



Spokane Park Board Agenda

3:30 p.m. Thursday, Dec. 9, 2021

WebEx virtual meeting

Call in: 408-418-9388

Access code: 1462 26 9925

Park Board Members

Jennifer Ogden – President

Bob Anderson – Vice president

Garrett Jones – Secretary

Nick Sumner

Rick Chase

Greta Gilman

Sally Lodato

Gerry Sperling

Barb Richey

Hannah Kitz

Kevin Brownlee

Michael Cathcart – City Council liaison

Agenda

1. **Roll call:** Jennifer Ogden
2. **Additions or deletions to the agenda**
3. **Public comment**
4. **Consent agenda**
 - A. Administrative/Committee-level items
 - 1) [Nov. 11, 2021, regular Park Board meeting minutes](#)
 - 2) [Nov. 23, 2021, special Park Board meeting minutes](#)
 - 3) [Claims – November 2021 \(\\$2,208,582.71\)](#)
 - 4) [Nicotine, smoke and vapor-free park zones policy](#)
 - 5) [Garco Construction Inc. change order #2/Vietnam Veterans Memorial \(\\$17,456.13, tax inclusive\)](#)
 - 6) [Design Workshop, Inc., amendment #3/Parks and Natural Lands Master Plan contract \(\\$91,500, non-taxable\)](#)
5. **Special guests**
 - A. Special citizen recognition – Jennifer Ogden
 - B. Spokane Youth and Senior Centers' Association quarterly update – Lisa Rosier, Southside Senior Center executive director
6. **[Financial report and budget update:](#)** Mark Buening
7. **Special discussion/action items**
 - A. None

8. **Committee reports – action items**

Urban Forestry Tree Committee: (The Nov. 30 meeting was canceled.) – Rick Chase

A. Action items: None

Golf Committee: (The Dec. 7 meeting was canceled.) – Gerry Sperling

A. Action items: None

Land Committee: Dec. 1, 2021 – Greta Gilman

A. [Endorsement of procurement and selection process for art installations at the Shadle Park Library and Liberty Park Library – Garrett Jones/Andrew Chanse](#)

B. [Shadle Park Library land lease and use agreement amendment – Garrett Jones/Andrew Chanse](#)

C. [Liberty Park Library land lease and use agreement amendment – Garrett Jones/Andrew Chanse](#)

D. [Liberty Park Library remediation memorandum of understanding amendment #2 \(increase \\$35,000\) – Garrett Jones/Andrew Chanse](#)

E. [Resolution supporting additional boilerplate language relating to art installations – Nick Hamad](#)

Recreation Committee: (The Dec. 1 meeting was canceled.) – Sally Lodato

A. Action items: None

Riverfront Park Committee: (The Dec. 6 meeting was canceled.) – Nick Sumner

A. Action item: None

Finance Committee: Dec. 7, 2021 – Bob Anderson

A. Action items: All action items were presented as consent agenda items.

Development & Volunteer Committee: Nov. 17, 2021 – Bob Anderson

A. Action items: None

9. **Reports**

A. President: Jennifer Ogden

B. Liaisons

1. Conservation Futures – Greta Gilman

2. Parks Foundation – Barb Richey

3. City Council – Michael Cathcart

C. Director: Garrett Jones

10. **Executive session**

A. None

11. **Correspondence**

A. Letters/emails: None

12. **Adjournment**

13. **Meeting dates**

- A. Committee meeting dates
 - Urban Forestry Tree Committee: 4:15 p.m. Jan. 4, 2022, via WebEx
 - Land Committee: 3:30 p.m. Jan. 5, 2022, via WebEx
 - Recreation Committee: 5:15 p.m. Jan. 5, 2022, via WebEx
 - Riverfront Park Committee: 4 p.m. Jan. 10, 2022, 2021, via WebEx
 - Golf Committee: 8 a.m. Jan. 11, 2022, via WebEx
 - Finance Committee: 3 p.m. Jan. 11, 2022, via WebEx
 - Development & Volunteer Committee: 9 a.m. Jan. 18, 2022, via WebEx
- B. Park Board: 3:30 p.m. Jan. 13, 2022, via WebEx
- 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. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6367, 808 W. Spokane Falls Blvd., Spokane, Washington, 99201; or erahrclerks@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. Thursday, Nov. 11, 2021

WebEx virtual meeting

Park Board Members

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
 - Nick Sumner (absent/excused)
 - Rick Chase (absent)
- X Greta Gilman
- X Sally Lodato (Left: 4:52 p.m.)
- X Gerry Sperling
- X Barb Richey (Arrived: 3:35 p.m.)
- X Hannah Kitz
- X Kevin Brownlee
- X Michael Cathcart– City Council liaison

Parks Staff

- Jason Conley
- Mark Buening
- Fianna Dickson
- Al Vorderbrueggen
- Jennifer Papich
- Mark Poirier
- Berry Ellison
- Jonathan Moog
- Lauren Schubring
- Pamela Clarke

Guests

- Terri Fortner
- James Richman
- Kelly Brown
- Shae Blackwell
- Colin Quinn-Hurst
- Chris Wright
- Paul Knowles

Minutes

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

1. **Roll Call:** Jennifer Ogden
 - A. See above
2. **Additions or deletions to the agenda**
 - A. None
3. **Public comment**
 - A. None
4. **Consent agenda**
 - A. Administrative and committee-level items
 - 1) Oct. 14, 2021, regular Park Board meeting minutes
 - 2) Claims – October 2021 (\$2,399,654.59)
 - 3) 2022 Recreation centers contract renewal (combined amount of \$638,578, no tax)
 - 4) 5-year contract extension for Rob Sanders, dba Sandbaggers Club, LLC
 - 5) Western Distributors/Toro value blanket
 - 6) Brett Sports & Entertainment consultant agreement (not to exceed \$20,000/annually for the life of the contract)

Motion #1 – Jennifer Ogden moved to approve consent agenda items #1-6, as presented.

Sally Lodato seconded.

The motion passed with unanimous consent (8-0 vote).

5. Special guests

- A. Fish Lake Trail to Centennial Trail connection study – Garrett Jones provided an overview of

the Fish Lake Trail connection project. The purpose of the connection study is to determine the best route to connect Centennial Trail at People's Park to the Fish Lake Trail at Milton Street. Colin Quinn-Hurst with Integrated Capital Management presented an update on the study findings. In May 2020, a consulting engineer firm was selected to study potential routes for a future phase of the Fish Lake Trail. Initially, four routes were identified utilizing the following criteria: user experience, environmental impacts, cultural resource impacts, compliance, constructability and construction cost. Recently, a fifth route, identified as the Orange route, was added to the study for consideration and evaluation. Colin reviewed the various pros and cons, and estimated construction cost associated with each trail route option. Based on the selection criteria, staff recommends moving forward with the Orange alignment option. This route is expected to maintain a park-like environment, activate empty park space, connects to West Hills Neighborhood and has little to no impact to the existing disc golf course. The complete final design report is scheduled to be submitted by Dec. 31 and the preliminary grant application is due early March 2022. Additional information on the study and route maps may be found [HERE](#).

6. **Financial report and budget update** – Mark Buening presented the October financial report and budget update. The October operating expenditures for the Park Fund are about \$298,000 more than the historic budget average. Year-to-date revenues are approximately \$630,000 more than the budget average. Revenues are exceeding expenditures more than \$1.78 million. The October operating expenditures for the Golf Fund are about \$361,000 more than the budget average. Year-to-date revenues are exceeding the budget average almost \$1.09 million. Revenues are exceeding expenditures by almost \$2.1 million year-to-date. There is a remaining budget of about \$105,000 of the \$68.4 million Riverfront Park redevelopment budget.

7. **Special discussion/action items**

A. None

8. **Committee reports:**

Urban Forestry Tree Committee: (The Nov. 2 meeting was canceled.) Rick Chase

A. Action items: None

B. The next regularly scheduled meeting is 4:15 p.m. Nov. 30, 2021, via WebEx.

Golf Committee: Nov. 9, 2021, Gerry Sperling

A. Action items: Action item was presented on the consent agenda.

B. The next scheduled meeting is 8 a.m. Dec. 7, 2021, via WebEx.

Land Committee: Nov. 3, 2021, Greta Gilman

A. Resolution supporting future Parks ownership of Conservation Futures Program/Palisades Park properties – Al Vorderbrueggen provided an overview of the Conservation Futures (CF) resolution. Paul Knowles presented an overview of the CF open nomination round process. The proposed 117.65-acre acquisition area is located between Palisades Park and Riverside State Park, which would almost connect the two parks. The seller has pledged a \$50,000-\$100,000 (dependent upon the purchase price) stewardship fund to the city for use and care of the property. Every six years the county accepts nominations and evaluates property with the goal to acquire and preserve the county's open space, streams, rivers and other natural resources. This year eight nominations were received, including two within the city of Spokane, five outside city limits in Spokane County and one in the city of Deer Park. Paul reviewed the final recommendation and prioritized acquisition list. This list ranks the Palisades property as #1.

Motion #2 – Greta Gilman moved to approve the resolution supporting future Parks ownership of Conservation Futures Program regarding the Palisades Park properties.

Kevin Brownlee seconded.

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

B. Resolution supporting future Parks ownership of Conservation Futures Program/Trolley Trail property – Paul Knowles presented an overview of the proposed Conservation Futures resolution. The Trolley Trail is situated on an old trolley line bed running from Spokane to Medical Lake. The city currently owns a portion of this trail and the proposed 3.76-acre nomination is currently on private land. The benefits of the proposed acquisition include trail connectivity to the existing city property, and it resolves long-standing trespassing issues caused by the publicly-owned section of the trail. Ranking contingencies include approval by the Westwood Hills Village Plat, currently going through city approval, and a public trail easement grant from Canyon Bluffs Partners, LLC, an adjacent landowner, connecting the Westwood Hills Village section. Conservation Futures would fund the acquisition once there is evidence the contingencies are satisfied.

Motion #3 – Greta Gilman moved to approve the resolution supporting future Parks ownership of Conservation Futures Program regarding the Trolley Trail property.

Bob Anderson seconded.

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

C. Library art selection process update – Jennifer Ogden provided a brief update relating to two art selections recently approved by the Spokane Library Board. The Library Board recently approved art installations at the newly renovated Shadle and Liberty Park library branches. Both libraries are located on property the library leases from Parks. One art piece has been installed at Liberty and the installation of the Shadle Park art is on hold until the Park Board and Library Board are able to come to an understanding on the art approval process. The library board conducted a similar process as the Park Board conducts when approving art on park property. Parks process includes vetting and recommendations from the Joint Art Committee (JAC) and from the appropriate Park Board advisory committee. While the library board's process was similar to the Park Board's process, it omitted approvals from the JAC and another Park Board advisory committee. In order to resolve the issue, park staff will present proposals to the Land Committee on the following: 1) lease terms with the library; 2) how existing park policy plays into the lease agreements; 3) mitigation options; 4) review boundary issues; and 5) secure an art selection process which offers citizens the opportunity for proper public input on proposed art installations. These items are scheduled to come before the Land Committee in December. Spokane Arts recently conveyed they do not have the capacity to administer this art project. Jennifer reported Berry Ellison will administer the project.

D. The next scheduled meeting is 3:30 p.m. Dec. 1, 2021, via WebEx.

Recreation Committee: Nov. 3, 2021, Sally Lodato

A. Action items: Action item was presented on the consent agenda.

B. The next scheduled meeting is 5:15 p.m. Dec. 1, 2021, via WebEx.

Riverfront Park Committee: Nov. 8, 2021, Nick Sumner

A. King Cole Commemorative Project intent, scope and schedule – Berry Ellison presented an overview of the King Cole Commemoration Project (KCCP) intent, scope and schedule. The intent of the project is to recognize the vision and contributions of King Cole, and to commemorate the 50th anniversary of Expo '74 and the contributions of several other stakeholders. King Cole is currently recognized by the wooden bridge bearing his name which anchors the southeast entrance of Riverfront Park by the Convention Center.

- a. Expanded King Cole Way – The committee is proposing an expanded King Cole Way that would head north and west through the Park passing several existing Expo '74 landmarks. The proposal also includes an art piece that may be interactive, sculptural, kinetic, illuminated at night, or some combination of those elements creating an iconic gateway into the park. The art piece is expected to be located on, or adjacent to, the existing wooden bridge. The art piece will anchor the expanded King Cole Way which would incorporate an artistic wayfinding/interpretive signage treatment and/or elements that include acknowledgment of historic structures and key Expo '74 stakeholders. The proposed budget would not exceed \$225,000 for the entire project.
- b. Timeline – The proposed timeline would have a request for qualifications (RFQ) released in December 2021, culminating in an unveiling in May 2024. Plans will be in place to ensure the placement of any pieces do not conflict with programming in the park. Berry will administer the project and will work closely with Spokane Arts throughout the process. KCCP Chair Chris Wright thanked the board for their earlier suggestions which lead the KCCP Committee to look at opportunities of expanding and enhancing the existing King Cole Way, and to compliment that expanded pathway with an art piece and interpretative signage.
- c. Funding – After the responses to the RFQ have been short listed to a maximum of three art teams, a \$2,500 stipend will be paid to each artist/art team not selected for the project, and the selected art team would be awarded the contract. This first phase of the two-phased project is budgeted not to exceed \$25,000. Jennifer Ogden clarified the project would be privately funded and not supported with Park funds.

Motion #4 – Jennifer Ogden moved to approve the King Cole Commemorative Project intent, scope and schedule as presented.

Gerry Sperling seconded.

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

B. The next scheduled meeting is 4 p.m. Dec. 6, 2021, via WebEx .

Finance Committee: Nov. 9, 2021, Bob Anderson

A. Interdepartmental agreement regarding investments and collaboration in water stewardship – Garrett Jones presented an overview of the proposed agreement between Public Works and Parks regarding water stewardship. As part of the agreement, Public Works agrees to the following: 1) invest in Parks water-saving projects annually in an amount approximately equivalent to dollars being paid by Parks for capital charges associated with Parks irrigation accounts (\$250,000 annually for 10 years); 2) use Parks projects that protect capacity in the water system; and 3) use Park projects and water savings as an example for other customers. Parks agrees to the following: 1) identify water-saving opportunities in Parks; 2) lead the design and implementation of approved Parks water-saving projects; 3) support the goal of the Water Department's stewardship program to encourage every-other-day watering strategies, including working with Water to schedule watering at parks to reduce peak demand in various pressure zones; 4) participate in Water's public education activities focused on reducing water use and supporting conservation goals; and 5) develop strategies to reduce watering during peak usage times in the summer to assist Water with managing system needs during the highest usage period of the year.

Motion #5 – Bob Anderson moved to approve the interdepartmental agreement regarding investments and collaboration in water stewardship.

Sally Lodato left the meeting at 4:52 p.m.

Greta Gilman seconded.

The motion passed with unanimous consent (8-0).

B. The next regularly scheduled meeting is 3 p.m. Dec. 7, 2021, via WebEx.

Development & Volunteer Committee – Bob Anderson

A. Action items: None

B. The next scheduled meeting is 3:30 p.m. Nov. 17, 2021, via WebEx.

9. Reports

A. President: Jennifer Ogden thanked staff for their hard work in coordinating today's ceremony unveiling the newly renovated Vietnam Veterans Memorial.

B. Liaisons

1. Conservation Futures – Greta Gilman reported there were eight nominations received this year, including two within the city of Spokane, five outside city limits in Spokane County and one in the city of Deer Park. The prioritized acquisition list will be presented to the County Commissioners for approval the end of this month.

2. Parks Foundation – Barb Richey reported the foundation is continuing to receive gifts from the 70th Birthday Bash and Brick West fundraisers. A \$250,000 gift agreement has been drafted which will benefit the dog park project. Details are expected to be revealed soon.

3. City Council – Councilmember Cathcart thanked Garrett Jones and his staff for coordinating a powerful and emotional unveiling of the Vietnam Veterans Memorial today at Riverfront Park. He also reported he is hoping to use, to whatever degree possible, American Relief Funds to help some of the lower-income communities in Spokane as it relates to Parks services and implementation.

C. Director: Garrett Jones

1. Golf pro Rob Sanders – Garrett recognized golf pro Rob Sanders for his tremendous work at Esmeralda Golf Course and looks forward to continued years of success with the renewal of Rob's contract as the golf pro.

2. Liberty Park Library – The ribbon cutting ceremony is set for tomorrow celebrating a successful collaborative effort with Spokane Library Board.

10. Executive session

A. None

11. Correspondence

A. Emails: Proposed housing development near Underhill Park (4)

12. Adjournment: The meeting was adjourned at 5:05 p.m.

13. Meeting dates

A. Committee meeting dates:

Urban Forestry Committee: 4:15 p.m. Nov. 30, 2021, via WebEx

Land Committee: 3:30 p.m. Dec. 1, 2021, via WebEx

Recreation Committee: 5:15 p.m. Dec. 1, 2021, via WebEx

Riverfront Park Committee: 4 p.m. Dec. 6, 2021, via WebEx

Golf Committee: 8 a.m. Dec. 7, 2021, via WebEx

Finance Committee: 3 p.m. Dec. 7, 2021, via WebEx

Development & Volunteer Committee: 3:30 p.m. Nov. 17, 2021, via WebEx

B. Park Board: 3:30 p.m. Dec. 9, 2021, via WebEx

C. Park Board Study Session: No session scheduled at this time.

Minutes approved by: *Garrett Jones*
Garrett Jones, Director of Parks and Recreation



Special Spokane Park Board meeting

9:15 a.m. Nov. 23, 2021

WebEx virtual meeting

Park Board members

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- Nick Sumner (Absent/excused)
- X Rick Chase (Arrived: 9:21 a.m.)
- X Greta Gilman
- X Sally Lodato (Arrived: 9:18 a.m.)
- X Gerry Sperling (Left: 9:30 a.m.)
- X Barb Richey
- Hannah Kitz (Absent)
- X Kevin Brownlee
- Michael Cathcart – City Council liaison (Absent)

Parks staff

Jason Conley
 Mark Buening
 Al Vorderbrueggen
 Jennifer Papich
 Mark Poirier
 Jonathan Moog
 Pamela Clarke

Guests

James Richman
 Mike Piccolo

MINUTES

1. **Call to order:** The meeting was called to order at 9:17 a.m. by Park Board President Jennifer Ogden.
2. **Roll Call:** See above for attendance.
3. **Public comment**
 - A. None
4. **Special discussion/action items**
 - A. Approval to submit a special budget ordinance to City Council for the Golf Fund (\$340,745) – Garrett Jones and Mark Buening provided an overview of the proposed SBO to be submitted to City Council requesting additional expenditure authority appropriated from the 2021 revenues in the amount of \$340,745. The city golf courses have experienced record attendance and number of rounds in the 2021 golf season. This resulted in higher than past-year average operating costs due to the need for additional temp seasonal staff, operating supplies and maintenance costs. In addition, the hotter-than-normal summer resulted in higher than normal water costs to maintain the condition of the courses. There was also some catch-up maintenance in 2021 that was delayed due to COVID in 2020. The aging roof and HVAC system at Indian Canyon clubhouse was replaced this year at a cost of \$340,745. Parks is requesting this amount in additional expenditure authority appropriated from the record revenues this year to pay for this project and have sufficient expenditure authority remaining to carry over the project's remaining encumbrance, if required. Any unspent budget or unencumbered budget authority will revert back to fund balance at the end of FY 2021.

Motion #1 – Jennifer Ogden moved to approve to submit a special budget ordinance to City Council for the Golf Fund in the amount of \$340,745.

Bob Anderson seconded.

The motion passed with unanimous consent (7-0 vote).

B. Endorse the Library Board's art selection process for the Liberty and Shadle Park library branch locations – Jennifer Ogden presented background on the art projects and a proposal for the art selection process. The Library Board recently approved art installations at the newly renovated Shadle and Liberty Park library branches. Both libraries are located on property the library leases from parks. One art piece has been installed at Liberty and installation of the Shadle Park art is on hold until the Park Board and Library Board come to an understanding on the art approval process. The library board conducted a similar process to the process the Park Board conducts when approving art on park property. Parks process includes vetting and recommendations from the Joint Art Committee (JAC) and the appropriate Park Board advisory committee. While the library board's process was similar to the Park Board's process, it omitted approvals from the JAC and another Park Board advisory committee. In addition, the two art installations would be located on park property outside the boundaries specified in the lease agreements.

- a. Proposals for Land Committee consideration – In order to resolve the issues, park staff will present proposals to the Land Committee regarding the following: 1) lease terms with the library; 2) how existing park policy plays into the lease agreements; 3) mitigation options; 4) review boundary issues; and 5) secure an art selection process which offers citizens the opportunity for proper public input on proposed art installations.

Rick Chase arrived at 9:21 a.m.

- b. Recommendation of the Park Board to endorse the art process – If the library can show an equivalent committee and a public input process that replicates the current Park Board process, the Park Board will allow the library's art panel to act in the JAC capacity. The library would bring their art recommendation before the Land Committee for consideration and to the Park Board for final approval to install the art on park property.

