



## Spokane Park Board Agenda

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

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

### **Park Board Members:**

Nick Sumner – President  
Rick Chase – Vice President  
Leroy Eadie – Secretary  
Chris Wright  
Ted McGregor  
Greta Gilman  
Sally Lodato  
Jennifer Ogden  
Gerry Sperling  
Jamie SiJohn  
Bob Anderson  
Mike Fagan – Council Liaison

## **Agenda**

1. **Roll Call:** *Pamela Clarke*
2. **Minutes:** *Dec. 13, 2018, Regular Park Board meeting minutes*
3. **Additions or Deletions to the Agenda:**
4. **Special Guests:**  
A. None
5. **Claims:** *Claims for the month of December 2018 – Chris Wright*
6. **Financial Report & Budget Update:** *Mark Buening*
7. **Special Discussion/Action Items:**  
A. Nomination Committee appointment – *Nick Sumner*  
B. Park Board term ending/appreciate plaque – *Nick Sumner*
8. **Committee Reports – Action Items:**  
**Urban Forestry Tree Committee:** (The Jan. 1 meeting was canceled.) – *Rick Chase*  
A. Action items: None  
  
**Golf Committee:** (The Jan. 8 meeting was canceled.) – *Gerry Sperling*  
A. Action items: None

**Land Committee:** Jan. 7, 2019 – *Greta Gilman*

A. Camp Sekani Conservation Futures property acquisition

**Recreation Committee:** Jan. 3, 2019 – *Sally Lodato*

A. Action items: None

**Riverfront Park Committee:** Jan. 7, 2019 – *Ted McGregor*

A. Riverfront Park redevelopment update

B. [Stageline mobile stage purchase/Pavilion \(\\$424,045, plus tax\)](#)

C. [GeoEngineers habitat management plan amendment #4/North Bank \(\\$23,010\)](#)

D. [North Bank design, schedule and budget](#)

E. Inland Northwest Vietnam Veterans Memorial resolution

F. Inter-local cooperation agreement for development of the Sportsplex

**Finance Committee:** Jan. 8, 2019 – *Chris Wright*

A. Procurement policy amendment

**Bylaws Committee:** *Jennifer Ogden*

A. [Park Board Bylaws amendment/final reading](#)

9. **Reports**

A. Park Board President: *Nick Sumner*

B. Liaison Reports:

1. Conservation Futures Liaison – *Nick Sumner*
2. Parks Foundation Liaison – *Ted McGregor*
3. Council Liaison – *Mike Fagan*

C. Director's Report: *Leroy Eadie*

10. **Executive Session:**

A. None

11. **Correspondence:**

A. Letters/emails: None

B. Newsletters: Hillyard Senior Center

12. **Public Comments:**

13. **Adjournment:**

14. **Meeting Dates:**

A. Next Committee meeting dates:

Urban Forestry Committee: 4:15 p.m. Feb. 5, 2019, Woodland Center, Finch Arboretum

Land Committee: 3 p.m. Feb. 6, 2019, Manito Park meeting room, Manito Park

Recreation Committee: 5 p.m. Feb. 7, 2019, Park Operations Complex, 2304 E. Mallon

Riverfront Park Committee: 8:05 a.m. Feb. 11, 2019, City Council Briefing Center

- Golf Committee: 8 a.m. Feb. 12, 2019, Woodland Center, Finch Arboretum  
Finance Committee: 3 p.m. Feb. 12, 2019, City Conference Room Lobby -  
Tribal, first floor City Hall
- B. Next Park Board: 3:30 p.m. Feb. 14, 2019, City Council Chambers
  - C. Park Board Study Session: No session scheduled at this time.

*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](mailto: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

3:30 p.m. Dec. 13, 2018

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

### Park Board Members:

- X Nick Sumner – President
- X Rick Chase – Vice President
- X Leroy Eadie – Secretary
- X Chris Wright
- X Ted McGregor (Left: 5:49 p.m.)
- X Greta Gilman
- X Sally Lodato
- X Jennifer Ogden
- X Gerry Sperling
- Jamie SiJohn (absent/excused)
- X Bob Anderson
- X Mike Fagan – Council Liaison (Arrived: 3:36 p.m.)

### Parks Staff:

Jason Conley  
Mark Buening  
Garrett Jones  
Al Vorderbrueggen  
Jennifer Papich  
Angel Spell  
Berry Ellison  
Fianna Dickson  
Josh Oakes  
Megan Qureshi  
Katie Kosanke  
Nick Hamad  
Pamela Clarke

### Guests:

Lynn Swedberg  
Larry Gorton  
Jo Straight  
Jason Morse  
Craig Andersen

## MINUTES

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

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

2. **Minutes:**  
A. Nov. 8, 2018, regular Park Board meeting minutes

**Motion No. 1:** Nick Sumner moved to approve the Nov. 8, 2018, Park Board meeting minutes.

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

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

4. **Special Guests:**  
A. Parks Accessibility Workgroup – *Fianna Dickson* introduced members of the parks accessibility work group from Access 4 All Spokane. Presenting guests included Larry Gorton and Lynn Swedberg. The presentation provided an overview of the Access 4 All Spokane organization partnership with Parks and Recreation. Mr. Gordon pointed out some areas within the park system where alterations and design considerations could be made to improve accessibility for all individuals visiting city parks. Both guests thanked the Park Board for the continued work with Access 4 All in efforts to better our parks for all citizens.

*Mike Fagan arrived at 3:36 p.m.*

5. **Claims:** Claims for the month of November 2018 – *Chris Wright* presented claims for November 2018 in the amount of \$2,536,392.15.

**Motion No. 2:** Chris Wright moved to approve claims for the month of November 2018 in the amount of \$2,536,392.15.

Rick Chase seconded.

Motion carried with unanimous consent (10-0 vote).

6. **Financial report and budget update:** – *Mark Buening* provided the November financial report and budget update. Park Fund revenue is tracking at 82.92% of the projected budget. Parks and Recreation expenditures are tracking at 99.94% of the projected budget. The Golf Fund revenue is tracking at 104.82% of the projected budget. The Golf Fund expenditures are tracking at 101.17% of the projected budget. Of the \$68.06 million Riverfront Park Bond, \$34.3 million has been expended, \$19.5 million has been committed, leaving a \$14.3 million budget balance.

