



## Special Meeting of the Spokane Park Board Finance Committee Minutes

3 p.m. Tuesday, July 7, 2020

WebEx virtual meeting

Mark Buening – Parks Finance/Budget Director

### Committee Members:

X Bob Anderson – Chair (Arrived: 3:20 p.m.)  
X Greta Gilman  
X Gerry Sperling

### Additional Park Board members:

Jennifer Ogden  
Nick Sumner

### Guests:

Danielle Arnold

### Parks Staff:

Garrett Jones  
Mark Buening  
Jason Conley  
Mark Poirier  
Berry Ellison  
Megan Qureshi  
Fianna Dickson  
Jonathan Moog  
Jennifer Papich  
Al Vorderbrueggen  
Jo-Lynn Brown  
Pamela Clarke

## Summary

- The committee approved to recommend the Park Board accept the following:
  - Swire Coca-Cola pouring rights and beverage contract/Division-wide
  - Bernardo | Wills Architects contract amendment #7/Riverfront Park north bank playground (\$20,000, no tax)
  - LaRiviere change order #3/Riverfront Park north bank playground (\$134,200.47, tax inclusive)
- Jennifer Papich provided an update on the request for proposal process regarding a five-year agreement to print the Recreation Activity Guide.
- The June financials were presented by Mark Buening who reviewed each operating division.

The next regularly scheduled meeting is **3 p.m. Aug. 11, 2020.**

## MINUTES

Committee member Gerry Sperling appointed attending Park Board members Jennifer Ogden and Nick Sumner as voting members at the Finance Committee meeting. The meeting was called to order at 3:06 p.m. by committee chair pro tem Jennifer Ogden.

### Action items:

A. [Swire Coca-Cola pouring rights and beverage contract /Division-wide](#) – Jason Conley, Jonathan Moog and Mark Poirier presented an overview of the pouring rights and beverage contract selection process and recommendation. The current beverage contract with Pepsi expired in January. The master contract designates the selected vendor the exclusive beverage pouring rights at Riverfront Park, all city aquatic centers and golf courses, Dwight Merkel, Manito Park, and other mutually agreed upon Park properties. In exchange, Parks receives the following from the beverage provider: fixed-unit pricing, marketing and promotions funding, event support, beverage equipment, a fixed commission on vending machines sales, annual support product, and an estimated \$60,735 annually, based on historical average. Mr. Conley reviewed the process which lead to a staff recommendation to award Swire Coca-Cola, USA, the five-year agreement with an optional two-year renewal to begin July 10, 2020. This beverage agreement requires a competitive request for proposal (RFP) process administered by Purchasing Department. There were three vendors who responded to the RFP, including RC Cola, Swire Coca-Cola and PepsiCo. The evaluation committee, comprised of staff from Parks administration, Riverfront Park, Recreation, Golf and City Purchasing, determined Swire would be the best fit as a beverage partner. Some of the key elements Swire is agreeing to offer, as part of the proposed contract, includes: 1) 55% commission on vending machines; 2) \$20,000/year in annual support and sponsorship funds; 3) \$20,535+ annual rebate accrual; 4) \$7,500/year in major event sponsorship fees; 5) 400 cases of annual support product; 6) \$15,000 in ice-making equipment; 7) \$7,500 annual credit for Menu/Look of Success funds; 8) minimum of one Riverfront Park promotion per year; 9) special event staffing/equipment support for major events; and 10) marketing and promotional assistance. Mr. Moog explained he looks forward to the opportunity to leverage marketing dollars through the marketing opportunities Swire offers. Mr. Poirier said this proposed agreement could be a great partnership which can help drive rounds of golf at the city courses. If this agreement is approved by the Park Board, Swire could begin installation immediately with Golf being the first area converted to Coca-Cola. Riverfront Park Numerica SkyRide/Ribbon would be next followed by vending machine installations in other operational areas this summer.

*Committee chair Bob Anderson joined the meeting at 3:20 p.m.*

**Motion #1:** Gerry Sperling moved to recommend the Park Board approve a five-year contract with an optional two-year renewal with Swire Coca-Cola, as presented, for exclusive pouring rights for Spokane Parks and Recreation Division beverages sales.

Nick Sumner seconded.

The motion passed unanimously (5-0 vote).

The committee agreed to present the recommendation as a regular action item at the July 9 Park Board meeting.

B. [Bernardo | Wills Architects contract amendment #7/Riverfront Park north bank playground \(\\$20,000, no tax\)](#) – Berry Ellison presented an overview of contract amendment #7 with Bernardo | Wills Architects for work on the Riverfront Park north bank playground project in the amount of \$20,000, no tax. This amendment includes additional construction administration support for the

project due to project complexity and lengthened schedule requiring additional on-site meetings and coordination.

**Motion #2:** Bob Anderson moved to recommend the Park Board approve contract amendment #7 with Bernardo | Wills Architects for additional construction administration services on the north bank playground project in the amount of \$20,000, no tax.

Gerry Sperling seconded.

The motion passed unanimously (5-0 vote).

The committee agreed to present the recommendation as a consent agenda item at the July 9 Park Board meeting.

C. [LaRiviere change order #3/Riverfront Park north bank playground \(\\$134,200.47, tax inclusive\)](#) – *Berry Ellison* presented an overview of change order #3 with LaRiviere for work on the Riverfront Park north bank playground in the amount of \$134,200.47, tax inclusive. This change order includes value-added improvements and credits, including upgrades to the large shade structure roof, reduction in drainage materials and concrete curb, modifications to faux rock and railings, structural upgrades to the M&O facility, addition of a performance climbing boulder as part of a philanthropic gift to Parks, increase height of parking lot screen walls, and added fixtures for public restrooms. The climbing feature would be funded by \$48,000 donation from the Jess Roskelley Foundation in memory of Jess Roskelley, a world-renowned outdoorsman who grew up in Spokane. Roskelley passed away last year while on a climbing trip. Mr. Ellison explained the additional 50 days being requested is needed due to delays caused by Covid-19 and the added scope of work in this change order. If approved by the Park Board, substantial completion is scheduled for Jan. 5, 2021.

**Motion #3:** Bob Anderson moved to recommend the Park Board accept change order #3 with LaRiviere for work on the Riverfront Park north bank playground in the amount of \$134,200.47, tax inclusive, from Administrative Reserve, Roskelley Foundation and FFE budget, and to add 50 calendar days to the contract.

Gerry Sperling seconded.

The motion passed unanimously (5-0 vote).

The committee agreed to present the recommendation as a regular action item at the July 9 Park Board meeting.

#### **Discussion items:**

A. [Recreation Activity Guide request for proposal/five-year agreement](#) – *Jennifer Papich* presented an update on the request for proposal process for a five-year agreement to print the quarterly Parks Recreation Activity Guide. The value blanket contract to provide the design, printing and distribution of the quarterly guide is up for renewal. The request for proposals are due today, July 7. The proposed five-year contract with the selected provider is expected to come before the Park Board at the August board meeting for final approval.

#### **Standing reports:**

1. [June financials](#) – *Mark Buening* presented an overview of the June financials. Mr. Buening prefaced the report saying most areas reflect significantly less revenue and expenditures for the month due to the shutdown of most activities and programs, and the hiring freeze, due to the Covid-

19 pandemic. There have been six straight months of revenues exceeding expenditures despite the inability to provide many of the Parks' programs, activities and services. Report highlights included: 1) Natural Resources – revenues have exceeded last year due some additional fees they are allowed to collect thanks to recent City Council action and expenditures are about the same as 2019; 2) Recreation – revenues are about \$100,000 less than last year and expenditures are about \$350,000 less than 2019, primarily due to not hiring temp/seasonal employees; 3) Riverfront Park – the SkyRide is the only operation to be open this month and June revenues were about \$458,000 less than this time last year; 4) Park Operations – revenues are about the same and operating costs are about \$300,000 less than last year; 5) Administration – revenues exceeded expenditures about \$5.2 million compared to \$4.8 million in 2019; 6) Capital – Outlay was about \$134,000 less than last year; 7) Parks Fund – overall revenues are about \$1.3 million less than 2019 and operating expenses are approximately \$1.7 million less than last year resulting in about \$1.8 million of revenues over expenditures compared to \$1.2 million in 2019; 8) Golf Fund – revenues were about \$118,000 more than June 2019; and 9) Riverfront Park redevelopment bond – of the \$68.4 million total budget, there is about \$900,000 which has not been spent or encumbered. Mr. Buening presented a [graph and figures](#) comparing the monthly temp/seasonal expenditures of 2019 and 2020. *Garrett Jones* explained staff has done a tremendous job of pulling together and getting the job done with extremely limited resources. He gave examples of full-time staff running the SkyRide and mowing grounds. He commended staff for acting immediately in March in dramatically reducing expenses. Looking forward, Mr. Jones said Parks will need to be very thoughtful about how programs are implemented and park property is maintained. This will involve a three-to-four-year recovery plan.

2. 4<sup>th</sup> of July fireworks update – *Jonathan Moog* provided a brief recap of this year's fireworks displays. The Spokane Indians Baseball Club, City of Spokane Parks & Recreation, Spokane County Parks, Recreation & Golf, and Spokane Public Schools partnered with several underwriters to provide four geographically dispersed drive-in fireworks in Spokane. *Garrett Jones* thanked the Spokane Indians for their partnership in making this a truly successful event. He added Parks is currently working with Spokane Indians on another similar event for the community.