Gerry Sperling left the meeting at 9:30 a.m. Prior to her departure, she submitted a text message noting her affirmative vote on the recommendation as presented in the briefing paper.

- c. Discussion – Jennifer explained this request is for a one-time allowance and all future art installations on park property will be required to follow the Park Board art approval process which includes JAC approval. In addition to addressing the art approval process, there are some boundary issues regarding the two art installations. Since both art sitings fall outside the boundaries identified in the lease agreements, staff has crafted a proposal to increase remediation \$35,000 to compensate for the additional property used for the art installations. This proposal will be reviewed by the Land Committee Dec. 1. Greta Gilman explained she would like to have assurances that this won't occur again and that property boundaries are adhered to in all park property agreements. Kevin Brownlee said he looks forward to measures which ensure this doesn't happen again, but would like to move forward by accepting the Library Board's art selection process.

Motion #2 – Jennifer Ogden moved the Park Board endorse the Library Board's art selection process for the Liberty and Shadle Park library branch locations.

Kevin Brownlee seconded.

The motion passed (6-1 vote).

5. **Adjournment:** The meeting was adjourned at 9:49 a.m.

Minutes approved by: Garrett Jones
Garrett Jones, Director of Parks and Recreation

**CITY OF SPOKANE PARK AND RECREATION DIVISION
NOVEMBER 2021 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - DECEMBER 9, 2021**

PARKS & RECREATION:

SALARIES & WAGES	\$	790,844.97
MAINTENANCE & OPERATIONS	\$	712,429.86
CAPITAL OUTLAY	\$	30,911.91
DEBT SERVICE PAYMENTS	\$	-
PARK CUMULATIVE RESERVE FUND	\$	178,159.36

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	149,156.55
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GOLF:

SALARIES & WAGES	\$	128,083.62
MAINTENANCE & OPERATIONS	\$	112,434.74
CAPITAL OUTLAY	\$	106,561.70
DEBT SERVICE PAYMENTS	\$	-

TOTAL EXPENDITURES:	\$	2,208,582.71
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Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Jason Conley	Phone number: 625-6211	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	New LGL#		
Item title: (Use exact language noted on the agenda)	Nicotine, smoke and vapor-free park zones policy		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In 2009, the Park Board updated the Parks Tobacco Policy. The current policy does not include, nicotine, vapor or marijuana. Parks staff was approached by Community Prevention and Wellness Initiatives Coalition (CPWIC) who provided information supporting the need to update the policy. Last June, CPWIC representatives presented the Land Committee with proposed updates to the 2009 policy which takes current and future trends into consideration. Since then, Park staff has worked with CPWIC and City Legal to update the existing policy which addresses vaping devices and other nicotine products. CPWIC has dedicated funding to pay for a portion of the new signs to be placed in parks, and has agreed to work with other community partners to fund approximately 80 signs.			
Motion wording: Approve the nicotine, smoke and vapor-free park zones policy as presented			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Jason Conley Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: _____ Budget code: _____ Budget neutral			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN XXX – 09 - 01
TITLE: PARKS AND RECREATION NICOTINE, SMOKE AND VAPOR-FREE PARK ZONES EFFECTIVE DATE: DECEMBER 9, 2021 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

- 1.1 The statutory authority for the adoption of this policy is provided in WA. State RCW 70.160, Smoking in Public Places, RCW 70.345 Vapor Products, and the authority of RCW 70.05.060 to preserve, promote, and improve public health. Referenced include: <https://srhd.org/media/documents/901law1.pdf> [BoH Resolution 16-01](#). To establish a Park Board Policy designating specific Nicotine, Smoke, and Vapor-free zones in Parks and Recreation areas, and/or facilities. The purpose of this policy is to protect and promote the health, safety, and welfare of the public by reducing the potential for public exposure to nicotine, harmful chemicals, and other substances. To increase public awareness that consideration must be exercised by Nicotine, Smoke, and Vapor product users when they are in the proximity of non-Nicotine, Smoke, and Vapor users. To establish Nicotine, Smoke, and Vapor-free zones at large public events conducted in Parks and Recreation areas and/or facilities. To help minimize the amount of litter from discarded Nicotine, Smoke, and Vapor on park property.

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- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to All property owned and/or managed by the Spokane Parks and Recreation Department, including all facilities located thereon except in any public right of way.

3.0 REFERENCES/AUTHORITY

3.1 City Charter Article V, Parks and Park Board, Section 48 Park Board powers:

“To make Rules and Regulations for the use of parks and provide for the enforcement of such Rules and Regulations.”

3.2 Rules of the Park Board Section 14, General Operating Policies and Procedures, Ruling and Appeals:

“The Park Board may from time to time adopt operating policies, rules of procedures, and codes of ethics to facilitate and guide the conduct of its business, which shall be considered an appendage to these rules of the Park Board.”

“The Director of Parks and Recreation may adopt administrative rules, policies, and procedures not in conflict with these rules or established law as he/she deems necessary to orderly conduct of the Parks and Recreation Department in administering Park Board business.”

4.0 DEFINITIONS

4.1 Park Use Rules: Standard rules for use of parks and park facilities

4.2 Nicotine, Smoke, and Vapor Users: Anyone using tobacco, nicotine, or vapor products of any type in Nicotine, Smoke, and Vapor-free zones in Parks and Recreation areas and/or facilities. This includes, but not limited to, electronic nicotine devices (ENDS), Chewable Tobacco, Cigarettes, and non-tobacco nicotine products.

4.3 Department: The city of Spokane Parks and Recreation Department

4.4 Director: The Director of the city of Spokane Parks and Recreation

4.5 Board: The Spokane Parks and Recreation Park Board

4.6 Parks and Recreation Areas: All property owned and/or managed by the Spokane Parks and Recreation Department, including all facilities located thereon except in any public right of way.

4.7 Nicotine, Smoke, and Vapor-Free Zones Areas: Any Parks and Recreation owned/or managed property or facility displaying Nicotine, Smoke, and Vapor -free signage.

4.8 Park Staff: Administrative staff working for the Spokane Parks and Recreation Department.

4.9 "Vape" or "Vaping": The use of a vapor product, or the act of inhaling/exhaling the vapor or aerosol from a vapor product.

5.0 POLICY

5.1 Tobacco-free zones are established where children recreate, such as playgrounds, swimming pools, splash pads, picnic shelters, park restrooms, skate parks, formal gardens, etc. Community events where Nicotine, Smoke, and Vapor use is restricted will be added as appropriate.

5.2 It shall be the responsibility of the Park Board to coordinate all media information related to this policy.

5.3 The Spokane Parks and Recreation Department will provide and install standardized Nicotine, Smoke, and Vapor-free signs where required.

5.4 Funding will be sought for procurement and installation of signs through outside resources. Temporary event signage will be the responsibility of the event sponsor. Signs will be updated as funding is available.

5.5 The promotion of Nicotine, Smoke, and Vapor-based products is prohibited at all park properties and event(s) conducted on park property.

5.6 Each and every request for an event permit will require a review of the Nicotine, Smoke, and Vapor policy with the user group.

5.7 Enforcement of this policy will be self-directed and by peer-pressure influence. Voluntary compliance will be encouraged through signage, educational material, and public information releases.

5.8 Exemptions to this policy are only to include FDA approved nicotine cessation methods.

APPROVED BY:

City Attorney

Date

Parks and Recreation Director

Date

City Administrator

Date



Final policy: September 10, 2009

Spokane Parks and Recreation Board Policy:

Tobacco-Free Park Zones In Parks and Recreation Areas and/or Facilities

Land Committee Recommended Approval of Pilot Project: April 30, 2003

Park Board Approval of Pilot Project: May 8, 2003

Pilot Program Effective Date: June 1, 2003, to December 31, 2003

Land Committee Recommended Approval of Permanent Policy: May 5, 2004

Park Board Recommended Approval of Permanent Policy: May 13, 2004

Permanent Policy Effective Date: May 13, 2004

Revised Policy approved by Park Board: July 9, 2009

Revised Policy Approved by Park Board: September 10, 2009

1.0 PURPOSE

- 1.1 To establish a Park Board Policy designating specific tobacco-free zones in Parks and Recreation areas and/or facilities.
- 1.2 To increase public awareness that consideration must be exercised by tobacco product users when they are in the proximity to non-tobacco users. Of primary importance is role modeling by adults to eliminate tobacco use by youth and children.
- 1.3 To establish tobacco-free zones at large public events conducted in Parks and Recreation areas and/or facilities.
- 1.4 To help minimize the amount of litter from discarded tobacco products on park property.

2.0 REFERENCES/AUTHORITY

- 2.1 City Charter Article V, Parks and Park Board, Section 48 Park Board powers:
"To make Rules and Regulations for the use of parks and provide for the enforcement of such Rules and Regulations".

- 2.2 Rules of the Park Board Section 14, General Operating Policies and Procedures, Ruling and Appeals:
“The Park Board may from time to time adopt operating policies, rules of procedures, and codes of ethics to facilitate and guide the conduct of its business, which shall be considered an appendage to these rules of the Park Board.”

“The Director of Parks and Recreation may adopt administrative rules, policies, and procedures not in conflict with these rules or established law as he/she deems necessary to orderly conduct of the Parks and Recreation Department in administering Park Board business.”

3.0 DEFINITIONS

- 3.1 **Park Use Rules**: Standard rules for use of parks and park facilities.
- 3.2 **Tobacco Users**: Anyone using tobacco products of any type in tobacco-free zones in Parks and Recreation areas and/or facilities.
- 3.3 **Department**: The City of Spokane Parks and Recreation Department.
- 3.4 **Director**: The Director of the City of Spokane Parks and Recreation Department.
- 3.5 **Board**: The Spokane Parks and Recreation Board.
- 3.6 **Parks and Recreation Areas**: All property owned and/or managed by the Spokane Parks and Recreation Department including all facilities located thereon except in any public right of way.
- 3.7 **Tobacco-Free Zones Areas**: Any Parks and Recreation owned/or managed property or facility displaying tobacco-free signage.
- 3.8 **Park Staff**: Administrative staff working for the Spokane Parks and Recreation Department.

4.0 POLICY

- 4.1 Tobacco-free zones areas are established where children recreate, such as playgrounds, swim pools, splash pads, picnic shelters, park restrooms, skateparks, formal gardens, etc. Community events where tobacco use is restricted will be added as appropriate.

- 4.2 It shall be the Policy of the Park Board to coordinate all media information regarding tobacco-free.
- 4.3 The Spokane Parks and Recreation Department will provide and install standardized tobacco-free zone signs where required.
- 4.4 Funding will be sought for procurement and installation of signs through outside resources. Temporary event signage will be the responsibility of the event sponsor.
- 4.5 The promotion of tobacco based products is prohibited at all park properties and events conducted on park property.
- 4.6 Each and every request for an event permit will require a review of the Tobacco policy with the user group.
- 4.7 Enforcement of this policy will be self directed and by peer pressure influence. Voluntary compliance will be encouraged through signage, educational material, and public information releases.

**Spokane Parks and Recreation Department
808 West Spokane Falls Boulevard -- Fifth Floor City Hall
Spokane, Washington 99201-3317
509-625-6200 www.spokaneparks.org**

***FINAL TOBACCO-FREE ZONES IN PARKS AND RECREATION AREAS
POLICY DISTRIBUTED SEPTEMBER 10, 2009 TO:***

**Park Board Members
Parks and Recreation Department Administrative Team Members
Spokane County Parks and Recreation Department
Jennifer Hansen, Spokane Regional Health District
Neighborhood Services Department
Mayor's Office**

Spokane Parks and Clean Air, Ground and Water

“4.1 Tobacco-free zones areas are established where children recreate, such as playgrounds, swimming pools, splash pads, picnic shelters, parks restrooms, skateparks, formal gardens, etc. Community events where tobacco use is restricted will be added as appropriate.”

Tobacco Users: Anyone using Tobacco products of any type in tobacco-free zones in Parks and Recreation areas and/or facilities

Tobacco-Free Zones Areas: Any Parks and Recreation owned/or managed property or facility displaying tobacco-free signage

- Enacted in 2009
- Collaboration between Spokane Regional Health District and Parks and Recreation
- Current policy was created at a time when vaping was not an issue, which has since changed
- Tobacco-free policies do not cover nicotine, vapor, or Marijuana usage

Proposal:

- Adapt current policy to include non-tobacco nicotine, and vapor products, as well as work with SRHD to ensure updated policy will cover upcoming trends as well
- Replacement of signage will occur as funding allows, with support from Community Prevention and Wellness Initiative Coalitions within Spokane.
- Change to policy is supported by Spokane Regional Health District





CPWI: COMMUNITY PREVENTION & WELLNESS INITIATIVE

What is CPWI? CPWI is a community- and school-based model for delivering prevention programs and strategies to reduce underage use of alcohol, marijuana, tobacco, and other drugs. This model uses a data-informed, community-level decision making process to determine root social and emotional causes that predict problem behaviors.

This work is done through community coalitions with a goal of collaboration and partnership between it's members to benefit and promote needed change in the community.

To help ensure a broad range of representation, each coalition strives to have at least eight active representatives from the following sectors:

- Youth
- Parents
- Business community
- Media
- Schools
- Youth-serving organizations
- Law enforcement
- Religious or fraternal organizations
- Civic and volunteer groups
- Healthcare professionals
- State or local government
- Behavioral Health Treatment Services
- Other organizations or groups involved in reducing substance abuse (prevention organizations)

Coalitions use a variety of strategies to promote prevention in their communities based on the current needs and ability to leverage resources available. This includes programs like parenting classes, youth prevention activities at local high schools, and public awareness and education campaigns, including prescription drug take-back events.

Visit www.theAthenaForum.org for more information on CPWI or www.spokaneprevention.com for more about your local Community Coalitions in Spokane County.

CPWI is funded by the Washington State Health Care Authority through the Division of Behavioral Helath and Recovery.



Due to COVID precautions, coalition meetings and events are being held virtually. Please visit spokaneprevention.com or contact a coordinator directly for more information.

YOUR LOCAL COALITIONS

East Valley Community Coalition (EVCC): The East Valley Community Coalition empowers our community through education and substance abuse prevention to promote safe and healthy individuals in all families and neighborhoods by providing a variety of services and programs. Some programs include:



- Medication Take Back Events
- Too Good for Drugs
- East Valley Youth Coalition
- Guiding Good Choices
- And much more!

Coordinator: Kirsten Fuchs

kfuchs@esd101.net, (509) 280-1889

Meetings: Meets the fourth Tuesday of the month at 3:00pm at East Valley High School

Facebook: @EastValleyCommunityCoalition

Website: www.eastvalleycc.com

Northeast Support Team Coalition (NEST): The NEST Coalition has provided several programs to the NE/Hillyard Community:



- Strengthening Families Program 10-14
- SPORT Prevention Plus Wellness
- Medication Take Back Events
- Professional Development for our Partners
- Guiding Good Choices
- And much more, come learn more about us!

Coordinator: Leticia Juarez,

ljuarez@esd101.net, (509) 703-0836

Meetings: Meets the fourth Thursday of the month

at 10:00am at the Northeast Community Center

Facebook: @NESTCoalition

Shadle Prevention & Wellness Coalition (SPWC): The SPWC works to nurture a drug free community within the Shadle area. We work with the community to provide:



SHADLE PREVENTION
& WELLNESS COALITION

- Strengthening Families Program 10-14
- Medication Take Back Events
- SPORT Prevention Plus Wellness
- Coalition & Community Training
- and much more!

Coordinator: Grace Wilkowski

gwilkowski@esd101.net, (509) 703-2924

Meetings: Meets the first Wednesday of the month at Noon at Shadle Park High School

Facebook: @ShadlePrevention

Website: <https://shadleprevention.com/>

Take Action and Link Kids to Healthy Choices (TALK 2 Healthy Choices) - Cheney School District: Talk 2 Healthy Choices has been busy this past year building their coalition and their community programs.



- High School Health Helpers (H³)
- Strengthening Families Program 10-14
- Medication Take Back Events
- And much more

Coordinator: Jessica Deutsch

jdeutsch@esd101.net, (509) 703-2802

Meetings: Meets the 3rd Tuesday of the month at 3:30pm, alternating between Westwood Middle School & Cheney Middle School.

Facebook: @TALK2HealthyChoices

West Spokane Wellness Partnership (WSWP): Is an active group of diverse members located in the North Central School District area. Below are some of the programs and services we offer plus much more!



- Free Medication Lock Boxes
- SPORT Prevention Plus Wellness
- Positive Action Prevention Program
- Drug-Free Community Grant Recipient (www.cadca.org/drug-free-communities-dfc-program)

Coordinator: Sarah McNew

smcnew@esd101.net, (509) 655-0161

Meetings: Meets the 3rd Tuesday of the month at 3:00pm, at the West Central Community Center.

Facebook: @WestSpokaneWellnessPartnership

Website: www.westspokanewellness.com

Visit us online: www.SpokanePrevention.com

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	Dec. 7, 2021		
Requester	Berry Ellison	Phone number: 509-625-6276	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2021-0554		
Item title: (Use exact language noted on the agenda)	Garco Construction Inc. change order #2/Vietnam Veterans Memorial (\$17,456.13, tax inclusive)		
Begin/end dates	Begins: 12/09/2021 Ends: 05/01/2022 <input type="checkbox"/> Open ended		
Background/history: Value added improvements including: Item 1: Add Rockery Retaining Wall to Retain Slope Adjacent to Existing Tree Item 2: Add Flag Pole Lights (4 total) Item 3: Add Electrical to Existing Poles (3 total) Item 4: Add Arborist Services for Tree Protection Item 5: Add Flag Pole(s) Removal (5 total) Item 6: Add Wayfinding Flags (10 total) Item 7: Deduct Landscape (i.e., remove several plantings and add irrigation improvements)			
Motion wording: Move to approve Garco Construction change order #2 for work on the Vietnam Veterans Memorial renovation project in the amount of \$17,456.13, tax inclusive			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: Steve LaRue Email address: hurricane18426@gmail.com Phone: 509 475-9000			
Distribution: Parks – Accounting Tim@Garco.com Parks – Pamela Clarke hurricane18426@gmail.com Requester: Berry Ellison Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: \$10,000 1950 (Arterial St Fund) \$7,456.13 3346 (Riverfront Park Redevelopment)			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 600-297-734 Business license expiration date: 09-30-22 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

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

NAME OF CONTRACTOR: Garco Construction

PROJECT TITLE: Vietnam Veterans Memorial Renovation

CITY CLERK CONTRACT NUMBER: OPR 2021-0554

=====

DESCRIPTION OF CHANGE:

AMOUNT:

Item 1: Add Rockery Wall	\$ 0.00
Item 2: Add Flag Pole Lights	\$ 7,506.83
Item 3: Add Electrical to Existing Poles	\$ 4,350.19
Item 4: Add Arborist Services	\$ 5,308.00
Item 5: Add Flag Pole(s) Removal	\$ 0.00
Item 6: Add Wayfinding Flags	\$ 1,285.11
Item 7: Deduct Landscape	\$ (994.00)

Note: WSST (9%) is included in the figures above.

=====

TOTAL AMOUNT: \$17,456.13

CONTRACT SUM (EXCLUDE SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 51,558.07
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 48,319.27
CURRENT CONTRACT AMOUNT	\$ 99,877.34
CURRENT CHANGE ORDER (EXCLUDES SALES TAX)	\$ 16,014.80
REVISED CONTRACT SUM	\$ 115,892.14

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	05/01/2022
CURRENT COMPLETION DATE	05/01/2022
REVISED COMPLETION DATE	

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

Pre-Approved as to form: Hunt M. Whaley, Assistant City Attorney

Spreadsheet Report

Vets Memorial CO-001 (Rock Wall)

Page 1

10/7/2021 11:24 AM

Project name	Vets Memorial CO-001 (Rock Wall) Riverfront Park
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary




Spreadsheet Report
Vets Memorial CO-001 (Rock Wall)

Page 2
10/7/2021 11:24 AM

Description	Takeoff Quantity	Labor Quantity	Labor Price	Labor Amount	Total Cost/Unit	Total Amount
CONCRETE						
Concrete Footings						
Build Rock Retaining Wall	1.00 EA	8 MH	56.68 /MH	453	453.40 /EA	453

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor	453		8.000 hrs				80.96%
Material							
Subcontract							
Equipment							
Other							
	453	453					80.89%
Liability Insurance	3			0.540 %	T		0.54%
B & O Tax (WA)	3			0.471 %	T		0.47%
	6	459					1.07%
		459					
WA State Sales Tax	41			9.000 %	T		7.38%
Profit & OH	25			5.000 %	T		4.47%
Indirects	27			5.850 %	C		4.74%
Technology Fee	1			0.200 %	T		0.16%
Paid Sick Leave	7			0.875 \$/hr	H		1.25%
	101	560					18.04%
Total		560					




 11-30-21

CONSTRUCTION JOB REPORT

PHASE
NO.