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

A. **Park Board committee assignments** – *Nick Sumner* presented a proposal to assign Bob Anderson to the Golf and Finance committees. Mr. Anderson also offered to serve on the Urban Forest Tree Committee, if needed. Upon Chris Wright's term ending Feb. 5, 2019, Mr. Anderson will be in a position to assume the alternate role on the UFTC Committee.

**Motion No. 3:** Nick Sumner moved to approve Bob Anderson's appointments to the Golf and Finance committees.

Rick Chase seconded.

Motion carried with unanimous consent (10-0 vote).

8. **Public Comment:**

A. **Save Shadle Park** – Long-time Shadle neighborhood resident *Jo Straight* addressed the board on the topic of the recently voter-approved measure funding the expansion of Shadle Park Library which is located on park land. Ms. Straight shared concerns if Shadle Library is designed as a one-story building it will squeeze out the already narrow access to the park's playground and reduce the size of the park itself. Ms. Straight and several hundred other residents who have signed the Save Shadle Park petition, urge the library and park boards to consider a two-story building instead. Ms. Straight plans to address the library board at their Dec. 18 meeting. *Leroy Eadie* explained the plans are still in the developmental design phase and the timing is good for Shadle neighborhood residents to share their concerns with the library board. A Parks/Library resolution has been adopted, but a formal agreement has not been signed. *Chris Wright* urged the need for community outreach to ensure there is neighborhood councils' input prior to the Park Board finalizing the formal agreement.

9. **Committee Reports:**

**Urban Forestry Tree Committee:** Dec. 4, 2018, *Rick Chase*

A. Action items: None

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

**Golf Committee:** Dec. 11, 2018, *Gerry Sperling*

A. Pacific Golf and Turf equipment purchases/Esmeralda Golf Course (\$81,775.14) – *Gerry Sperling* presented the proposed equipment purchases for Esmeralda Golf Course. Proposed purchases include a Lely Fertilizer Spreader, a Wiedenmann Super 600 Debris Machine and a 4 x 4 Pro-gator.

**Motion No. 4:** Gerry Sperling moved the Park Board approve the three equipment purchases from Pacific Golf and Turf in the amount of \$81,775.14.

Rick Chase seconded.

Motion carried with unanimous consent (10-0 vote).

B. The next scheduled meeting is 8 a.m. Jan. 8, 2019, Finch Arboretum, Woodland Center's Ponderosa Room.

**Land Committee:** Dec. 5, 2018, *Jennifer Ogden*

A. Goodwill Industries/Thornton Murphy Park letter of intent – *Garrett Jones* presented the letter of intent between Parks and Goodwill Industries for a joint use parking agreement at Thornton Murphy Park. Goodwill is currently developing a site adjacent to Thornton Murphy Park, and is proposing to install a common driveway and drive aisle. The LOI outlines roles and responsibilities for parking, access, maintenance, terms and timing.

**Motion No. 5:** Jennifer Ogden moved the Park Board approve the Goodwill Industries/Thornton Murphy Park letter of intent as presented.

Rick Chase seconded.

Motion carried with unanimous consent (10-0 vote).

B. AHBL Inc./Finch Arboretum Master Plan – *Angel Spell* introduced AHBL representatives Jason Morse and Craig Anderson. Mr. Morse presented the proposed Finch Arboretum Master Plan which will serve as a 20-year guide for the future of the arboretum. AHBL and park staff conducted public and stakeholder outreach over the past year as part of the plan development. There was discussion as to whether the amount of parking will change. It was confirmed it will remain at 49 parking spaces. The document will guide future development within the facility but does not obligate the Park Board to complete improvements listed in the document.

**Motion No. 6:** Jennifer Ogden moved the Park Board approve the Finch Arboretum Master Plan.

Gerry Sperling seconded.

Motion carried with unanimous consent (10-0 vote).

C. The next scheduled meeting is 3 p.m. Jan. 2, 2019, Park Operations Complex, 2304 E. Mallon.

**Recreation Committee:** (The Dec. 6 meeting was canceled.) *Sally Lodato*

A. Action Items: None

B. Aquatics season summary – *Josh Oakes* presented an overview of the 2018 aquatics season. Highlights included: 1) SplashPass membership totaled more than 62,000; 2) attendance growth was experienced at all the pools ranging from a 49% to a 121% increase; 3) 2,018 individuals participated in 420 classes; and 4) 468 participated in the free swim clinic.

C. The next scheduled meeting is 5:15 p.m. Jan. 3, 2019, Park Operations Complex, 2304 E. Mallon.

**Riverfront Park Committee:** Dec. 10, 2018, *Ted McGregor*

A. Riverfront Park redevelopment update – *Garrett Jones* presented the monthly bond update. Project highlights include: 1) Pavilion – finishing site and mask walls, and working on utilities; 2) Promenades – north bridge restoration is complete and 90% of the north promenade hardscape is complete; and 3) North Bank and playground – a revised playground schematic concept plan has been developed, a wheels park outreach focus group met last night and a wheels park open house is set for Jan. 9.

B. Hill International contract amendment #6/Management support (\$215,000) – *Berry Ellison* presented a proposed contract amendment with Hill International for Pavilion, Promenade and North Bank project management (PM) and construction management (CM) in the amount of \$215,000. Additional support is required through Dec. 31, 2019, for successful completion of the Pavilion, Promenade and North Bank projects. Various project PM/CM budget reallocations are required to properly encumber funds to appropriate project PM/CM budgets.

**Motion No. 7:** Ted McGregor moved to approve contract amendment #6 with Hill International in the amount of \$215,000.

Gerry Sperling seconded.

The motion passed with unanimous consent (10-0 vote).

C. Garco Construction change order #11/ Pavilion and Promenades (\$121,012, plus tax) – *Berry Ellison* presented a proposed change order with Garco Construction for work on the Pavilion and Promenades in the amount of \$121,012, plus tax. This change order involves some alterations to the Pavilion and Promenade GMP, adding lighting to Oak Alley, temporary irrigation at snx<sup>w</sup> mene?, and paying a Fulcrum bill for about nine hours of work. The Promenade GMP was revised to \$3,929,035 and the Pavilion GMP revised to \$16,825,325.

**Motion No. 8:** Ted McGregor moved to approve change order #11 with Garco Construction in the amount of \$121,012, plus tax.

Mike Fagan seconded.

The motion passed with unanimous consent (10-0 vote).