**Adjournment:** The meeting adjourned at 4:24 p.m.

**Next meeting:** The next regularly scheduled meeting is 3 p.m. Aug. 11, 2020.

# Spokane Park Board

## Briefing Paper



|   |   |                               |  |
|---|---|-------------------------------|--|
| <b>Committee</b>  | Finance   |                               |  |
| <b>Committee meeting date</b>   | July 7, 2020  |                               |  |
| <b>Requester</b>  | Jason Conley  | <b>Phone number:</b> 625-6211 |  |
| <b>Type of agenda item</b>  | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action              |                               |  |
| <b>Type of contract/agreement</b>   | <input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other |                               |  |
| <b>City Clerks file</b> (OPR or policy #)   |   |                               |  |
| <b>Item title:</b> (Use exact language noted on the agenda)   | Swire Coca-Cola contract for exclusive beverage pouring rights  |                               |  |
| <b>Begin/end dates</b>  | Begins: July 10, 2020    Ends: June 30, 2025 <input type="checkbox"/> Open ended  |                               |  |
| <b>Background/history:</b><br>Spokane Parks and Recreation benefits from a master contract for exclusive beverage pouring rights. The current contract expired Jan. 31, 2020. Following City procurement process, RFP 5219-20 was competitively bid. P&R received two responses and evaluated both proposals. P&R desires to enter into a 5-year contract with Swire Coca-Cola to be the exclusive beverage provider at Riverfront Park, aquatics centers, golf courses, Dwight Merkel, Manito, and other mutually agreed upon properties. For this exclusivity, P&R will receive fixed-unit pricing, marketing and promotions funding, event support, beverage equipment, a fixed commission on vending machine sales, annual support product, and annual cash paid to Parks in a combined annual value of \$60,735 (based on historical averages). This amount, will increase as total sales increase over the life of the agreement. |   |                               |  |
| <b>Motion wording:</b><br>Move to approve a 5-year contract with an optional 2-year renewal, with Swire Coca-Cola for exclusive pouring rights for Spokane Parks and Recreation Division beverages sales.   |   |                               |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Swire Coca-Cola<br>Name: Julie Jackson    Email address: jjackson@swirecc.com    Phone: 509-921-6200   |   |                               |  |
| <b>Distribution:</b><br>Parks – Accounting    jjackson@swirecc.com<br>Parks – Pamela Clarke<br>Requester: Jason Conley<br>Grant Management Department/Name:   |   |                               |  |
| <b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue<br>Amount: \$60,735    Budget code: various  |   |                               |  |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 604-078-558    Business license expiration date: 1-31-2021 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)   |   |                               |  |

# **Spokane Parks and Recreation Pouring Rights for Beverages Contract Recommendation**



# City of Spokane Procurement Requirements

- Exclusive pouring rights for beverages agreement requires a competitive RFP process administered by Purchasing Department
- Parks and Recreation current contract for Beverage Pouring Rights expired January 31, 2020
- P&R issued a Request for Proposal (RFP) for pouring rights for beverages for the years 2020-2025 (5 years). Includes optional 2-year renewal





# Selection Process Timeline

## ***Fall 2019***

RFP specification review and update

## ***December 2019***

RFP advertised to prospective beverage providers

## ***January 2020***

Proposals received and evaluations conducted

## ***February 2020***

Interview of finalists/Reference Checks

## ***July 2020***

Finance Committee and Park Board contract recommendation





# Evaluation Criteria

- Partnership/Customer Service/References
- Product portfolio / Implementation plan
- Product pricing
- Vending Machine Commission
- Annual Support/Sponsorship Funding
- Additional financial compensation
- Equity among our Departments

# Evaluation Committee

Jason Conley – Executive Officer

Jonathan Moog – Riverfront Park Director

Amy Lindsey – Riverfront Park Programming & Marketing Manager

Dawn Frey – Riverfront Park F&B Supervisor

Josh Oakes – Recreation Supervisor

Mark Poirier – Golf Manager

Mark Gardner – Golf Professional

Connie Wahl—City Purchasing

# Responding Companies

- RC Cola (attended pre-bid meeting)
- Swire Coca-Cola
- PepsiCo

# Swire Coca-Cola



# Coca-Cola Advantage

## Our Mission

We are Your Local Coca-Cola Bottler



**Be Your Most Valued Business Partner and Earn Your Loyalty and Trust by Delivering the Coca-Cola Advantage**



### What is the Coca-Cola Advantage?

Our bundle of goods and services that drives value creation one drink at a time!

Our Mission  
&  
Heritage

Consumer  
Insights  
&  
Innovation

Preferred  
Brands  
&  
Categories

Equipment,  
Technology  
&  
Support

Tailored  
Value  
Creation

Collaborative  
Business  
Planning

# Highlighted improvements to this contract

- All areas of Parks and Rec were involved in the entire selection process
- This RFP only involved Parks and Recreation—and not the entire City.
- Favorable product pricing
- Continued commission funding for Washington State Department of the Blind
- The ability to receive additional rebates—based on sales.
- Ice making equipment at golf courses

# Key Elements for Parks and Recreation

- 55% Commission on Vending Machines
- \$20,000/year in Annual Support/Sponsorship Funds
- \$20,535+/year in Annual Rebate Accrual  
\*paid on anniversary date (\$3.00/case)
- \$7,500/year in Major Event Sponsorship Fees
- 400 cases of Annual Support Product (\$5,200 value)
- \$15,000 in one-time, ice-making equipment (2020)



# Key Elements for Parks and Recreation

- \$7,500/year credit with Swire for Menu/Look of Success funds
  - Umbrellas, flags, tanker coolers, tents
- Minimum of (1) Riverfront Promotion per year
- Special event staffing/equipment support for major events
- Marketing and promotional assistance
- **TOTAL:** \$60,735/year Annual Funding Average

# Key Elements for Swire Coca Cola

- Exclusive Pouring Rights for Beverages at Parks Golf Courses, Recreation Facilities, Riverfront Park, and Manito Park
- Coca-Cola impressions for millions of P&R visitors per year
- Increased market share in Spokane with negotiated pricing
- Ability to partner with Parks and Rec on the many cool things we do each year.

# Implementation Timeline

- Swire has City equipment, and is ready to begin installation upon approval of this agreement
- Golf planned to be the first area converted to Coca-Cola. Installations will be scheduled with Golf Professionals
- Riverfront Park Numerica Skyride/Ribbon
- Vending Machines, in operational areas open/expected to be open summer 2020.

# Recommendation

## **Swire Coco-Cola**

July 10, 2020 to June 30, 2025

Optional 2-year extension in 2025

# Questions & Comments



# Spokane Park Board

## Briefing Paper



|   |   |  |  |
|---|---|--|--|
| <b>Committee</b>  | Finance   |  |  |
| <b>Committee meeting date</b>   | July 7, 2020  |  |  |
| <b>Requester</b>  | Berry Ellison   |  |  |
| <b>Requester phone number</b>   | 509-625-6276  |  |  |
| <b>Type of agenda item</b>  | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action              |  |  |
| <b>Type of contract</b>   | <input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other |  |  |
| <b>City Clerks file (OPR or policy #)</b>   | OPR 2018-0554   |  |  |
| <b>Item title: (Use exact language on the agenda)</b>   | Bernardo Wills Architects contract amendment #7/Riverfront Park north bank playground (\$20,000, no tax)  |  |  |
| <b>Begin/end dates</b>  | Begins: 7/9/2020         Ends: 12/31/2020 <input type="checkbox"/> Open ended   |  |  |
| <b>Impact if not approved at this time</b>  |   |  |  |
| <b>Background/history:</b><br><br>Additional Construction Administration Support for N Bank Playground due to project complexity and lengthened schedule requiring additional (out of scope) on-site meetings and coordination.   |   |  |  |
| <b>Recommendation/motion wording:</b><br>Move to approve Bernardo Wills Architects amendment #7 for additional construction administration services on the north bank playground in the amount of \$20,000, no tax.   |   |  |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company:<br>Name: <u>Bill LaRue</u> Email address: <u>blarue@bwarch.com</u> Phone: <u>509-838-4511</u>  |   |  |  |
| <b>Distribution:</b><br>Parks – Accounting <u>jculp@bwarch.com; blarue@bwarch.com</u><br>Parks – Pamela Clarke <u>dlarnold@spokanecity.org</u><br>Requester: <u>bellison@spokanecity.org</u> <u>jlbrown@spokanecity.org</u><br>Grant Management Department/Name: _____  |   |  |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: \$20,000.00, (no tax) from proj contingency. Budget code: 3346 49577 94000 56501 48118  |   |  |  |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><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)<br><input checked="" type="checkbox"/> Business license expiration date: 6.30.2021 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) |   |  |  |



**City of Spokane**  
**Parks and Recreation Department**

**CONTRACT AMENDMENT #7**

**Title: RIVERFRONT PARK  
NORTH BANK PROJECT**

This Contract Amendment is made and entered into by and between the **City of Spokane Parks and Recreation Department** as ("City"), a Washington municipal corporation, and **Bernardo Wills Architects, P.C.**, whose address is 153 South Jefferson Street, Spokane, Washington, 99201 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide Professional Landscape Architecture Services for Riverfront Park, North Bank Regional Playground; and*

*WHEREAS, a change or revision of the Work has been requested, thus the original Contract needs to be formally Amended by this written document; and*

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

**1. CONTRACT DOCUMENTS.**

The original Contract dated August 27, 2018 and August 28, 2018, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

**2. EFFECTIVE TERM.**

This Contract Amendment shall become effective on October 10, 2019 and shall run through December 31, 2020.

**3. ADDITIONAL WORK.**

The Scope of Work in the original Contract is revised to include that which is outlined in Exhibit A.

**4. COMPENSATION.**

The City shall pay an additional amount not to exceed **TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00)** for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Amendment, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.



BERNARDO WILLIS ARCHITECTS, P.C.

CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT

By *Dell R. Hatch* 7/1/2020  
Signature Date

By \_\_\_\_\_  
Signature Date

*Dell R. Hatch*  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

*Principal, Landscape Architect*  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

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

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

Attachments that are part of this Agreement:  
Attachment A = Proposal dated June 29, 2020

2020-06-30

June 29, 2020

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

**Re: Proposal of Professional Services for Riverfront Park, North Bank Regional Playground;  
Amendment No. 7 – Additional Construction Administration Services**

Dear Mr. Ellison:

Thank you for your phone call this week and for your concern regarding the status of our consulting fees. BWA wants to ensure we can maintain quality service to the city throughout the construction administration phase of the project. As we discussed, we have experienced several out of scope changes during the design phase, as well as, during the construction administration phase of the project. Both of which have affected our consultant budget.

This amendment consideration is for the consultant agreement between the City of Spokane Parks and Recreation Department and Bernardo Wills Architects, P.C. Dated August 27, 2018. It is intended to provide reimbursement for out of scope services moving forward through the construction administration phase, to substantial completion.