SUBCONTRACTORS #OF
EMPL. NATURE OF WORK

21-99-118

Date: 9-30-21 Day Thur

Location: SPOKANE WA

Start Shift:

End Shift:

NAME

Craft or Position

Regular Hours

Overtime Hours

Sealed concrete
walks -

Two Coated
Sealer

Built Rock
wall

Steve Larve

Supt

8

2

Kenickers 2 EA

Kin

6

INSPECTIONS:

EQUIPMENT:

SCHEDULE STATUS:

GOAL FOR TOMORROW:

GOAL FOR WEEK:

WEATHER CONDITIONS:

JOB CONDITIONS:

SUPT/FOREMAN:

11 Berry 8 man hours
extra work

walkways look beautiful

city delivered 3 Benches

Built Rock Retaining wall per 11

Pickup
mini ex

Spreadsheet Report

Vets Memorial CO-002 (Install Flag Pole Lights)

Page 1

10/7/2021 11:12 AM

Project name	Vets Memorial CO-002 (Install Flag Pole Lights)
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report
Vets Memorial CO-002 (Install Flag Pole Lights)

Page 2
10/7/2021 11:12 AM

Description	Takeoff Quantity	Labor Quantity	Labor Price	Labor Amount	Material Cost/Unit	Material Amount	Sub Cost/Unit	Sub Amount	Total Cost/Unit	Total Amount
SITWORK										
Earthwork										
Structural Excavation	1.00 LS	6 MH	55.57 /MH	333	-	-	-		333.41 /LS	333
CONCRETE										
Concrete Footings										
5-Sack Concrete	1.00 LS	6 MH	56.68 /MH	340	93.65 /LS	94	-		433.69 /LS	434
ELECTRICAL										
Electrical										
Electrical - Complete	1.00 LS	-	-	-	-	-	6,793.00 /LS	6,793	6,793.00 /LS	6,793

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor	673		12.000 hrs				7.63%
Material	94						1.06%
Subcontract	6,793						76.99%
Equipment							
Other							
	7,560	7,560					85.69% 85.69%
Liability Insurance	48			0.540 %	T		0.54%
B & O Tax (WA)	42			0.471 %	T		0.47%
	90	7,650					1.02% 86.71%
Profit & OH	382			5.000 %	T		4.33%
WA State Sales Tax	723			9.000 %	T		8.19%
	1,105	8,755					12.52% 99.23%
Indirects	39			5.850 %	C		0.45%
Technology Fee	18			0.200 %	T		0.20%
Paid Sick Leave	11			0.875 \$/hr	H		0.12%
	68	8,823					0.77% 100.00%
Total		8,823					

$$(6,793+94)*1.09 = \$7,506.83$$

✓ \$ 7,506.83

562

11-30-21



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

PROPOSAL

PROPOSAL SUBMITTED TO: GARCO CONSTRUCTION	DATE 10/1/21
STREET 4114 E. Broadway Ave	JOB NAME Flagpole Lighting
CITY, STATE, AND ZIP CODE Spokane, WA 99202	JOB LOCATION Riverfront Park
ATTN: Steve LaRue	PHONE: (509) 535-4688

SCOPE: Provide and install 2 – Underground LED American Flag uplights and 4 – above ground WA State and MIA flag LED Floodlights

PRICE: \$6,793

INCLUSIONS:

- Lighting as described
- Conduit, wire as required
- Sonotubes, supports
- Photocell control
- Labor, material, tools & equipment
- Electrical permit

EXCLUDES:

- Performance or retainage bonds
- Overtime hours
- Sales Tax

This proposal is based upon a mutually agreed upon subcontract and schedule. Work performed during normal business hours.

This proposal is good for 30 days unless specified otherwise.

Brian Folden, Project Manager (509) 535-8500 ext 1024 cell - (509) 999-3162

Proposal Acceptance:		
Authorized Customer Signature	Printed Name	Date

CONSTRUCTION JOB REPORT

21-99-118

Date: 9-14-24 Day: Tuesday

Location: SPOKANE WA

Start Shift:

End Shift:

NAME

Steve LaRue
Tony Frazier

Craft or Position

Supt
Carp

Regular Hours

9
9

Overtime Hours

PHASE
NO.

2002 10010 3/12

Poured Concrete
For Flag Light -
Set Flag Poles
Set up sidewalk
Forms

3 3 3
3 3 3

Extra work

SUBCONTRACTORS

#OF

NATURE OF WORK

EMPL.

INSPECTIONS:

EQUIPMENT:

SCHEDULE STATUS

GOAL FOR TOMORROW:

GOAL FOR WEEK:

WEATHER CONDITIONS:

JOB CONDITIONS:

SUPT/FOREMAN:

PCF Installed conduit For Flag pole
Lights. Concrete poured concrete in
4 Sonotubes 12" x 24"
6 man hours extra

GARCO CONSTRUCTION DAILY JOB REPORT

PHASE
NO.

SUBCONTRACTORS

#OF
EMPL.

NATURE OF WORK

21-99-118

Date: 9-13-21 Day: Mon

Location: SPOKANE WA.

Start Shift:

End Shift:

NAME

Craft or Position

Regular Hours

Overtime Hours

Steve LaRue
Tony Frazier

SUPT
Carp

9
9

Strip Back Fill
way finding footings

6
6

Dig Flag Pole
sonotubes for
Flag Lights

3
3

INSPECTIONS:

EQUIPMENT:

Mini ex
Pickup

haul Aug 4 sonotubes and dig trenches
for flag lights 60 min hours extra

SCHEDULE STATUS

GOAL FOR TOMORROW:

WEATHER CONDITIONS:

JOB CONDITIONS:

SUPT/FOREMAN

GOAL FOR WEEK:

100% EMPLOYEE OWNED



SECO CONSTRUCTION SUPPLY



Invoice

Invoice Date	Due Date	Customer #	Invoice #
9/14/21	10/14/21	5922	881221-00
PO Date	PO #	Page #	
9/14/21	2199-118	1	

Bill To

Garco Construction
P O BOX 2946
Spokane, WA 99220-2946

Ship To

Garco Construction
P O BOX 2946
Spokane, WA 99220-2946

Correspondence To

Sealant Specialists, P.O. Box 3794, Seattle, WA 98124-3794

Instructions

Ship Point	Via	Shipped	Terms	Package ID
John Latta Assoc. - Spokane	Will Call	9/14/21	Net 30	

Notes

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
1	80CONCRETE 80# Sakrete Concrete Mix 42/ pallet	10.00	0.00	10.00	BAG	6.19	BAG	0.00	61.90
1	Lines Total			Qty Shipped Total	10.00				Subtotal 61.90
								Taxes	0.00
								Total	61.90
								Cash Discount 0.00 If Paid Within Terms	

539 SE Division Place, Ste. 2	Portland, OR 97202	(503) 238-1253	(800) 444-8877	(503) 231-0162-fax
6452 South 144 th Street	Tukwila, WA 98168	(206) 624-4574	(800) 333-8877	(206) 624-8509-fax
5610 East Broadway	Spokane, WA 99212	(509) 535-7756	(800) 325-1684	(509) 535-2459-fax
218 East 50th Street	Boise, ID 83714	(208) 323-1978		(208) 323-0807-fax
515 South 5th Avenue	Yakima, WA 98902	(509) 248-7900	(800) 523-2760	(509) 453-2094-fax
2027 196 th St. SW, #A-106	Lynnwood, WA 98036	(425) 599-4000		(206) 624-8509-fax

100% EMPLOYEE OWNED



Invoice

Invoice Date	Due Date	Customer #	Invoice #
9/14/21	10/14/21	5922	881276-00
PO Date	PO #	Page #	
9/14/21	2199118	1	

Bill To
Garco Construction
P O BOX 2946
Spokane, WA 99220-2946

Ship To
Garco Construction
P O BOX 2946
Spokane, WA 99220-2946

Correspondence To

Sealant Specialists, P.O. Box 3794, Seattle, WA 98124-3794

Instructions

Ship Point	Via	Shipped	Terms	Package ID
John Latta Assoc.- Spokane	Will Call	9/14/21	Net 30	

Notes

Line	Product and Description	Order Quantity	Backorder Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Discount Multiplier	Amount(Net)
1	80CONCRETE 80# Sakrete Concrete Mix 42/ pallet	1.00	0.00	1.00	BAG	6.19	BAG	0.00	6.19
2	SC MULTIPURP GRT 50/LB Non-shrink, Non-metallic Multi-purpose Grout 60/p	2.00	0.00	2.00	BAG	12.78	BAG	0.00	25.56

2	Lines Total	Qty Shipped Total	3.00	Subtotal	31.75
				Taxes	0.00
				Total	31.75
				Cash Discount	0.00 If Paid Within Terms

539 SE Division Place, Ste. 2	Portland, OR 97202	(503) 238-1253	(800) 444-8877	(503) 231-0162-fax
6452 South 144 th Street	Tukwila, WA 98168	(206) 624-4574	(800) 333-8877	(206) 624-8509-fax
5610 East Broadway	Spokane, WA 99212	(509) 535-7756	(800) 325-1684	(509) 535-2459-fax
218 East 50th Street	Boise, ID 83714	(208) 323-4978		(208) 323-0807-fax
515 South 5th Avenue	Yakima, WA 98902	(509) 248-7900	(800) 523-2760	(509) 453-2094-fax
2027 196 th St. SW, #A-106	Lynnwood, WA 98036	(425) 599-4000		(206) 624-8509-fax

Spreadsheet Report

Vets Memorial CO-003 (Trouble Shoot / PWR Existing Light Poles)

10/7/2021 11:21 AM

Project name	Vets Memorial CO-003 (Trouble Shoot / PWR Existing Light Poles)
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report

Vets Memorial CO-003 (Trouble Shoot / PWR Existing Light Poles)

Page 2

10/7/2021 11:21 AM

Description	Takeoff Quantity	Labor Quantity	Labor Price	Labor Amount	Sub Cost/Unit	Sub Amount	Total Cost/Unit	Total Amount
SITEWORK								
Earthwork								
Excavation	1.00 LS	8 MH	55.57 /MH	445			444.55 /LS	445
ELECTRICAL								
Electrical								
Electrical - Complete	1.00 LS	-	-	-	3,991.00 /LS	3,991	3,991.00 /LS	3,991

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total	
Labor	445		8.000 hrs				8.58%	
Material								
Subcontract	3,991	$\$3,991 * 1.09 = \$4,350.19$					77.06%	
Equipment								
Other								
	4,436	4,436					85.65%	85.65%
Liability Insurance	28			0.540 %	T		0.54%	
B & O Tax (WA)	24			0.471 %	T		0.47%	
	52	4,488					1.00%	86.66%
Overhead & Profit	224			5.000 %	T		4.33%	
WA State Sales Tax	424			9.000 %	T		8.19%	
	648	5,136					12.51%	99.17%
Indirects	26			5.850 %	C		0.50%	
Technology Fee	10			0.200 %	T		0.20%	
Paid Sick Leave	7			0.875 \$/hr	H		0.14%	
	43	5,179					0.83%	100.00%
Total		5,179						

✓ #4,350.19

SH2

11-30-21



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

PROPOSAL

PROPOSAL SUBMITTED TO: GARCO CONSTRUCTION	DATE 10/6/21
STREET 4114 E. Broadway Ave	JOB NAME
CITY, STATE, AND ZIP CODE Spokane, WA 99202	JOB LOCATION Riverfront Park
ATTN: Steve LaRue	PHONE: (509) 535-4688

SCOPE: Troubleshoot short in existing pole lighting circuit. Due to existing conduit failure installed new conduit/wire and fed from Vietnam Veteran's Memorial panel.

PRICE: \$3,991

INCLUSIONS:

- Lighting as described
- Conduit, wire as required
- Tied into lighting control
- Labor, material, tools & equipment

EXCLUDES:

- Performance or retainage bonds
- Excavation (By Garco)
- Overtime hours
- Sales Tax

This proposal is based upon a mutually agreed upon subcontract and schedule. Work performed during normal business hours.

This proposal is good for 30 days unless specified otherwise.

Brian Folden, Project Manager (509) 535-8500 ext 1024 cell - (509) 999-3162

Proposal Acceptance:		
----------------------	--	--

CONSTRUCTION JOB REPORT

PHASE
NO.

2002 305-03

SUBCONTRACTORS

#OF
EMPL.

NATURE OF WORK

21-99-118

Date: 9-9-21 Day: Thur.

Location: SPOKANE WA

Start Shift:

End Shift:

NAME

Craft or Position

Regular Hours

Overtime Hours

Excavated Trench
for PE & PCH

Strip forms

Steve LaRue
Jim Ogden

soft
open

10
10

4
4

6
6

Extra work

INSPECTIONS:

EQUIPMENT:

Mini. ex
Pickup

Barry asked us to run new Conduit
from the Electrical panel to the
two existing light poles. work was
Completed By GARCO & PCE

SCHEDULE STATUS:

GOAL FOR TOMORROW:

WEATHER CONDITIONS:

JOB CONDITIONS:

SUPT/FOREMAN:

Lights are on Extra work

GOAL FOR WEEK:

Spreadsheet Report

Vets Memorial CO-004 (Air Spade / Pruning)

Page 1

10/7/2021 11:18 AM

Project name	Vets Memorial CO-004 (Air Spade / Pruning)
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report
Vets Memorial CO-004 (Air Spade / Pruning)

Page 2
10/7/2021 11:18 AM

Description	Takeoff Quantity	Sub Cost/Unit	Sub Amount	Total Cost/Unit	Total Amount
SITEWORK					
Landscaping/Irrigation					
Air Spading Roots	1.00 LS	3,600.00 /LS	3,600	3,600.00 /LS	3,600
Pruning / Trimming	1.00 LS	975.00 /LS	975	975.00 /LS	975

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor							
Material							
Subcontract	4,575 ✓						86.19%
Equipment							
Other							
	4,575	4,575					86.19%
Liability Insurance	29			0.540 %	T		0.54%
B & O Tax (WA)	25			0.471 %	T		0.47%
Profit & OH	231			5.000 %	T		4.36%
WA State Sales Tax	437			9.000 %	T		8.24%
	722	5,297					13.60%
Indirects				5.850 %	C		
Technology Fee	11			0.200 %	T		0.20%
Paid Sick Leave				0.875 \$/hr	H		
	11	5,308 ✓					0.21%
Total		5,308					

562

11-30-21

**BARTLETT TREE EXPERTS**P.O. Box 3067
Stamford, CT 06905-0067

TEMP-RETURN SERVICE REQUESTED

HOME OFFICE - STAMFORD, CT

THE BARTLETT TREE RESEARCH LABORATORIES & EXPERIMENTAL GROUNDS - CHARLOTTE, NC

INVOICE☐ Please check box if your address below is incorrect or has changed. Indicate change(s) on reverse side.Garco Construction *
Steve Larue
PO Box 2946
Spokane, WA 99220-2946

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER
0525697	09/02/2021	39838291-0
	AMOUNT DUE	PAY THIS AMOUNT
Page 1	3600.00	3600.00

MAKE CHECK PAYABLE TO: Bartlett Tree Experts
Pay online at www.bartlett.com

YOUR CHECK NUMBER _____

TO ENSURE PROPER CREDIT PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

ALL ACCOUNTS NET

PAYABLE UPON RECEIPT

BARTLETT TREE EXPERTS
P.O. BOX 3067
STAMFORD, CT 06905-0067

INVOICE NO.

AMOUNT DUE

39838291-0 Work Completed 08/27/2021
Work at Riverfront Park
Spokane

3600.00

Air excavation services to include: Root pruning to 6 trees on site
to prune roots back out of construction profiles. Billed @
\$600/tree**INVOICE**

Leaves changing color or dropping ahead of schedule is often an indicator of stress in trees. A change in irrigation may solve the problem, or the underlying cause could be more serious. Call us for an inspection if you notice one of these warning signs.

Thank you for the opportunity to care for your property.

ACCOUNT NUMBER
0525697INVOICE DATE
09/02/2021PAY THIS AMOUNT
3600.00YOUR BARTLETT REPRESENTATIVE IS **JOSEPH ZUBALY**
(509) 892-0110A SERVICE CHARGE OF 1.5 % PER MONTH WHICH IS AN ANNUAL PERCENTAGE OF 18.0 %
IS ADDED TO ACCOUNTS 30 DAYS AFTER INVOICE DATE

RETAIN THIS PORTION FOR YOUR RECORDS

MAKE CHECK PAYABLE TO
BARTLETT TREE EXPERTS
P.O. BOX 3067
STAMFORD, CT 06905-0067

**BARTLETT TREE EXPERTS**P.O. Box 3067
Stamford, CT 06905-0067

TEMP-RETURN SERVICE REQUESTED

HOME OFFICE - STAMFORD, CT

THE BARTLETT TREE RESEARCH LABORATORIES & EXPERIMENTAL GROUNDS - CHARLOTTE, NC

INVOICE☐ Please check box if your address below is incorrect or has changed. Indicate change(s) on reverse side.Garco Construction *
Steve Larue
PO Box 2946
Spokane, WA 99220-2946

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER
0525697	09/02/2021	39838292-0
	AMOUNT DUE	PAY THIS AMOUNT
Page 1	975.00	975.00

MAKE CHECK PAYABLE TO: Bartlett Tree Experts
Pay online at www.bartlett.com

YOUR CHECK NUMBER _____

TO ENSURE PROPER CREDIT PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

ALL ACCOUNTS NET

PAYABLE UPON RECEIPT

BARTLETT TREE EXPERTS
P.O. BOX 3067
STAMFORD, CT 06905-0067

INVOICE NO.

AMOUNT DUE

39838292-0 Work Completed 08/26/2021
Work at Riverfront Park
Spokane

975.00

Scots Pine (Construction site) selected (Construction Project)
Goals: - Clearance Specifications: - Reduce and/or remove dead, live, interfering branches as needed, 0-4 inch diameter cut(s), to clear construction area and flagpole installation - Remove all debris
Prune 3 trees @ \$325 each

**INVOICE**

Leaves changing color or dropping ahead of schedule is often an indicator of stress in trees. A change in irrigation may solve the problem, or the underlying cause could be more serious. Call us for an inspection if you notice one of these warning signs.

Thank you for the opportunity to care for your property.

YOUR BARTLETT REPRESENTATIVE IS: **JOSEPH ZUBALY****(509) 892-0110**ACCOUNT NUMBER
0525697INVOICE DATE
09/02/2021PAY THIS AMOUNT
975.00A SERVICE CHARGE OF 1.5 % PER MONTH WHICH IS AN ANNUAL PERCENTAGE OF 18.0 %
IS ADDED TO ACCOUNTS 30 DAYS AFTER INVOICE DATE.

RETAIN THIS PORTION FOR YOUR RECORDS

MAKE CHECK PAYABLE TO
BARTLETT TREE EXPERTS
P.O. BOX 3067
STAMFORD, CT 06905-0067

Spreadsheet Report

Vets Memorial CO-005 (Flag Pole Removal)

Page 1

10/7/2021 11:32 AM

Project name	Vets Memorial CO-005 (Flag Pole Removal)
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report
Vets Memorial CO-005 (Flag Pole Removal)

Page 2
10/7/2021 11:32 AM

Description	Takeoff Quantity	Labor Quantity	Labor Price	Labor Amount	Total Cost/Unit	Total Amount
SPECIALTIES						
Miscellaneous Specialties						
Remove Flagpole(s)	5.00 EA	8 MH	56.68 /MH	453	90.68 /EA	453

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor	453		8.000 hrs				73.84%
Material							
Subcontract							
Equipment							
Other							
	453	453					73.78%
Liability Insurance	3			0.540 %	T		0.54%
B & O Tax (WA)	3			0.471 %	T		0.47%
	6	459					0.98%
Overhead & Profit	69			15.000 %	T		11.23%
	69	528					11.24%
Indirects	27			5.850 %	C		4.32%
Technology Fee	1			0.200 %	T		0.17%
Paid Sick Leave	7			0.875 \$/hr	H		1.14%
WA State Sales Tax	51			9.000 %	T		8.25%
	86	614					14.01%
Total	86	614					


 - 562 11-30-21

GARCO CONSTRUCTION
DAILY JOB REPORT

21-99-
99-21-118

PHASE
NO.

SUBCONTRACTORS #OF
EMPL. NATURE OF WORK

Date: 9-7-21 Day: Tues

Location: SPOKANE WA

Start Shift:

End Shift:

NAME

Craft or Position

Regular Hours

Overtime Hours

10009 5027 10010 3112
Removed 5 EA
Xtra Flag Poles
Layed out
Rail with Buckeye
Dug ~~the~~ Way
Finding Footing
Set up Sidewalk

Steve LaRue
Jim Ogden

Sgt
oper

10
10

2 2 4 2
2 6 2

INSPECTIONS:

Cody shop
Justin shop
Jerry Harris

shop
shop
shop

2
2
2

2
2
2

EQUIPMENT:

Mini.
Pick up

Removed 5 Flag Poles Requested by
Berry Parks Department 8 man hours

SCHEDULE STATUS:

GOAL FOR TOMORROW:

Dug Signage Foundation where shown on
Drawing. Hit Layer of Asphalt. Moved
to where Berry wanted to and broke 2"
Water Line.