D. CH2M Hill Engineers contract amendment #1/Parkwide permitting (\$26,950) – *Berry Ellison* presented a proposed contract amendment with CH2M Hill Engineers for Parkwide permitting to ensure compliance in the amount of \$26,950. This amendment would extend the contract to June 30, 2020 for consultant services and increase the budget by 10%. This cost is offset by an expired CH2M contract for South Channel Bridge construction management services making \$27,000 available to be reallocated to program-level permit coordinator.

**Motion No. 9:** Ted McGregor moved to approve contract amendment #1 for Parkwide permitting in the amount \$26,950.

Mike Fagan seconded.

The motion passed with unanimous consent (10-0 vote).

E. Vietnam Veterans Memorial statue – *Ted McGregor* provided an update relating to a proposal to relocate the Vietnam Veterans Memorial statue from its current location overlooking the Lilac Bowl in Riverfront Park to the Spokane Veterans Memorial Arena. A group of veterans shared their opinions regarding the proposal during the Dec. 10 RFP Committee meeting. While most veterans in attendance voiced support, there were also reasons shared for keeping the statue in its current location. Proponents expressed their concern regarding the obscurity of the current location and accessibility issues. Additional issues to be addressed in moving forward include funding and reviewing potential risk of damage to the memorial during the move. *Leroy Eadie* pointed out the statue is not in disrepair and explained there is a small crack in the marble base. The committee also discussed there is no formal statement, at this time, from the Spokane Public Facilities District that it is willing to accept the statue at the memorial arena. Mr. Eadie explained the Park Board may be faced with a difficult decision as there is not a unanimous opinion among Vietnam veterans regarding the relocation proposal. He also noted there is a rich history relating to how the project was funded and the reason behind selecting this particular location at the park. Mr. Eadie said there may be a resolution coming out of the RFP Committee next month clarifying what will be asked of those wanting to move the memorial. Mike Fagan pointed out the process must include an outreach component to communicate with as many local veterans as possible.

F. The next scheduled meeting is 8:05 a.m. Jan. 7, 2019, in the City Council Briefing Center.

*Ted McGregor left at 5:49 p.m.*

**Finance Committee:** Dec. 11, 2018, *Chris Wright*

A. Oxarc/2019 aquatics swimming pool chemicals value blanket (\$102,833.19) – *Chris Wright* provided an overview of the proposed value blanket with Oxarc for chemicals required to maintain the water balance at city pools. The value blanket is worth \$102,833.19 and is the second one-year renewal of the initial three-year value blanket.

**Motion No. 10:** Chris Wright moved to approve the 2019 value blanket with Oxarc for purchasing chemicals for the city pools in the amount of \$102,833.19.

Greta Gilman seconded.

The motion passed with unanimous consent (9-0 vote).

B. Resolution to utilize the Park Fund Revenue Stabilization Reserve – *Mark Buening* presented a proposed resolution to utilize \$300,000 from the Park Fund Revenue Stabilization Reserve to support Riverfront Park revenue shortages resulting from impacts of park construction during the 2018 budget year. Other factors resulting in the shortage include opening the SkyRide later than projected and closing the Ice Ribbon early. Mr. Buening explained the 2018 Riverfront Park actual revenue of \$2.1 million is expected to be materially less than the \$3.3 million forecasted in the annual budget. Park policy requires a Park Board approved resolution in order to utilize reserve funds.

**Motion No. 11:** Chris Wright moved to recommend the Park Board adopted a resolution to utilize the Park Fund Revenue Stabilization Reserve.



Greta Gilman seconded.

The motion carried unanimously (9-0 vote).

C. The next regularly scheduled meeting is 3 p.m. Jan. 8, 2018, City Conference Room Lobby - Tribal, first floor City Hall.

**Bylaws Committee:** *Jennifer Ogden*

A. Amended Spokane Park Board Bylaws/first reading – *Jennifer Ogden* presented the red-line version of the recommended changes to the Spokane Park Board Bylaws.

Recommendations made by the Bylaws Committee include: 1) Section 2.2 – Change language to include: Meetings may be canceled or rescheduled by the President or by majority vote of the Board; 2) Section 6.1 – differentiate requirement differences between regular and special meeting agendas consistent with Open Public Meeting Act (RCW 42.30); 3) Section 13.6 – add language to include “with the exception of a request for abstention or recusal.”; 4) Section 13.11 – add language to include “To assign members of the Park Board to an ad hoc Park Board Nomination Committee which shall recommend a minimum of two (2) Park Board candidates per vacancy to the Mayor for City Council appointment.”; 5) Section 16.6 – add language to address procedure to move a posted discussion item to an action item for regular and special meetings; 6) Section 16.7 – add the following: “Upon agreement of the majority of the committee members present, any matter listed on the advance notice for a regular committee meeting may be submitted for a vote by that committee, whether or not designated as an action item on the advance notice.”; 7) Section 15.3 – delete the following: “which properly belong in the Secretary’s office.”; 8) Section 21.1 through Section 21.3 – replace “Fiscal Policies” to all references to “Policies”; 9) Section 21.3 – omit “and shall also be included in the Park Board’s Rules, Bylaws and Policy Manual”; 10) add Attachment as part of the Bylaws: Exhibit A – Spokane Park Board Member Duties and Responsibilities; 11) and make minor grammatical corrections and language changes for clarification. Ms. Ogden also presented the proposed changes to Exhibit A: Spokane Park Board Member Duties and Responsibilities form. These changes include: 1) Item B – change to “seven Standing Committees of the Park Board”; 2) Item B – add “Average monthly time commitment, excluding special Park Board meetings, ad hoc committees and special events, is 11-12 hours.”; 3) Item C – omit first two bullet points pertaining to Annual Retreats and the Executive Director’s Evaluation; and 4) Item D – change “general job description and expectations” to “duties and responsibilities.” The final reading of the Bylaws is scheduled for the Jan. 10, 2019, Park Board meeting.

10. **Reports:**

**Park Board President:** *Nick Sumner*

1. Nick Sumner thanked Park Board members and staff for a tremendous 2018 and said he looks forward to another successful year.

**Liaison reports:**

1. Conservation Futures Liaison – *No report given.*
2. Parks Foundation Liaison – *No report given.*
3. Council Liaison – *Mike Fagan* stated he looks forward to another year on the board.

**Director's report:** *Leroy Eadie*

1. Leroy Eadie thanked the Park Board and staff for all their hard work and dedication over the past year.

11. **Correspondence:**

A. Letters/emails: Finch Arboretum Master Plan letters of support

B. Newsletters: Hillyard Senior Center

12. **Executive Session:** None

13. **Adjournment:** The meeting was adjourned at 5:54 p.m.

