



Spokane Park Board

Dec. 14, 2017– 1:30 p.m.

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

Park Board Members:

- X Chris Wright – President
- X Nick Sumner – Vice President (arrived: 2:10 p.m.)
- X Leroy Eadie
- X Ross Kelley
- X Ted McGregor
- X Greta Gilman
- X Richard Chase
- X Steve Salvatori (call-in/connected: 1:36 p.m.)
- X Sally Lodato
- X Jennifer Ogden
- X Mike Fagan – Council Liaison

Parks Staff:

Jason Conley
Mark Buening
Garrett Jones
Al Vorderbrueggen
Jennifer Papich
Angel Spell
Jonathan Moog
Berry Ellison
Ryan Griffith
Nick Hamad
Riverfront Park staff
Pamela Clarke

Guests:

Grace Bergman
Andrew Chanse
Carol Ellis
David Evans
Matt Larsen
Lin McGinn
Lisa Rosier
Michael Poulin
Jason Prettyman

MINUTES

1. **Roll Call:** *Pamela Clarke*
See above
2. **Telephonic participation** – *Chris Wright* asked Park Board members if there are any objections to Steve Salvatori participating/voting as a telephonic participant in today's meeting, in light of the fact telephonic participation is not specified in the Park Board Bylaws. There were no objections. Mr. Salvatori joined the meeting at 1:36 p.m.
3. **Minutes:**
A. Nov. 9, 2017, regular Park Board meeting minutes and study session notes, and Nov. 17, 2017 special Park Board meeting minutes.

Motion No. 1: Ross Kelley moved to approve the Nov. 9, 2017, regular Park Board meeting minutes and study session notes, and Nov. 17, 2017, special Park Board meeting minutes.

Rick Chase seconded.
Motion passed with unanimous consent (9-0 vote).
4. **Additions or Deletions to the Agenda:**
A. None
5. **Special Guests/Acknowledgements:**
A. Riverfront Park staff/Ice Ribbon grand opening– *Leroy Eadie* and *Jonathan Moog* acknowledged the Riverfront Park staff for their dedication and hard work in organizing a successful Ice Ribbon grand opening Dec. 8. Park staff was invited to the dais for

recognition.

- B. [The Trust for Public Land \(TPL\) organization](#) – *Grace Bergman* provided an overview of the TPL organization whose mission is to create parks, and protect land for people and their communities. The goal of TPL's Parks for People initiative is to establish a quality park within a 10-minute walk of all homes in the country. TPL is currently working with staff on the Dutch Jakes Park renovation project.

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

Motion No. 2: Ross Kelley moved to approve claims for the month of November 2017 in the amount of \$4,595,136.85.

Rick Chase seconded.

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

7. **Financial Report & Budget Update:** – *Mark Buening* provided the [November Financial Report & Budget Update](#). Park Fund revenue is tracking at 87.82% of the projected budget. Parks and Recreation expenditures are tracking at 104.22% of the projected budget. The Golf Fund revenue is tracking at 89.29% of the projected budget. The Golf Fund expenditures are tracking at 104.90% of the projected budget. The Bond budget balance, to date, is \$36.58 million of the total \$68.51 million budget.

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

A. None

9. **Committee Reports:**

Urban Forestry Tree Committee: Dec. 5, 2017, *Rick Chase*

A. Action Items: None

B. The next regularly scheduled meeting is 4:15 p.m. Jan. 2, 2018, at the Woodland Center, Finch Arboretum.

Golf Committee: The Dec. 12 meeting was canceled. *Nick Sumner*

A. Action Items: None

B. The next scheduled meeting is 8:05 a.m. Jan. 9, 2018, Manito Park conference room, Manito Park.

Land Committee: Dec. 6, 2017, *Greta Gilman*

A. [Library resolution/Thornton Murphy park property](#) – *Leroy Eadie* explained if a Library Bond is passed, the South Hill branch library could be relocated from its current location on Perry Street to the corner of Thornton Murphy Park at the intersection of Ray Street and 27th Avenue. *Andrew Chanse*, Spokane Public Library executive director, was present to answer questions from the board. *Mike Fagan* asked if the current footprint includes space for adequate parking or if parking would extend outside this area. *Leroy Eadie* explained it is early in the process, but the idea is that parking will fit within this footprint. Mr. Eadie noted this footprint may move some as the plan develops. Mr. Chanse anticipates the new library will be an approximately 30,000-square-foot, one-story building. The current library is about half that size. In the coming months, the Park and Library boards plan to work together to review citizen input, and conduct public meetings and hearings.

Motion No. 3: Greta Gilman moved the Park Board approve the Library resolution as presented.

Mike Fagan seconded.
Motion carried unanimously (10-0 vote).

B. [The Trust for Public Land Letter of Intent/Dutch Jakes Park renovation project](#) – *Garrett Jones* presented The Trust for Public Land Letter of Intent (LOI). This LOI is the first step to solidifying the roles and responsibilities between Parks and TPL. The letter also includes the mutual understanding to accomplish the common goal of revitalizing Dutch Jakes Park no later than Dec. 30, 2019. Community outreach will begin immediately and a Memorandum of Understanding is scheduled to come before the Park Board spring 2018. The plan includes collaboration with the police department to develop crime prevention through environmental design, such as lighting and landscaping. *Mike Fagan* and *Nick Sumner* urged that security and crime preventive be a key component in the plan. Mr. Sumner added this needs to be implemented in the city's other parks, as well. *Jennifer Ogden* explained Spokane Community Gardens were recently awarded an AmeriCorps VISTA volunteer and a BECU grant. She added, these resources may offer an opportunity to have a greater presence in the park which can deter crime.

Motion No. 4: Greta Gilman moved the Park Board approve The Trust for Public Land Letter of Intent as presented.

Sally Lodato seconded.
Motion carried unanimously (10-0 vote).

C. The Jan. 3 meeting is canceled.

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

A. [Recreation Centers annual contracts \(\\$647,773\)](#) – *Jennifer Papich* provided an overview of the 10 recreation centers' annual contracts. Allocations are identical to last year's amounts with one exception; Martin Luther King Jr. Center was awarded the contract to manage operations at the East Central Community Center. *Mike Fagan* asked if there are considerations to look at increasing the allocations to the centers as the amount has not changed in the past three years. Ms. Lodato explained this will be explored in the coming year.

Motion No. 5: Sally Lodato moved the Park Board approve the annual contracts for each of the 10 recreation centers in the total amount of \$647,773.

Jennifer Ogden seconded.
Motion carried unanimously (10-0 vote).

B. [Pilot cross-country ski program/Indian Canyon Golf Course property](#) – *Ryan Griffith* presented the pilot cross-country ski program at Indian Canyon golf course property. The 1.56-mile, groomed trail is primarily on existing service roads, and designed for cross-country and skate skiing. The trailhead is located at Whittier Park.