The largest portion of out of scope work was incurred through the extension of the construction period and inclusion of additional construction coordination meetings. Multiple delays have postponed construction completion, originally planned for the fall of 2020, to the spring of 2021. The original construction administration scope included 12 bi-weekly construction coordination meetings. These meetings have become weekly due to the complexity of the site work. We have exceeded our 12 meeting allotment, with several months remaining until the completion of construction.

Additionally, during the construction administration phase, we have greatly exceeded the amount of time estimated to secure Building Department Permits and Health Department Permits for the splash pad that has been out of our control. The budget has absorbed additional coordination time for owner directed changes occurring after approvals. To provide the city with the best value moving forward we would like to transition to bi-weekly meetings as originally agreed to. Because most of the RFI's and Submittals are complete, we feel that doing so would not impact the level of responsiveness.

This amendment consideration is intended to be concise, but we can provide additional detailed information, with dates, hours and detailed description of changes as requested.

We respectfully request your consideration of additional services in the amount of \$20,000 for these out of scope items.

Call us should you have any questions or require further clarification.

Sincerely,



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



William LaRue, ASLA  
Landscape Architect

# Spokane Park Board

## Briefing Paper



|  |   |                                   |  |
|--|---|-----------------------------------|--|
| <b>Committee</b>   | Finance   |                                   |  |
| <b>Committee meeting date</b>  | July 7, 2020  |                                   |  |
| <b>Requester</b>   | Berry Ellison   | <b>Phone number:</b> 509-625-6276 |  |
| <b>Type of agenda item</b>   | <input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action              |                                   |  |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other |                                   |  |
| <b>City Clerks file (OPR or policy #)</b>  | OPR 2020-0285   |                                   |  |
| <b>Item title:</b> (Use exact language noted on the agenda)  | LaRiviere change order #3/Riverfront Park north bank playground (\$134,200.47, tax inclusive)   |                                   |  |
| <b>Begin/end dates</b>   | Begins: 7/9/2020    Ends: 04/30/2021 <input type="checkbox"/> Open ended  |                                   |  |
| <b>Background/history:</b><br>Value-added improvements and credits including upgrades to the Large Shade Structure Roof; Reduction in drainage materials and concrete curb; modifications to faux rock and railings; structural upgrades to M&O facility; addition of a Performance Climbing Boulder as part of a philanthropic gift to Parks; increase height of parking lot screen walls; and added fixtures for public restrooms.<br>Added fifty (50) calendar days due delays caused by COVID-19 and added scope listed above. Note: if approved, substantial completion will become January 5, 2021.  |   |                                   |  |
| <b>Motion wording:</b><br>Move to approve LaRiviere Inc. North Bank Playground Change Order #3 for \$134,200.47, tax inclusive from Administrative Reserve, Roskelley Foundation, and FFE budget AND add 50 calendar days.   |   |                                   |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: LaRiviere Inc.<br>Name: Matt James    Email address: mattj@lariviere.co    Phone: 208-683-2646  |   |                                   |  |
| <b>Distribution:</b><br>Parks – Accounting    JLBrown@spokanecity.org<br>Parks – Pamela Clarke    DLarnold@spokanecity.org<br>Requester: Berry Ellison    PatrickMcCord@HillInt.com<br>Grant Management Department/Name:    Matt@LaRiviere.co (note: co, not com)  |   |                                   |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: \$134,200.47 (Redevelopment Bond)    Budget code: 3346 49577 94000 56301 48118   |   |                                   |  |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 602-764-461    Business license expiration date: 7/31/2020 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) |   |                                   |  |

CITY OF SPOKANE  
PARKS AND RECREATION DEPARTMENT  
CHANGE ORDER NO. 03

NAME OF CONTRACTOR: LaRiviere, Inc

PROJECT TITLE: North Bank Playground

PROJECT NUMBER: 5188-19

=====

DESCRIPTION OF CHANGE:


|   |               |
|---|---------------|
| Item 1: Large Shelter Added Costs                         | \$ 4,618.45   |
| Item 2: COP 04 Reduce Liner; Move Drywell                 | \$ (1,359.56) |
| Item 3: Deduct to sawcut and reuse curb at Washington St. | \$ (3,200.50) |
| Item 4: COP 8R Revise concrete walls;guardrail; GFRC      | \$ 25,813.92  |
| Item 5: PCO 14 Revise Structural Drawings; foundations    | \$ 23,971.05  |
| Item 6: COP 13 Roskelly Boulder (excludes landscaping)    | \$ 47,782.96  |
| Item 7: COP 10 Revise knee walls along Washington St.     | \$ 24,206.90  |
| Item 8: COP 11 Restroom fixture changes                   | \$ 12,367.25  |

=====

**TOTAL AMOUNT: \$ 134,200.47**

|  |                        |
|--|------------------------|
| <b>CONTRACT SUM (INCLUDES SALES TAX)</b>   |                        |
| ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES) | \$ 8,454,218.46        |
| NET AMOUNT OF PREVIOUS CHANGE ORDERS       | \$ 335,541.35          |
| CURRENT CONTRACT AMOUNT                    | \$ 8,789,759.81        |
| CURRENT CHANGE ORDER (INCLUDES SALES TAX)  | \$ 134,200.47          |
| <b>REVISED CONTRACT SUM</b>                | <b>\$ 8,923,960.28</b> |

|                                   |                              |
|-----------------------------------|------------------------------|
| <b>CONTRACT COMPLETION DATE</b>   |                              |
| ORIGINAL CONTRACT COMPLETION DATE | 11/16/20                     |
| CURRENT COMPLETION DATE           | <del>12/30/20</del> 01/05/21 |
| <b>REVISED COMPLETION DATE</b>    | NA                           |

Contractor's Acceptance:  Date: 6/30/20

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_ City Clerk

Pre-Approved as to form: James Richman, Assistant City Attorney

# Spokane Park Board

## Briefing Paper

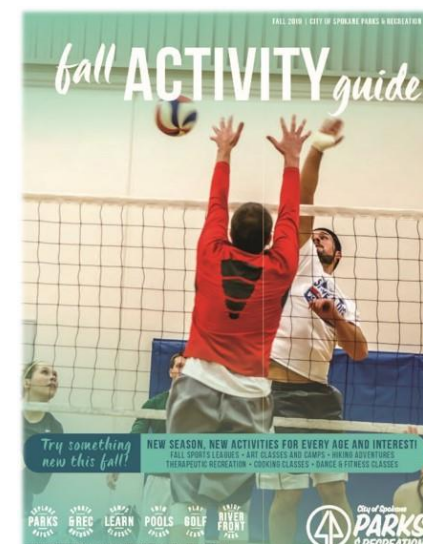
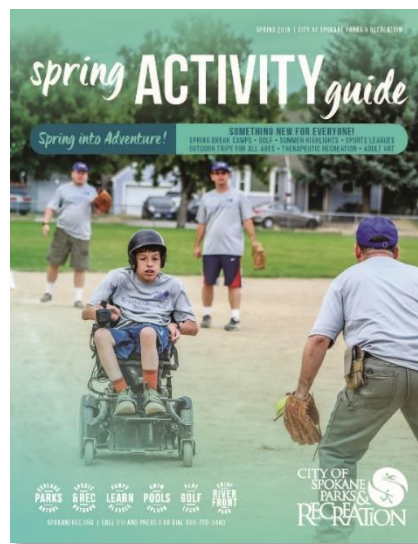


|   |                      |  |                        |        |
|---|----------------------|--|------------------------|--------|
| <b>Committee</b>  |                      |  |                        |        |
| <b>Committee meeting date</b>   |                      |  |                        |        |
| <b>Requester</b>  | <b>Phone number:</b> |  |                        |        |
| <b>Type of agenda item</b>  | Consent              | Discussion   | Information            | Action |
| <b>Type of contract/agreement</b>   | New                  | Renewal/extension  | Amendment/change order | Other  |
| <b>City Clerks file</b> (OPR or policy #)   |                      |  |                        |        |
| <b>Item title:</b> (Use exact language noted on the agenda)   | -                    |  |                        |        |
| <b>Begin/end dates</b>  | Begins:              | Ends:  | Open ended             |        |
| <b>Background/history:</b>  |                      |  |                        |        |
|   |                      |  |                        |        |
| <b>Motion wording:</b>  |                      |  |                        |        |
|   |                      |  |                        |        |
| <b>Approvals/signatures outside Parks:</b>  |                      |  |                        |        |
| <div> <div>Yes</div> <div>No</div> </div> If so, who/what department, agency or company:<br>Name: _____ Email address: _____ Phone: _____ |                      |  |                        |        |
| <b>Distribution:</b>  |                      |  |                        |        |
| Parks – Accounting<br>Parks – Pamela Clarke<br>Requester:<br>Grant Management Department/Name:  |                      |  |                        |        |
| <b>Fiscal impact:</b>   |                      |  |                        |        |
| <b>Expenditure</b>  |                      | <b>Revenue</b>   |                        |        |
| Amount:   |                      | Budget code:   |                        |        |
|   |                      |  |                        |        |
| <b>Vendor:</b>  |                      |  |                        |        |
| Existing vendor   |                      | New vendor   |                        |        |
| <b>Supporting documents:</b>  |                      |  |                        |        |
| Quotes/solicitation (RFP, RFQ, RFB)<br>Contractor is on the City's A&E Roster - City of Spokane<br>UBI:                                   |                      | Business license expiration date:<br>W-9 (for new contractors/consultants/vendors)<br>ACH Forms (for new contractors/consultants/vendors)<br>Insurance Certificate (min. \$1 million in General Liability) |                        |        |



# Recreation Activity Guide RFP / 5 Year Agreement

- June 2017 the 3 year value blanket for Activity Guide layout, design, printing and distributing has expired.
- Informal Request for Proposals for the quarterly activity guide design, printing and mailing services closes tomorrow, July 8, 2020.
- Quarterly Activity Guide lists all programs, camps, events, classes and workshops that the Parks & Recreation Department has to offer for that time period.
- **NEW** this proposal we are soliciting what the cost would be for just the online version of the document - Especially during COVID-19 when information changes rapidly, we want to have the ability to keep our information current.
- The final 5 year contract with the selected provider will come before Park Board in August as an action item for approval.