14. **Meeting Dates:**

A. Next Committee meeting dates:

Urban Forestry Committee: 4:15 p.m. Feb. 5, 2019, Woodland Center, Finch Arboretum

Land Committee: 3 p.m. Jan. 7, 2019, City Conference Room Lobby - Tribal, first floor City Hall

Recreation Committee: 5:15 p.m. Jan. 3, 2019, Park Operations Complex, 2304 E. Mallon

Riverfront Park Committee: 8:05 a.m. Jan. 7, 2019, City Council Briefing Center

Golf Committee: 8 a.m. Jan. 8, 2019, Finch Arboretum, Woodland Center's Ponderosa Room

Finance Committee: 3 p.m. Jan. 8, 2019, City Conference Room Lobby - Tribal, first floor City Hall

B. Next Park Board: 3:30 p.m. Jan. 10, 2019, City Council Chambers

C. Park Board Study Session: 3 p.m. Jan. 10, 2019, City Conference Room Lobby - Tribal, first floor City Hall

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

**CITY OF SPOKANE PARK AND RECREATION DEPARTMENT  
DECEMBER 2018 EXPENDITURE CLAIMS  
FOR PARK BOARD APPROVAL - JANUARY 7, 2018**

**PARKS & RECREATION:**

SALARIES & WAGES	\$	792,465.56
MAINTENANCE & OPERATIONS	\$	614,968.22
CAPITAL OUTLAY	\$	102,121.21
PARK CUMULATIVE RESERVE FUND	\$	16,902.53

**RFP BOND 2015 IMPROVEMENTS:**

CAPITAL OUTLAY	\$	2,594,839.50
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**GOLF:**

SALARIES & WAGES	\$	62,714.45
MAINTENANCE & OPERATIONS	\$	104,378.60
CAPITAL OUTLAY	\$	35,348.73

<b>TOTAL EXPENDITURES:</b>	<b>\$</b>	<b>4,323,738.80</b>
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9th Oct 2018

City of Spokane, WA

Rev 2

**Stageline SL320 Mobile Stage**

Floor Size: 40' x 40'  
 Wind Resistance: 115 mph without windwalls  
 Trailer Weight: 42,100 lb



Standard Equipment *	\$	378,505
Options and Accessories	\$	37,320
Certification/Training	\$	8,220
<b>Total</b>	<b>\$</b>	<b>424,045</b>

All prices are in USD

Taxes not included (if applicable)

Payment terms: 30% to confirm, balance prior to departure

**Approval**

Date:

Signature:

Name:

EIN # (if applicable):

**STANDARD EQUIPMENT \*****ROOF STRUCTURE & RIGGING**

2 Built-in central trusses / 39'	Capacity: 3,000 lb each
2 Built-in downstage and upstage trusses / 42'	Capacity: 2,000 lb each
4 Built-in rigging points	Capacity: 2,000 lb each
12 Built-in rigging points	Capacity: 1,000 lb each
	Rigging load: 9,000 lb
8 Built-in rigging points	Capacity: 500 lb each
2 Side overhang rigging points	Capacity: 2,000 lb each
6 Line array rigging points	Capacity: 4,000 lb each
2 Aluminum side overhang support posts - 32'	Telescopic adjustment
4 Aluminum corner posts - 25'	Assures roof stability and safety
Fiberglass roof molded and bonded to structure	42' 2" x 40' 9"
Hydraulic roof extension panels	42' x 6'
Rigging load capacity tested at twice the working load	Total roof load capacity with soundwings 26,000 lb

**HYDRAULICS**

Hydraulic telescopic columns	Equipped with secondary locking system
Lifting capability: 1,500 lb of rigging equipment	
High power integrated hydraulic system	Equipped with safety valves on all cylinders
Hydraulic quick connectors	
4 Hydraulic stabilizers / stage levels from 3' 6" - 6'	No tools required
Capacity: 31,000 lb / each vertical support	
5.5 Gas engine with electric starter	No other power source required

**STAGE**

Deck: plywood painted black / quick leveling legs	40' x 40'
17 Guardrails (stage model) / aluminum / upstage 3 sides (4')	
Support brackets built-in for Stageline platforms	Full perimeter
Aluminum stairway - 8 steps - self-level - 35" wide - with handrails	
2 Work lights - LED	

**TRAILER**

Hydraulic gooseneck	Retracts 90°
2 Air suspension tandem axles	Safe ride, superior wear control factor
8 Tires	17' 5"
Air brakes with ABS	
Spare wheel / full size rim - integrated storage	
2 Storage bumpers	Protects structure
16 Equipment tie-downs	

**STANDARDS & CERTIFICATION**

Applicable regulations	IBC, SAE, DOT, NFPA, CBC, NBC & CWB
Vertical load:	Floor: 5 KPa (100 psf) / Roof: 1 KPa (20 psf)
Wind resistance:	115 mph without windwalls
	77 mph with windwalls
Certificate stamped by professional engineers	
All technical documents supplied	
24/7 Service Support +1(800) 267-8243	