Motion No. 6: Sally Lodato moved the Park Board approve the pilot cross-country ski program at Indian Canyon golf course property.

Steve Salvatori seconded.
Motion carried unanimously (10-0 vote).

C. The Jan. 4 meeting is canceled. The next meeting is scheduled for 4 p.m. Feb. 1 at the Southside Community Center, 3151 E 27th Ave.

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

A. [Bartlett Tree Experts contract extension \(\\$132,355.13\)](#) – *Berry Ellison* presented the Bartlett Tree Experts contract extension for 2018 in the amount of \$132,355.13. Arborist services include tree removals, pruning and tree protection zone installations.

Motion No. 7: Ted McGregor moved the Park Board approve the contract extension with Bartlett Tree Experts to extend the contract through Dec. 31, 2018, in the amount of \$132,355.13.

Jennifer Ogden seconded.

Motion carried unanimously (10-0 vote).

B. [Strata Inc. change order #2 for special inspections/Pavilion and Promenades \(\\$25,629\)](#) – *Berry Ellison* provided an overview of change order #2 with Strata for special inspections for the Pavilion and the Promenades.

Motion No. 8: Ted McGregor moved the Park Board approve change order #2 with Strata Inc. for special inspections on the Pavilion and Promenades in the amount of \$25,629.

Mike Fagan seconded.

Motion carried unanimously (10-0 vote).

C. [Contractors Northwest Inc. change order #14 and contract extension/Recreational Rink \(\\$21,860.26\)](#) – *Berry Ellison* provided an overview of change order #14 with Contractors Northwest Inc. which includes: 1) fire barrier at roof parapets; 2) gas regulator; 3) wireless remote door operator; 4) drop ceiling to the Skyride control room; 5) miscellaneous electrical revisions; 6) fire pit and kitchen emergency gas shut-off valves; and 7) wireless (cellular device) fire alarm communications. Mr. Ellison also requested a no-cost contract extension to March 30, 2018, with CNI.

Motion No. 9: Ted McGregor moved the Park Board approve change order #14 with Contractors Northwest Inc. in the amount of \$21,860.26 and to extend the contract to March 30, 2018.

Ross Kelley seconded.

Motion carried unanimously (10-0 vote).

D. [Spokane Park Board resolution pertaining to the Spokane Parks Foundation MOU](#) – *Ted McGregor* and *Chris Wright* reviewed the proposed resolution pertaining to the MOU with the Foundation. The existing MOU is not applicable to the terms and conditions of the Campaign Agreement. The proposed resolution reaffirms the commitment of the two parties to support one another, and to strive for common goals, including and in addition, to the Campaign Agreement.

Motion No. 10: Ted McGregor moved the Park Board approve the Spokane Park Board resolution pertaining to Spokane Parks Foundation MOU.

Jennifer Ogden seconded.

Motion carried unanimously (10-0 vote).

E. [Riverfront Park redevelopment update](#) – Garrett Jones presented the monthly bond update. Project highlights include: 1) Ice Ribbon – 4,040 tickets were sold during the Dec. 8 grand opening and opening weekend; 2) Howard Street Bridge South – amenities are being re-painted and installed, and the bridge opening is scheduled for spring 2018; 3) Looft Carrousel/Rotary Foundation – folding glass storefront is installed and completion set for spring 2018; and 4) Pavilion and Central/North promenades – site preparation underway, and North Promenade construction early 2018 to fall 2018, and Central Promenade and Pavilion work until fall 2019.

F. The next scheduled meeting is 8:05 a.m. Jan. 8, 2018, in the City Council Briefing Center.

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

A. [Resolution/potential use of stabilization fund reserve](#) – This resolution allows the use of up to \$300,000 of the revenue stabilization fund, if needed. The potential need is due to the revenue shortages resulting from construction at Riverfront Park. The amount is uncertain at this point but this is the last opportunity, per policy, to ask for the use of the stabilization fund.

Motion No. 11: Ross Kelley moved the Park Board approve the resolution for the potential use of up to \$300,000 of the stabilization fund.

Mike Fagan seconded

Motion carried unanimously (10-0 vote).

B. The next regularly scheduled meeting is 3 p.m. Jan. 9, 2018, in City Hall Conference Room 2B.

Bylaws Committee Nov. 9, 2017, *Ross Kelley*

A. [Spokane Park Board Bylaws amendment](#) – Ross Kelley presented the red- and blue-line version of the proposed changes to the Spokane Park Board Bylaws. This draft version serves as the first notification. Recommendations made by the Bylaws Committee include: 1) change Park Board meeting time to 3:30 p.m.; 2) Sec. 5, item 2 - edit abstention/recusal language; 3) Sec. 11, item 4 - add provisions for vacancies; 4) correct City Charter references; 5) remove gender bias language; 6) re-input Bylaws to correct formatting issues; and 7) various grammatical corrections. The board agreed additional language should be included to allow telephonic participation in Park Board meetings as long as the call-in board member can hear the meeting, and can be heard by the board and viewing public. The addition should also include telephonic participation can constitute a quorum. The final reading of the Bylaws is scheduled for the Jan. 11, 2018, Park Board meeting.

10. **Reports:**

Park Board President: *Chris Wright*

1. The Selection Ad Hoc Committee conducted five interviews last week as part of the process to fill the Park Board vacancy. The committee's recommendation has been submitted to Mayor Condon for consideration.
2. The Park Board will probably be asked to make some decisions next month pertaining to improvements to the North Bank. The goal is to work in partnership with the school district, the public utilities district and other shareholders so the Riverfront Park redevelopment project on the North Bank complements the proposed North Bank/Sportsplex project.
3. Mr. Wright thanked staff and the board for a successful year.

Liaison reports:

1. Conservation Futures Liaison – *Steve Salvatori* reported the county has signed purchase sale agreements on two parcels which encompass more than 1,000 acres of land. One parcel is in the Dishman Hills area and was purchased for \$700,000, and the other is the Mica Peak North parcel purchased for \$2.3 million. Conservation Futures (CF) funds were used to purchase the land. These parcels are the number one and two ranked parcels in the CF Acquisitions Program.
2. Parks Foundation Liaison – *Ted McGregor* reported there is a lot of enthusiasm from the Foundation to begin work on the campaign program and fundraising efforts.
3. Council Liaison – *Mike Fagan* reported City Council passed the 2018 budget last week which contains sizable investments on a number of projects throughout Spokane. Cumulatively, these projects total more than \$51 million.

Director's report: *Leroy Eadie* thanked the Park Board for their dedication and support throughout this successful year. As a token of this appreciation, Mr. Eadie drew attention to the poinsettias on display at the dais. These holiday gifts to the board were grown by the Manito Park staff. He also extended appreciation to Parks staff for their hard work this year.