# City of Spokane - Parks & Recreation

## Natural Resources

### Financial Report

June 2020

#### Year-to-Date Comparison

|  | ADOPTED<br>BUDGET 2020 | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual  | 2020<br>YTD Actual  | 2019-2020<br>YTD<br>Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in % |
|--|------------------------|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------|----------------------------|-------------|
| <b>Revenue:</b>                            |                        |                                      |                     |                     |                                |                            |                            |             |
| Program Revenue                            | 91,000                 | 58,315                               | 12,973              | 32,685              | \$ 19,712                      | 14.3%                      | 35.9%                      | 21.66%      |
| Operating Transfers                        | 66,000                 | -                                    | 66,000              | 66,000              | \$ -                           | 100.0%                     | 100.0%                     |             |
| <b>TOTAL REVENUE:</b>                      | <b>\$ 157,000</b>      | <b>\$ 58,315</b>                     | <b>78,973</b>       | <b>\$ 98,685</b>    | <b>\$ 19,712</b>               | 50.3%                      | 62.9%                      | 12.56%      |
| <b>Expenditures:</b>                       |                        |                                      |                     |                     |                                |                            |                            |             |
| Salaries and Wages                         | 526,791                | 333,655                              | 192,518             | 193,136             | \$ (618)                       | 41.9%                      | 36.7%                      | -5.26%      |
| Personnel Benefits                         | 187,267                | 114,992                              | 71,300              | 72,276              | \$ (976)                       | 45.7%                      | 38.6%                      | -7.07%      |
| Supplies                                   | 30,550                 | 26,174                               | 5,843               | 4,376               | \$ 1,467                       | 19.1%                      | 14.3%                      | -4.80%      |
| Services and Charges                       | 207,355                | 176,630                              | 35,222              | 30,725              | \$ 4,497                       | 17.0%                      | 14.8%                      | -2.17%      |
| Interdepartment Svcs                       | 23,800                 | 23,800                               | -                   | -                   | \$ -                           |                            |                            |             |
| Intergovernment Svcs                       | -                      | -                                    | -                   | -                   | \$ -                           |                            |                            |             |
| <b>Subtotal Op. Exp.</b>                   | <b>\$ 975,763</b>      | <b>\$ 675,251</b>                    | <b>304,883</b>      | <b>\$ 300,512</b>   | <b>\$ 4,371</b>                | 34.8%                      | 30.8%                      | -3.96%      |
| Transfers Out                              | 2,641                  | 2,641                                | -                   | -                   | \$ -                           |                            |                            |             |
| <b>TOTAL EXPENDITURES:</b>                 | <b>\$ 978,404</b>      | <b>\$ 677,892</b>                    | <b>304,883</b>      | <b>\$ 300,512</b>   | <b>\$ 4,371</b>                | 34.7%                      | 30.7%                      | -3.94%      |
| <b>Total Funding:<br/>(Rev. less Exp.)</b> | <b>\$ (821,404)</b>    |                                      | <b>\$ (225,910)</b> | <b>\$ (201,827)</b> | <b>\$ 24,083</b>               |                            |                            |             |



**City of Spokane - Parks & Recreation**  
**Recreation**  
**Financial Report**  
**June 2020**

**Year-to-Date Comparison**

|  | <b>ADOPTED<br/>BUDGET 2020</b> | <b>2020<br/>ADOPTED<br/>BUDGET<br/>Balance</b> | <b>2019<br/>YTD Actual</b> | <b>2020<br/>YTD Actual</b> | <b>2019-2020<br/>YTD<br/>Difference</b> | <b>2019 YTD<br/>% OF<br/>BUDGET</b> | <b>2020 YTD<br/>% OF<br/>BUDGET</b> | <b>Change in %</b> |
|--|--------------------------------|--|----------------------------|----------------------------|---|-------------------------------------|-------------------------------------|--------------------|
| <b><u>Revenue:</u></b>                     |                                |  |                            |                            |   |                                     |                                     |                    |
| Program Revenue                            | 1,377,716                      | 1,155,747                                      | 321,140                    | 221,969                    | \$ (99,172)                             | 22.4%                               | 16.1%                               | -6.32%             |
| Operating Transfers                        | -                              | -  | -                          | -                          | \$ -                                    |                                     |                                     |                    |
| <b>TOTAL REVENUE:</b>                      | <b>\$ 1,377,716</b>            | <b>\$ 1,155,747</b>                            | <b>321,140</b>             | <b>\$ 221,969</b>          | <b>\$ (99,172)</b>                      | <b>22.4%</b>                        | <b>16.1%</b>                        | <b>-6.32%</b>      |
| <b><u>Expenditures:</u></b>                |                                |  |                            |                            |   |                                     |                                     |                    |
| Salaries and Wages                         | 1,581,773                      | 1,214,171                                      | 549,216                    | 367,602                    | \$ 181,614                              | 41.0%                               | 23.2%                               | -17.79%            |
| Personnel Benefits                         | 324,160                        | 190,579  | 138,877                    | 133,581                    | \$ 5,296                                | 48.6%                               | 41.2%                               | -7.34%             |
| Supplies                                   | 258,960                        | 221,034  | 126,339                    | 37,926                     | \$ 88,413                               | 43.1%                               | 14.6%                               | -28.50%            |
| Services and Charges                       | 1,316,952                      | 932,260  | 453,561                    | 384,692                    | \$ 68,869                               | 33.7%                               | 29.2%                               | -4.49%             |
| Capital Outlay                             |                                |  | 3,940                      |                            |   |                                     |                                     |                    |
| Interdepartment Svcs                       | 16,950                         | 5,503  | 17,551                     | 11,447                     | \$ 6,104                                | 103.5%                              | 67.5%                               | -36.01%            |
| Intergovernment Svcs                       | 5,200                          | 4,499  | 1,768                      | 701                        | \$ 1,067                                | 34.0%                               | 13.5%                               | -20.51%            |
| <b>Subtotal Op. Exp.</b>                   | <b>\$ 3,503,995</b>            | <b>\$ 2,568,045</b>                            | <b>1,291,252</b>           | <b>\$ 935,950</b>          | <b>\$ 351,363</b>                       | <b>39.3%</b>                        | <b>26.7%</b>                        | <b>-12.59%</b>     |
| Transfers Out                              | -                              | -  | -                          | -                          | \$ -                                    |                                     |                                     |                    |
| <b>TOTAL EXPENDITURES:</b>                 | <b>\$ 3,503,995</b>            | <b>\$ 2,568,045</b>                            | <b>1,291,252</b>           | <b>\$ 935,950</b>          | <b>\$ 355,303</b>                       | <b>39.1%</b>                        | <b>26.7%</b>                        | <b>-12.40%</b>     |
| <b>Total Funding:<br/>(Rev. less Exp.)</b> | <b>\$ (2,126,279)</b>          |  | <b>\$ (970,112)</b>        | <b>\$ (713,981)</b>        | <b>\$ 256,131</b>                       |                                     |                                     |                    |

**City of Spokane - Parks & Recreation**  
**Riverfront Park**  
**Financial Report**  
**June 2020**

|   |                     | Year-to-Date Comparison              |                     |                     |                                |                            |                            |             |
|---|---------------------|--------------------------------------|---------------------|---------------------|--------------------------------|----------------------------|----------------------------|-------------|
|   |                     | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual  | 2020<br>YTD Actual  | 2019-2020<br>YTD<br>Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in % |
| <b><u>Revenue:</u></b>                    |                     |                                      |                     |                     |                                |                            |                            |             |
| Program Revenue                           | 4,186,300           | 3,728,549                            | 1,404,853           | 457,751             | \$ (947,102)                   | 40.4%                      | 10.9%                      | -29.50%     |
| Operating Transfers                       | -                   | -                                    | -                   | -                   | \$ -                           |                            |                            |             |
| <b>TOTAL REVENUE:</b>                     | <b>\$ 4,186,300</b> | <b>\$ 3,728,549</b>                  | <b>1,404,853</b>    | <b>\$ 457,751</b>   | <b>\$ (947,102)</b>            | 40.4%                      | 10.9%                      | -29.50%     |
| <b><u>Expenditures:</u></b>               |                     |                                      |                     |                     |                                |                            |                            |             |
| Salaries and Wages                        | 2,410,861           | 1,694,428                            | 880,622             | 716,433             | \$ 164,188                     | 44.2%                      | 29.7%                      | -14.47%     |
| Personnel Benefits                        | 666,992             | 429,938                              | 213,359             | 237,054             | \$ (23,695)                    | 34.8%                      | 35.5%                      | 0.71%       |
| Supplies                                  | 691,400             | 629,364                              | 155,332             | 62,036              | \$ 93,296                      | 33.8%                      | 9.0%                       | -24.79%     |
| Services and Charges                      | 730,540             | 552,613                              | 252,501             | 177,927             | \$ 74,575                      | 37.6%                      | 24.4%                      | -13.27%     |
| Interdepartment Svcs                      | 20,000              | 20,000                               | 208                 | -                   | \$ 208                         |                            |                            |             |
| Intergovernment Svcs                      | 33,400              | 31,529                               | 14,272              | 1,871               | \$ 12,401                      | 42.7%                      | 5.6%                       | -37.13%     |
| <b>Subtotal Op. Exp.</b>                  | <b>\$ 4,553,193</b> | <b>\$ 3,357,872</b>                  | <b>1,516,294</b>    | <b>\$ 1,195,321</b> | <b>\$ 320,972</b>              | 40.2%                      | 26.3%                      | -13.97%     |
| Transfers Out                             | 242,531             | 223,371                              | 118,515             | 19,160              | \$ 99,355                      | 49.8%                      | 7.9%                       | -41.87%     |
| <b>TOTAL EXPENDITURES:</b>                | <b>\$ 4,795,724</b> | <b>\$ 3,581,243</b>                  | <b>1,634,808</b>    | <b>\$ 1,214,481</b> | <b>\$ 420,327</b>              | 40.8%                      | 25.3%                      | -15.46%     |
| <b>Total Funding:</b><br>(Rev. less Exp.) | <b>\$ (609,424)</b> |                                      | <b>\$ (229,955)</b> | <b>\$ (756,730)</b> | <b>\$ (526,775)</b>            |                            |                            |             |