9th Oct 2018

City of Spokane, WA

Rev 2

OPTIONS AND ACCESSORIES				
A	WINDWALLS - SKIRTS	Price (USD)	Quantity	
a1	Upstage fire-retardant black vinyl windwall - 75' 6" x 24' (with Doors)	\$ 8,200	1	\$ 8,200
a2	Skirting - 100' x 6'	\$ 1,850	1	\$ 1,850
NEW a3	Retractable backdrop installed on vertical beams - keder track and pulley to easily raise and lower the backdrop (includes upstage side windwalls)	\$ 16,300		
B	2 x SOUND WINGS (16' x 12')- extends stage floor to 64' x 40'	Price (USD)	Quantity	
b1	Extension platforms & accessories - 4' x 8' (Sugg. Qty: 12) - 16' x 12' wings (set of 2)	\$ 990	12	\$ 11,880
b2	Guardrails (platform model) / aluminum - 3' 8" (Sugg. Qty: 14) - for 16' x 12' wings	\$ 180	14	\$ 2,520
C	BANNER SUPPORTS	Price (USD)	Quantity	
c1	Lateral banner supports - 16' X 23'	\$ 570	1	\$ 570
D	HYDRAULICS	Price (USD)	Quantity	
d1	Electric motor, 3 HP 220V or 1 HP 110 V, hydraulic connections and pump for dual power (storage compartment included)	\$ 2,900		
E	REVERSIBILITY	Price (USD)	Quantity	
e1	Stage reversibility	\$ 9,500		
F	STAGE DRESSING	Price (USD)	Quantity	
	Vinyl - rainproof fire-retardant			
f2	Skirt extension - 20'	\$ 770		
f3	Downstage windwall extensions - 23' 10" x 26' 5" (with doors)	\$ 4,950		
f4	Backdrop windwall - 40' x 23' 11"	\$ 4,100		
	Scrims (mesh) / fire-retardant			
f5	Upstage - 75' 6" x 24'	\$ 8,200		
f6	Backdrop - 40' x 23' 11"	\$ 4,100		
f7	Downstage extensions - 23' 10" x 26' 5"	\$ 4,950		
G	ACCESSORIES	Price (USD)	Quantity	
g1	Loading ramp / aluminum - 3' x 12'	\$ 1,325	1	\$ 1,325
g2	Loading ramp / aluminum - 4' x 12'	\$ 2,300		
g3	Aluminum stairway - 8 steps - self-level - 35" wide - with handrails	\$ 2,400	1	\$ 2,400
g4	ADA lift - up to 6' - 600 lb max load - portable - access from all sides	\$ 12,500		
g5	Extension platforms & accessories - 4' x 8'	\$ 990		
g6	Extension platforms & accessories - 4' x 4'	\$ 800		
g7	Guardrails (platform model) / aluminum - 3' 8"	\$ 180		
g8	Guardrails (stage model) / aluminum - 4'	\$ 180		
g9	Toe rail for platforms / aluminum	\$ 175		
g10	Storage compartment / steel - 14" x 16" x 18"	\$ 725		
g11	Storage compartment / steel - 18" x 18" x 36"	\$ 825		
NEW g12	* Fly bays - 25' per side - for screens and video walls up to 16' x 9' - 3,000 lb capacity - (Set of 2) - includes platform storage frame on gooseneck	\$ 34,750		
NEW	Aluminum beams for 40' lighting truss			
g13	Downstage - connects P11 to P12 rigging points, 2 x 2,000 lb rigging capacity	\$ 1,500	1	\$ 1,500
g14	Upstage - connects T2 truss P7 to P12 rigging points, 2 x 2,000 lb rigging capacity	\$ 2,000	1	\$ 2,000
g15	Mid-stage - connects T1 & T2 trusses, 2 x 1,700 lb rigging capacity	\$ 3,800	1	\$ 3,800
g16	Spares kit	\$ 725	1	\$ 725
g17	Corner post storage/rack system	\$ 550	1	\$ 550

\* Ballast required.

9th Oct 2018

City of Spokane, WA

Rev 2

## OPTIONS AND ACCESSORIES

H	TRAILER GRAPHICS	Price (USD)	Quantity
h1	Logo only	TBD	
h2	Full graphic trailer wrap - (2 x (42' 2" x 9' 6")) - 2 x (3' 6" x 7' 4"))	\$ 7,700	
	<b>Customized scrim* banners - printed graphics - 4 color process</b>		
h3	Roof banner - 40' x 4'	\$ 1,570	
h4	Lateral banners - 15' 10" x 26' 4" (Set of 2)	\$ 3,700	
h5	Rear banner - 38' x 22' 4" - installs full size, with or without backdrop *available in vinyl - prices vary	\$ 7,240	
I	QUICK SHELTERS	Price (USD)	Quantity
i1	Quick shelter, polyester roof and walls - 10' x 10'	\$ 1,575	
i2	Quick shelter, polyester roof and walls - 10' x 20'	\$ 1,925	
J	MISCELLANEOUS	Price (USD)	Quantity
j1	Misc_Option 1	TBD	
j2	Misc_Option 2	TBD	
j3	Misc_Option 3	TBD	
j4	Misc_Option 4	TBD	
j5	Misc_Option 5	TBD	

Total for Options &amp; Accessories \$ 37,320

## SERVICES

		Price (USD)	Quantity
k1	Trailer shrink wrap	\$ 1,200	
k2	Training course - 5 day comprehensive (subject to options chosen) - maximum 4 technicians	\$ 3,940	1
k3	Trainer expenses - to, in & from training site (n/a when training given at Stageline)	\$ 4,280	1

Total for Services \$ 8,220

\*Prices &amp; Specifications subject to change without notice

Stageline SL320 - Sales Quote 2018



FOB - 720 W Spokane Falls Blvd., Spokane, WA 99201

Stageline Mobile Stage Inc.

700 Marsolais Street, L'Assomption, Quebec, Canada J5W 2G9

Tel.: (450) 589-1063, Fax: (450) 589-1711

www.stageline.com



523 East Second Avenue  
Spokane, Washington 99202  
509.363.3125

December 18, 2018

City of Spokane Parks and Recreation  
808 West Spokane Falls Boulevard 5th Floor  
Spokane, Washington 99201-3317

Attention: Jo-Lynn Brown

Subject: Proposal  
Habitat Management Plan Addendum No. 4  
City of Spokane Riverfront Park North Bank  
Spokane, Washington  
File No. 0110-148-15

## **INTRODUCTION AND PROJECT UNDERSTANDING**

GeoEngineers completed a Habitat Management Plan (HMP) for proposed Riverfront Park improvements on June 17, 2015. That HMP was completed based on a 2014 conceptual master plan before specific design plans were developed. The June 17, 2015 HMP was developed to provide a background context, describe the general existing habitat conditions and list potential presence of priority species. However, because specific designs had not been completed, specific habitat impacts could not be estimated. Throughout the development of the HMP, it was understood by GeoEngineers, the City of Spokane (City), Washington Department of Fish and Wildlife (WDFW) and Washington Department of Ecology (Ecology) that unavoidable impacts to habitats were likely to occur and addendums to the HMP were expected as specific designs were developed.

The City has provided GeoEngineers with a 30% plus design for the North Bank of the park. Construction is anticipated to begin late spring/early summer 2019. Therefore, an HMP addendum is needed to quantify potential habitat-related impacts that might occur as a result of this design and suggested mitigation to compensate for impacts, if appropriate. GeoEngineers further understands that additional addendums will be required for other specific park improvements; however, the scope of services below are only for the North Bank as outlined in the attached Figure 1, Project Area.