11. **Correspondence:**

- A. Letters/emails: Expo '74 Butterflies and concept art designs
Wish List for Riverfront Park
- B. Newsletters: None


12. **Public Comments:**

- A. Carol Ellis requested the Park Board to be scouts for the north bank of the Spokane River, particularly the Bosch Lot. She urged the board develop the property for outdoor recreation as required by the state's Recreation and Conservation Office, the funding mechanism Parks utilized to purchase the property. Ms. Ellis would like to see the lot be developed as an urban park with the following features: sculpture park featuring Native American artwork, outdoor parent/child section, play area designed for disabled youths, Columbia River watershed/aquifer map, running track and basketball courts.
- B. Michael Poulin pitched an idea for the Great Kids Co-op Treasure Hunt for 5- to 9-year-olds designed to build comradery and teamwork. Mr. Poulin explained the event is in the early concept phase. At a later date, he plans to return to the Park Board to seek their endorsement. He is also the founder of the area's Great Pumpkin Race which is in its seventh year.
- C. Jason Prettyman presented a program entitled Growing Prosperity through Education and Initiative. The program is designed to create jobs for the unemployed and homeless in the area. These jobs would include removing building materials and debris along the river, shoveling snow and landscaping. He believes this job creation program could improve some of the Parks' land and ultimately improve the quality of life in the community.
- D. Lin McGinn shared concerns regarding the crime, firearms, noise, encampments, fire danger and drug use in the Palisades area where she lives. She asked the Park Board for their support in improving the safety and security in this area.
- E. David Evans, Expo '74 chief site designer, presented [preliminary drawings](#) for a prism to be located at the former IMAX foundation, west of the Pavilion. Mr. Evans sees the proposed 8,000-square foot prism as a feature which could be utilized yearround. The equilateral-shaped structure would look somewhat like a greenhouse, and could be used for art exhibits, dining, performances and special events. He suggested the board look into rough costs estimates at this time for future consideration.

13. **Executive Session:** None

14. **Adjournment:** The meeting adjourned at 3:55 p.m.
15. **Meeting Dates:**
- A. Next Committee meeting dates:
 - Urban Forestry Committee: 4:15 p.m. Jan. 2, 2018, Woodland Center, Finch Arboretum
 - Golf Committee: 8:05 a.m. Jan. 9, 2018, Manito Park conference room, Manito Park
 - Land Committee: The Jan. 3, 2018, meeting is canceled.
 - Recreation Committee: The Jan. 4, 2018, meeting is canceled. Next meeting is set for 4 p.m. Feb. 1, 2018, at the Southside Community Center, 3151 E 27th Ave.
 - Riverfront Park Committee: 8:05 a.m. Jan. 8, 2018, City Council Briefing Center
 - Finance Committee: 3 p.m. Jan. 9, 2018, City Hall Conference Room 2B
 - B. Next Park Board: 1:30 p.m. Jan. 11, 2018, City Council Chambers
 - C. Park Board Study Session: 3:30 p.m. Jan. 11, 2018, City Hall Conference Room 5A

Minutes approved by: _____


Leroy Eadie, Director of Parks and Recreation

Land for People

THE
TRUST
**FOR
PUBLIC
LAND**

OUR MISSION

The Trust for Public Land creates parks and protects land for people, ensuring healthy, livable communities for generations to come.

THE
TRUST
FOR
PUBLIC
LAND

Our values

- People need and deserve access to nature
- Our work should span cities to wilderness
- When we engage community, we create community
- Equity matters



Why
we do it





Our Mission

Land for People

Our Strategies

Parks for People

Our Land

Our Programs

Creative Placemaking

Climate-Smart Cities

Public Health

(Pilot) Community Futures



Our Mission
Land for People

Our Strategies
Parks for People
Our Land

Our Programs
Creative Placemaking
Climate-Smart Cities
Public Health
(Pilot) Community Futures

