | | | 85.00 | | | 1,024.00 | | 1,109.00 |
| Bond | | | | | | 9.00 | | | 9.00 |
| Liability Insurance | | | | | | 5.05 | | | 5.05 |
| Builders Risk Insurance | | | | | | 1.50 | | | 1.50 |
| Direct Expense + Overheads Subtotal | | | | 85.00 | | 15.55 | 1,024.00 | | 1,124.55 |
| Mark-up | | | | 12.75 | | 2.33 | | 102.40 | 117.48 |

Sales Tax: Not Included
Total: \$ 1,242.03



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 22, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Shunt Trip for FirePits

Lump Sum Price – Base Bid: \$269.00

The following is a summary of our Scope of Work

Included:

-labor and misc. materials to install added shunt trip for FirePits.

Excluded:

- sales tax
- excavation, spoils haulaway, compaction and backfill
- sawcutting
- concrete asphalt patchback
- dewatering
- separation fabric
- cutting, patching and painting
- overtime/off hours work
- unforeseen and or existing conditions

-add 2% for bond rate if required

On-site parking will be provided for all employee vehicles.

Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer
Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

Washington Contractor's License: COLVII*134D6

| | | | | | |
|---------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| Shunt Trip for Fireplaces | | | | | |
| | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| 1/2 emt | 15 | \$ 0.45 | \$ 6.75 | 0.02 | 0.3 |
| 1/2 emt conn | 2 | \$ 0.10 | \$ 0.20 | 0.04 | 0.08 |
| 1/2 emt coup | 2 | \$ 0.10 | \$ 0.20 | 0.04 | 0.08 |
| 4 sq box | 1 | \$ 3.00 | \$ 3.00 | 0.3 | 0.3 |
| labor | 1 | | | 3 | 3 |
| | | | | | |
| MATERIAL subTOTALS | | | \$ 10.15 | | |
| LABOR TOTAL HOURS | | | | | 3.76 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 214.32 | | |
| TAX | | | | | |
| SUB TOTALS | | | \$ 224.47 | | |
| O&P | | | \$ 44.89 | | |
| | | | | | |
| JOB TOTAL | | | \$ 269.36 | | |
| BID BOND 2% | | | \$ - | | |



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 22, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Water Shutoff for MUA

Lump Sum Price – Base Bid: \$442.00

The following is a summary of our Scope of Work

Included:

-labor and misc. materials to install added water shutoff for Make Up Air unit.

Excluded:

- sales tax
- excavation, spoils haulaway, compaction and backfill
- sawcutting
- concrete asphalt patchback
- dewatering
- separation fabric
- cutting, patching and painting
- overtime/off hours work
- unforeseen and or existing conditions

-add 2% for bond rate if required

On-site parking will be provided for all employee vehicles.

Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer
Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

Washington Contractor's License: COLVII*134D6

| | | | | | |
|---------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| Water Shutoff for MUA | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| MC Cable | 20 | \$ 0.80 | \$ 16.00 | 0.02 | 0.4 |
| MC connectors | 2 | \$ 0.42 | \$ 0.84 | 0.025 | 0.05 |
| 12 Thhn | 50 | \$ 0.20 | \$ 10.00 | 0.005 | 0.25 |
| handi box | 1 | \$ 2.00 | \$ 2.00 | 0.25 | 0.25 |
| labor | 1 | | \$ - | 5 | 5 |
| MATERIAL subTOTALS | | | \$ 28.84 | | |
| LABOR TOTAL HOURS | | | | | 5.95 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 339.15 | | |
| TAX | | | | | |
| SUB TOTALS | | | \$ 367.99 | | |
| O&P | | | \$ 73.60 | | |
| JOB TOTAL | | | \$ 441.59 | | |
| BID BOND 2% | | | \$ - | | |



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 22, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Gas Shutoff for Kitchen

Lump Sum Price – Base Bid: \$313.00

The following is a summary of our Scope of Work

Included:

-labor and misc. materials to install added gas shutoff.

Excluded:

- sales tax
- excavation, spoils haulaway, compaction and backfill
- sawcutting
- concrete asphalt patchback
- dewatering
- separation fabric
- cutting, patching and painting
- overtime/off hours work
- unforeseen and or existing conditions

-add 2% for bond rate if required

On-site parking will be provided for all employee vehicles.

Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer
Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

Washington Contractor's License: COLVII*134D6

| | | | | | |
|---------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| Gas shutoff for Kitchen | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| MC Cable | 15 | \$ 0.80 | \$ 12.00 | 0.02 | 0.3 |
| MC connectors | 2 | \$ 0.42 | \$ 0.84 | 0.025 | 0.05 |
| labor | 1 | | | 4 | 4 |
| MATERIAL subTOTALS | | | \$ 12.84 | | |
| LABOR TOTAL HOURS | | | | | 4.35 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 247.95 | | |
| TAX | | | | | |
| SUB TOTALS | | | \$ 260.79 | | |
| O&P | | | \$ 52.16 | | |
| JOB TOTAL | | | \$ 312.95 | | |
| BID BOND 2% | | | \$ - | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | \$ - | | |

PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 58

DATE: Thursday, November 30, 2017
SUBJECT: Fire Alarm Dialer

Scope of Change Request:

Contractor was requested to change the fire alarm dialer to a cellular IP to eliminate phone lines being installed to the building.

RECAP OF CHANGE ORDER PRICING DETAIL

| | |
|---|-------------------|
| Total Charges for Labor | \$97.75 |
| Total Charges for Material | |
| Total Charges for Subcontractor | \$2,099.90 |
| Subtotal: | \$2,197.65 |
| Bonding and Insurance | \$32.15 |
| TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT: | \$2,229.80 |

Contract Pricing Certification:

We hereby certify that the pricing in this change order proposal is current, accurate, and in accordance with the contract agreement.

CNI

Submitted by: *Matt Nason*

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



PROJECT: Rivefront Ice Rink & Skyride Facility
JOB#: 836
PCO #: 58
PR #:
DATE: 11/30/17
SUBJECT: Fire Alarm Dialer

| ITEM | QTY | UNIT | LABOR | | MATERIAL | | SUBCONTRACTORS | | TOTALS |
|--|-----|------|---------|--------|----------|--------|----------------|----------|----------|
| | | | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | \$/UNIT | AMOUNT | |
| Project Manager (Change Order Compilation / Contract Mods) | 1 | HRS | 85.00 | 85.00 | | | | | 85.00 |
| Superintendent | | HRS | 75.00 | | | | | | |
| Accounting (Contract Adjustments) | | HRS | 30.00 | | | | | | |
| Furnish & Install Cellular IP Dialer - Colvico/Evco | 1 | LS | | | | | 1,909.00 | 1,909.00 | 1,909.00 |
| <i>Direct Expense Subtotal</i> | | | | 85.00 | | | | 1,909.00 | 1,994.00 |
| Bond | | | | | | 16.18 | | | 16.18 |
| Liability Insurance | | | | | | 9.08 | | | 9.08 |
| Builders Risk Insurance | | | | | | 2.69 | | | 2.69 |
| <i>Direct Expense + Overheads Subtotal</i> | | | | 85.00 | | 27.96 | | 1,909.00 | 2,021.96 |
| Mark-up | | | | 12.75 | | 4.19 | | 190.90 | 207.84 |

Sales Tax: Not Included
Total: \$ 2,229.80



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875
Fax: (509) 534-3551

Date: November 7, 2017
Attention: CNI
Reference: Riverfront Recreational Ice Rink & Skyride
Subject: Electrical Proposal & Pricing –
Cellular IP Dialer for Fire Alarm

Lump Sum Price : \$1,909.00

The following is a summary of our Scope of Work

Included:

-additional material and labor to add a cellular IP dialer for the fire alarm.

Excluded:

-add 2% for bond rate if required
On-site parking will be provided for all employee vehicles.
Restroom facilities will be provided for all employees.

If you have any questions regarding the above information, please feel free to contact me immediately.