## **SCOPE OF SERVICES**

### **Task 1 Kick-Off Meeting**

In order to address project goals, it is necessary to meet with the City of Spokane (City) and project design team. The intent of the meeting will be to understand details of the proposed design and considerations



that have led to their development. We assume this meeting will take place in downtown Spokane at the site of the proposed improvements or in the Parks and Recreation office.

### **Task 2 Grading/Demolition Permitting Assistance**

The City has requested that GeoEngineers conduct a visual survey within the area of the proposed project boundary of the north Bank (Figure 1, Project Area) Pavilion and immediate surrounding area. The purpose of the visual survey will be to document the current site conditions and identify potential impacts, if any, that would occur to habitat within the area based on the proposed grading/demolition activities. After conducting the site visit, GeoEngineers will prepare a letter that describes the current conditions and provides photo documentation of the general North Bank area. GeoEngineers will provide our professional opinion of the type and quantity of impacts, if identified, along with additional support documentation as needed. One electronic draft copy of the report will be submitted to the City for review and comment. Following receipt of the City's review, GeoEngineers will revise as appropriate and resubmit a final electronic PDF copy of the letter to the City for their use/records.

### **Task 3 Design Plan Review**

GeoEngineers has been given the proposed North Bank Designs for review by the City. GeoEngineers expects that some details will not be fully developed and will require some communication with the design team. The intent of this task will be for GeoEngineers to understand specific details of the project so estimates and potential impacts can be properly described. If, in the opinion of GeoEngineers, design plans are not sufficient for preparing the HMP addendum, the City will be notified to discuss solutions for completing this scope of services.

### **Task 4 Map Habitat Types in the Field**

GeoEngineers will deploy one staff person to the North Bank Area referenced above to map and photograph existing conditions and habitat types within the respective project footprint and general adjacent area. We will use the field data to quantify potential impacts and provide an opinion of appropriate mitigation, if needed. The field observations will be made when, in GeoEngineers' professional opinion, weather conditions are suitable. For example, if deep snow is present, it might be determined that conditions are not appropriate for conducting field observations.

### **Task 5 Prepare Draft Addendum**

The draft HMP Addendum No. 4 will be specific to the proposed park improvements to the North Bank Area described above. Background information for the overall park area is contained in the June 17, 2015 HMP; therefore, it will not be necessary to reproduce it under this addendum. This addendum will only quantify and map existing habitat conditions within the footprint of park improvement designs and discuss potential impacts and improvements to habitat as applicable. These impacts and/or improvements to habitat will be quantified for documentation and support of the final and separate HMP mitigation addendum as mentioned below.

Specific mitigation concepts will not be developed within this addendum. Based on discussions with the City, it is understood that mitigation for all impacted park elements will occur after park improvements are complete in 2020. Therefore, it is assumed that mitigation needs, specific to the proposed park improvements identified in this scope of services, will be combined into a separate HMP mitigation addendum at a later date when habitat improvements will be described.





### Task 6 Prepare Final Addendum

After receiving the appropriate comments, GeoEngineers will address them and make appropriate modifications to the final document and submit it to the City for their use/records.

### TERMS, FEE ESTIMATE, AND SCHEDULE

Our services will be completed in accordance with terms in our February 5, 2015 City of Spokane Consultant Agreement, OPR No. 2015-0145. We understand that authorization to proceed with the scope of services proposed herein will be provided by the City of Spokane.

Based on our current knowledge of the project and key assumptions, our fee estimate for this project is \$23,010 and detailed in the table below.

Task Number	Task Description	Estimated Fee
1	Kick-off Meeting	\$1,820
2	Design Plan Review	\$2,850
3	Grading/Demolition Permit Assistance	\$950
4	Map Habitat Types in the Field	\$3,650
5	Prepare Draft Addendum	\$8,990
6	Prepare Final Addendum	\$4,750
<b>Estimated Project</b>		<b>\$23,010</b>

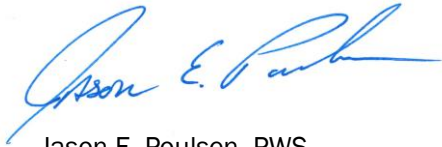
Please note, the schedule associated with completing this HMP addendum is highly dependent upon design plans and information provided by others. We understand the purpose and urgency of these deadlines and we will work to meet them. However, in the event of an unforeseen issue arises, GeoEngineers will inform the City immediately.

There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.



GeoEngineers appreciates the opportunity to assist City of Spokane with the Spokane Riverfront Park HMP addendum process. If there are any questions concerning the information presented in this proposal, please contact Jason Scott in our Spokane office at 509.363.3125 or Jason Poulsen in our Boise office at 208.258.8327.

Sincerely, GeoEngineers, Inc.



Jason E. Poulsen, PWS  
Senior Natural Resource Scientist



Jason R. Scott, FP-C  
Associate

JEP:JRS:mls

Attachment:

Figure 1. Project Area

One copy submitted electronically

Proprietary Notice: The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our client to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

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**Notes:**

- 1. The locations of all features shown are approximate.
  - 2. This drawing is for information purposes. It is intended to assist in showing features discussed in an attached document.
- GeoEngineers, Inc. cannot guarantee the accuracy and content of electronic files. The master file is stored by GeoEngineers, Inc. and will serve as the official record of this communication.

Data Source: Obtained from the City of Spokane

Project Area	
Riverfront Park North Bank Spokane, Washington	
	Figure 1







**RIVERFRONT PARK REDEVELOPMENT  
SPOKANE PARKS AND RECREATION DIVISION**

**(Meeting Location: City Hall Lobby - Lilac Conference Room)**

**EXECUTIVE TEAM MINUTES DECEMBER 17, 2018**

**Present: Greta, Jon, Dell, Bill, Matt, Chris, Fianna, Jo-Lynn, Berry, Garrett, Danielle, Ted, Leroy, and Rick**

**1. Discussion: North bank 30% design**

- A. Updated design and budget-
  - a. Project Budget \$6,575,929; estimate of cost \$7,768,024. **Delta: ~~1,192,095~~ \$896,746.00 (a result of O&M building overages).**
- B. Value Engineering items-Additive Alternates **Discussed Base Bid vs Add/Alts below**
  - a. Add Playground Water feature & two play elements;
  - b. Expand skate park by 3,000sf
  - c. O&M interior walls and mezzanine level, O&M covered parking, ~~O&M Elevator, and O&M's roof connection to Sportsplex~~
  - d. Add 2<sup>nd</sup> entry monument.  
**Discussion: All alternates approved except O&M Elevator and Roof connection to Sportsplex.**
- C. Schedule: **Design is currently 8 weeks behind schedule. Anticipated Construction Start date is June 14, 2019 and Open to Public on April 28, 2020. Approved**
- D. Funding; recommendation on increasing budget
  - a. Orange Bridge funds, \$1m that could be used to add budget to M&O facility. **\$896,746 Approved to reallocate to N Bank to cover budget overage. PMO to offer budget reallocation to RFP & PB for action.**