Land for people

STRATEGY

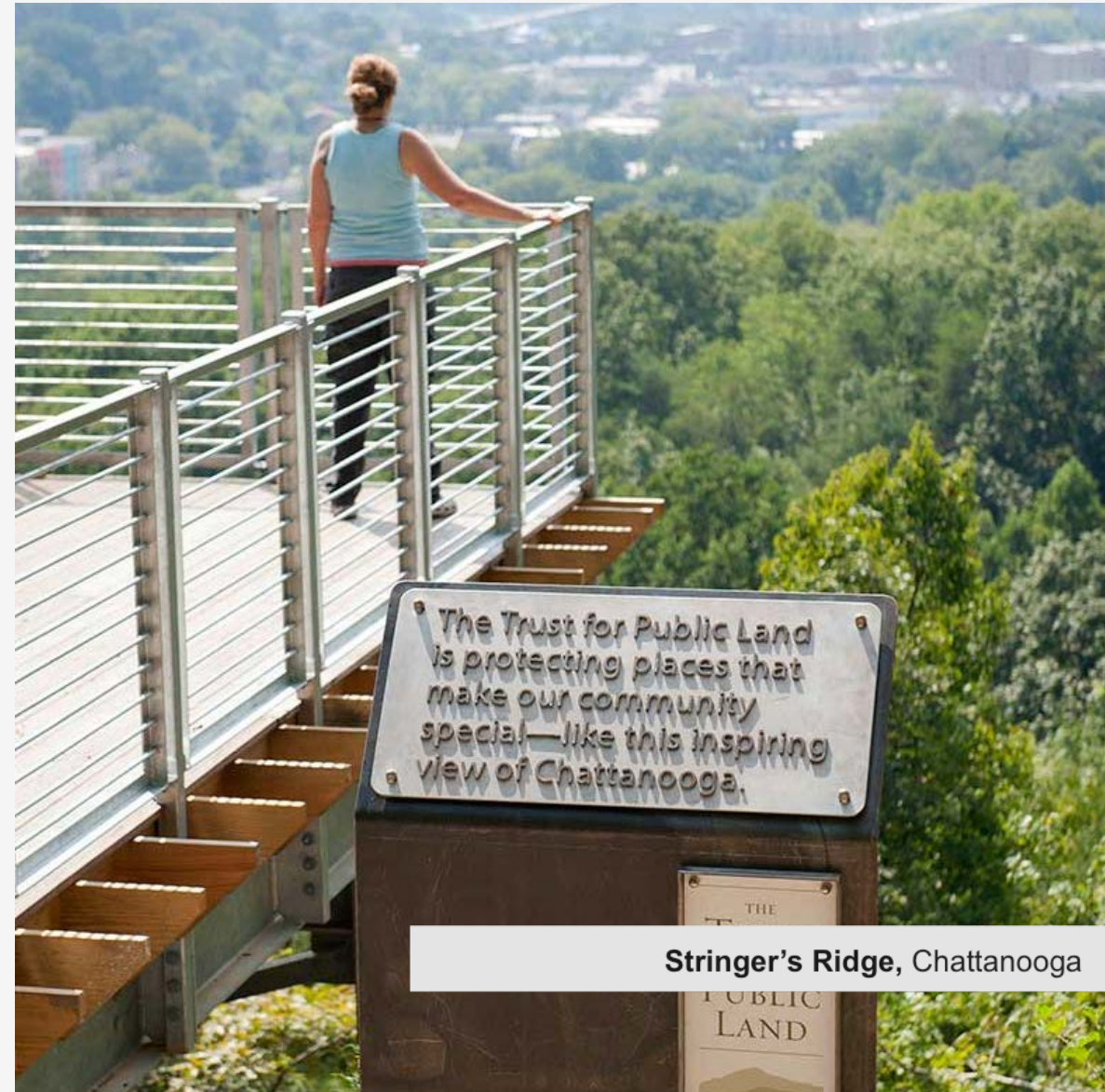
Parks for People

GOAL

A quality park within a 10-minute walk of home for all



The 606, Chicago



Stringer's Ridge, Chattanooga



Rio Grande Farm Park, Alamosa, Colorado

FROM BIG CITIES...

...TO SMALL TOWNS

Land for people

STRATEGY

Our Land

GOAL

Access to the great outdoors for all



Yosemite National Park, California



Puget Sound Shoreline, Washington



San Gabriel Mountains, Los Angeles

FROM BACK COUNTRY...