GOAL FOR WEEK:

WEATHER CONDITIONS:

JOB CONDITIONS:

SUPT/FOREMAN:

Moved across the street, Dug and Broke
another water Line.

" What a mess of underground irrigation piping "

Spreadsheet Report

Vets Memorial CO-006 (Added Signage)

Page 1

10/11/2021 3:48 PM

Project name	Vets Memorial CO-006 (Added Signage)
Estimator	SGL
Labor rate table	E WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report
Vets Memorial CO-006 (Added Signage)

Page 2
10/11/2021 3:48 PM

Description	Takeoff Quantity	Labor Quantity	Labor Price	Labor Amount	Material Cost/Unit	Material Amount	Total Cost/Unit	Total Amount
SPECIALTIES								
Miscellaneous Specialties								
Signage	10.00 EA	5 MH	59.11 /MH	296	117.94 /EA	1,179	147.50 /EA	1,475

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total	
Labor	296		5.000 hrs				17.07%	
Material	1,179						68.09%	
Subcontract								
Equipment								
Other								
	1,475	1,475					85.16%	85.16%
Liability Insurance	9			0.540 %	T		0.54%	
B & O Tax (WA)	8			0.471 %	T		0.47%	
	17	1,492					0.98%	86.14%
Overhead & Profit	75			5.000 %	T		4.31%	
WA State Sales Tax	141			9.000 %	T		8.14%	
	216	1,708					12.47%	98.61%
Indirects	17			5.850 %	C		1.00%	
Technology Fee	3			0.200 %	T		0.20%	
Paid Sick Leave	4			0.875 \$/hr	H		0.25%	
	24	1,732					1.39%	100.00%
Total	1,732							

$\$1,179 \times 1.09 = \$1,285.11$

✓ \$ 1,285 ¹¹

SG2

11-30-21

**CURRENT LEAD TIME IS 10-15 BUSINESS DAYS FROM APPROVAL OF PROOFS
IF SIGNS ARE NEEDED SOONER, YOUR ORDER MAY BE SUBJECT TO A RUSH FEE**

Spreadsheet Report

Vets Memorial CO-007 (Deduct Landscaping)

Page 1

10/11/2021 4:54 PM

Project name	Vets Memorial CO-007 (Deduct Landscaping)
Estimator	SGL
Labor rate table	E. WA Full
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Spreadsheet Report **Vets Memorial CO-007 (Deduct Landscaping)**

Page 2
10/11/2021 4:54 PM

Description	Takeoff Quantity	Sub Cost/Unit	Sub Amount	Total Cost/Unit	Total Amount
SITEWORK					
Landscaping/Irrigation					
Landscaping - Complete	1.00 LS		(17,000)	/LS	(17,000)
Landscaping - Complete	1.00 LS	16,100.00 /LS	16,100	16,100.00 /LS	16,100

Bid Price

Actual Cost

-\$900 Credit

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor							
Material							
Subcontract	(900)	(\$900*1.09)+Overhead & Profit = \$994					90.54%
Equipment							
Other							
	(900)	(900)					90.54%
Liability Insurance	(5)			0.540 %	T		0.54%
B & O Tax (WA)	(5)			0.471 %	T		0.47%
	(10)	(910)					1.01%
WA State Sales Tax	(82)			9.000 %	T		8.24%
	(82)	(992)					8.25%
Indirects				5.850 %	C		
Technology Fee	(2)			0.200 %	T		0.20%
Paid Sick Leave				0.875 \$/hr	H		
	(2)	(994)					0.20%
Total		(994)					

\$994 Credit for reduction in scope.

✓ SL2 11-30-21



10/7/2021

Landscape Bid Proposal for: Riverfront Park Vietnam Memorial REVISED

Specs Quoted: Plan Notes and onsite conversation

Base Bid Total: \$16,100

Notes/Inclusions:

Revised pricing based on job walks and conversation between Garco and City of Spokane Parks Dept.

- Install 5 new valves to service newly landscaped areas based on revised drawings sent from parks dept.
- Connection point for valves is now just north of the memorial not at QC south of memorial
- Provide overhead spray irrigation to future turf areas and drip emitters in bed areas
- Install TBOS controllers at valve locations
- Import and install 2" of topsoil in areas that will receive sod in the future, approx 4000 SF (sod to be by others)
- Import and install 4" of topsoil in bed areas
- Install 3" layer of dark fines mulch in bed areas
- Provide shovel cut edge between bed and turf areas
- New plans excluded any tree plantings from project

Original Base Bid:	\$	5,000.00	
Deduct	\$	(3,733.00)	deducted sod and irrigation repairs
Changes	\$	1,360.00	added topsoil
	\$	2,627.00	

Original Add Alt 01:	\$	12,000.00	
Deduct	\$	(3,522.00)	deducted plants/topsoil/bark
Changes	\$	4,995.00	added irrigation
	\$	13,473.00	

Exclusions:

Traffic Control
Taxes, bonds, permits, and testing fees except as noted above.
All asphalt and concrete cut, patch and coring.
Demolition, grubbing, topsoil strip and stockpile, sub-grade prep +/- .1'.
110V electrical service to irrigation controller.
Water tap, tapping fees, water meter, water meter vault.
Rock excavation
Decompaction of subgrades
Swale percolation testing
Tree Protection Measures
Apprenticeship Utilization Hours - No state certified programs exist for our trade

***This Proposal is to become part of sub contract**

***Due to volatility in material and fuel prices, this quote will only be honored for 30 (thirty) days.**

Estimator: Carlos Lima
Email: Clima@clearwatersummitgroup.com
Cell: 208-818-4073

PO Box 6470 : 4228 E Wellesley Avenue: Spokane, WA 99217 : Phone 509.482.2722 : Fax 509.484.2343

WA Contractors ID #: CLEARSG00KN / Idaho Contractors License # RCE-1393 / Idaho Public Works #: 10022-A-4(25,39,47)

Spokane Park Board

Briefing Paper



Committee	Finance Committee		
Committee meeting date	Dec. 7, 2021		
Requester	Nick Hamad	Phone number: 509-363-5452	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2020-0311		
Item title: (Use exact language noted on the agenda)	Design Workshop, Inc., contract amendment #3/Parks and Natural Lands Master Plan (\$91,000, non-taxable)		
Begin/end dates	Begins: 12/09/2021	Ends: 04/30/2022	<input type="checkbox"/> Open ended
Background/history: Amendment #3 to parks and natural lands master plan adding: - one additional neighborhood park concept plan (Cowley Park) -'funding strategies / partnerships study' (Alternate 1 from original project scope of work), Park Policy & Standards Analysis -'natural land qualities assessment and vision graphic' Community survey, focus groups, community outreach and staff interviews identified: 1) Cowley Park as an problematic, under utilized opportunity site in district 2, in need of a vision plan. This addition provides that vision plan. 2&3) Need for detailed analysis & recommendation regarding specific park land use policies, partnerships, and funding strategies. This add service adds that necessary work in the master plan scope. 4) Desire for improving & enhancing City natural lands, but no strategic vision for accomplishing this goal exists. This add service adds a high level vision document to guide future acquisition / preservation efforts for City natural lands.			
Motion wording: Motion to approve Design Workshop, Inc., contract amendment #3/Parks and Natural Lands Master Plan (\$91,500, non-taxable)			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Design Workshop, Inc. Name: Anna Laybourn Email address: alaybourn@designworkshop.com Phone: 971.399.1408			
Distribution: Parks – Accounting Thea Prince Parks – Pamela Clarke alaybourn@designworkshop.com Requester: Nick Hamad Grant Management Department/Name:			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: \$91,500.00 Budget code: 1400 30210 9400 56520			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 604-577-443 Business license expiration date: 2/28/22 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

12/02/2021

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

RE: Additional Services #3: Authorizing alternative scope items

Dear Nick:

This letter is to propose a scope of services and fee for additional services that have been discussed as desired options that would respond to identified themes and recommendations and advance the **Spokane Parks and Natural Lands Master Plan** located in **Spokane, Washington**. Based on our conversation on September 29th, 2021 Design Workshop has developed additional tasks that would complement and further the current plan direction. The three tasks outlined include: Park Vision Plan for Cowley Park, Policy and Funding Strategies Study, and Natural Lands Qualities Assessment.

I. Park Vision Plan for Cowley Park.

The concept design process will serve as a means of testing ideas and input generated through the earlier planning process and provide an opportunity for immediate response to community need. It is intended to serve as high-level visioning to uncover and excite possibilities for the park's future, with future steps required for finalizing the concept.

This task will begin with a site analysis component using GIS mapping and conditional assessment provided by the city that will result in a site existing conditions and identification of opportunities and constraints.

Engagement will include:

- a. Two (2) virtual two-hour conversation will be hosted with stakeholders (hospital and homeless service providers) invited by the city to discuss the current park's use, potential for improvement, options for additional features, and partnerships for programming. An agenda, list of questions and context presentation materials will be prepared in advance.
- b. Parks operations staff will also be interviewed (2 hours) to understand challenges with the current design and opportunities for the future.
- c. We recommend city staff engage people experiencing homelessness that spend time in this park to understand how to best design for co-existence and serve their needs. Design Workshop will provide a list of possible questions and character images of potential park features for staff to utilize in conversations.

From this the design team will produce a draft concept plan and selection of character imagery for evaluation by the client. This content will be used for a follow up meeting (1 hour) with stakeholders to inform plan refinement and to further explore partnerships next steps. A final concept plan will be developed for display in the Master Plan document and will include description of the plan intent, opportunities, and selected character imagery.

Deliverables:

- Context Map and Analysis
- Site Existing Conditions, Opportunities and Constraints Map Diagram
- Stakeholder Engagement Meetings and materials listed above
- Draft Concept Plan and character imagery options
- Final Vision Plan, character imagery and narrative intent description.

II. Funding Strategies / Partnerships Study (Alternative 1 of original Scope of Work)

A. Operations, Maintenance, and Staffing Plan

Data will be collected and evaluated regarding fee structure, funding sources, budget, capital improvement plans and organizational structure information and summarized in a technical memo. Our team member ETM Associates will update and/or establish operational and staffing standards for the full operation of the system. This will include maintenance standards, staffing levels needed for programs, technology requirements, customer service requirements and administration based on established and agreed upon outcomes. The team will evaluate governance of parks and functions in the overall structure with recommendations on how to operate in the most effective functional and efficient manner. ETM Associates will conduct a work session with key management staff on what they consider to be core essential services, important services, and value-added services based on observations, individual interviews, focus group interviews and operating practices. The focus will be on whom the services are provided to, for what purpose, for what benefit, and for what cost.

Deliverables:

- Data request memo
- Draft recommendations memorandum

A. Functional Organizational Structure

Using a business-oriented approach with integration of industry best management practices, our team partner ETM Associates will assess the feasibility of the realignment of staffing structures to create more efficiency. This will help enhance the organizational infrastructure through a more efficient design where appropriate that is functionally based.

Deliverables:

- Draft recommendations memorandum

B. Financial Review / Fees and Charges Study

Our team will perform analysis to document the financial situation of the service area and/or business centers therein. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast (excludes developer fees). This analysis will identify the financial situation of the service area with three primary goals:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of City staff to have more useful financial information for strategic decision-making
- Seek opportunities to improve the financial sustainability for the future including evaluating expenditures and increasing current and new sources of revenue
- We will also review current financial policies. This review will include comparison of current policies with national standards of best practice agencies. The consulting team will recommend cost recovery goals, policies and adjustments to current policies where enhancements may be needed or gaps are identified.

Deliverables:

- Finance Review Summary Document

C. Funding Strategies / Partnerships Study

Additional funding recommendations will be developed based in part of our review and analysis of the City and Department, as well as the national experience brought by the consulting team. Our team has identified a variety of methods on past work that can potentially be applied to Spokane. These strategies include:

- Understand the financial dynamics to further advance the understanding of operations gained through the work described above
- Fees and charges
- Endowments/ Non-profit agencies
- Grants from national agencies and private sources
- Sponsorships
- Partnerships
- Dedicated sales or property tax
- Dedicated funding sources

Deliverables:

- Funding Strategies Draft Recommendations Memorandum

D. Delivery Evaluation Recommendations

ETM Associates will analyze the operations and methods used to deliver existing services. This process will involve staff interviews, observations of procedures, user interviews, and a review of promotional materials and methods. The analysis will include an evaluation of the customer interface aspect of service delivery, identifying the elements that are critical to success and barriers to customer participation and satisfaction.

Deliverables:

- Delivery Evaluation Memorandum

III. Park Policy and Standards Analysis

E. Park Policy and Standards Analysis

The 2017 Comprehensive Plan will be reviewed to provide a memo identifying high-level aspects that support the 2022 Parks and Recreation Master Plan, and note portions that do not align or need bolstering in a future plan update. This memo will be used to provide high-level guidance for the Comprehensive Plan update regarding how to incorporate this Master Plan findings.

We will review and summarize current city land use policies and regulations related to open space and development, impacts to natural resources, community buffers, park and trail dedication and maintenance, and retention of heritage and agricultural lands (Municipal Code Title 17C, D, and E and 12 where it applies to park properties). This assessment of your program will be used to inform recommendations for the final Master Plan.

We will interview City staff to better understand the implications of these regulations or policies for development practices and City initiatives, including how they currently implement the Parkland Dedication Ordinance and what ideas staff have to further incorporate and implement the ordinance into the City's land use regulations. The interviews will be comprehensive enough to be able to draw some conclusions about how current regulations work related to growth pressures and other City requirements related to growth and development. We will also complete up to two (2) interviews with key stakeholders from the development community to understand their perspective on what works and what could be improved in the current land use regulations in regard to parkland dedication and standards.

Up to four cities codes for parkland will be studied to draw out comparisons (nearby cities of City of Spokane Valley and Post Falls) and best practices from aspirational city codes (Tacoma and/or others). A summary of their code and relative assessment will inform creation of general recommendations for changes to the code and aspects to study further when the city revises its code in the future. Items to address include general direction for policies for land development and if an impact fee should be considered.

Deliverables:

- Comprehensive Plan update high-level guidance technical memo.
- Technical Memo of existing municipal code sections analysis and general recommendations for policy changes
- Interview of City staff (up to 4 hours) and development community stakeholders (up to 3 hours).
Transcripts from interviews with City staff and stakeholders

IV. Natural Land Qualities Assessment and Vision Graphic

The 2021 Community Survey and Focus Group Meetings indicated a desire for the City's Natural Lands holdings to be improved and expanded. The purpose of this effort is to build off these values to craft a vision within the master plan of where the City and partners might direct future conservation efforts. This is intended to be a high-level study with recommendations of vetting of priorities and feasibility to be conducted in a future acquisition planning study and natural lands management study. The study area will include the City of Spokane Urban Growth Boundary area and up to three-miles beyond.

GIS analysis will be utilized to identify lands that provide desirable environmental functions that might be considered for conservation. GIS data layers to be used include:

City/County Data sources:

- Hazardous Geology – geologic formations identified by Washington DNR as having high susceptibility for landslides
- Erodible Soil – soils were severe erosion hazards extract from NRCS 1968 soils survey
- FEMA Flood Zones
- Wetlands
- Riparian Habitat Area
- Aquifers
- Existing and proposed Trails
- Existing Parks and Natural Lands properties
- Parcels and Land Use
- Urban Tree Canopy

Washington State GIS sources:

- Natural Hazards Data
- Wildfire Urban Interface
- Geology Data
- Environmental / Animal Data
- Water Data
- Forest Health Aerial Survey
- 2015 State Wildlife Action Plan Species Ranges, Species Habitat Suitability
- DNR Wetlands of High Conservation Value
- DNR Forest Health Prioritization of Eastern Washington

ESRI and National Datasets (finer resolution desired if available from other sources):

- SSURGO Soils data
- USA Cropland data
- Esri's Green Infrastructure data
- MRLC – land cover, imperviousness, tree canopy

Additional data needs yet to be identified if available for incorporation include:

- Wildlife habitat, locations, ranges and networks composites/priorities
- Vegetation Land Cover with more detail than USGS Land Cover sources
- Scenic Views

We will conduct a call with the WA State Department of Fish and Wildlife to understand species targets for the City of Spokane and best available data sources. The extent of Design Workshop's need to create composite maps of these data sources will be evaluated at that time to determine what is possible to complete within this scope. No new GIS data entry is anticipated in this scope and Scenic Views will be the only new layer created in addition to the composite mapping outcomes.

Design Workshop will create a layer identifying Scenic Views based on topographic elevation data and geologic data and point locations identified by the client.

The assessment will incorporate environmental considerations as well as factors that determine ease of acquisition (parcel size and contiguous ownership) and strategies to address network fragmentation. The assessment would consider trail linkages to parklands as well as

social justice considerations. Values from the public survey, focus groups, and Inland Northwest Land Conservancy (INLC) plan will be evaluated to understand priorities and geographic interests.

One meeting with stakeholders such as Land Trusts, County and State Open Space Managers, wildlife and ecology experts will be hosted to refine the methodology, data and gather their input regarding the weighting of values.

The final deliverable is a composite map overlaying the features that make for the most desirable conserved lands and will be described in the Master Plan. Accompanying this will be a diagrammatic map generalizing themes for conservation (purposes of agriculture, recreation/public health, water protection/enhancement, and wildlife/environmental/resiliency) along with priorities for enhancement of conditions for the cities current properties.

Deliverables:

- Appendix containing maps of the various layer inputs used to identify desired qualities for conserved lands. (one draft and one final package). Data sources list
- Composite map weighted overlay (one draft and one final)
- Diagrammatic plan vision for natural lands enhancement/expansion themes (Green Network diagram)

v. Survey Summary Infographic

Design Workshop will produce a graphic page summarizing the community survey results to share findings with the public in a user-friendly format. A draft and final 11x17 size page will be produced to graphically display key results.

Schedule

Design Workshop is prepared to begin services immediately upon receipt of signed additional service letter. This effort will dovetail with existing schedule milestones for the Parks and Natural Lands Master Plan with the exception of the Funding and Partnerships Study, which may elongate past the original timeline; recommendations, as possible, will be folded into the master plan but a plan addendum may be required.

Fees

The contract conditions of existing Agreement dated February 13, 2020 shall be binding on these additional services unless modified herein. The following is a summary of the fees associated with this effort. It is understood that the City may not desire to include all additional tasks, so each task has been itemized to provide a “menu of options” for the City to select based on their desired plan direction. All fees should be considered on a time and materials basis under a “not to exceed” contract. In some instances a range of fees is provided to reflect unknowns such as data availability; the task would require a larger level of effort should a large effort be required for data gathering and refinement.

Additional Fees For Add Service 3 to increase the scope of work could include:

I.	Neighborhood Park Concept Plan for Cowley Park:	\$7,000
II.	Funding Strategies / Partnerships Study:	\$50,000
III.	Park Policy and Standards Analysis	\$17,000
IV.	Natural Lands Quality Assessment and Vision Graphic:	\$16,000
V.	Survey Summary Infographic	<u>\$1,500</u>
	Additional Services #3 Total Amount:	\$91,500

Original Contract Amount:	\$240,030
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Additional Services #1 Amount:	\$8,000
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Additional Services #2 Amount:	\$6,000
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Total New Contract Amount:	\$345,530
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Please call me at 970 399-1408 if you have any questions regarding this request for additional services.

Thank you again for selecting Design Workshop to assist you in achieving your goals on this project.

Sincerely,

DESIGN WORKSHOP, INC.