**Discussion:**

- 1. PMO to Advertise for bid with approved alternates (listed above). Place 90 day moratorium on bid alts for funding research. Present bid results to Executive Team for review and approval.
- 2. PMO office to review Bond procedures with City Attorney, verify bid extension/award requirements.
- 3. PMO to Explore grant opportunities for expanded skate park.
- 4. In the event additive alternates are desired to be awarded, funding may be available through:
  - a. Tour Train \$250k
  - b. \*Recalculated interest income +/- \$300k
  - c. \*Downtown Impact Fees (for Intersection improvements) \$119K
  - d. \*Utility Storm water Strategic Funds 150K (for conveying Sportsplex stormwater to River)

**\*Indicates assumed dollars, not a guaranteed funding source**

**Contracts: Approved**

**GeoEngineers HMP (Habitat Management Plan) Amendment #4 - North Bank \$ 23,010.00**

**RIVERFRONT PARK MODERNIZATION  
SPOKANE PARKS AND RECREATION DIVISION  
NORTH BANK PROJECT BUDGET**

<b>N BANK BUDGET ALLOCATION</b>					
<b>NO</b>	<b>ITEM</b>	<b>CURRENT BUDGET</b>	<b>ADJUSTMENT</b>	<b>PROPOSED BUDGET</b>	<b>NOTES</b>
1	CONSTRUCTION	6,662,660	896,746	7,559,406	Reallocation of HSBS (Orange Bridge) funds
2	CONTINGENCY	836,014	-153,528	682,486	Previous Action by Park Board: Reallocation of Fund 1950 for Carnation Building Abatement
3	WSST	672,060	53,226	725,286	8.8% of Construction & Contingency
4	<b>Subtotal</b>	<b>8,170,734</b>	<b>796,444</b>	<b>8,967,178</b>	

<b>N BANK ADDITIONAL FUNDING OPPORTUNITIES:</b>		
1	Tour Train	250,000
2	*Recalculated Interest Income	300,000
3	*Downtown Impact Fees	119,000
4	*Utility Stormwater Funds	150,000
5	Subtotal	819,000
6	Tax	72,072
7	<b>Total</b>	<b>746,928</b>
	*Indicates assumed dollars, not a guaranteed funding source	

Revised December 14, 2018				Week 12		Week 13		Week 14		Week 15		Week 16		Week 17		Week 18		Week 19
18-06-109 North Bank Playground Schedule				12/9	12/15	12/16	12/22	12/23	12/29	12/30	1/5	1/6	1/12	1/13	1/19	1/20	1/26	1/27
Activity No.	Activity Description	Start Date	End Date															
<b>Design Schedule</b>																		
1	<b>30% Design Development</b>																	
	Consultant Kick Off		9/28/2018															
	Preliminary Consultant Estimates Due to BWA		10/12/2018															
	30% Design Due from Consultants to BWA		10/15/2018															
	30% Design Submittal to City (Preferred Alternative Concept)		12/3/2018															
	Media Tour		TBD															
	Presentation to Executive Team		12/17/2018															
2	<b>60 % Design Development</b>																	
	DSC and Public Open House		Complete															
	Design Review Board Submittal #1		Complete															
	Public Survey		Complete															
	RFP Committee Action		2/5/2018															
	Park Board Action		2/14/2019															
	Early Pre-Dev Meeting		2/15/2019															
	Design Review Board Presentation #1		Complete															
	Community Mtg 1 Wheels Park		Complete															
	3rd Party Playground Review	1/7/2019	1/21/2019															
	Community Mtg 2 Wheels Park		1/9/2019															
	60% Design and Estimate Submittal	12/18/2018	2/14/2019															
3	<b>Construction Drawings</b>																	
	50% Design Submittal (To City)	2/15/2019	3/6/2019															
	Design Review Board Submittal #2		1/31/2019															
	Design Review Board Presentation #2		2/27/2019															
	75% Design Submittal (Internal)	3/7/2019	3/29/2019															
	95% Design Submittal - (To City and Permitting)	4/1/2019	4/26/2019															
	** 100% Bid Set Due	4/26/2019	5/10/2019															
4	<b>Bidding</b>																	
	Bid Advertisement		5/10/2019															
	Addendum 1 (Permit)		6/3/2019															
	Bids Due		6/10/2019															
	<del>Finance Committee Approval</del>		6/13/2019															
	Award & Contract		6/13/2019															
5	<b>Construction</b>																	
	Construction NTP		6/14/2019															
	Substantial Completion I (Playground)		4/30/2020															

Bid Solicitation 5/15/2019

Bids Due 6/24/2019

Park Board Approval and Award 6/26/2019

NTP 6/27/2019

Park Board Approval

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

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

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

Section 1. Definitions.

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

Section 2. Regular Meetings.

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



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

#### Section 3. Special Meetings.

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

#### Section 4. Annual Meetings.

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

#### Section 5. Quorum and Voting of Park Board.

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

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

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

## CONDUCT OF BUSINESS

### Section 6. Scheduling Business.

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

### Section 7. Chairing Meetings.

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

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

#### Section 8. Minutes.

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

#### Section 9. Order of Business.

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

## **AGENDA**

1. Roll Call
2. Minutes of the previous Park Board meeting and Study Session notes
3. Additions or Deletions to the Agenda
4. Special Guests
5. Claims
6. Financial Report and Budget Update
7. Special Discussion/ Action Items
8. Committee Reports - Action Items
  - Golf Committee
  - Land Committee
  - Recreation Committee
  - Riverfront Park Committee
  - Finance Committee
  - Urban Forestry Tree Committee
  - Bylaws Committee
9. Reports
  - Park Board President
  - Liaison Reports
  - Director's Report
10. Correspondence
11. Public Comments
12. 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 meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.
2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of President, Vice President or Secretary, the Park Board shall elect an interim President, Vice President or Secretary to serve until the next regular election.