...TO RIGHT OUTSIDE CITY LIMITS

How we do it



WE PLAN



WE FUND

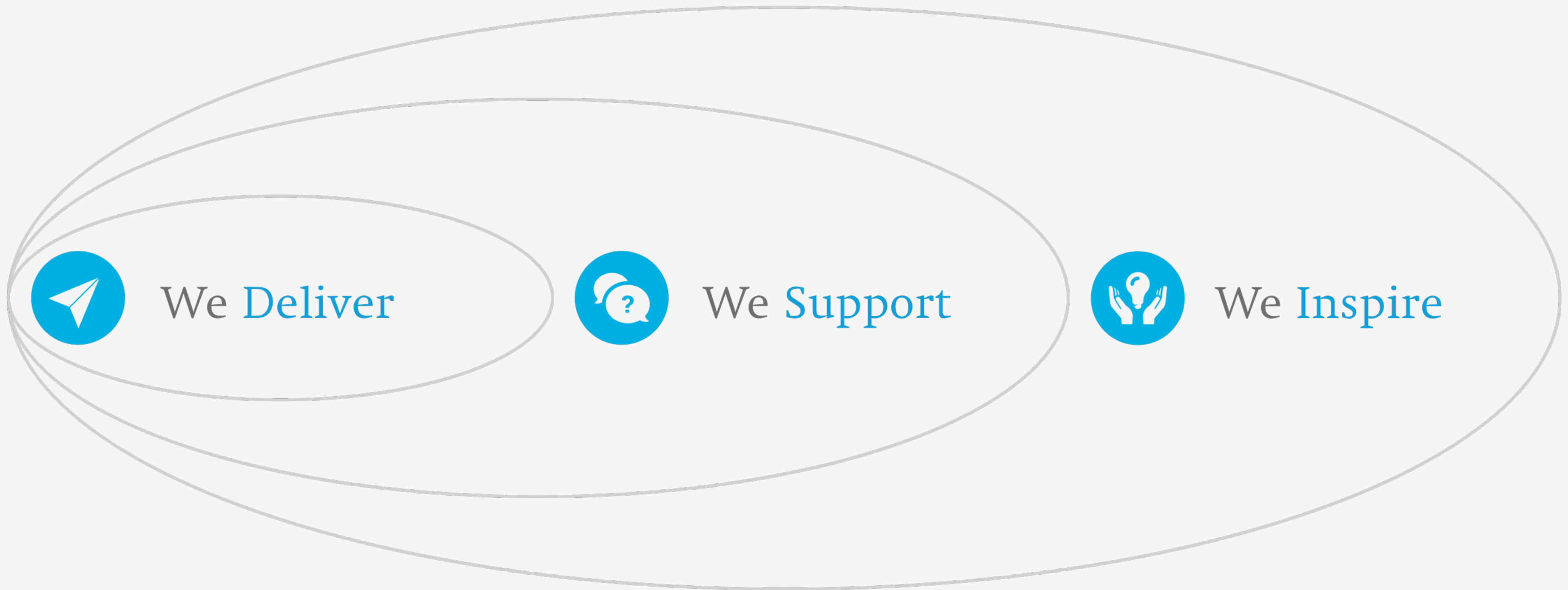


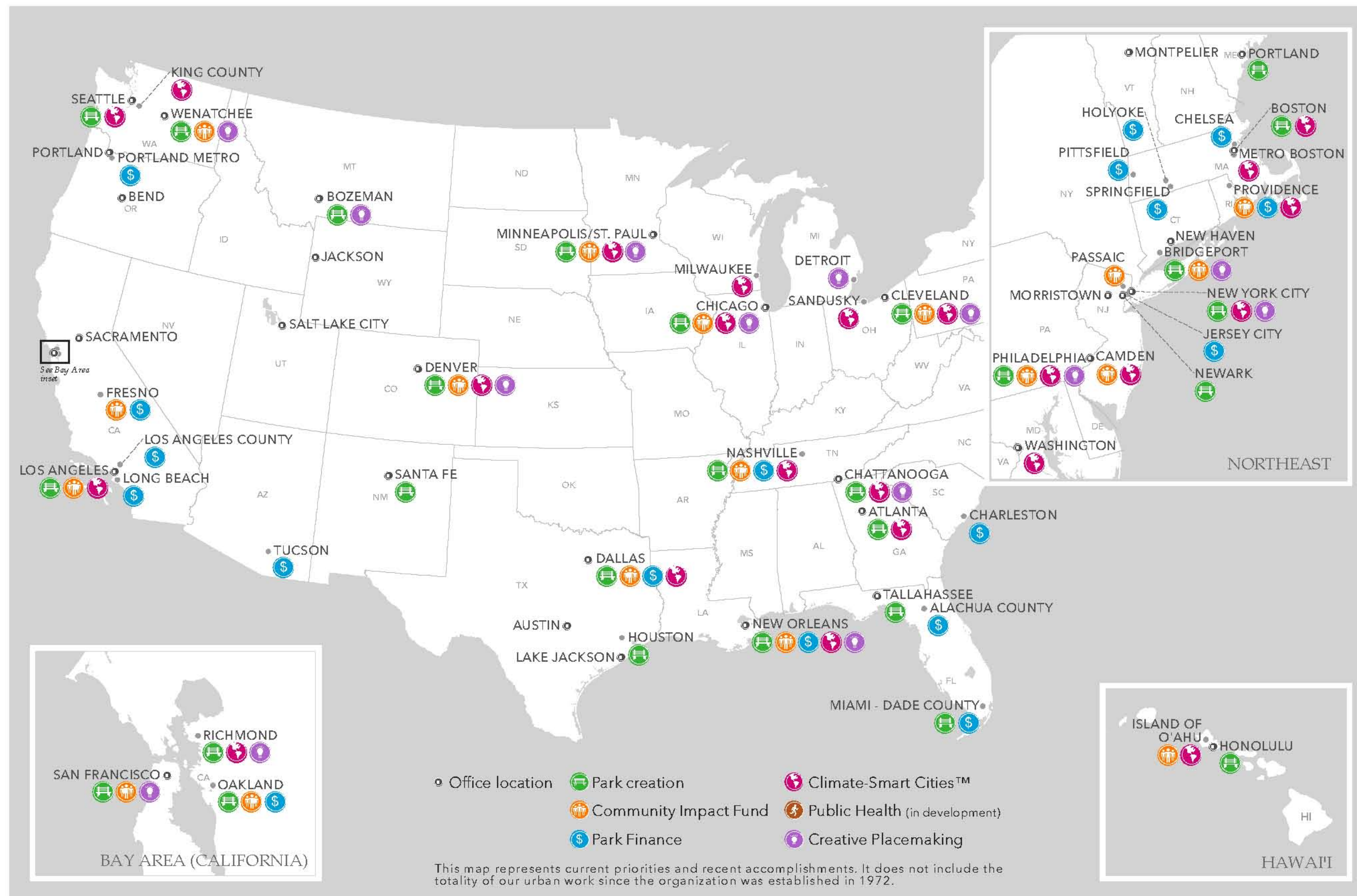
WE PROTECT



WE CREATE

How we scale up





Parks for People

THE TRUST FOR PUBLIC LAND

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**Imagine you were never
more than a 10-minute walk
from a place to explore.**

To discover.

To wonder.

To play.



before



after



park
Park
one
must
Service
areas
parks
national
National
per
two
visitors
ranger
Superintendent
system
year
Yellowstone
rangers
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valuable
unable
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visited
tourists
Ranger
years
town
Wyoming
state
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pay
CCC
away
children
Ground



tpl.org

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

PARKS & RECREATION:

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

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	3,368,502.22
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GOLF:

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

TOTAL EXPENDITURES:	\$	4,595,136.85
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Financial Reports
November 2017