Anna Laybourn
Principal

APPROVED BY CLIENT:

By: _____

Date: _____

Title: _____

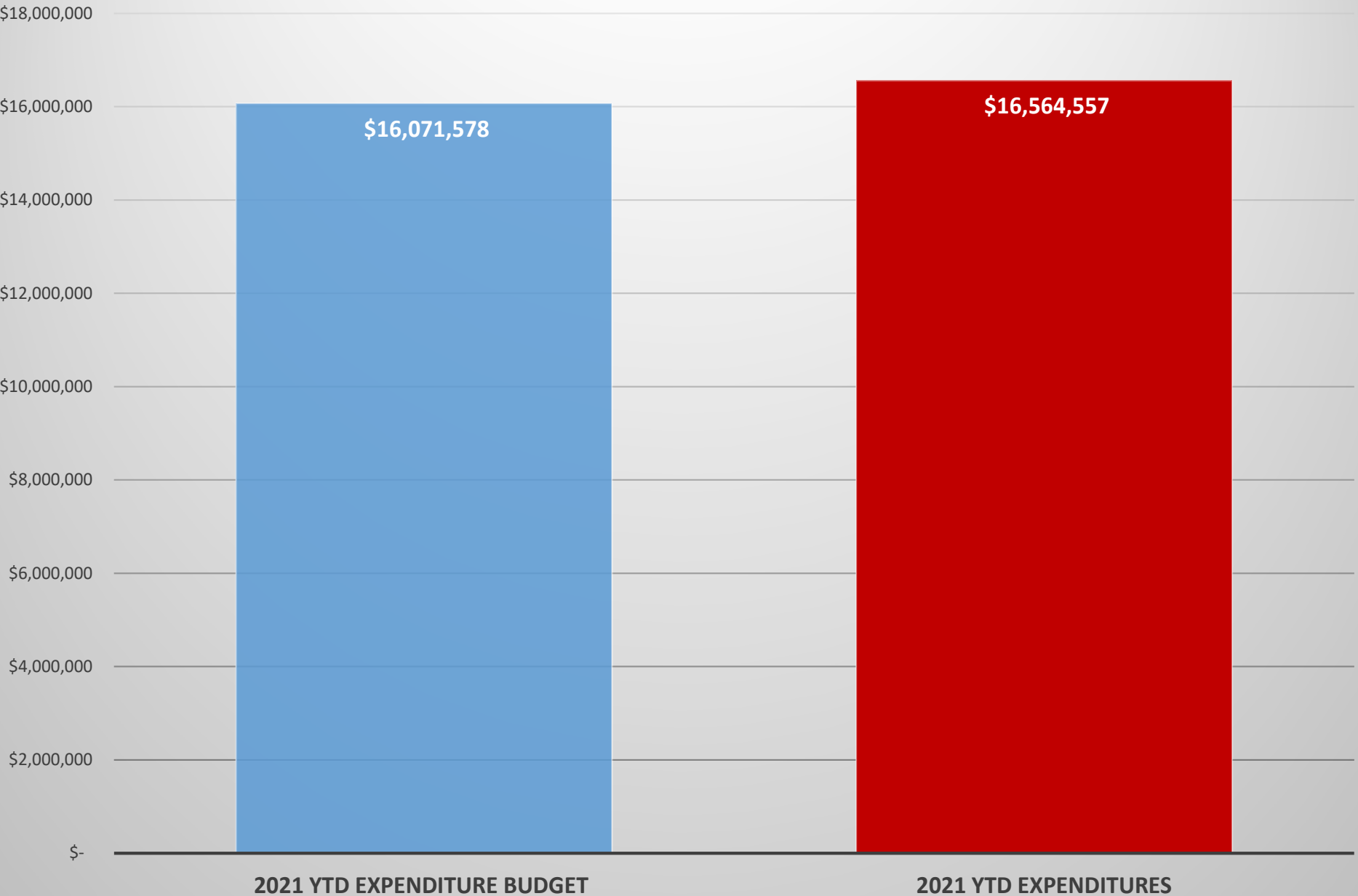


City of Spokane
PARKS
& RECREATION

Financial Reports

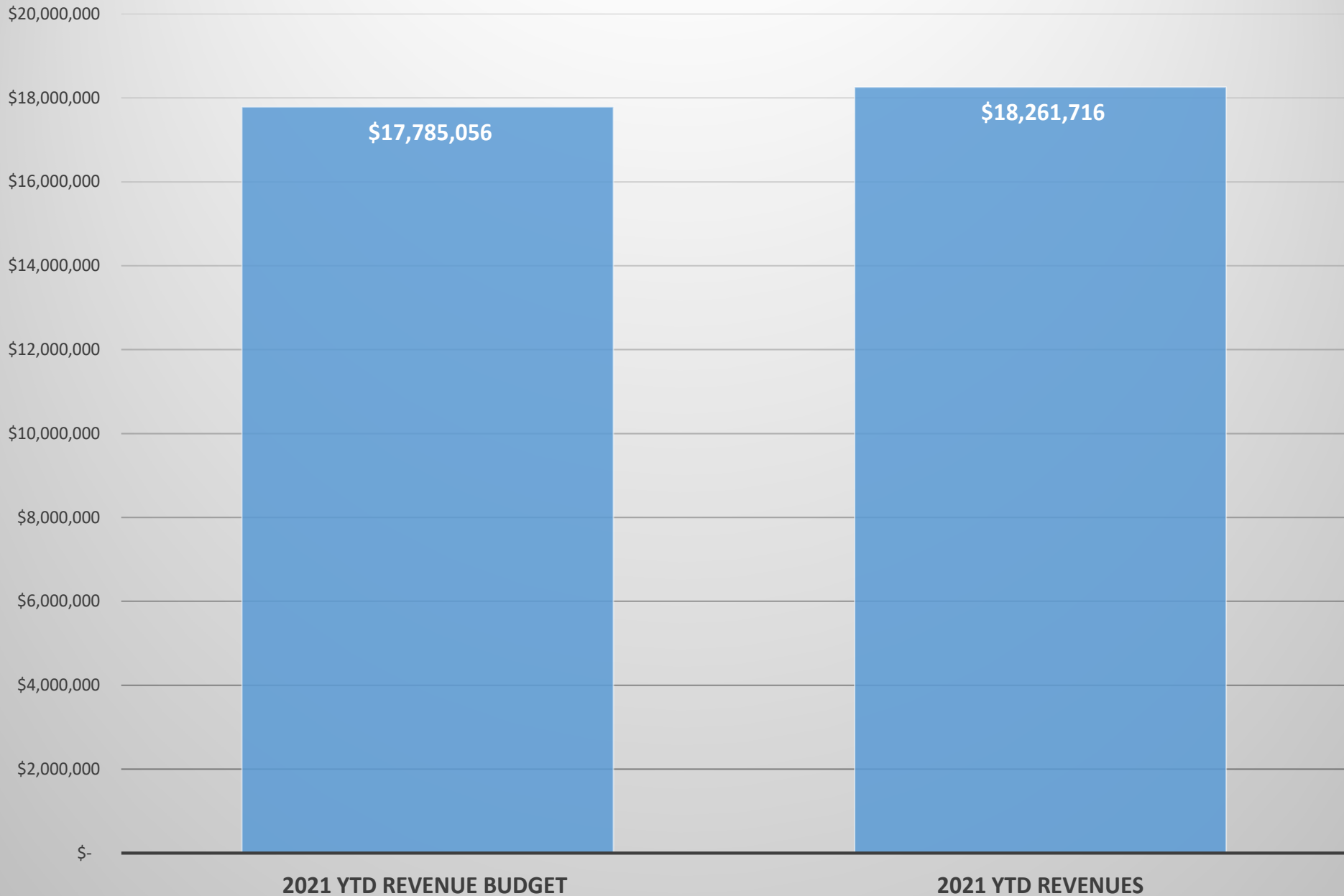
November 2021

Park Fund
November 2021 Expenditures vs. Historical Budget Average



Park Fund

November 2021 Total Revenues vs. Historical Budget Average



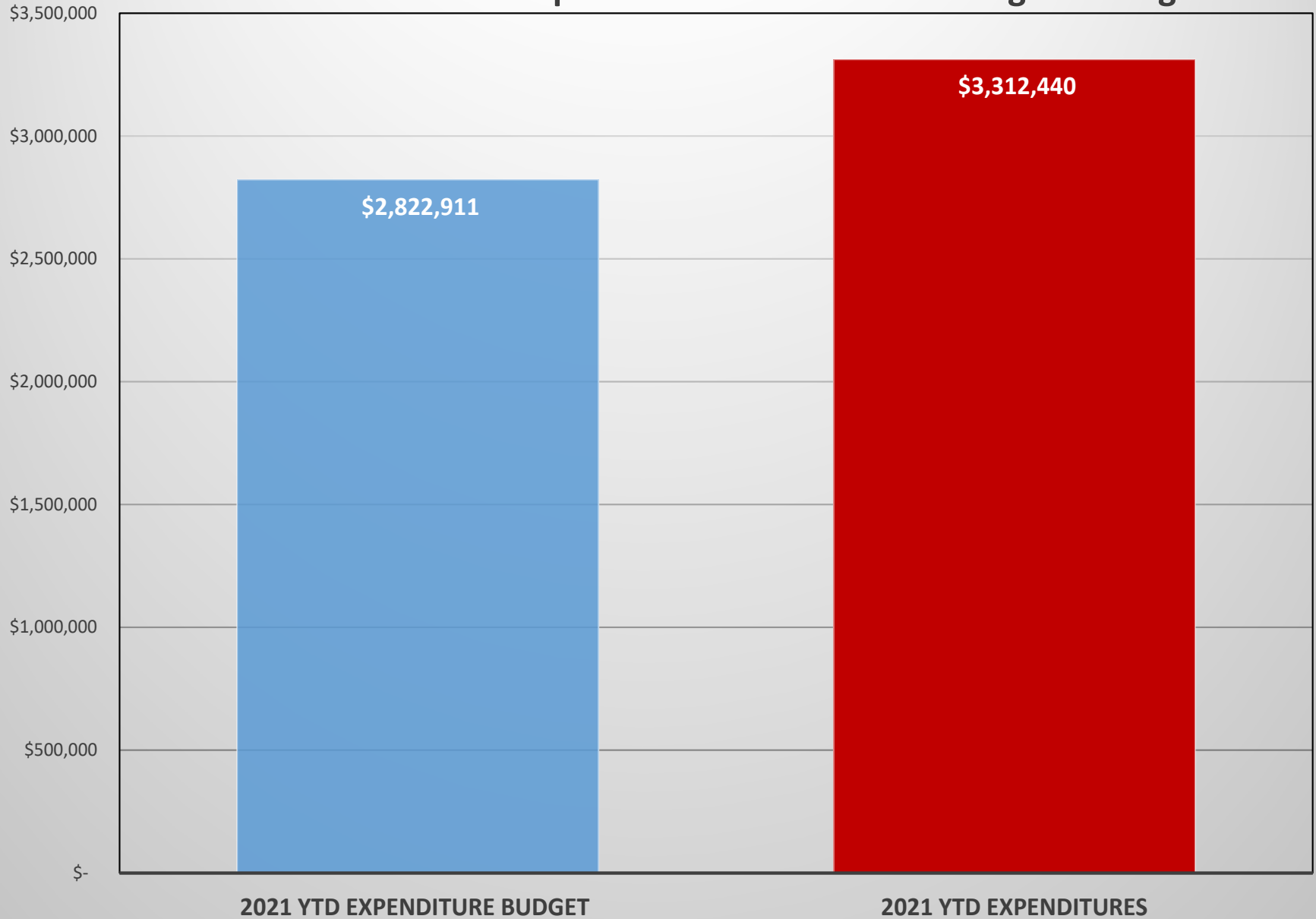
Park Fund

Total November 2021 YTD Expenditures vs. Total YTD Revenues



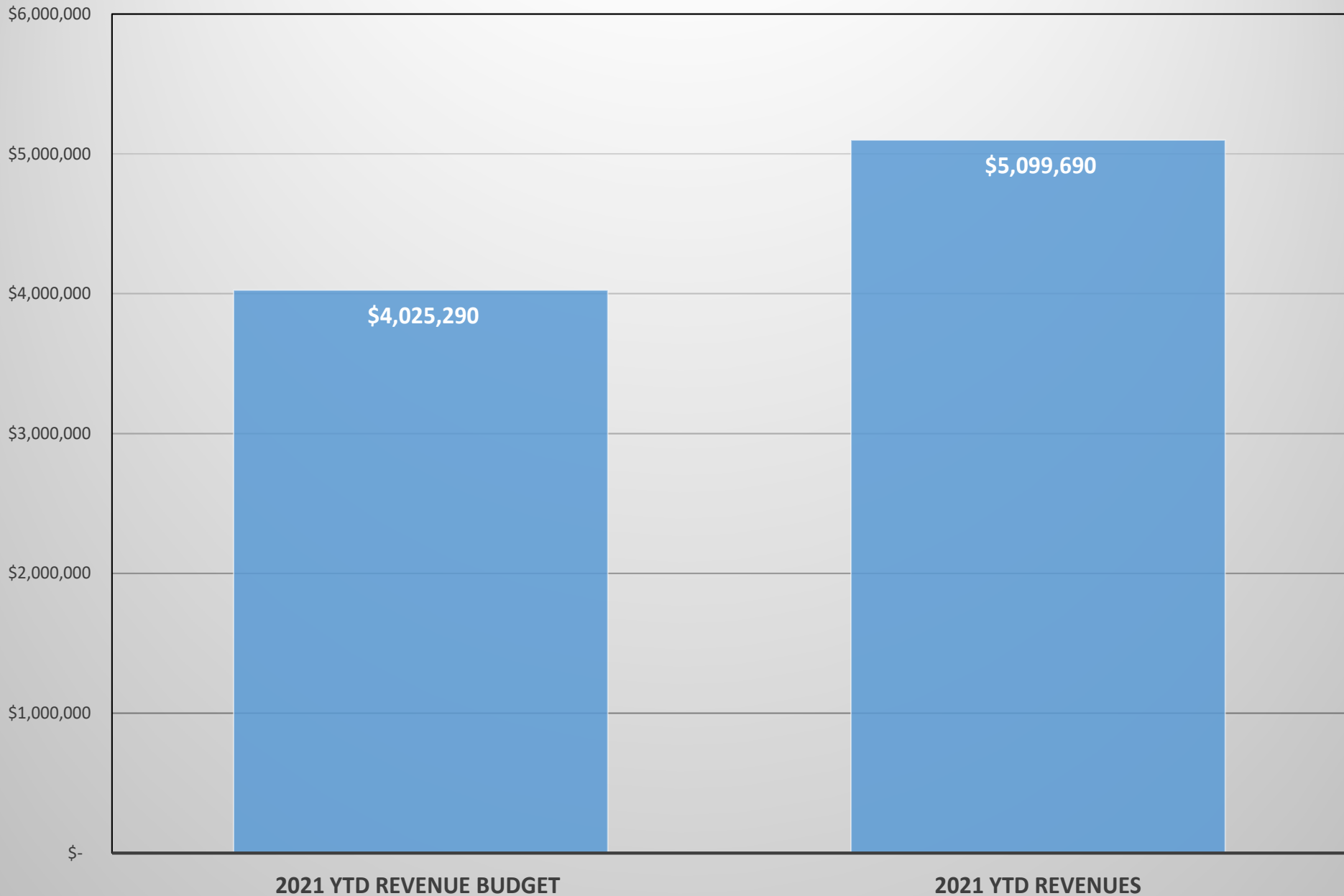
Golf Fund

November 2021 Expenditures vs. Historical Budget Average



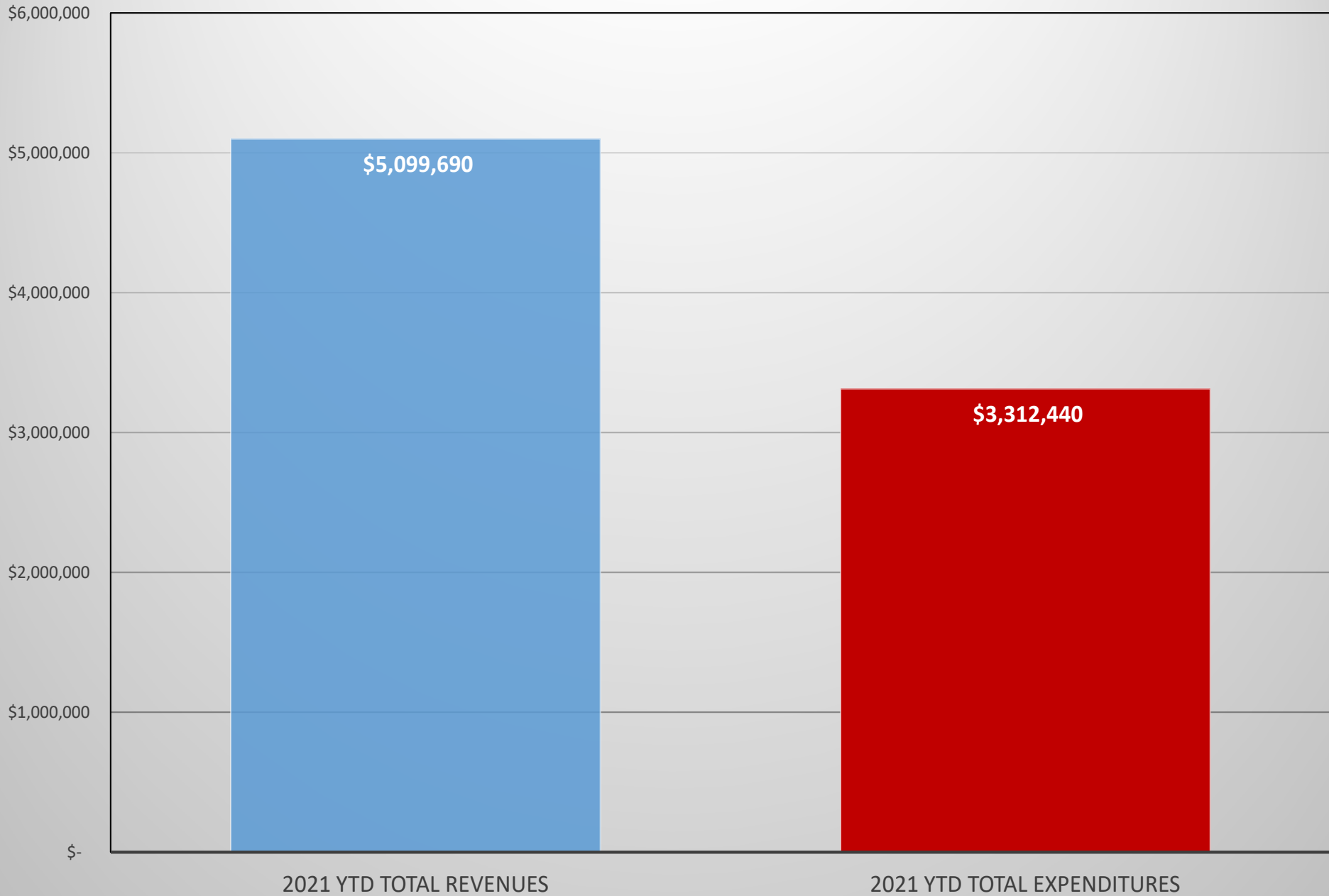
Golf Fund

November 2021 Total Revenues vs. Historical Budget Average



Golf Fund

Total November 2021 YTD Expenditures vs. Total YTD Revenues



Project Component	Budget Adopted December 2020	Expended as of November 30, 2021	Committed to Date	Budget Balance
1. South Bank West	\$ 10,412,530.00	\$ 10,412,530.00	\$ -	\$ -
2. South Bank Central	\$ 11,744,579.00	\$ 11,744,579.00	\$ -	\$ -
3. Howard St. SC Bridge	\$ -	\$ -	\$ -	\$ -
4. Promenades & Cent. Trail	\$ 8,515,817.00	\$ 8,310,455.00	\$ 289,742.19	\$ (65,380.19)
5. Havermale Island	\$ 22,186,182.00	\$ 22,186,182.00	\$ -	\$ -
6. snxw menez	\$ 756,742.00	\$ 321,776.00	\$ 338,816.15	\$ 96,149.85
7. North Bank	\$ 10,133,837.00	\$ 10,380,685.00	\$ 322,146.68	\$ (118,994.68)
8. South Bank East	\$ 156,847.00	\$ 156,847.00	\$ -	\$ -
Program Level	\$ 4,488,758.00	\$ 4,254,789.00	\$ 51,335.69	\$ 182,633.31
Total	\$ 68,395,292.00	\$ 67,767,843.00	\$ 1,002,040.71	\$ 94,408.29

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Garrett Jones		Phone number: 509-363-5462
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	Cross Ref: OPR 2019-0534		
Item title: (Use exact language noted on the agenda)	Endorsement of procurement and selection process for art installations at the Shadle Park Library and Liberty Park Library		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In July of 2019, the Park Board entered into a land lease and use agreement with the Spokane Public Library Board authorizing the construction of a library in Liberty Park and renovation and expansion of the existing library within Shadle Park. As a part of these projects, the Library Board is require to procure and install public art. The process used by the library differed from that typical park art procurement process. This agenda item details the process by which the Library Board procured and selected that art. Attachments include: An overview of the library art procurement process, the request for public art proposals for Liberty Park Library, the artist proposal selected for Liberty Park Library, the request for public art proposals for Shadle Park Library, and the artist proposal selected for the Shadle Park Library.			
Motion wording: Motion to endorse the procurement and selection process for art installations at the Shadle Park Library and Liberty Park Library as presented			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____ <div style="text-align: right;"> achanse@spokanelibrary.org Nick Hamad </div>			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: N/A Budget code: N/A			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

OVERVIEW OF LIBRARY ART SELECTION PROCESS

BACKGROUND:

A modified formal procurement process was utilized for the selection of artists and artwork. In lieu of advertising in the City of Spokane Gazette, Spokane Arts managed the process and issued a “call for artists”.