Respectfully submitted,

Terry Den Boer
Estimator/Project Manager
Colvico Inc.
Email: terry@colvicoinc.com

Office 509-252-5843
cell-509-342-4060

| | | | | | |
|---------------------------|-------------|-----------------|-----------------|----------------|-----------------|
| JOB NAME: | | | | | |
| Cellular FA | | | | | |
| ITEM | QTY. | UNIT PR. | EXT. PR. | LABOR U | EXT. LAB |
| Cellular Fire Alarm Panel | 1 | \$ 948.70 | \$ 948.70 | 8 | 8 |
| Misc. | 1 | \$ 15.00 | \$ 15.00 | 3 | 3 |
| | | | | | 0 |
| MATERIAL subTOTALS | | | \$ 963.70 | | |
| LABOR TOTAL HOURS | | | | | 11 |
| LABOR \$ PER HOUR | | | | | \$ 57.00 |
| LABOR TOTAL | | | \$ 627.00 | | |
| TAX | | | | | |
| SUB TOTALS | | | \$ 1,590.70 | | |
| O&P | | | \$ 318.14 | | |
| | | | | | |
| JOB TOTAL | | | \$ 1,908.84 | | |
| BID BOND 2% | | | \$ - | | |
| | | | | | |
| | | | \$ 1,908.84 | | |

CHANGE ORDER PROPOSAL BREAKDOWN, TOTALS

Page 1 of 3



| | |
|----------------|---|
| Job Name> | Riverfront Park Ice Rink |
| Customer> | Colvico Electric |
| Proposal Desc> | Add IPGSM to Ice Rink Fire alarm system |

| | |
|----------------|---------|
| Date> | 11/6/17 |
| EVCO Job #> | 17-061 |
| RFP/COP#> | 1 |
| EVCO RFP/COP#> | 1 |
| Sales> | Larry |

| | | | |
|-----------------|--------|--------------------|----------|
| Labor Cost> | 414.94 | Design Fees> | 0.00 |
| Mat Cost> | 447.51 | COP Selling Price> | \$948.70 |
| Cost Sub-T> | 862.46 | | |
| Permit> | 0.00 | | |
| Sub-T> | 862.46 | | |
| Overhead> | 0% | 0.00 | |
| B&O Tax | 0% | 0.00 | |
| Sub T> | 862.46 | | |
| Sub Cont Quote> | 0.00 | | |
| Sub T> | 862.46 | | |
| Profit | 10.0% | 86.25 | |
| Subt-T> | 948.70 | | |

EVCO Inc.
 3511 E Trent
 Spokane WA 99202
 ph 509-535-8718
 fx 509-534-2795

CHANGE ORDER PROPOSAL BREAKDOWN, COSTS ACCUMULATION

Page 2 of 3



Job Name> Riverfront Park Ice Rink

COP#> 1
EVCO COP#> 1

Date> 11/6/17
EVCO Job #> 17-061

DIRECT LABOR COSTS

| | | | | |
|--|------|--------------|-------|---------------------|
| Technician Labor (per material sheet)> | 4.00 | Hours @ | 53.59 | 214.36 |
| Safety> | 0.0 | Labor Hours> | 0.00 | Hours @ 53.59 0.00 |
| Waranty> | 0.0 | Labor Hours> | 0.00 | Hours @ 53.59 0.00 |
| Small Tools> | 0.0% | Labor Hours> | 0.00 | Hours @ 53.59 0.00 |
| Direct Supervision> | 1.0 | Labor Hours> | 1.00 | Hours @ 53.59 53.59 |
| Field Engineer> | 1.0 | Labor Hours> | 1.00 | Hours @ 72.00 72.00 |
| CAD Design> | 1.0 | Labor Hours> | 1.00 | Hours @ 75.00 75.00 |
| Estimator> | 0.0 | Labor Hours> | 0.00 | Hours @ 55.00 0.00 |
| Clerical> | 0.0% | Labor Hours> | 0.00 | Hours @ 22.25 0.00 |
| Shift & OT Premium> | 0.0 | Labor Hours> | 0.00 | Hours @ 0.00 0.00 |