City of Spokane Parks & Recreation

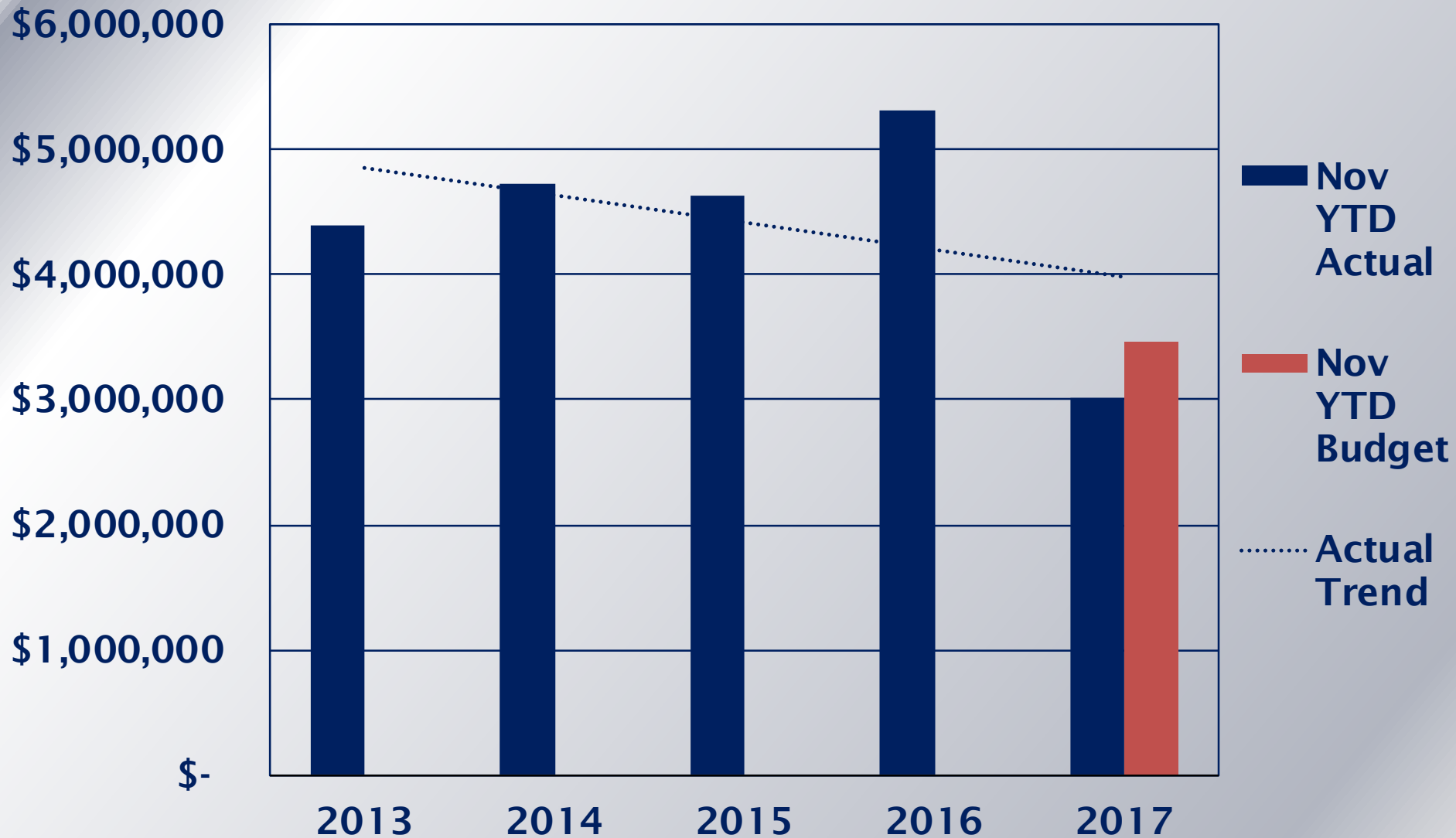
PARK FUND – Revenues & Expenditures

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

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

Park Fund Revenue

5 Year Trend & YTD Budget



City of Spokane Parks & Recreation

GOLF FUND – Revenues & Expenditures

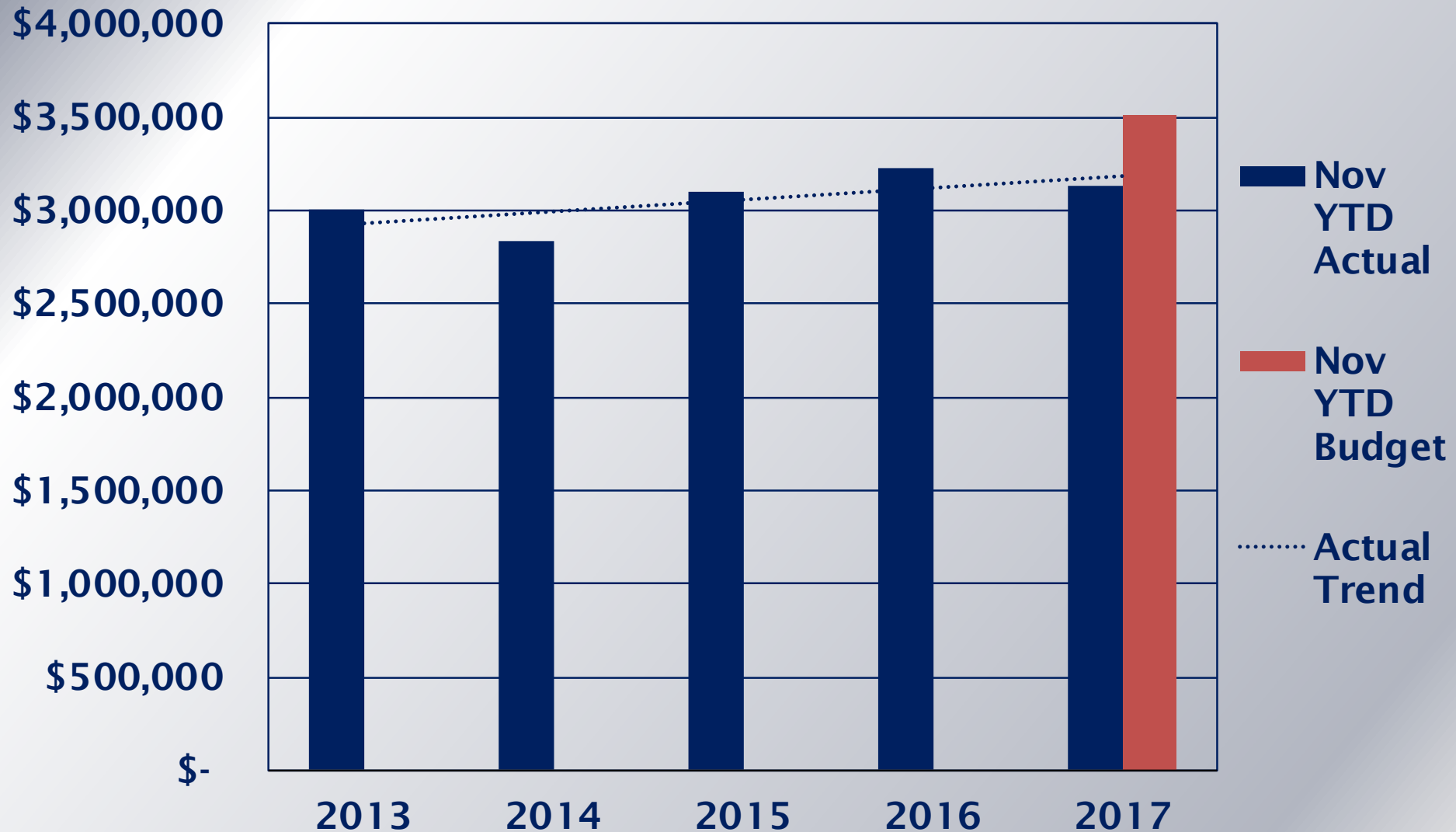
As of November 2017 (in millions)	2017 Budget	YTD Budget	YTD Actual	% YTD Budget
Golf Revenue	3.68	3.51	3.13	89.29%
Transfers In	0.05	0.00	0.05	0.00%
Funds Available	3.73	3.51	3.18	90.57%
Expenditures	-3.44	-2.94	-3.08	104.90%
Transfers Out	0.00	0.00	0.00	0.00%
Capital Outlay	-0.30	-0.18	-0.18	97.44%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

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

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

Golf Fund Revenue

5 Year Trend & YTD Budget



Riverfront Park Bond Fund

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

CITY OF SPOKANE PARK BOARD

RESOLUTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dated this 14th day of December 2017.

Park Board President

City Clerk

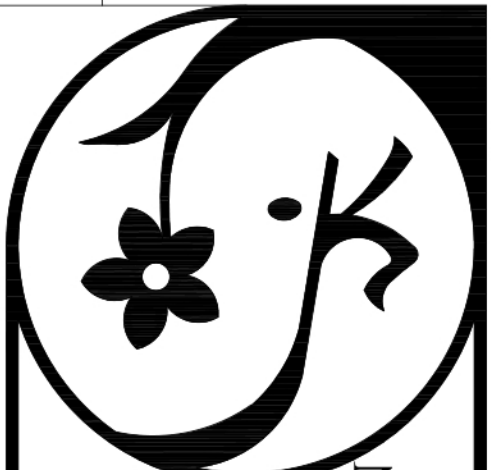
Approved as to form:

Assistant City Attorney



THORNTON MURPHY PARK

APPROXIMATE EXTENT
OF NEW LIBRARY FACILITY



CITY OF
SPOKANE
PARKS
& RECREATION

THORNTON MURPHY PARK

3105 E. 27TH AVE. SPOKANE, WA 99223

SITE AREA EXHIBIT

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

DATE: 2017.12.04

DRAWN BY: -

CHECKED BY: -

PROJECT NO: -

REVISION

1

3

2

4

SHEET 1 OF 1

L1.0

SITE EXHIBIT



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



November 30, 2017

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

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

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

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

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

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

I. Statement of Mutual Interest and Mutual Benefits

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

Expected Outcomes

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

II. Project Timeline and Completion Dates

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

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

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

III. Costs and Funding

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

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

IV. Maintenance

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

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

V. Additional Documents

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

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



Cary Simmons
Parks for People
Northwest Program Director



Grace Bergman
Parks for People
Northwest Project Manger

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT

By

Its

Date

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

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



City of Spokane
Parks and Recreation Department

CONTRACT

Title:

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

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

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

The parties agree as follows:

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

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

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

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

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

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

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

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers;
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the "COMMUNITY/SENIOR CENTER", services to be provided under this Contract;
 - i. Acceptable supplementary Umbrella insurance coverage, combined with the "COMMUNITY/SENIOR CENTER", General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract;
- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

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

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

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

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

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

12. REPORTS AND MEETINGS.

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

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

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

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

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

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

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

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

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

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

14. LIABILITY

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

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

15. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The "COMMUNITY/SENIOR CENTER", agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the "COMMUNITY/SENIOR CENTER".

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

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

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

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

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

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

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

22. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.