An Arts Selection Committee was formed that included Spokane Public Library staff Andrew Chanse and Amanda Donovan, Spokane Public Library Board of Trustee Chair, Mary Starkey, project architect, Mark Dailey of Integrus Architecture, and two City Arts Commission representatives, Andrew Whitver and Eva Silverstone.

Spokane Arts held a juried process to ultimately select one public artist for Shadle Park, Central, and Liberty Park Branches. Three RFQs (calls) were issued, one per branch. Applicants were asked to submit their curriculum vitae (CV) which are examples of past work and a description of their interest in creating artwork for the library.

The Arts Selection Committee members individually reviewed the responses of every applicant and met as a group to determine which artists would be “finalists” for each branch.

Four finalists were chosen for each of the branches and were invited to submit a design proposal that would fit within a specified art budget. Each artist was given one hour to present to the committee and field questions. The artist finalist interviews took place between December 16-18, 2020.

After reviewing design proposals and interviewing the finalists, the Committee held a group discussion to select an artist for each branch, and ultimately voted to recommend the library execute an agreement with the selected artists.

ART SELECTION PANELISTS/JURORS:

Andrew Chanse, Amanda Donovan, Mary Starkey, Mark Dailey, Eva Silverstone, Andrew Whitver, Carl Richardson, Remelisa Cullitan

SELECTION CRITERIA: Consideration of artists in the selection process includes but is not limited to the following:

- Aesthetic excellence of past projects
- Experience in materials and methods appropriate to the scope of this project
- Demonstrated ability to manage projects on time and on budget.
- Demonstrated delivery of projects with similar budgets will be reviewed.
- Goal to create a broad and diverse collection of artworks

TIMELINE:

July 2020: Preliminary Public Art Committee meeting, facilitated by Melissa & Amanda. Discuss the Hive studio naming & selection process; review art priorities & design updates at each location to help us decide on process and draft RFQ language.

August 2020: Briefed arts commission at public meeting that RFQs would be released soon for SPL projects including indoor & outdoor public art. Arts commission reviewed Helveticka suggestions re: Hive studio naming and provided comments via email, which Melissa passed on to SPL staff.

September 2020: SPL and Spokane Arts contract. RFQs for 3 public art pieces posted online 9/30/20 by Spokane Arts. Co-promoted by Spokane Arts and SPL.

October 2020: Promotion of call for artists throughout the month.

- Call for artists was shared/reposted/listed on various websites incl: [The Spokesman Review](#), The Inlander, [Artist Trust](#), Spokane Arts, SPL, and others.
- Promotion of the RFQ, which clearly stated we were seeking outdoor art for Shadle & Liberty as well as indoor art for Downtown, was shared in the October Spokane Arts newsletter multiple times: three separate newsletters on October [6](#), [16](#), and [27](#).
- Emailed to the full arts commission and asked them to share widely on social & in any newsletters. Promoted on Spokane Arts' social media & opportunity page on website.

November 2020:

- Art selection committee met on 11/17 to review summary of the group's online reviews & discuss/decide on finalists for each branch. 11/18 finalists notified.
- Public Meeting: Briefed arts commission on Library Public Art selection process; noted 89 submissions received which were narrowed down to 4 finalists per location.
- November 25: Project architects held virtual walkthroughs of each branch's design so far. All 12 finalists participated and received documents from the architects.

December 2020:

- Artist Finalist interviews/presentations: Liberty Library, 12/16/20; Shadle Library, 12/17/20; Downtown/Central Library, 12/18/20. Final deliberations on Monday, December 21 by art selection committee. All applicants notified of panel decision between 12/18 and 12/21.
- No arts commission meeting due to holiday; arts commission meetings are on 4th Tuesday of every month which in 2020 was December 22

January 2021: Artist selections and designs presented to SPL board. Board members asked questions of Spokane Arts' staff & SPL staff. Board reviewed and voted to approve SPL contracts with selected artists at each branch. SPL staff and SA staff worked with artists to finalize & sign contracts.

From February 2021, the timelines for each art piece's fabrication & installation were different depending on the construction schedule of each branch, the complexity of the artwork, the artist/fabricator production timelines, and various other factors.

- February 2021 – June 2021 for Liberty branch artwork: finalize design, design approval by art committee, coordination with building architects, landscape architects, construction team, Hill International, artist Shawn Parks, and fabrication/installation vendor Studio50 to complete work from design through fabrication to site prep and installation.

May 2021: Foundation for artwork poured at Liberty Park library branch.

June 2021: "Hoop" by Shawn Parks installed at Liberty Park Library branch.

July 2021: Joint press release by SPL & Spokane Arts re: installation of artwork at Liberty branch and update on Shadle Park outdoor artwork. Shared on SPL and Spokane Arts' social

media, websites and blogs. <https://spokanearts.org/news/spokane-public-library-selects-art-for-permanent-collection/>

November 2021: Shadle Park artwork delivered, waiting to be installed.



REQUEST FOR ARTIST PROPOSALS - LIBERTY PARK LIBRARY



Public Art - Liberty Park Public Library

Deadline: October 28 2021 at 11:59 PM PDT (Midnight) - CLOSED



This program is inactive or past the deadline.

► DESCRIPTION

We strongly suggest avoiding Internet Explorer while using this online application. We have encountered a number of issues in input and editing when that browser is used.

BACKGROUND: In 2018, Spokane voters passed a \$77 million bond issue for the remodel of four libraries and the construction of three additional libraries to serve the citizens of Spokane. For detailed information about the City of Spokane Public Library Projects, please see the website <http://future.spokanelibrary.org> (<http://future.spokanelibrary.org>).

Spokane Public Library Liberty Park Branch Outdoor Art Project, Future Liberty Park Library, 4th Avenue & S. Pittsburg Street, Spokane, WA

As a part of this project, Spokane Arts is hosting open calls for several public art projects. This call is to engage an artist or artist team to create a substantial work of art for the exterior of the Liberty Park Library. Artists from backgrounds that are traditionally underrepresented in public art are strongly encouraged to apply.

PROJECT AND SITE DESCRIPTION: The design theme for this architecture of this branch is to make patrons feel like they are “reading a book in the trees.” The artwork will be exterior and in an active urban park environment adjacent to the library in Liberty Park. This artwork could be playful and/or interactive and should appeal to families and young children. The goal of placing interactive artwork in this location is to create a friendly, activated pedestrian experience for both visitors to the Library and Liberty Park.

This artwork should be accessible and welcoming to the public and create an inviting destination for citizens, neighbors, visitors and users of the Spokane Public Library. A successful project will be made of durable materials suited to an active urban library.

SCOPE OF WORK: The artist is responsible for the design, fabrication and installation of the artwork within the given project budget. The artist will be asked to develop a design proposal with a detailed budget which will not exceed \$75,000 including all applicable expenses including sales tax, insurance, engineering, fabrication

and installation.

► REQUIREMENTS

PROJECT SCHEDULE AND SUBMITTAL DEADLINE: Submission deadline October 28, 2020, 11:59 p.m. Late or incomplete applications will not be accepted. **Please allow yourself additional time to address any technical issues you may have when submitting your application.**

This opportunity is open to individual artists/artist teams working in the United States. Preference will be given to Inland Northwest artists (Washington, Idaho, Oregon.) All applicants must be at least 18 years of age and have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. One artist or artist team will be selected for the project.

Artist Selection (including finalist interviews) to be completed by late November 2020. Upon contracting, the artist will immediately join the design team for the project, attend design meetings and assist with coordination, structural and design details through the completion of the project. Artwork is to be completed by June 2021 so as to be integrated into the construction schedule. Artist will be expected to coordinate with the Spokane Public Library and project leads, with support from Spokane Arts, regarding the exact deadline for artwork delivery and installation, likely in June 2021. Construction on this facility has already begun.

The selected artist must comply with any local business licensing requirements including any local Business Tax requirements and will be required to obtain Automobile Insurance and General Liability Insurance coverages in conformance with requirements set by the Spokane Public Library.

SELECTION PROCESS AND EVALUATION CRITERIA: All interested artists must complete their submittal for this project online. There are no exceptions. The artist or artist team will be selected based on their submitted work samples from other completed projects and how those demonstrate design and execution of projects in varied environments.

General Review Criteria

Consideration of artists in the selection process will include but is not limited to the following: • Aesthetic excellence of past projects • Experience in materials and methods appropriate to the scope of this project • Demonstrated ability to manage projects on time and on budget. • Demonstrated delivery of projects with similar budgets will be reviewed.

There will be a two-phase selection process:

Phase I

Qualification Submittal and Short List: Qualifications, work samples, and statements of interest shall be submitted in accordance with the instructions below. Staff will preview all submissions for completeness prior to Selection Committee review and may reject incomplete applications or non-responsive submissions. Specific proposals are not requested and will not be reviewed at this time. Up to three (3) finalists will be

selected by a Selection Committee. The Committee will include Library stakeholders, representatives of the Spokane Arts Commission, affiliate organizations, and visual arts professionals. Complete applications will include:

1. Artist Statement of Interest: Submission must include an Artist Statement of Interest that specifically addresses your interest in this project. Please address the following in your statement (5000 word maximum): i. What specifically interests you about the project? ii. What is your experience in creating public art? (Specific proposals are not requested and will not be accepted at this time.)
2. Resume + References: Submission shall include a current resume that outlines your professional accomplishments as an artist (maximum of 3 pages; if a team, then 3 pages maximum for the team.)
3. Images of Past Work: Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must upload a total of eight images that represent no more than five previously completed projects. (Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than three of the requested eight images.)
4. Descriptions of Images of Past Work: Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include the following information: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; and f) budget. If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

Phase 2

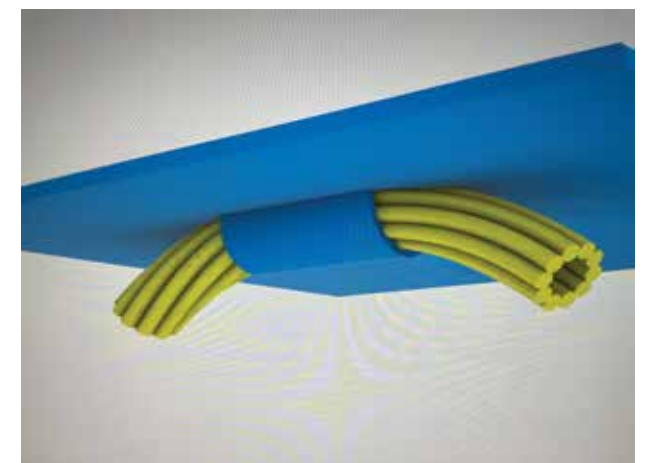
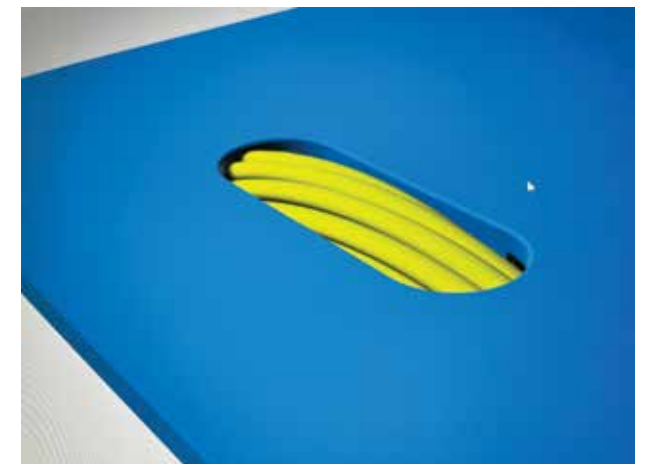
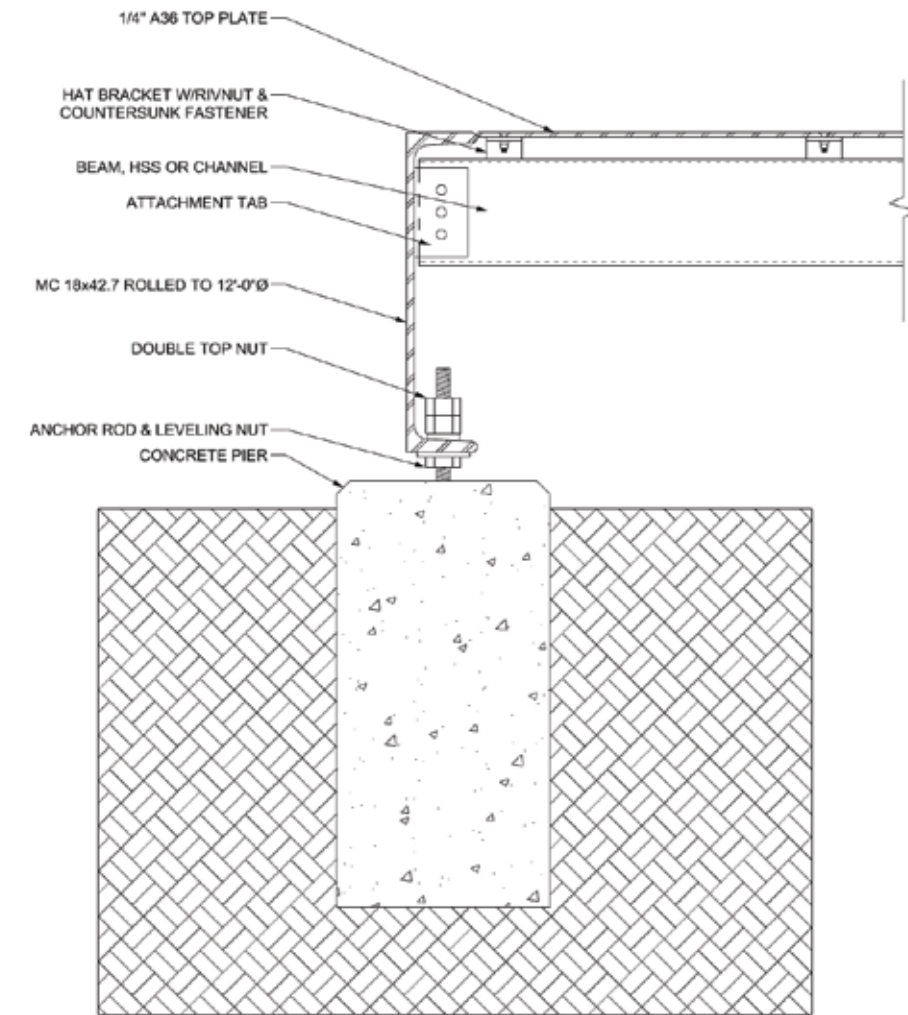
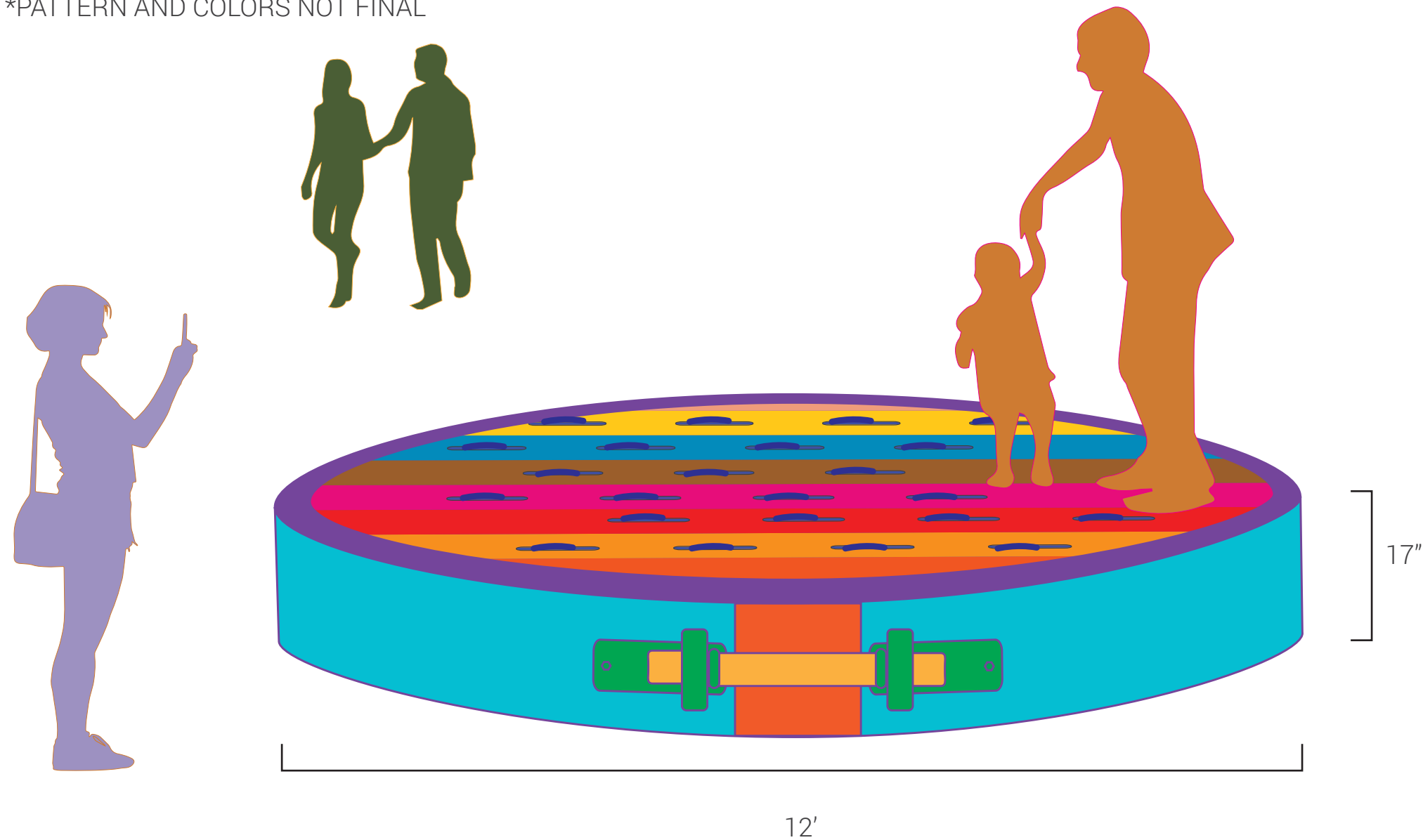
Finalists Interviews and Selection: The finalists will be asked to prepare a conceptual design which will be presented to the selection committee as part of an interview. The conceptual design should include a lighting plan.