Total Direct Labor> 414.94

Material Costs (per sheet 3)>
Small Tools & Consumables>

0.00%

Material Labor Tot> 214.36
of Craft Labor> 0.00

Total Material Cost> 447.51

CHANGE ORDER PROPOSAL BREAKDOWN, PROJECT MATERIAL

Page 3 of 3



Job Name> Riverfront Park Ice Rink
 COP#> 1 EVCO COP#> 1

| Description | Qty | Price | Per | Ext | Labor | Per | Ext |
|--|-----|-----------|-----|-----------|-------|-----|------|
| Internet and Cellular 4G FA Communicator | 1 | \$ 357.50 | E | \$ 357.50 | 4 | E | 4.00 |
| Freight | 1 | \$ 65.00 | E | \$ 65.00 | | E | 0.00 |
| Vehicle Expense | 4 | \$ 6.25 | E | \$ 25.01 | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |
| | 0 | | E | FALSE | | E | 0.00 |

Total Material Cost> \$ 447.51

Total Hrs> 4.00

Labor Rate> 53.59

Total Labor Cost> 214.36

E = Each
 C = Per Hundred
 M = Per Thousand

CITY OF SPOKANE PARK BOARD

RESOLUTION

A Resolution pertaining to the Memorandum of Understanding with the Spokane Parks Foundation.

WHEREAS, there is an existing Memorandum of Understanding between the City of Spokane, henceforth ("City"), and the Spokane Parks Foundation, henceforth ("Parks Foundation") that was signed by the City on October 13, 2016 and signed by the Parks Foundation on November 29, 2016 ("MOU") recognizing the Parks Foundation's important contributions to the City parks system and appointing the Parks Foundation a fiscal as fiscal agent for the City for philanthropic efforts; and

WHEREAS, the Parks Foundation and the City have a 66-year history of cooperation and collaboration on philanthropy programs and projects in support of Spokane Parks; and

WHEREAS, the Parks Foundation and the City recently entered into an agreement to raise funds to support the Riverfront Park Redevelopment Project, dated November 17, 2017 ("Campaign Agreement"); and

WHEREAS, the Parks Foundation and the City wish to clarify that Section 13 of the MOU, regarding the use of park funds or donations to hire staff, is not applicable to the terms and conditions of the Campaign Agreement, and that, to the extent there is any conflict between the terms of Section 13 of the MOU and the Campaign Agreement, the City and Parks Foundation wish to clarify that Campaign Agreement is controlling;

THEREFORE, IT IS RESOLVED THAT the Parks Foundation and the City jointly agree that Section 13 of the MOU is not applicable to the terms and conditions of the Campaign Agreement, and that, to the extent there is any conflict between the terms of Section 13 of the MOU and the Campaign Agreement, the City and Parks Foundation agree that the Campaign Agreement is controlling; and

AND, IT IS FURTHER RESOLVED THAT this resolution shall reaffirm the commitment of the Parks Foundation and the City to support one another, and to strive for common goals, including and in addition to the Campaign Agreement, as outlined in the existing MOU; and

AND IT IS RESOLVED THAT this resolution shall serve as "ADDENDUM A" to the Campaign Agreement.

Dated this ____ day of December 2017.

ATTEST

Park Board President

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 ~~City Council~~, and one member of the ~~City Council~~ to be designated by the ~~Council~~council." (City of Spokane ~~City~~ Charter §~~42~~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 ~~City~~ Charter §45)

Section 2. Regular Meetings.

1. The regular meetings of the Park Board shall be held at ~~13~~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. The Board or President may cancel or reschedule meetings. If a regular meeting is to be canceled or rescheduled, notice, 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 each year. 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~~ that votes be recorded by name. Any member may abstain or recuse from the voting after stating the basis for ~~abstension~~ abstention or recusal. Such basis shall be placed on the record. ~~recusing from a vote shall place the reason for the recusal 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. The agenda of a regular or special meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Section 7. Chairing Meetings.

1. Meetings shall be called to order by the President, or in ~~his/her~~ 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. Minutes of the ~~Previous-previous~~ Park Board meeting and Study Session notes
3. Additions or Deletions to the Agenda
4. ~~Monthly Highlights: President~~
5. Special Guests
6. Claims
7. Financial Report and Budget Update
8. Special Discussion/ Action Items
9. Committee Reports - Action Items
 - Golf Committee
 - Land Committee Recreation Committee
 - Riverfront Park Committee
 - Finance Committee
 - Urban Forestry Tree Committee
 - Bylaws Committee
10. Reports
 - Park Board President
 - Liaison Reports
 - Director's Report
11. Correspondence

12. Public Comments

13. Adjournment

Next Committee meeting dates

Next Park Board meeting dates

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 ~~regular~~ 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.