# City of Spokane - Parks & Recreation

## Park Operations

## Financial Report

June 2020

### Year-to-Date Comparison

|                            | ADOPTED<br>BUDGET 2020 | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual    | 2020<br>YTD Actual    | 2019-2020<br>YTD<br>Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in % |
|----------------------------|------------------------|--------------------------------------|-----------------------|-----------------------|--------------------------------|----------------------------|----------------------------|-------------|
| <b>Revenue:</b>            |                        |                                      |                       |                       |                                |                            |                            |             |
| Program Revenue            | 200,430                | 162,993                              | 44,566                | 37,437                | \$ (7,129)                     | 23.4%                      | 18.7%                      | -4.72%      |
| Operating Transfers        | -                      | -                                    | -                     | -                     | \$ -                           |                            |                            |             |
| <b>TOTAL REVENUE:</b>      | <b>\$ 200,430</b>      | <b>\$ 162,993</b>                    | <b>44,566</b>         | <b>\$ 37,437</b>      | <b>\$ (7,129)</b>              | 23.4%                      | 18.7%                      | -4.72%      |
| <b>Expenditures:</b>       |                        |                                      |                       |                       |                                |                            |                            |             |
| Salaries and Wages         | 2,877,092              | 1,978,451                            | 1,080,086             | 898,641               | \$ 181,445                     | 40.9%                      | 31.2%                      | -9.65%      |
| Personnel Benefits         | 847,397                | 503,377                              | 382,506               | 344,020               | \$ 38,486                      | 44.9%                      | 40.6%                      | -4.27%      |
| Supplies                   | 179,500                | 147,037                              | 83,914                | 32,463                | \$ 51,451                      | 46.7%                      | 18.1%                      | -28.66%     |
| Services and Charges       | 1,078,509              | 800,546                              | 289,708               | 277,964               | \$ 11,744                      | 26.7%                      | 25.8%                      | -0.92%      |
| Capital Outlay             |                        |                                      | 16,137                | -                     | \$ 16,137                      |                            |                            |             |
| Interdepartment Svcs       | -                      | -                                    | -                     | -                     | \$ -                           |                            |                            |             |
| Intergovernment Svcs       | -                      | -                                    | -                     | -                     | \$ -                           |                            |                            |             |
| <b>Subtotal Op. Exp.</b>   | <b>\$ 4,982,498</b>    | <b>\$ 3,429,410</b>                  | <b>1,852,351</b>      | <b>\$ 1,553,088</b>   | <b>\$ 299,263</b>              | 38.9%                      | 31.2%                      | -7.75%      |
| Transfers Out              | 25,526                 | 25,526                               | -                     | -                     | \$ -                           |                            |                            |             |
| <b>TOTAL EXPENDITURES:</b> | <b>\$ 5,008,024</b>    | <b>\$ 3,454,936</b>                  | <b>1,852,351</b>      | <b>\$ 1,553,088</b>   | <b>\$ 299,263</b>              | 38.7%                      | 31.0%                      | -7.70%      |
| <b>Total Funding:</b>      | <b>\$ (4,807,594)</b>  |                                      | <b>\$ (1,807,785)</b> | <b>\$ (1,515,650)</b> | <b>\$ 292,135</b>              |                            |                            |             |
| (Rev. less Exp.)           |                        |                                      |                       |                       |                                |                            |                            |             |

**City of Spokane - Parks & Recreation**  
**Administration**  
**Financial Report**  
**June 2020**

**Year-to-Date Comparison**

|  | <b>ADOPTED<br/>BUDGET 2020</b> | <b>2020<br/>ADOPTED<br/>BUDGET<br/>Balance</b> | <b>2019<br/>YTD Actual</b> | <b>2020<br/>YTD Actual</b> | <b>2019-2020 YTD<br/>Difference</b> | <b>2019 YTD<br/>% OF<br/>BUDGET</b> | <b>2020 YTD<br/>% OF<br/>BUDGET</b> | <b>Change in %</b> |
|--|--------------------------------|--|----------------------------|----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------|
| <b><u>Revenue:</u></b>                     |                                |  |                            |                            |                                     |                                     |                                     |                    |
| Program Revenue                            | 336,500                        | 228,348  | 394,452                    | 108,152                    | \$ (286,300)                        | 58.4%                               | 32.1%                               | -26.27%            |
| Operating Transfers                        | 15,545,581                     | -  | 7,709,735                  | 7,717,434                  | \$ 7,699                            | 51.5%                               | 49.6%                               | -1.81%             |
| <b>TOTAL REVENUE:</b>                      | <b>\$ 15,882,081</b>           | <b>\$ 8,056,495</b>                            | <b>8,104,187</b>           | <b>\$ 7,825,586</b>        | <b>\$ (278,601)</b>                 | <b>51.8%</b>                        | <b>49.3%</b>                        | <b>-2.48%</b>      |
| <b><u>Expenditures:</u></b>                |                                |  |                            |                            |                                     |                                     |                                     |                    |
| Salaries and Wages                         | 2,402,347                      | 1,456,546                                      | 1,003,610                  | 945,801                    | \$ 57,809                           | 37.9%                               | 39.4%                               | 1.49%              |
| Personnel Benefits                         | 783,285                        | 444,684  | 344,289                    | 338,601                    | \$ 5,688                            | 42.4%                               | 43.2%                               | 0.82%              |
| Supplies                                   | 170,800                        | 137,222  | 54,340                     | 33,578                     | \$ 20,762                           | 32.0%                               | 19.7%                               | -12.34%            |
| Services and Charges                       | 616,577                        | 371,902  | 860,735                    | 244,675                    | \$ 616,061                          | 146.7%                              | 39.7%                               | -107.00%           |
| Interdepartment Svcs                       | 2,428,653                      | 1,407,378                                      | 1,043,025                  | 1,021,275                  | \$ 21,750                           | 39.7%                               | 42.1%                               | 2.36%              |
| Intergovernment Svcs                       | 4,200                          | 3,722  | 747                        | 478                        | \$ 269                              | 6.5%                                | 11.4%                               | 4.88%              |
| <b>Subtotal Op. Exp.</b>                   | <b>\$ 6,405,862</b>            | <b>\$ 3,821,455</b>                            | <b>3,306,745</b>           | <b>\$ 2,584,407</b>        | <b>\$ 722,338</b>                   | <b>48.2%</b>                        | <b>40.3%</b>                        | <b>-7.88%</b>      |
| Transfers Out                              | 69,306                         | 64,958   | 26,897                     | 4,348                      | \$ 22,549                           | 46.2%                               | 6.3%                                | -39.94%            |
| <b>TOTAL EXPENDITURES:</b>                 | <b>\$ 6,475,168</b>            | <b>\$ 3,886,413</b>                            | <b>3,333,642</b>           | <b>\$ 2,588,755</b>        | <b>\$ 744,887</b>                   | <b>48.2%</b>                        | <b>40.0%</b>                        | <b>-8.23%</b>      |
| <b>Total Funding:<br/>(Rev. less Exp.)</b> | <b>\$ 9,406,913</b>            |  | <b>\$ 4,770,544</b>        | <b>\$ 5,236,830</b>        | <b>\$ 466,286</b>                   |                                     |                                     |                    |

**City of Spokane - Parks & Recreation**  
**Capital**  
**Financial Report**  
**June 2020**

**Year-to-Date Comparison**

|                             |                   | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual | 2020<br>YTD Actual | 2019-2020<br>YTD<br>Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in %    |
|-----------------------------|-------------------|--------------------------------------|--------------------|--------------------|--------------------------------|----------------------------|----------------------------|----------------|
| <b><u>Revenue:</u></b>      |                   |                                      |                    |                    |                                |                            |                            |                |
|                             | Grants Receivable | 1,760,000                            | 1,760,000          | -                  | -                              | \$ -                       |                            |                |
| <b><u>Expenditures:</u></b> |                   |                                      |                    |                    |                                |                            |                            |                |
|                             | Capital Outlay    | 2,625,000                            | 2,452,277          | 306,496            | 172,723                        | \$ 133,773                 | 7.3%                       | 6.6%<br>-0.67% |

**City of Spokane - Parks & Recreation**  
**Parks Fund -- 1400**  
**Financial Report**  
**June 2020**

**Year-to-Date Comparison**

|   | ADOPTED<br>BUDGET 2020 | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual  | 2020<br>YTD Actual  | 2019-2020<br>YTD Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in<br>% |
|---|------------------------|--------------------------------------|---------------------|---------------------|-----------------------------|----------------------------|----------------------------|----------------|
| <b><u>Operating Revenue:</u></b>          |                        |                                      |                     |                     |                             |                            |                            |                |
| Program Revenue                           | 6,384,095              | 5,526,100                            | 2,182,179           | 857,995             | \$ (1,324,185)              | 37.2%                      | 13.4%                      | -23.78%        |
| Operating Transfers                       | 15,611,581             | 7,828,147                            | 7,775,735           | 7,783,434           | \$ 7,699                    | 47.0%                      | 49.9%                      | 2.87%          |
| <b>Total Operating Revenue:</b>           | <b>\$ 21,995,676</b>   | <b>\$ 13,354,248</b>                 | <b>9,957,914</b>    | <b>\$ 8,641,428</b> | <b>\$ (1,316,486)</b>       | <b>44.4%</b>               | <b>39.3%</b>               | <b>-5.14%</b>  |
| <b><u>Operating Expenses:</u></b>         |                        |                                      |                     |                     |                             |                            |                            |                |
| Salaries and Wages                        | 9,798,864              | 6,677,251                            | 3,706,052           | 3,121,614           | \$ 584,439                  | 40.8%                      | 31.9%                      | -8.95%         |
| Personnel Benefits                        | 2,809,101              | 1,683,570                            | 1,150,330           | 1,125,531           | \$ 24,799                   | 42.3%                      | 40.1%                      | -2.24%         |
| Supplies                                  | 1,331,210              | 1,147,593                            | 424,174             | 183,617             | \$ 240,558                  | 37.4%                      | 13.8%                      | -23.65%        |
| Services and Charges                      | 3,959,933              | 2,843,832                            | 1,891,728           | 1,116,101           | \$ 775,627                  | 48.4%                      | 28.2%                      | -20.24%        |
| Interdepartment Svcs                      | 2,489,403              | 1,456,681                            | 1,060,783           | 1,032,722           | \$ 28,061                   | 39.8%                      | 41.5%                      | 1.73%          |
| Intergovernment Svcs                      | 42,800                 | 39,750                               | 16,787              | 3,050               | \$ 13,737                   | 33.5%                      | 7.1%                       | -26.38%        |
| <b>Total Operating Expenses:</b>          | <b>\$ 20,431,311</b>   | <b>\$ 13,848,677</b>                 | <b>8,249,854</b>    | <b>\$ 6,582,634</b> | <b>\$ 1,667,220</b>         | <b>42.2%</b>               | <b>32.2%</b>               | <b>-9.96%</b>  |
| <b>Net Op. Income (Loss):</b>             | <b>\$ 1,564,365</b>    | <b>\$ (494,429)</b>                  | <b>1,708,060</b>    | <b>\$ 2,058,794</b> | <b>\$ 350,734</b>           | <b>2.2%</b>                | <b>7.1%</b>                | <b>4.82%</b>   |
| <b><u>Other Financial Activity:</u></b>   |                        |                                      |                     |                     |                             |                            |                            |                |
| Grants Revenue                            | 1,760,000              | -                                    | -                   | -                   | -                           |                            |                            |                |
| Capital Outlay                            | (2,625,000)            | -                                    | (306,496)           | (172,723)           | \$ (133,773)                | 7.3%                       | 6.6%                       | -0.67%         |
| Transfers Out                             | (532,153)              | -                                    | (145,412)           | (23,508)            | \$ (121,904)                | 42.8%                      | 4.4%                       | -38.35%        |
| <b>Total Other Activity:</b>              | <b>\$ (1,397,153)</b>  | <b>\$ -</b>                          | <b>(451,908)</b>    | <b>\$ (196,232)</b> | <b>\$ (255,676)</b>         | <b>14.8%</b>               | <b>14.0%</b>               | <b>-0.75%</b>  |
| <b>Total Funding:</b><br>(Rev. less Exp.) | <b>\$ 167,212</b>      | <b>\$ (494,429)</b>                  | <b>\$ 1,256,152</b> | <b>\$ 1,862,562</b> | <b>\$ 606,410</b>           |                            |                            |                |