ARTIST PROPOSAL SELECTED FOR INSTALLATION
- LIBERTY PARK LIBRARY



HOOP

*PATTERN AND COLORS NOT FINAL

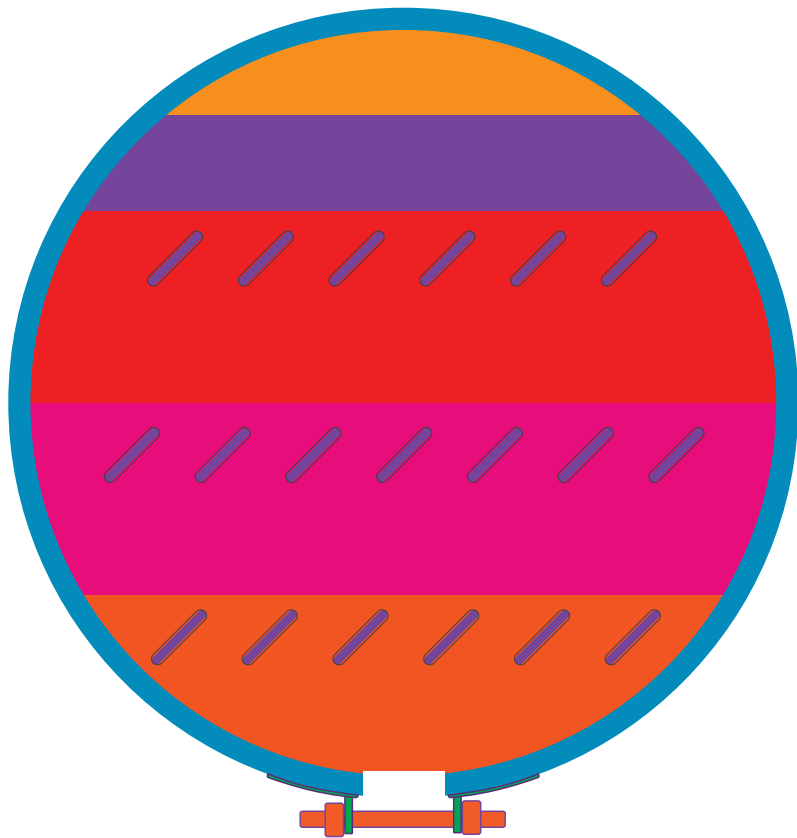


BUILD OUT:

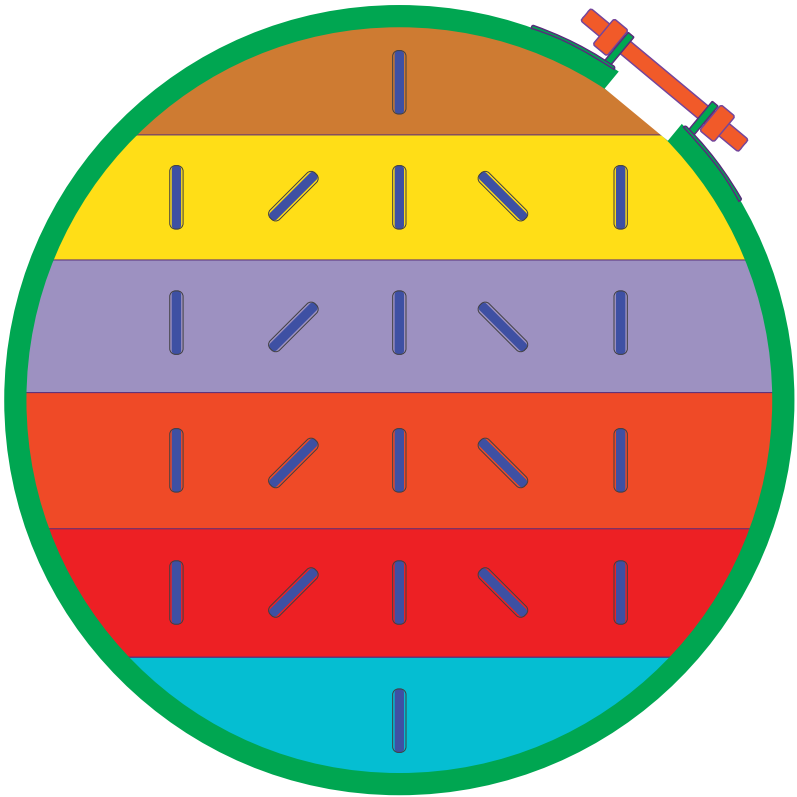
1. 18 X 4" steel channel rolled in two sections. BURLY! Additional edge treatment to make rounded edge for back of knees.
2. Horizontal beams span under top panels and are hung off channel.
3. 1/4" thick steel top panels are flush mounted with paint to match sunken hex screws.
4. 1/8" open 'seam' between panels for drainage and pine needles, etc to fall through.
5. Large 'bolt' using threaded 4" rod.
6. PPG paint (Disneyland uses it on rollercoasters) for longevity and easier maintenance.
7. Panels are able to be individually lifted for any future repair using two people instead of a crane.
8. 1-2" Polyester rope (an ACTUAL textile!) will be a visual texture up close. The install method (shown right) protects rope and reduces tripping hazard.
9. Sono tubes with concrete below ground for footing.
10. Mulch or gravel path circle around.

COLOR AND STITCH PLAY

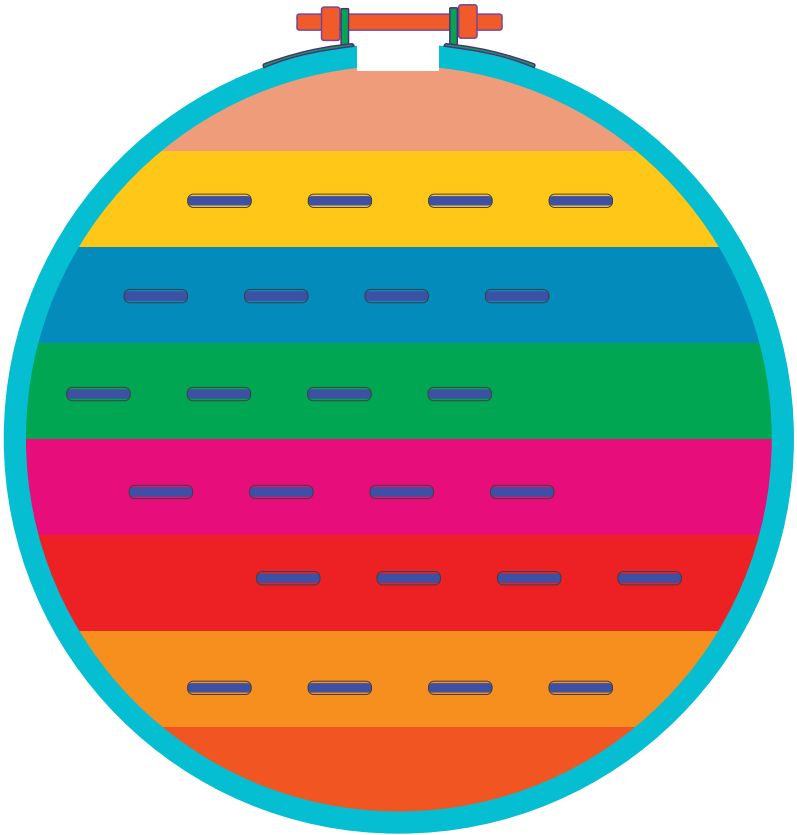
*PATTERN AND COLORS NOT FINAL



RAIN SHOWER STITCH



TREE STITCH



RIVER STITCH



REQUEST FOR ARTIST PROPOSALS - SHADLE PARK LIBRARY



Public Art - Shadle Public Library

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Spokane Public Library Shadle Branch Outdoor Public Art Project, Shadle Library, 2111 W. Wellesley, Spokane, WA

As a part of this project, Spokane Arts is hosting open calls for several public art projects. This call is to engage an artist or artist team to create a substantial work of art for the exterior of the Shadle Library at 2111 W. Wellesley, Spokane, WA. Artists from backgrounds that are traditionally underrepresented in public art are strongly encouraged to apply.

PROJECT AND SITE DESCRIPTION: The artwork will be outside in the plaza at the entrance to the library. The artwork could be a traditional above-ground, non-interactive sculpture, art work embedded into the plaza, interactive sculpture, a series of smaller works, playful sculptural outdoor furniture, or other outdoor appropriate public art work.

This artwork should be accessible and welcoming to the public and create an inviting destination for citizens, neighbors, visitors and users of the Spokane Public Library. A successful project will be made of durable materials suited to an active urban library and an outdoor setting.

SCOPE OF WORK: The artist is responsible for the design, fabrication and installation of the artwork within the given project budget. The artist will be asked to develop a design proposal with a detailed budget which will not exceed \$75,000 including all applicable expenses including sales tax, insurance, engineering, fabrication,

and installation.

► REQUIREMENTS

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The selected artist must comply with any local business licensing requirements including any local Business Tax requirements and will be required to obtain Automobile Insurance and General Liability Insurance coverages in conformance with requirements set by the Spokane Public Library.

SELECTION PROCESS AND EVALUATION CRITERIA: All interested artists must complete their submittal for this project online. There are no exceptions. The artist or artist team will be selected based on their submitted work samples from other completed projects and how those demonstrate design and execution of projects in varied environments.

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3. Images of Past Work: Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must upload a total of eight images that represent no more than five previously completed projects. (Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than three of the requested eight images.)
4. Descriptions of Images of Past Work: Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include the following information: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; and f) budget. If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

Phase 2

Finalists Interviews and Selection: The finalists will be asked to prepare a conceptual design which will be presented to the selection committee as part of an interview. The conceptual design should include a lighting plan.

ARTIST PROPOSAL SELECTED FOR INSTALLATION
- SHADLE PARK LIBRARY

Shadle Library Sculpture

Finalist Presentation

Jasmine Iona Brown

Resume Highlights

- BFA in design & MA in Intl Studies
- Extensive exhibition history
- Ethnic Artist Roster (Seattle)
- Winner of art awards (Puffin, GAP, WSU Museum of Art grant)
- Teacher and Project Manager for Arts Corps
- Public art training & experience





Black Teen with Hoodie - Reading

City of Seattle, Office of Arts & Culture, Art Interruptions in West Seattle
Delridge Pedestrian Bridge

Storefronts

Photo Center NW



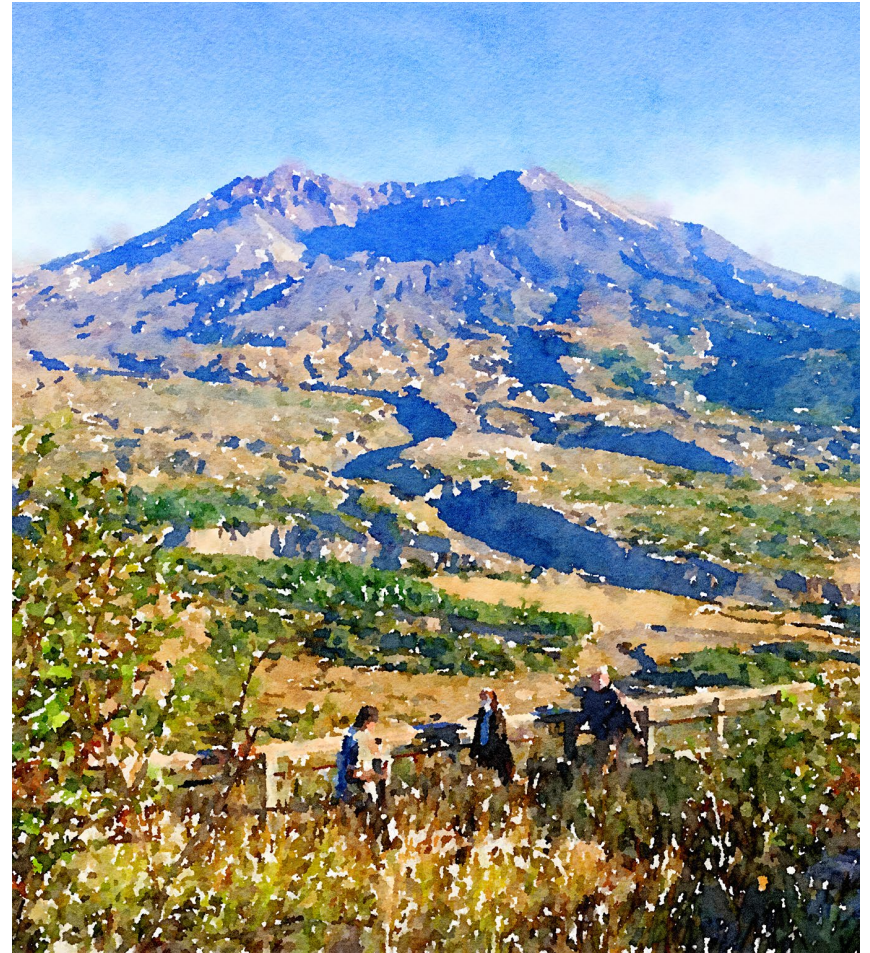
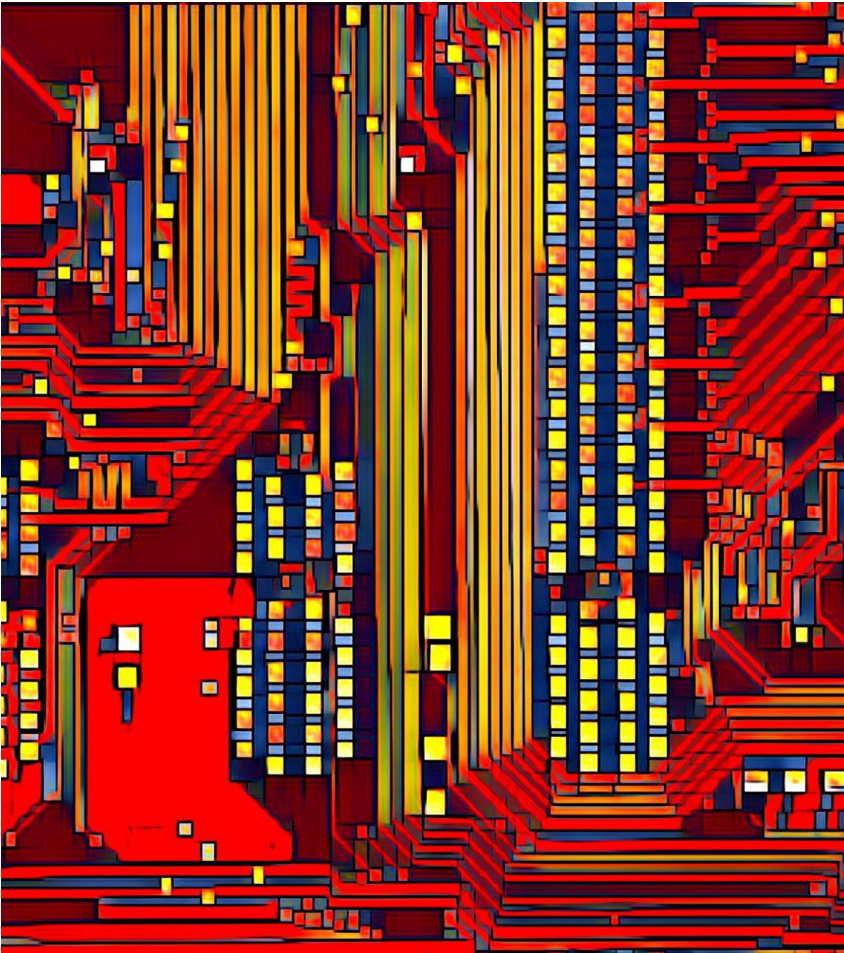
Amazon Headquarters



Sound Transit



Sound Transit



“You Got This” Billy Ray Memorial

Wax and resin busts

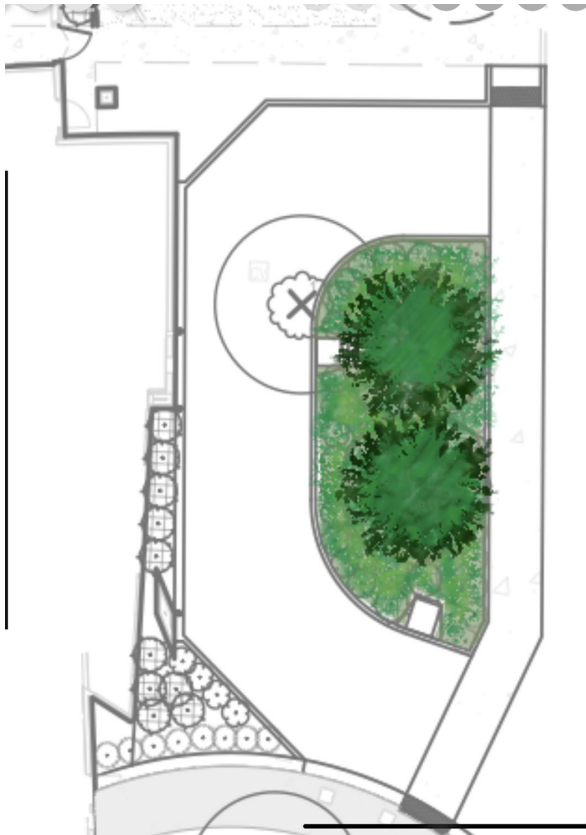


Bronze feet

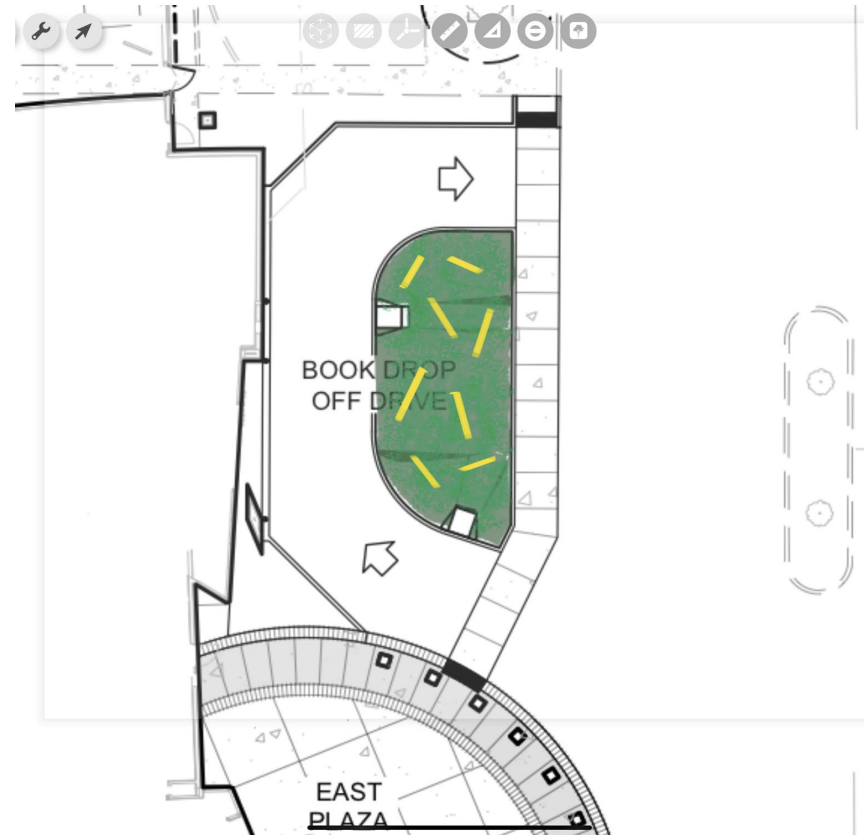


Location: Book Drop Island

Current Landscape plan

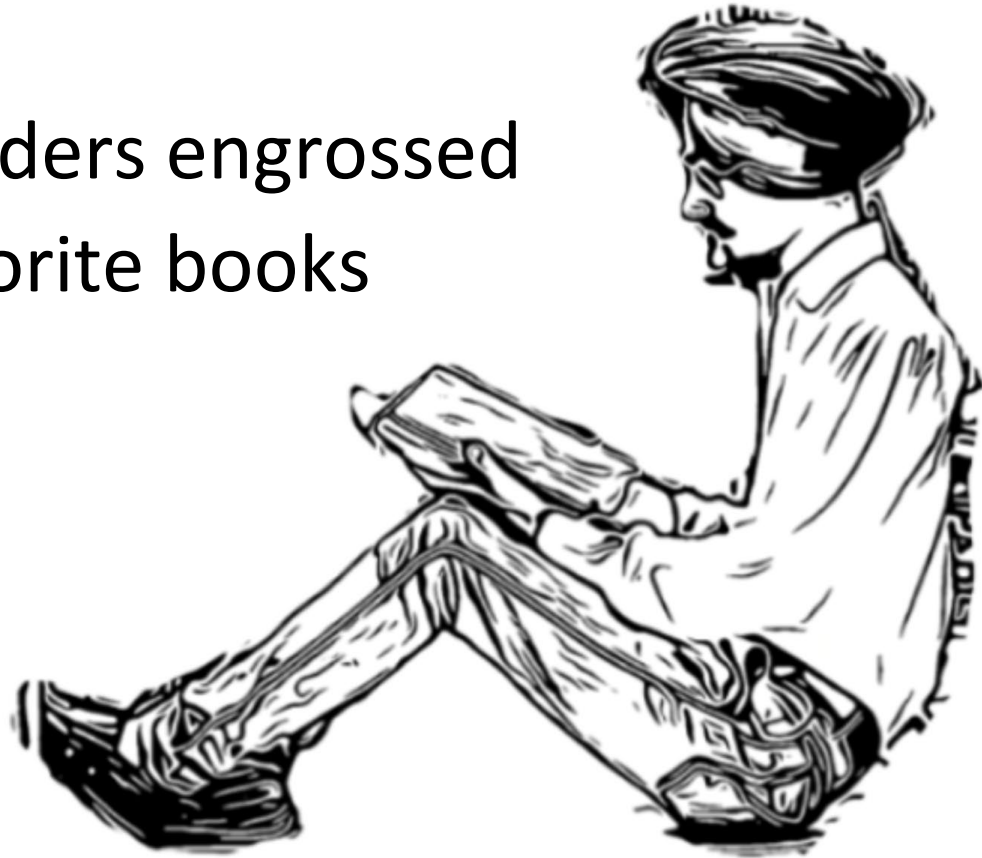


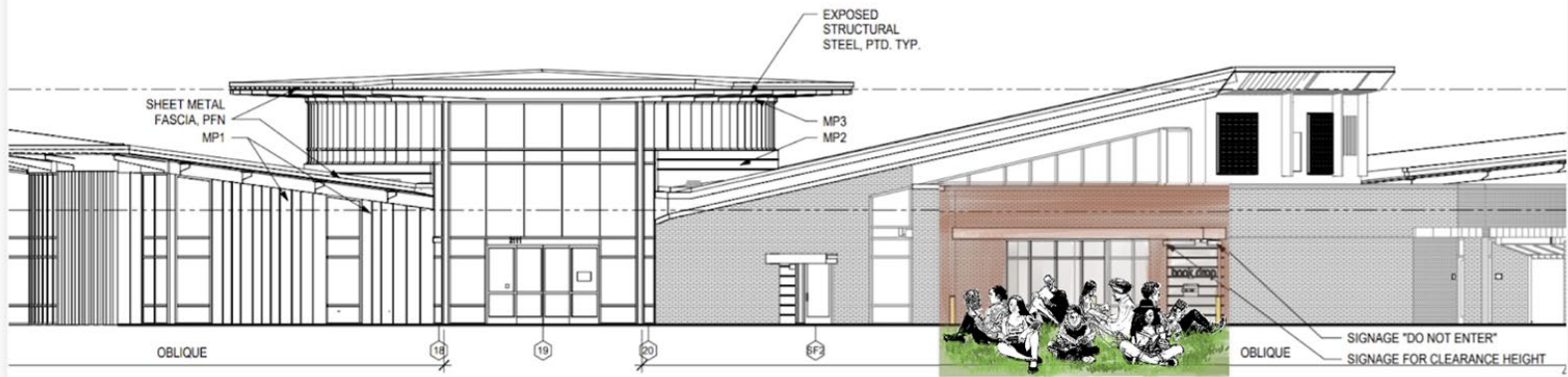
Groundcover under sculpture



Concept

Diverse readers engrossed
in their favorite books





Reading in the Grass



Cut Metal Art Examples



Budget

Design		20%	\$15,000
Artist fee	Design fee, insurance, project management		\$15,000
Fabrication		60%	\$45,000
metal work	waterjet cutting, welding		\$30,000
painting	powder coat painting		\$5,000
installation	delivery, installation, engineering		\$10,000
Other Costs		20%	\$15,000
taxes & fees		10%	\$7,500
contingency		10%	\$7,500
Total		100%	\$75,000

Fabricators



Artist support network



Thank You

Questions?