Section 12. Nominations.

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

Section 13. Duties of the President.

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

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.
2. To preside over the meetings of the Park Board.
3. To call special meetings and executive sessions of the Park Board within the limits of state law.
4. To set the agenda and change the order of business.
5. To set the place, date and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration with the exception of a request for abstention or recusal.
7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall

name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.

9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Nomination Committee which shall recommend a minimum of two (2) Park Board candidates per vacancy to the Mayor for City Council appointment.
12. To have the same rights and privileges as all other Park Board members.
13. To send a letter of interest to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

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

1. The Vice President shall act in the absence of the President at any meeting, and when the President is unavailable, all duties of the office of President or as a member or any committee of which the President may be a member, shall temporarily fall upon the Vice President.

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee, where requested.

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

Section 16. Standing Committees.

1. The standing committees of the Park Board shall be:  
  
Finance  
  
Land  
  
Recreation  
  
Golf  
  
Riverfront Park  
  
Urban Forestry Tree  
  
Bylaws
2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to Spokane Municipal Code (SMC 04.28.030).



3. The Board may reclassify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.
5. Committees should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.
6. The agenda of a regular meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30). Special meetings may only contain matters noted in the final agenda notice consistent with the Open Public Meetings Act (RCW Ch. 42.30).
7. Upon agreement of the majority of the committee members present, any matter listed on the advance notice for a regular or special committee meeting may be submitted for a vote by that committee, whether or not designated as an action item on the advance notice.

#### Section 17. Duties of Committees.

1. Committees are advisory to the Park Board and shall serve the Park Board acting as fact finders to provide information and make recommendation to the Park Board.  
  
Recommendations to the Park Board will be submitted by a majority of committee members present at the committee meeting. Votes or other actions taken by committees shall not be deemed as official actions of the Park Board but rather as recommendations to the Park Board. Only members appointed to a committee or an alternate substituting for a committee member may vote at any committee meeting. Any Park Board member

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

#### Section 18. Administration.

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

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

1. The Director of Parks and Recreation, or a designee, is the chief executive officer of the Park Board. The director is also an employee under the direct supervision of the Mayor.
2. The Director of Parks and Recreation is responsible for carrying out all policies or rules and regulations established by the Park Board.

3. All individuals employed in the Parks and Recreation Division report directly to, and are responsible to, the Director of Parks and Recreation.
4. The Director of Parks and Recreation shall make such rules, develop an administrative organization, and give such instructions to Parks and Recreation Division employees as may be necessary to make policies of the Park Board effective. The Director of Parks and Recreation may delegate authority for actions to subordinates.
5. The Director of Parks and Recreation should be present at all meetings of the Park Board, except when matters pertaining to the Director's employment are being considered or when requested by the Park Board President not to be present.
6. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a budget for the ensuing fiscal year, for Park Board approval. The Director shall develop the Parks and Recreation Division budget working with the Park Board Finance Committee.
7. The Director of Parks and Recreation shall be responsible for preparing and submitting to the Park Board a monthly and an annual report on the operation of the Park and Recreation Division, and additional information as requested by the President or by consensus of the Park Board.
8. The Director of Parks and Recreation shall keep a continuous inventory of all property, furniture, material and supplies of the Park and Recreation Division.
9. The Director of Parks and Recreation shall draw all requisitions against the budget of the City Parks and Recreation Division, handle funds of the Park Board, and shall keep proper record of expenditures and funds available.
10. As the Park Board's professional advisor, the Director of Parks and Recreation is expected to keep abreast of technical advances, and Park and Recreation techniques, to

participate in professional Parks and Recreation organizations, and to attend conventions and meetings of said organizations as approved by the Park Board.

11. The Director shall provide a Parks and Recreation Division orientation for new Park Board members, and new members shall read and sign the Duties and Responsibilities form, attached to these Bylaws.

#### Section 20. Employment of Park Director.

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

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

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

#### Section 22. Adoption.

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

Spokane Park Board

By:

\_\_\_\_\_  
Spokane Park Board President

Date approved: \_\_\_\_\_

Approved as to form:

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

**Attachment that is part of the Bylaws:**

Exhibit A – Spokane Park Board Member Duties and Responsibilities

## **SPOKANE PARK BOARD MEMBER DUTIES AND RESPONSIBILITIES FORM**

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

- A. The Spokane City Charter: Your appointment to the Park Board is pursuant to Article V of the Spokane City Charter. In accepting your appointment, you are presumed to have read Article V in its entirety and learned from it the scope of the Board’s responsibilities. While not exhaustive, the following highlights some of the key provisions of the Charter relating to the Board’s responsibilities:
- Complete control over expenditures from the Spokane Park Fund and expenditures from related park funds, such as the Golf Fund and Urban Forestry Fund: Typically this means an overall annual operating budget in excess of \$20 million, plus additional expenditures related to capital bond projects. The scope of this budget alone demands that members devote considerable time outside the regular meetings and committee meetings, so as to stay informed of Board activities.
  - The formulation and adoption of rules and regulations relating to Spokane Parks and Recreation facilities: By Charter the Park Board establishes policies and rules relating to park facilities, such as the Tobacco-Free Zones, sets pricing and fees for a variety of park facilities, etc.
  - Regular attendance at the required monthly and special meetings of the Spokane Board: Each Board member is expected to attend regular and special meetings of the Board, unless excused in advance by the President. The Spokane Park Board is scheduled for the second Thursday of each month at 3:30 p.m. unless otherwise posted. As a matter of practice, any absence is deemed excused so long as the President or Secretary is alerted in advance to your absence. There is no recent memory of a Board member being formally admonished for unexcused absenteeism, but it should be understood that continual absences may prompt the President to declare your absences unexcused, and three unexcused absences constitute grounds for removal from the Board.
- B. Park Board Bylaws: By Charter the Board is authorized to adopt bylaws relating to governance of the Board and its committees. The Bylaws were last revised and adopted January 2018, and are included in this Park Board Toolkit. By signing this form you acknowledge that you have read the Bylaws and understand them. A brief overview of these rules follows:

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

C. Additional Board member responsibilities include:

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

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

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

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

---

Signature

\_\_\_\_\_  
Printed Name

Date Signed: \_\_\_\_\_

Dates of Term: \_\_\_\_\_

Form Updated: January 2019