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Beginning Fund Balance</b>       | <b>\$ 924,865</b>   |
| 5% Reserve Requirement              | \$ (1,179,423)      |
| Revenue Stabilization Reserve       | \$ (100,000)        |
| Other Program Reserves              | \$ (285,397)        |
| <b>Beginning Reserves</b>           | <b>\$ (639,955)</b> |
| Non-Capital Encumbrances            |                     |
| Net Revenue (Expense)               | \$ 1,862,562        |
| Add Back Revenue Stabil. Reserve    | \$ -                |
| <b>Ending Fund Balance Reserves</b> | <b>\$ 1,222,607</b> |

**City of Spokane - Parks & Recreation**  
**Golf Fund -- 4600**  
**Financial Report**  
**June 2020**

**Year-to-Date Comparison**

|   | ADOPTED<br>BUDGET 2020 | 2020<br>ADOPTED<br>BUDGET<br>Balance | 2019<br>YTD Actual | 2020<br>YTD Actual  | 2019-2020<br>YTD Difference | 2019 YTD<br>% OF<br>BUDGET | 2020 YTD<br>% OF<br>BUDGET | Change in<br>% |
|---|------------------------|--------------------------------------|--------------------|---------------------|-----------------------------|----------------------------|----------------------------|----------------|
| <b>Revenue:</b>                           |                        |                                      |                    |                     |                             |                            |                            |                |
| Program Revenue                           | 4,025,270              |                                      | 1,413,329          | 1,272,727           | \$ (140,602)                | 37.1%                      | 31.6%                      | -5.52%         |
| Pre-Sale Revenue                          |                        |                                      | 130,199            | 154,705             | \$ 24,506                   |                            |                            |                |
| Pepsi Commissions                         | -                      |                                      | -                  | -                   | \$ -                        |                            |                            |                |
| Facility Improvement Fee                  | -                      |                                      | 270,959            | 248,985             | \$ (21,975)                 |                            |                            |                |
| Other Transfers In                        | -                      |                                      | -                  | 131,652             | \$ 131,652                  |                            |                            |                |
| <b>TOTAL REVENUE:</b>                     | <b>\$ 4,025,270</b>    | <b>\$ (2,217,201)</b>                | <b>1,814,488</b>   | <b>\$ 1,808,069</b> | <b>\$ (6,419)</b>           | <b>47.7%</b>               | <b>44.9%</b>               | <b>-2.77%</b>  |
| <b>Expenditures:</b>                      |                        |                                      |                    |                     |                             |                            |                            |                |
| Salaries and Wages                        | 1,250,892              | 854,666                              | 489,969            | 396,226             | \$ 93,743                   | 39.1%                      | 31.7%                      | -7.46%         |
| Personnel Benefits                        | 323,259                | 169,243                              | 164,433            | 154,016             | \$ 10,417                   | 50.6%                      | 47.6%                      | -2.96%         |
| Supplies                                  | 316,920                | 257,555                              | 117,594            | 59,365              | \$ 58,230                   | 37.1%                      | 18.7%                      | -18.37%        |
| Services and Charges                      | 999,405                | 736,986                              | 226,480            | 262,419             | \$ (35,939)                 | 22.1%                      | 26.3%                      | 4.15%          |
| Interdepartment Svcs                      | 273,174                | 146,496                              | 120,065            | 126,678             | \$ (6,612)                  | 41.9%                      | 46.4%                      | 4.47%          |
| Intergovernment Svcs                      | 21,000                 | 15,178                               | 7,325              | 5,822               | \$ 1,502                    | 34.9%                      | 27.7%                      | -7.15%         |
| <b>Subtotal Op. Exp.</b>                  | <b>\$ 3,184,650</b>    | <b>\$ 2,180,125</b>                  | <b>1,125,866</b>   | <b>\$ 1,004,525</b> | <b>\$ 121,341</b>           | <b>34.9%</b>               | <b>31.5%</b>               | <b>-3.36%</b>  |
| Capital Outlay                            | 295,000                | 294,540                              | 95,780             | 460                 | \$ 95,320                   | 38.3%                      | 0.2%                       | -38.16%        |
| Transfers Out                             | 483,216                | 378,477                              | 112,967            | 104,739             | \$ 8,228                    | 40.9%                      | 21.7%                      | -19.26%        |
| <b>TOTAL EXPENDITURES:</b>                | <b>\$ 3,962,866</b>    | <b>\$ 2,853,142</b>                  | <b>1,334,613</b>   | <b>\$ 1,109,724</b> | <b>\$ (224,889)</b>         | <b>35.6%</b>               | <b>28.0%</b>               | <b>-7.57%</b>  |
| <b>Total Funding:</b><br>(Rev. less Exp.) | <b>\$ 62,404</b>       |                                      | <b>\$ 479,874</b>  | <b>\$ 698,345</b>   | <b>\$ 218,471</b>           |                            |                            |                |

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Beginning Fund Balance</b>         | <b>\$ 394,515</b> |
| Less 7% Reserve Requirement           | \$ (277,401)      |
| <b>Beginning 2019 Excess Reserves</b> | <b>\$ 117,114</b> |
| 2020 YTD Change in Cash               | \$ 698,345        |
| Encumbrances at Month End             |                   |
| Facility Improvement Reserve          | \$ (631,337)      |
| <b>2020 YTD Available Cash</b>        | <b>\$ 184,122</b> |



## Fund 1950 - Park Cumulative Reserve Fund

January 1, 2020 through June 30, 2020

|          |  | BEGINNING              |                      |                      | ENDING                 | OUTSTANDING                                     | REMAINING              | Fund Balance |                     |
|----------|--|------------------------|----------------------|----------------------|------------------------|---|------------------------|--------------|---------------------|
|          |  | BALANCE                | REVENUES             | EXPENDITURES         | FUND BALANCE           | ENCUMBRANCES                                    | BALANCE                | Category     |                     |
|          | General Purposes                       | \$ 42,772.17           | \$ 3,925.90          | \$ 20,740.65         | \$ 25,957.42           | \$ -  | \$ 25,957.42           | Undesignated |                     |
|          | Computer Replacement & Software        | 1,135.26               | 24,566.40            | -                    | 25,701.66              |   | 25,701.66              | Designated   |                     |
| <b>a</b> | Fleet Replacement                      | 375,128.57             | 113,440.21           | -                    | 488,568.78             | 113,440.21                                      | 375,128.57             | Designated   | Capital             |
|          | Sky Prairie/5-Mile                     | 40,466.19              | -                    | -                    | 40,466.19              |   | 40,466.19              | Designated   | Capital             |
| <b>b</b> | RFP Recreation Equipment               | 10,911.05              | -                    | -                    | 10,911.05              |   | 10,911.05              | Designated   | Capital             |
| <b>b</b> | Recreation Capital Replacement         | 5,031.02               | -                    | -                    | 5,031.02               | 1,085.38  | 3,945.64               | Designated   | Capital             |
| <b>b</b> | Golf Capital                           | -                      | -                    | -                    | -                      |   | -                      | Designated   | Capital             |
| <b>c</b> | Capital Equipment Maint./Replacement   | 300,000.00             | -                    | 36,028.48            | 263,971.52             | -   | 263,971.52             | Designated   | Capital             |
|          | CIP Projects                           | 1,101,600.03           | 14,000.00            | 31,372.26            | 1,084,227.77           | 14,607.43                                       | 1,069,620.34           | Designated   | Capital             |
|          | Turf Replacement                       | 120,000.00             | -                    | -                    | 120,000.00             |   | 120,000.00             | Designated   | Capital             |
|          | Tennis Courts, USTA Private Grant      | 24,953.37              | -                    | -                    | 24,953.37              | 2,902.62  | 22,050.75              | Designated   | Capital             |
|          | Rochester Heights, Trugreen Foundation | 5,000.00               | -                    | -                    | 5,000.00               |   | 5,000.00               | Designated   | Capital             |
|          | Northbank Soil Mitigation              | -                      | -                    | -                    | -                      |   | -                      | Designated   | Capital             |
| <b>h</b> | Vietnam Veterans Memorial              | 25,000.00              | -                    | -                    | 25,000.00              |   | 25,000.00              | Designated   | Capital             |
| <b>g</b> | Dutch Jake's Park                      | (3,109.71)             | -                    | -                    | (3,109.71)             |   | (3,109.71)             | Designated   | Capital             |
| <b>i</b> | W. Havermale Playground                | 400,000.00             | -                    | 50,524.16            | 349,475.84             | 349,949.41                                      | (473.57)               | Designated   | Capital             |
| <b>j</b> | RFP N. Bank                            | 900,000.00             | 122,303.05           | 19,529.04            | 1,002,774.01           | 1,250,574.15                                    | (247,800.14)           | Designated   | Capital             |
| <b>d</b> | Skyride                                | 27,080.11              | -                    | -                    | 27,080.11              | 19,772.94                                       | 7,307.17               | Designated   | Risk                |
| <b>e</b> | Reserved for Property Donations        | 45,583.80              | -                    | -                    | 45,583.80              |   | 45,583.80              | Restricted   | Repairs/Maintenance |
| <b>f</b> | Conservation Futures                   | 137,038.53             | -                    | 10,799.19            | 126,239.34             | 10,000.00                                       | 116,239.34             | Restricted   | Property Donations  |
|          | Riverfront Conservation Futures Loan   | -                      | -                    | -                    | -                      |   | -                      | Restricted   | Futures             |
|          |  | <u>\$ 3,558,590.39</u> | <u>\$ 278,235.56</u> | <u>\$ 168,993.78</u> | <u>\$ 3,667,832.17</u> | <u>\$ 1,762,332.14</u>                          | <u>\$ 1,905,500.03</u> |              |                     |
|          |  |                        |                      |                      | <u>\$ 3,620,539.24</u> |   |                        |              |                     |
|          |  |                        |                      |                      | <u>\$ 47,292.93</u>    | closing entries to be done by Centralized Acct. |                        |              |                     |
|          |  |                        |                      |                      | <u>\$ (61,948.85)</u>  |   |                        |              |                     |