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Garrett Jones		Phone number: 509-363-5462
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2019-0536		
Item title: (Use exact language noted on the agenda)	Shadle Park Library land lease and use agreement amendment		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In July of 2019, the Park Board entered into a land lease and use agreement with the Spokane Public Library Board authorizing the renovation and expansion of the existing library within Shadle Park. The agreement did not include the installation of art. It is necessary for the land lease and use agreement to be amended to include the installation of art and to expand the leased area to include the additional park area required for art installation. Attachments include: Amendment to Shadle Library Branch land lease and use agreement, and an updated Shadle Park lease area exhibit.			
Motion wording: Motion to approve the Shadle Park Library land lease and use agreement amendment as presented.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____ <div style="text-align: right;"> achanse@spokanelibrary.org Nick Hamad </div>			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: N/A Budget code: N/A			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

AMENDMENT TO SHADLE LIBRARY BRANCH LAND LEASE AND USE AGREEMENT

This Amendment to the Shadle Library Branch Land Lease and Use Agreement is made and entered into by and between the City of Spokane Park Board ("Park Board") and the Spokane Public Library Board of Trustees ("Library Board"), individually hereafter referenced as a "party," and together as the "parties."

WHEREAS, the parties entered into the Shadle Library Branch Land Lease and Use Agreement ("Agreement") in July of 2017 to provide for the continued operation and expansion of the Shadle Library as a result of the voter approved bond proposition to finance Spokane Public Library capital improvements, including the expansion and modernization of the Shadle Library Branch; and

WHEREAS, the Agreement provided in part for the Park Board to lease land to the Library Board in order to allow the Library Board to operate and expand the existing Shadle Library Branch located on Park property; and

WHEREAS, the Park land leased to the Library Board includes land for the footprint of the library building, and additional land for required parking, sidewalks, landscaping and other requirements; and

WHEREAS, public works projects typically require a percentage of the project cost to be spent on public art, which for the Shadle Library project includes an art project located outside of the library building; and

WHEREAS, the foundation of the outdoor art project was placed outside of the boundary of the footprint of the lease library site resulting in the need to amend the Agreement to revise the exhibit showing the expanded boundary of the site to encompass the art sculpture.

NOW, THEREFORE, the parties agree as follows:

1) CONTRACT DOCUMENTS.

The Shadle Library Branch Land Lease and Use Agreement, dated July 15, 2017 and July 16, 2017, any previous amendments, addendums and/or extensions/renewals thereof, 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 Amendment to the Shadle Library Branch Land Lease and Use Agreement shall become effective upon signature of the parties.

3) AMENDMENT.

1. PURPOSE. The purpose of this Agreement is for the Park Board to lease land to the Library Board in order to allow the Library Board to construct and operate a branch library on property, which is part of Shadle Park and under the care, custody and control of the Park Board. This authority shall include the continued

operation of the Shadle Branch Library as authorized in the July 3, 1995, Agreement as well as the expansion of the Shadle Branch as set forth in Paragraph 2. The lease from the Park Board to the Library Board shall be for fifty years, with an option to renew the lease for an additional fifty years, on the condition that the leased property be used solely by the Library Board for a branch library. The Park Board agrees to lease to the Library Board land adjacent to the existing Shadle Branch library for a branch library building expansion. The total amount of Park land to be leased to the Library Board at Shadle Park will not exceed 80,376 (~~77,000~~) square feet, which shall consist of the footprint of the building, and additional land for required parking, sidewalks, landscaping, and other requirements (hereinafter referred to as the "Branch Site." The Branch Site will also include the installation of art. The art is within the revised boundary footprint and will be approved by the Library Board. The Park Board has reviewed and approves the Library Board's art selection process, including the use of its art selection panel, and endorses the selected art for the Branch Site. The Library Board will be responsible for the ongoing maintenance and operations of the art included with the lease boundary.

3. PROPERTY. The property to be leased by the Library Board is located on the northwest corner of Shadle Park, on the corner of Belt and Wellesley as depicted in the revised Exhibit B, attached hereto and incorporated by this reference. The Library Board shall have exclusive control of the Branch Site during the time a library branch is maintained on that site. All structures erected on the property shall remain the property of the Library Board as long as the property is used as a branch library.

SPOKANE PARK BOARD

By: _____

_____ Date

(Name) _____

(Title) _____

SPOKANE PUBLIC LIBRARY BOARD

By: _____

_____ Date

(Name) _____

(Title) _____

Approved as to form:

Attest:

Assistant City Attorney

City Clerk

SHADLE PARK LIBRARY

OCTOBER 28, 2021

ORIGINAL LEASE AREA: 77,000 SF
ADDED LEASE AREA: 3,376 SF
TOTAL AREA: 80,376 SF
(PERCENT INCREASE = 4.38%)



Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Garrett Jones		Phone number: 509-363-5462
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2019-0534		
Item title: (Use exact language noted on the agenda)	Liberty Park Library land lease and use agreement amendment		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In July of 2019, the Park Board entered into a land lease and use agreement with the Spokane Public Library Board authorizing the construction of a new library within Liberty Park. The agreement did not include the installation of art. It is necessary for the land lease and use agreement to be amended to include the installation of art, and to expand the leased area to include the additional park area required for art installation. Attachments include: Amendment to Liberty Park Library Branch land lease and use agreement, and the updated Liberty Park lease area exhibit.			
Motion wording: Motion to approve the Liberty Park Library land lease and use agreement amendment as presented.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____ <div style="text-align: right;"> achanse@spokanelibrary.org Nick Hamad </div>			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: N/A Budget code: N/A			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

AMENDMENT TO LIBERTY PARK LIBRARY BRANCH LAND LEASE AND USE AGREEMENT

This Amendment to the Liberty Park Library Branch Land Lease and Use Agreement is made and entered into by and between the City of Spokane Park Board ("Park Board") and the Spokane Public Library Board of Trustees ("Library Board"), individually hereafter referenced as a "party," and together as the "parties."

WHEREAS, the parties entered into the Liberty Park Library Branch Land Lease and Use Agreement ("Agreement") in July of 2017 to provide for the construction and operation of the Liberty Park Library as a result of the voter approved bond proposition to finance Spokane Public Library capital improvements, including the construction of the Liberty Park Library Branch; and

WHEREAS, the Agreement provided in part for the Park Board to lease land to the Library Board in order to allow the Library Board to construct and operate the Liberty Park Library Branch located on Park property; and

WHEREAS, the Park land leased to the Library Board includes land for the footprint of the library building, and additional land for required parking, sidewalks, landscaping and other requirements; and

WHEREAS, public works projects typically require a percentage of the project cost to be spent on public art, which for the Liberty Park Library project includes an art project located outside of the library building; and

WHEREAS, the outdoor art project has been installed on Park property outside of the boundary of the footprint of the lease library site resulting in the need to amend the Agreement to revise the exhibit showing the expanded boundary of the site to encompass the art sculpture.

NOW, THEREFORE, the parties agree as follows:

1) CONTRACT DOCUMENTS.

The Liberty Park Library Branch Land Lease and Use Agreement, dated July 15, 2017 and July 16, 2017, any previous amendments, addendums and/or extensions/renewals thereof, 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 Amendment to the Liberty Park Library Branch Land Lease and Use Agreement shall become effective upon signature of the parties.

3) AMENDMENT.

1. PURPOSE. The purpose of this Agreement is for the Park Board to lease land to the Library Board in order to allow the Library Board to construct and operate a new branch library in Liberty Park. The lease from the Park Board to the Library Board shall be for fifty years, with an option to renew the lease for an additional fifty years, on the condition that the leased property be used solely by the Library

Board for a branch library. The Park Board agrees to lease to the Library Board land at Liberty Park for a new branch library. The total amount of Park land to be lease to the Library Board at Liberty Park will not exceed 49,645 (~~43,000~~) square feet. This 49,645 (~~43,000~~) square feet includes land for a building, required parking, sidewalks, landscaping and other necessary requirements (hereinafter referred to as the "Branch Site"). The Branch Site will also include the installation of art. The art is within the revised boundary footprint and will be approved by the Library Board. The Park Board has reviewed and approves the Library Board's art selection process, including the use of its art selection panel, and endorses the selected art for the Branch Site. The Library Board will be responsible for the ongoing maintenance and operations of the art included with the lease boundary.

2. PROPERTY. The property to be leased to the Library Board is located on the northeast quadrant of Liberty Park, on the corner of Pittsburgh St and 4th Ave as depicted in the revised Exhibit A, attached hereto and incorporated by this reference. The Library Board shall have exclusive control of the Branch Site during the time a library branch is maintained on that site. All structures erected on the property shall remain the property of the Library Board as long as the property is used as a branch library.

SPOKANE PARK BOARD

By: _____

_____ Date

(Name) _____

(Title) _____

SPOKANE PUBLIC LIBRARY BOARD

By: _____

_____ Date

(Name) _____

(Title) _____

Approved as to form:

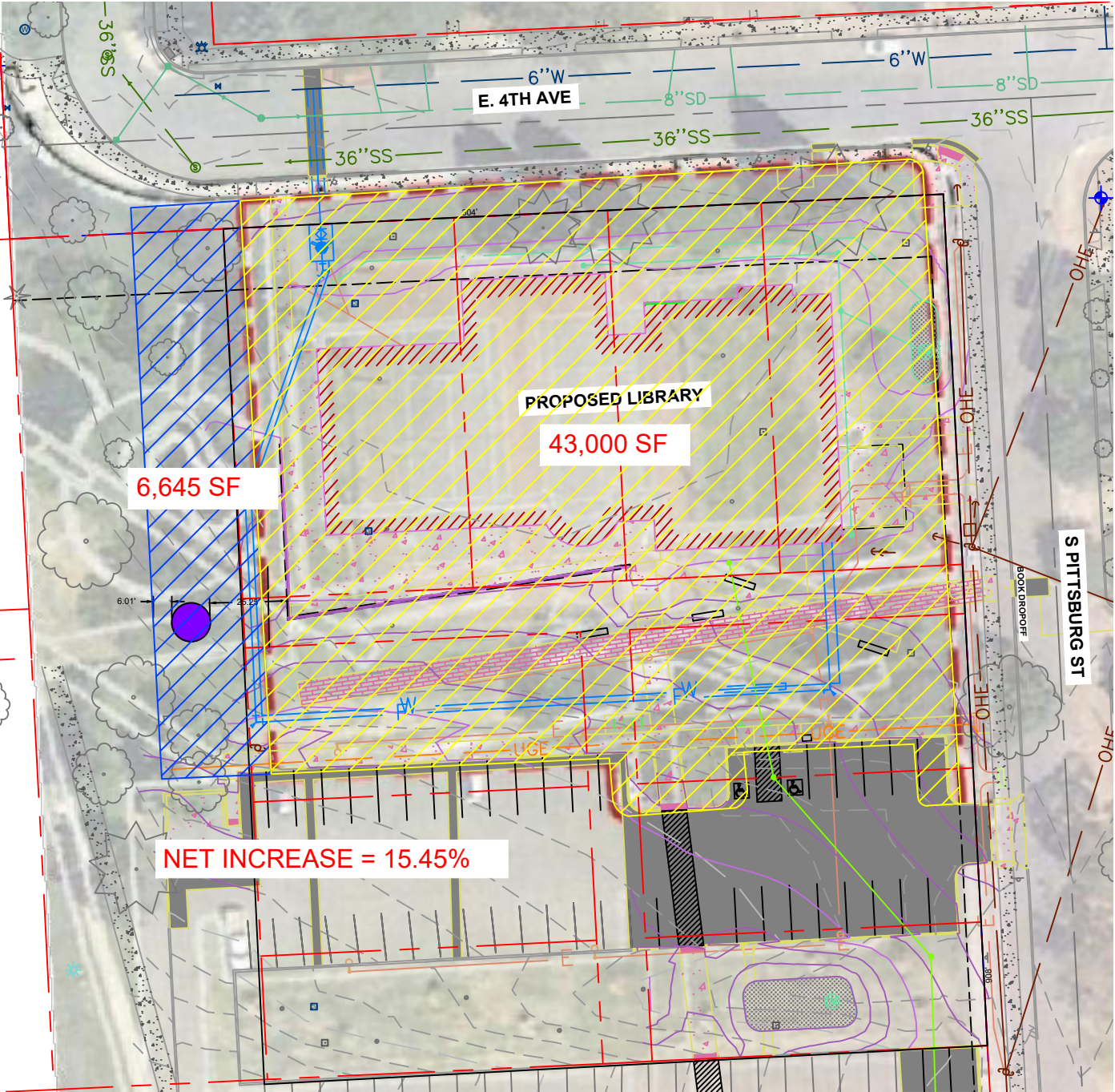
Attest:

Assistant City Attorney

City Clerk

LIBERTY PARK LIBRARY
OCTOBER 29, 2021

ORIGINAL LEASE AREA: 43,000 SF
ADDED LEASE AREA: 6,645 SF
TOTAL AREA: 49,645 SF
(PERCENT INCREASE = 15.45%)



Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Garrett Jones		Phone number: 509-363-5462
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2020-0275		
Item title: (Use exact language noted on the agenda)	Liberty Park Library remediation memorandum of understanding amendment #2		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In February of 2020, the Park Board entered into an MOU with the Spokane Public Library Board providing remediation for the displacement of the existing tennis courts and to repair any damage to the park turf or irrigation system during the construction of the Liberty Park Library. The initial remediation value was determined mutually between park and library staff to be \$175,000. The value was increased to a total of \$225,000 in May of 2021. As the park land area utilized by the library has increased to accommodate public art, it is necessary to amend the MOU to increase the remediation value an additional \$35,000 to a total of \$260,000.			
Motion wording: Motion to approve the Liberty Park Library remediation memorandum of understanding amendment #2 as presented.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____ <div style="text-align: right;"> achanse@spokanelibrary.org Nick Hamad </div>			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: N/A Budget code: N/A			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

SECOND AMENDMENT TO MEMORANDUM OF UNDERSTANDING REGARDING REMEDATION FOR LOCATION OF LIBERTY PARK LIBRARY BRANCH ON PARK PROPERTY

This Second Amendment to Memorandum of Understanding regarding Remediation for Location of Liberty Park Library Branch on Park Property (Second Amendment MOU) is between the City of Spokane Park Board ("Park Board") and the Spokane Public Library Board of Trustees ("Library Board"), jointly referred to as the "parties".

WHEREAS, the Park Board and the Library Board entered into the Liberty Park Library Branch Land Lease and Use Agreement ("Agreement") in July of 2019 for the construction and operation of the new Liberty Park Library Branch on current park land at Liberty Park; and

WHEREAS, one of the terms of the agreement required the Library, after consultation with and concurrence from Park staff, to provide remediation for the displacement of existing tennis courts, and to repair any damage to the turf and irrigation system during construction of the library expansion; and

WHEREAS, the parties entered into the original Memorandum of Understanding, which was approved by the Park Board on February 13, 2020, and the Library Board on February 18, 2020; and

WHEREAS, the Park and Library boards revised the terms of the original MOU and increased the remediation amount from \$175,000 to \$225,000 on May 15, 2021, and May 20, 2021, respectively; and

WHEREAS, the parties desire to amend the MOU again to increase the remediation amount by \$35,000 to a total of \$260,000 to reflect an increase to the boundary of the Liberty Park Branch footprint.

NOW, THEREFORE, the previously Amended Memorandum of Understanding regarding Remediation for Location of Liberty Park Library Branch on Park Property is hereby amended and the parties agree to this Second Amendment as follows:

1. DOCUMENTS. The Amended Memorandum of Understanding regarding Remediation for Location of Liberty Park Library Branch dated May 15, 2021, by the Spokane Park Board and May 20, 2021, by the Spokane Public Library Board is incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2 AMENDMENT. The remediation amount set forth in Sections 1 and 2 of the Amended Memorandum of Understanding Regarding Remediation for Location of Liberty Park Library Branch shall be increased by THIRTY-FIVE THOUSAND AND NO/100 DOLLARS(\$35,000.00) for a total remediation amount of TWO HUNDRED AND SIXTY THOUSAND AND NO/100 DOLLARS (\$260,000.00).

3. EFFECTIVE DATE. This second amendment shall become effective upon signature of both the Spokane Park Board and the Spokane Public Library Board.

SPOKANE PARK BOARD

By _____

_____ Date

(Name) _____

(Title) _____

SPOKANE PUBLIC LIBRARY BOARD

By: _____

_____ Date

(Name) _____

(Title) _____

Approved as to form:

Attest:

Assistant City Attorney

City Clerk

Spokane Park Board

Briefing Paper



Committee	Land Committee		
Committee meeting date	Dec. 1, 2021		
Requester	Nick Hamad	Phone number: 509-363-5452	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Resolution supporting additional boilerplate language relating to art installations		
Begin/end dates	Begins: 12/09/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: The Park Board, at its discretion, enters various agreements with parties both public and private which permit development on park land when said agreements are consistent with the goals and objectives of the Park Board, and increase the level of public service provided to the citizens of Spokane. Occasionally, these parties desire to propose, install and maintain public art in various forms. Previous agreements with these parties have not typically included language specifically referencing the existing policies and procedures required for procuring, reviewing, authorizing, installing and maintaining art on park lands. This resolution supports adding boilerplate language regarding art for all future agreements authorizing a third party to modify or improve park land.			
Motion wording: Motion to approve resolution supporting adding language regarding art for all future agreements authorizing a third party to modify or improve park land.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Nick Hamad Grant Management Department/Name: _____ <div style="float: right; text-align: right;"> Al Vorderbrueggen James Richman Garrett Jones </div>			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: N/A Budget code: N/A			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

CITY OF SPOKANE PARK BOARD

RESOLUTION

A RESOLUTION supporting adding language specifically regarding art for all future agreements authorizing a third party to modify or improve park land

WHEREAS, under the City Charter, the Spokane Park Board has exclusive jurisdiction and control over city park land and facilities located within and outside the City of Spokane, and

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 City Charter provides that the Park Board may not sell or exchange any existing park or portion thereof without the prior approval of the electorate given by a majority vote of citizens of Spokane; and

WHEREAS, the Park Board enters agreements (MOA's, MOU's, interdepartmental, leases, joint-use, etc.) with parties both public and private permitting development on park land when said agreements are consistent with the goals and objectives of the Park Board, are open for public use, and increase the level of public service provided to the citizens of Spokane; and

WHEREAS, the parties, lessees, successors and assigns authorized by the Park Board to access, alter, modify, improve, or maintain a particular portion of city park land may desire to install and maintain art in various forms; and

WHEREAS, pursuant to City of Spokane Administrative Policy ADMIN 1400-14-05, Artwork in Parks and Recreation Areas, the Park Board has established policies and procedures around the selection, installation, and/or removal of art from property under Park Board control and wishes to ensure that these policies and procedures are followed in future arrangements where others wish or plan to select and install art on said properties

NOW, THEREFORE,

BE IT RESOLVED by the City of Spokane Park Board that all future agreements by which third parties are authorized to make modifications or improvements to property under the Park Board's control shall incorporate the policies and procedures set forth in City of Spokane Administrative Policy ADMIN 1400-14-05, Artwork in Parks in Recreation Areas, as may be restated and amended from time to time and that the selection, installation, and/or removal of art by such third parties shall be subject to the policies and procedures set forth therein.

ADOPTED BY THE PARK BOARD ON _____

Attest:

Park Board President
Approved as to form:

City Clerk

Assistant City Attorney