5. ~~In the event of the vacancy in the office of Secretary, the Park Board shall elect an interim Secretary.~~

Section 12. Nominations.

1. At the regular meeting in January, the President shall appoint ~~the~~ 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 ~~to order~~ 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.

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 Interview Committee which shall recommend to the Mayor two (2) Park Board candidates per vacancy 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 custodian of all the Park Board books, documents, records, minutes and papers which properly belong in the Secretary's office.
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). ~~Unless otherwise ordered by the Park Board, all such Committees shall consist of a minimum of three (3) members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens.~~
3. The Board may re-classify, 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 ~~shall~~ should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.

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. ~~All~~ Committee Chairs can make, second and vote on motions brought before the ~~committee~~ 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 ~~his~~ 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 ~~shall~~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 Policies and proposed changes in existing Rules, Bylaws and 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. In the event that immediate action on a proposed Rule, Bylaw or 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 policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.
3. Rules, Bylaws and Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken and shall also be included in the Park Board's Rules, Bylaws and Policy Manual.

Section 22. Adoption.

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

Spokane Park Board

By:

Spokane Park Board President

Date approved: _____

Approved as to form:

Assistant City Attorney

Holiday wish list for Spokane Riverfront Park

11/20/2017

1. Restore/Lamp the concrete planter fixtures along the South Channel and the cylinder lights at the pedestrian bridges with LED bulbs. They provide light and reflections into the water and a gentle light show that is interesting and soothing. Long life bulbs require little attention.
2. Clean and repair the concrete surfaces of the South Channel planters, stairs and the suspension bridges. They have held up well, but could use some attention (mostly cleaning and a little patching).
3. Create a site graphics system for directions, memorials and poetic messages.
4. Include in the graphics a memorial to: John Charles Olmsted (father of Spokane parks), Aubrey L. White (first Park Board president, Park Board members, present Site Planners and Builders).
5. Consider some free use of the Ice Ribbon, except for skate rental and locker storage. Maggie Daily Park's Skating Ribbon, twice the length of ours, is free. A library card could qualify for admittance one half day per week. It would build good will and a positive view of the Park's development.
6. Embellish the site with fields of flowers, shrubs, grasses, ground covers and landscape elements to balance the present urban concession/paving driven design. A maintenance free park does little to enrich the experience of the park visitor.
7. Use caution with the illumination of the Pavilion. The overuse of lighting could become overbearing to other areas of the park and to those living downtown or guests in hotels. Illumination could contribute to season events, Powwows, and concerts.
8. Repair and reinstall some of the Expo '74 butterflies, onsite or along Spokane Falls Blvd. Artists could design a new sail with graphic forms. The Butterflies were intended to orient visitors to various areas of the site.
9. Consider a 30 year fabric cover for the Howard Street Steel Bridge. It was covered during Expo '74. The structure is already there. (see Bill Cotter's new book : SPOKANE'S EXPO '74)
10. Set up a vendor kiosk design criteria and review group. This would enhance the quality of design of vender sales kiosks in the park.
11. Consider Meejin's "step well" design for the major art piece. If it is located just east of the conservation area and facing the south suspension bridge, its form acts as a prayer tribute to the most active portion of the river as well as being interactive for the viewer. It could also be viewed from the suspension bridge and Snxw Mene Island. Commission Sherman Alexie or offer a competition to local poets to write a Poem to the River and include the poem in a site graphics next to the art piece.
12. Continue to have the park serve the primary user groups: Spokane residents in general, especially those living or working downtown as well as those attending conventions or on vacation staying at nearby hotels. Olmsteds describe the downtown park as refuge from the "noise, factories, crowds and constant bustle" affecting the city dweller". Keep a balance between event/urban and natural park.
13. Provide a Holiday stocking stuffer for the Park Board members with passes to the Carrousel, Ice Ribbon, site concerts, golf courses, Spokane String Quartet and a bio in the Inlander.

David Ellis Evans Architect

Chief Site Designer Expo '74, Co-author SPOKANE SKETCHBOOK