### FOOTNOTES:

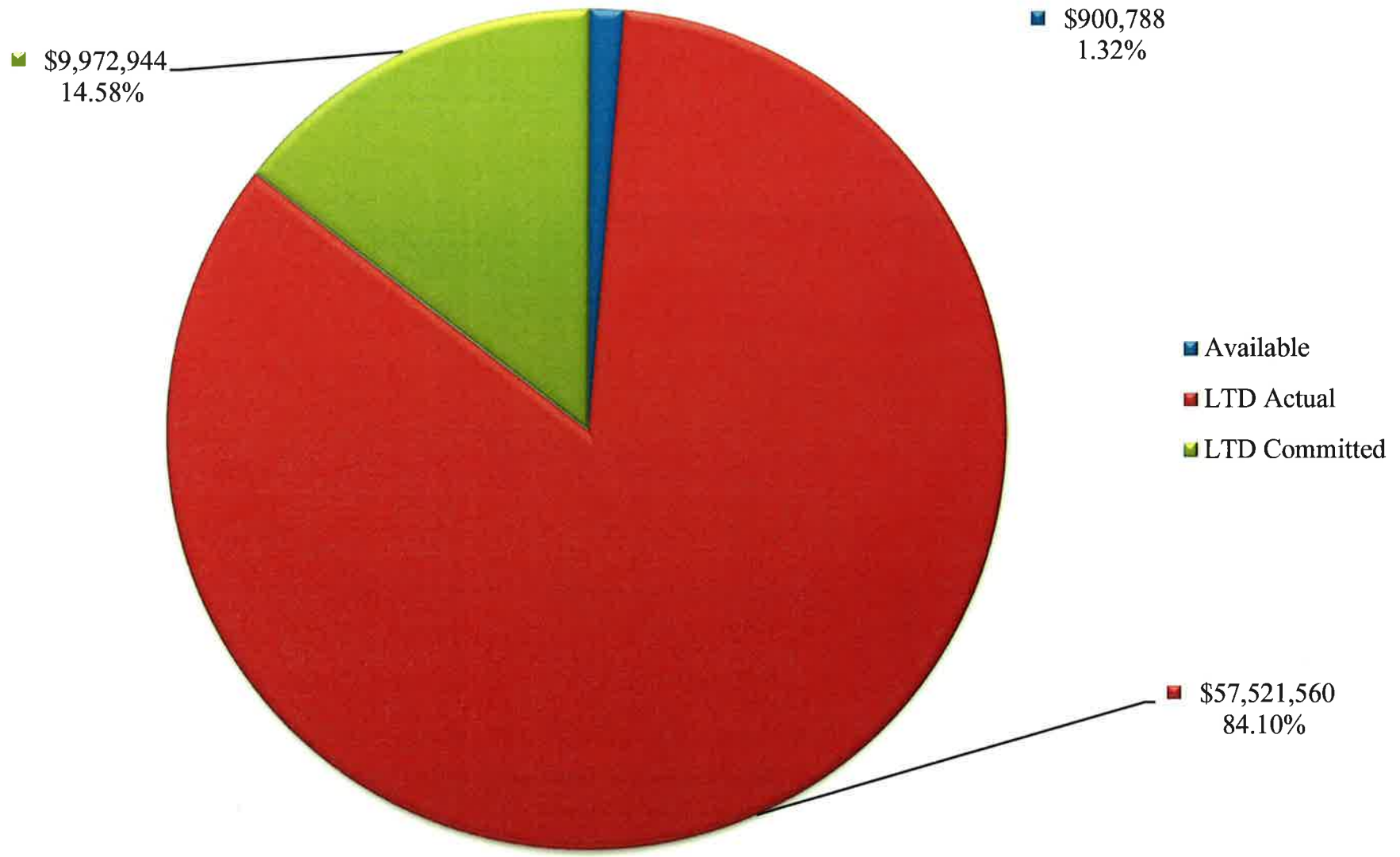
- a** Includes capital asset purchases exceeding \$5,000 per the Parks' Vehicle and Capital purchasing policy. Any auction proceeds for sold vehicles is included in revenues.
- b** Used for the purpose of replacing capital equipment for each designated department with the use of auction proceeds.
- c** Park Board and Finance committee agreed to change fund balance reserve from 7% to 5% in 2018. The remaining 2%, approximately \$300,000, was intended to create line item designated for capital equipment major maintenance and replacements. Annual amounts, TBD, will be transferred from Parks Fund to maintain balance.
- d** Designated for Skyride maintenance and repairs. Payments for 2005A Bond previously paid from these funds are now budgeted and expensed from Parks Fund.
- e** Donations and grant revenues allocated for maintenance and operations of the following properties:  
Existing properties include: >Armstrong >Romaine-Palises >Austin Ravine
- f** Levied taxes for maintenance and operations of specific properties:  
>Rim Rock >Trolley Trail >Downriver >Elliot >Palises (Thomas & Gusman)  
>Camp Sekani >Latah Creek >Romine >Ashland Estate >Drumheller Springs
- g** Proceeds from West Quadrant TJF allocated specifically for Dutch Jake's Park project.
- h** Donation received from Innovia Foundation November 2019 solely for the revitalization of The Inland Northwest Vietnam Veterans Memorial.
- i** Proceeds received from Spokane Parks Foundation of \$400,000 as down payment for SIP loan (remaining \$900,000 commitment). Funds to be used for design and construction of W. Havermale all-ability playground.
- j** Proceeds to be used towards N. Bank project allocated as follows: \$500,000 for Parking Lot; \$400,000 for N. Bank stairs