23. DEBARMENT AND SUSPENSION. "COMMUNITY/SENIOR CENTER", has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

Dated: _____

CITY OF SPOKANE PARKS AND
RECREATION DEPARTMENT

By: _____

Title: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Dated: _____

"COMMUNITY/SENIOR CENTER",

Email Address: _____

By: _____

Title: _____



CROSS COUNTRY SKI GROOMING @ INDIAN CANYON GOLF COURSE

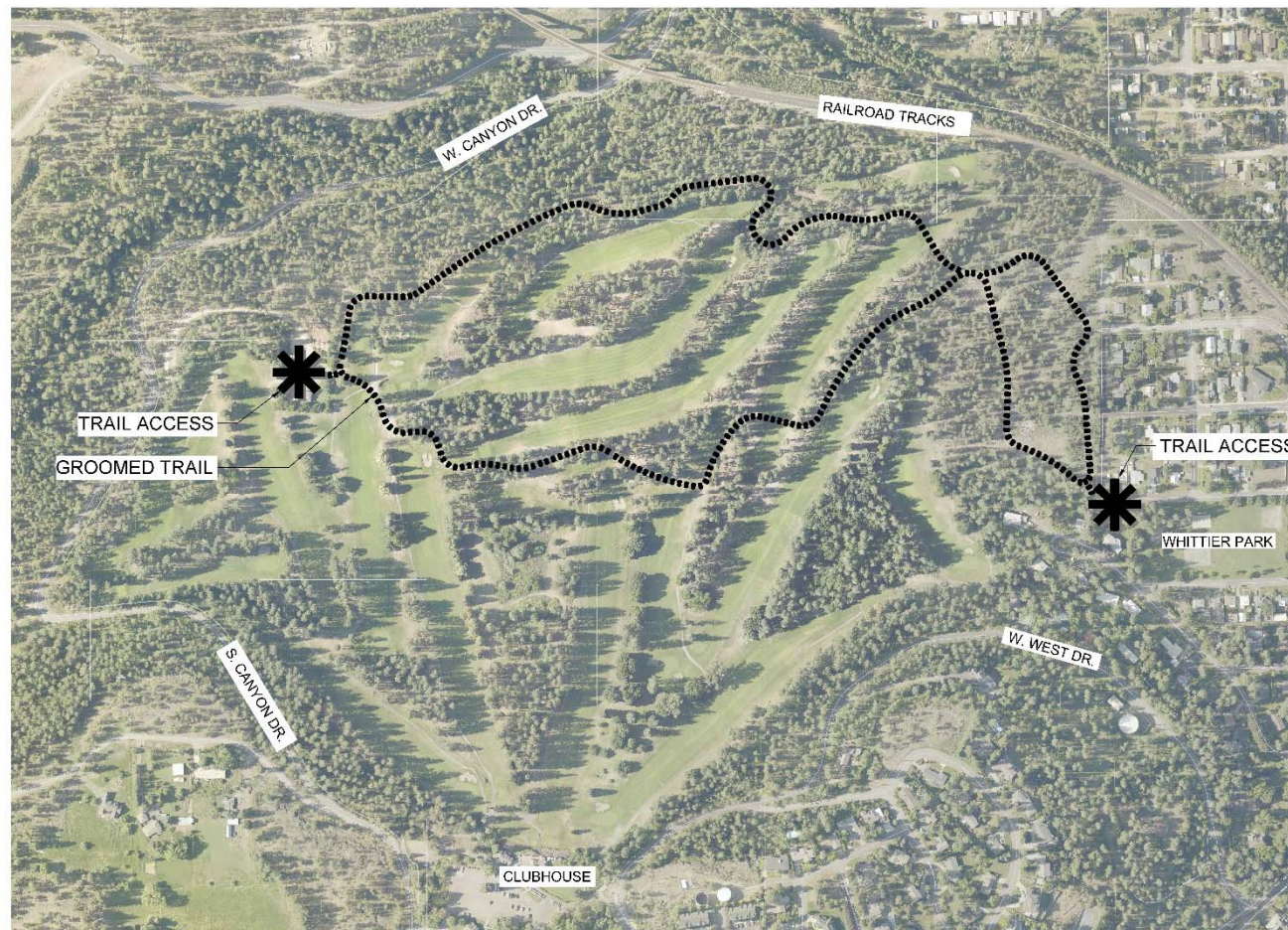
- Provide winter recreation activities on groomed trails for xc and skate skiing Indian Canyon Golf Course.
- Trail will be groomed primarily on course service roads and areas approved and routed by course Superintendent Josh Harty, Leroy Eadie and staff.
- Main goal to keep people on the designated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



XC & SKATE SKI TRAIL GROOMING



INDIAN CANYON ROUTE MAP & TRAIL ACCESS



TOTAL TRAIL LENGTH:
1.56 Miles

NORTH TRAIL: .75 Miles
Intermediate Difficulty

SOUTH TRAIL: .81 Miles
Beginner Difficulty

○ WINTER GROOMED TRAIL

50' 100' 200' 400' 800'
SCALE: 1" = 200'-0"



TRAIL ON COURSE SERVICE ROADS





ROPED OFF FAIRWAYS





ROPED OFF GREENS





KEEPING USERS ON THE TRAIL

CROSS COUNTRY SKI TRAIL



CROSS COUNTRY RESPONSIBILITY CODE

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



QUESTIONS?





**City of Spokane Parks and
Recreation Department**

**CONTRACT EXTENSION 2 OF 3
WITH COST**

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

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

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

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

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

1. CONTRACT DOCUMENTS.

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

2. EFFECTIVE DATE.

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

3. EXTENSION.

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

4. COMPENSATION.

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

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

F.A. BARTLETT TREE EXPERT COMPANY

**CITY OF SPOKANE PARKS AND
RECREATION DEPARTMENT**

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk



Assistant City Attorney

Attachments that are part of this Agreement:

N/A

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

NAME OF CONTRACTOR: Strata

PROJECT TITLE: Const. Special Inspection

CITY CLERK CONTRACT NUMBER: OPR 2016-0965

=====

DESCRIPTION OF CHANGE:

AMOUNT: 25,629.00

Construction special inspections for Pavilion and Promenades.

=====

TOTAL AMOUNT: \$ 25,629.00

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

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

Contractor: _____

Date: _____

City Approval: _____

Date: _____

City Clerk Attest: _____

Date: _____

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



November 29, 2017
File: SP16512D

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

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

Dear Ms. Brown:

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

We have prepared our proposal based on the following:

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

PROPOSED CONSTRUCTION

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

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

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

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

PROJECT UNDERSTANDING and SCOPE OF SERVICES

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

Project Team

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

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

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



Soil/Aggregate Observation and Testing

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

Reinforcing Steel Placement and Embedded Items Special Inspection

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

Concrete Observation, Sampling and Testing

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

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

Structural Steel Field Bolting/Welding Special Inspections

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



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

Hot Mix Asphalt (HMA) Observation and Testing

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

Project Management and Reporting

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

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

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

FEE ESTIMATE

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



LIMITATIONS

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

SUMMARY

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

Sincerely,
STRATA, Inc.