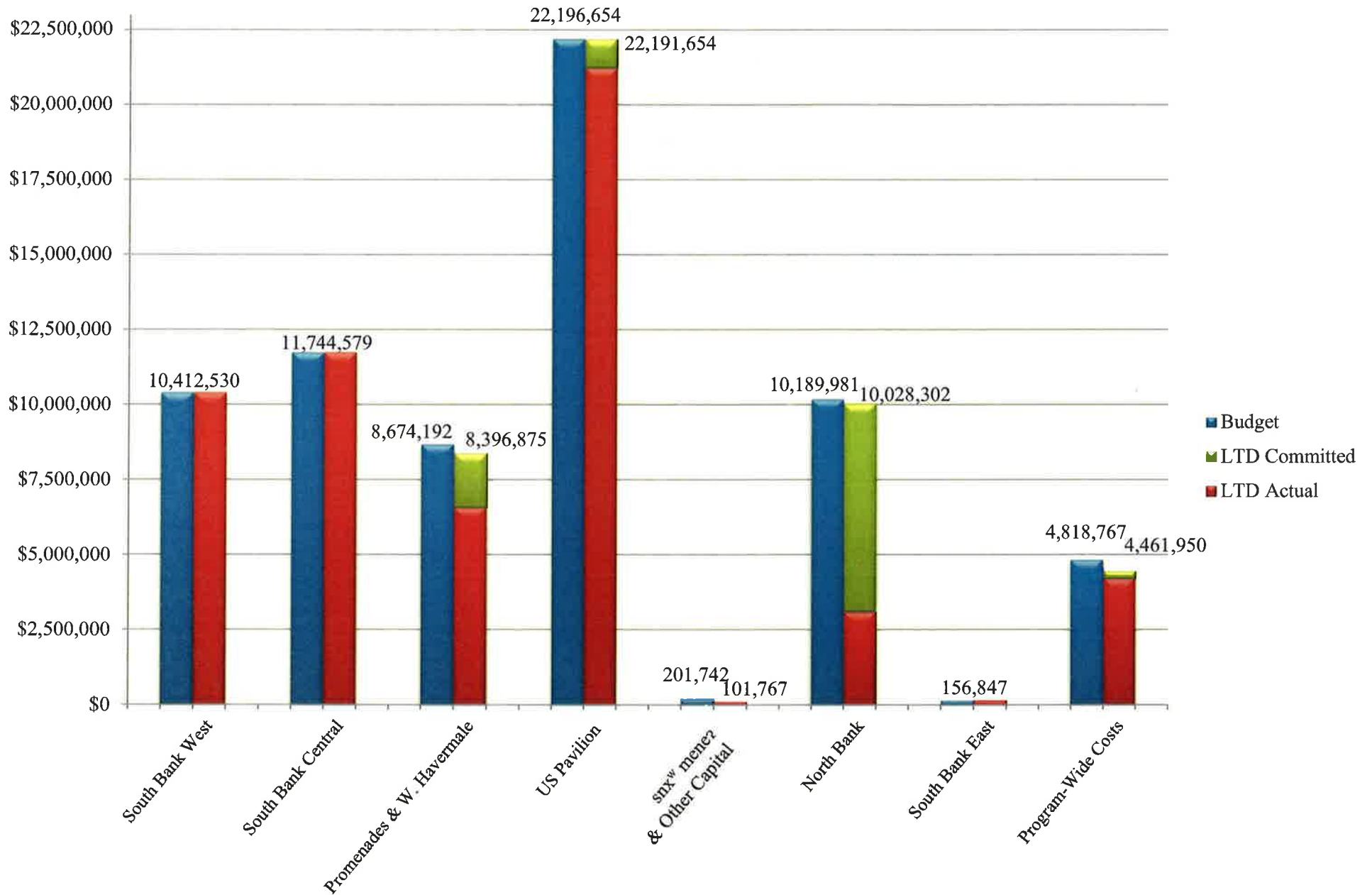
# **RIVERFRONT PARK REDEVELOPMENT PROJECT UPDATE**

**June 2020**

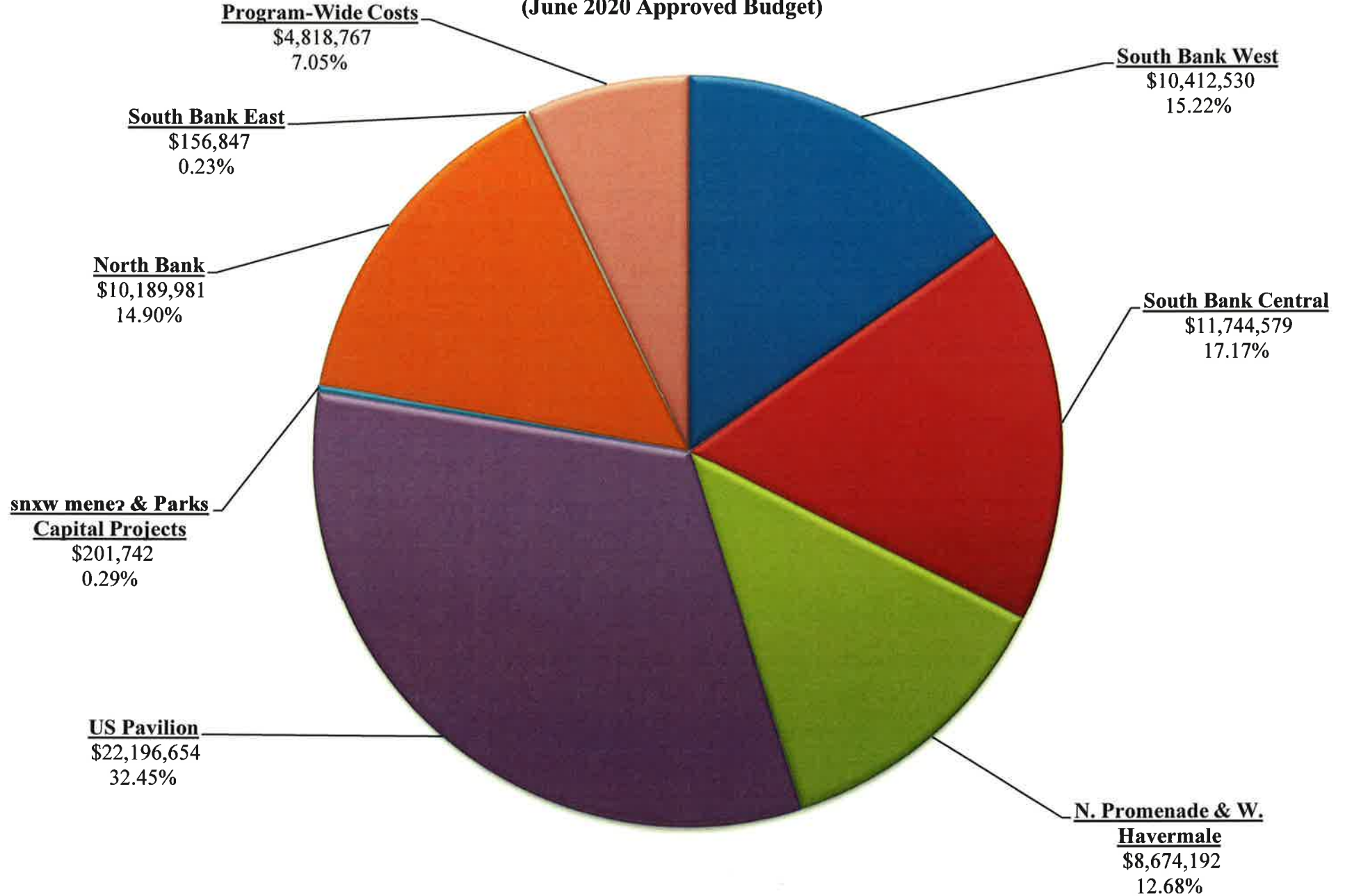
## Bond Budget Utilization Through June 2020 (June 2019 Approved Budget)



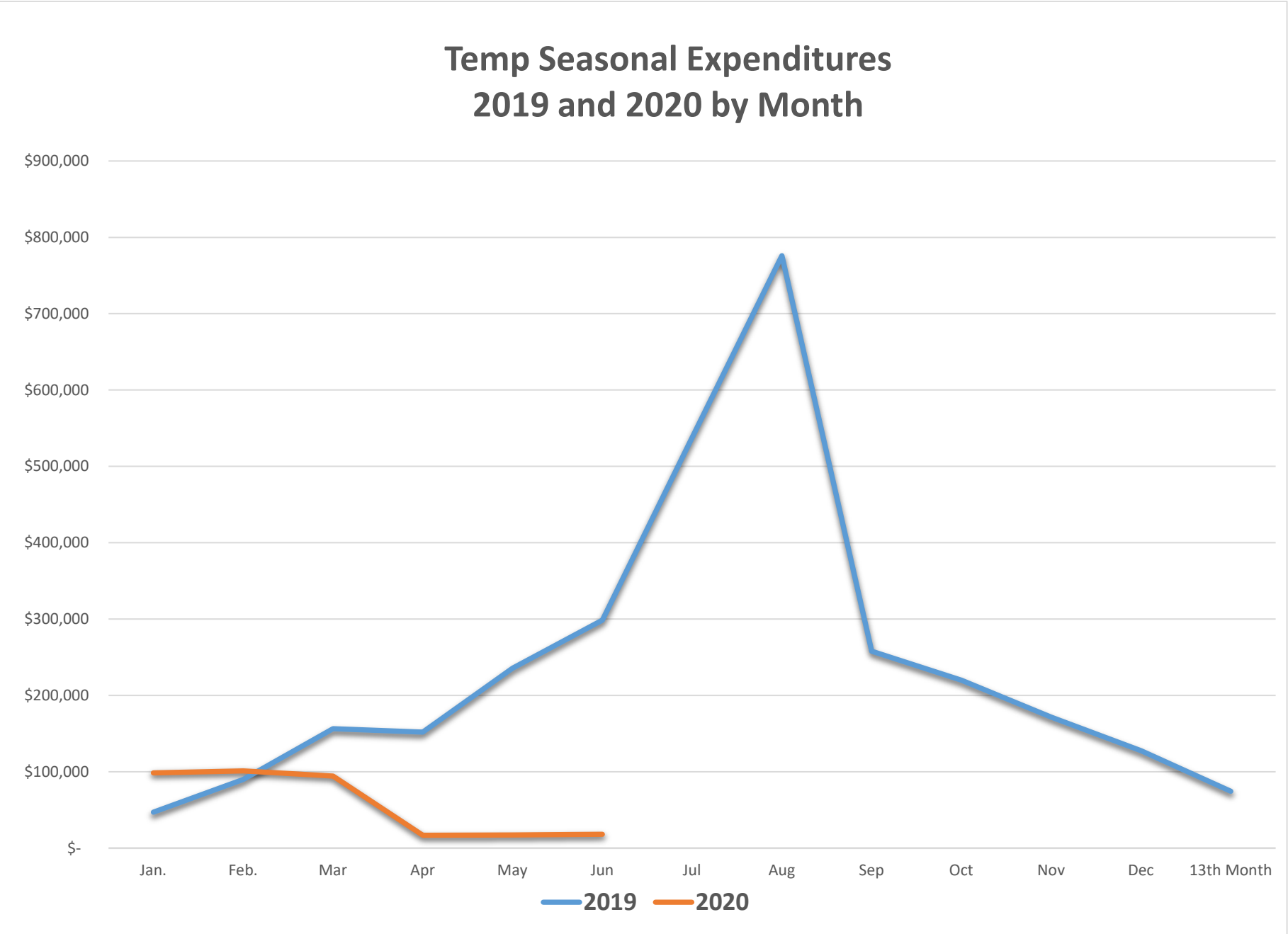
## Comparison of Approved Bond Budget to Actual & Committed Expenditures June 2020



## Bond Budget by Project (June 2020 Approved Budget)



# Temp Seasonal Expenditures 2019 and 2020 by Month



## Temp Seasonal Expenditures

### 2019 and 2020 Monthly comparison

|            | <b>2019</b> |              | <b>2020</b> |         |       |
|------------|-------------|--------------|-------------|---------|-------|
| Jan.       | \$          | 47,109       | \$          | 98,606  |       |
| Feb.       | \$          | 90,004       | \$          | 101,164 |       |
| Mar        | \$          | 156,565      | \$          | 94,416  |       |
| Apr        | \$          | 152,078      | \$          | 16,869  |       |
| May        | \$          | 235,746      | \$          | 17,310  |       |
| Jun        | \$          | 298,514      | \$          | 18,241  | 35.4% |
| Jul        | \$          | 537,656      |             |         |       |
| Aug        | \$          | 775,955      |             |         |       |
| Sep        | \$          | 258,029      |             |         |       |
| Oct        | \$          | 219,992      |             |         |       |
| Nov        | \$          | 171,589      |             |         |       |
| Dec        | \$          | 127,596      |             |         |       |
| 13th Month | \$          | 74,495       |             |         |       |
|            |             |              |             |         |       |
| Total      |             | 3,145,326.97 | \$          | 346,607 |       |