Matthew L. Blankenship, LEG
Regional Construction Services Manager

MLB/cm

Attachments: Preliminary Fee Estimate





PRELIMINARY FEE ESTIMATE

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

SPP16512D

Project Manager: Matthew Blankenship

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

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

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

NAME OF CONTRACTOR: CNI

PROJECT TITLE: Recreational Rink/Skyride

CITY CLERK CONTRACT NUMBER: OPR 2017-0051

=====

DESCRIPTION OF CHANGE:

AMOUNT

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

=====

TOTAL AMOUNT: \$ 21,860.26

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

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

Contractor: _____ Date: _____

City Approval: _____ Date: _____

City Clerk Attest: _____ Date: _____

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

Rec Rink Change Order Log
CNI

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

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

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

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

Scope of Change Request:


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

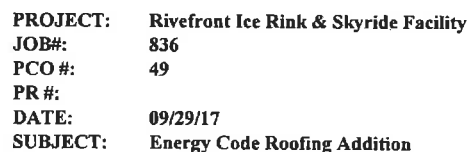
RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

CNI Submitted by:  Date Submitted: 11/2/17
 Matt Nason, Project Manager
 Stantec Recommended for Payment by: _____ Date Approved: _____
 Owner Approved by: _____ Date Approved: _____



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

Matt Nason

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

Importance: High

Hi Matt,

Cleaning up a couple of items for the project.

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

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

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

Hi Matt,

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

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

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/2/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



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

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

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



P O Box 13714
SPOKANE VALLEY, WA 99213
(509) 290-6835 FAX: (509) 892-2474

Work Reference No: 06493

PROJECT: Riverfront Sky ride and Ice Ribbon

DATE: October 31, 2017

DESCRIPTION OF WORK: Provide and install regulator

0.0 DAYS

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 52

DATE: Thursday, November 09, 2017

SUBJECT: ASI Door Changes

Scope of Change Request:

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

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

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

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

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



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

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

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



Architect's Supplemental Instruction (ASI)

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

Written Description of Architect's Additional Instructions:

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

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

STANTEC ARCHITECTURE INC.

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

Design with community in mind

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

Matt Nason

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

Matt,

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

Thank You,

Kalen Lakoduk

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

Commercial

Entrances & Storefronts
Stanley Automatic Doors
Curtain Walls
Glass & Glazing



6615 E Main Ave

Spokane, WA. 99212

Phone# (509) 532-0252

Fax# (509) 532-0253

Contractor Number : RIVERCG034L7

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

Furnish and Install

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

Base bid = \$221

Furnish and Install

ADA push button with remote operation at exterior

Base bid = \$258

Exclusions - taxes, relite kit

Alexander Cazier

alex@rivercityglass.com

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

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

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

THIS PROPOSAL IS VALID FOR 30 DAYS

Authorized Signature

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

Signature: _____

Date of Acceptance: _____

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 54

DATE: Thursday, November 30, 2017

SUBJECT: Skyride Control Room Ceiling

Scope of Change Request:

Add ACT ceiling to the skyride control room.

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

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

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



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

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

Sales Tax: Not Included
Total: \$ 676.16



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

License: ALLWACI021CZ

Change Proposal

Proposal #:6

Date: 10/17/2017

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

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

Proposed By: 1079 Jared Greaser

Customer Proposal:

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

Notes

Matt

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

If you have any questions please let me know.

Thanks
Jared

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

Requested Amount of Proposed Change

517.00

Contractor:

Date:

Subcontractor:

Date:

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 55

DATE: Thursday, November 30, 2017

SUBJECT: Kitchen Electrical Additions

Scope of Change Request:

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

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



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

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

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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price – Base Bid: \$2,591.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

-add 2% for bond rate if required

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

Restroom facilities will be provided for all employees.

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

Respectfully submitted,

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

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

Washington Contractor's License: COLVII*134D6

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

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

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 56

DATE: Thursday, November 30, 2017

SUBJECT: P2-02 Electrical Revisions

Scope of Change Request:

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

RECAP OF CHANGE ORDER PRICING DETAIL

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

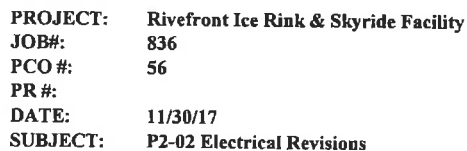
Contract Pricing Certification:

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

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

Stantec Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____



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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price – Base Bid: \$6,929.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

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

Respectfully submitted,

Terry Den Boer

Washington Contractor's License: COLVII*134D6



2812 N. Pittsburg
Spokane, WA 99207

Phone: (509) 536-1875

Fax: (509) 534-3551

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

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

Washington Contractor's License: COLVII*134D6

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



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

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

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

Proposal

We Appreciate Your Request and Take Pleasure in Responding As Follows

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

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

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

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

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

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

PROJECT: Rivefront Ice Rink & Skyride Facility

JOB#: 836

PCO #: 57

DATE: Thursday, November 30, 2017

SUBJECT: Electrical Additions

Scope of Change Request:

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

Add shunt trip for fire pits

Electrical service to water shutoff valve for MAU

Electrical service to gas shutoff valve for Kitchen

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

CNI

Submitted by: 

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



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

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

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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price – Base Bid: \$269.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

-add 2% for bond rate if required

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

Restroom facilities will be provided for all employees.

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

Respectfully submitted,

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

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

Washington Contractor's License: COLVII*134D6

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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price – Base Bid: \$442.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

-add 2% for bond rate if required

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

Restroom facilities will be provided for all employees.

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

Respectfully submitted,

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

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

Washington Contractor's License: COLVII*134D6

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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price – Base Bid: \$313.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

-add 2% for bond rate if required

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

Restroom facilities will be provided for all employees.

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

Respectfully submitted,

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

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

Washington Contractor's License: COLVII*134D6

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

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

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

Scope of Change Request:

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

RECAP OF CHANGE ORDER PRICING DETAIL

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

Contract Pricing Certification:

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

CNI

Submitted by: *Matt Nason*

Matt Nason, Project Manager

Date Submitted: 11/30/17

Stantec

Recommended for Payment by: _____

Date Approved: _____

Owner

Approved by: _____

Date Approved: _____



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

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

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



2812 N. Pittsburg
Spokane, WA 99207

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

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

Lump Sum Price : \$1,909.00

The following is a summary of our Scope of Work

Included:

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

Excluded:

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

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

Respectfully submitted,

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

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

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

CHANGE ORDER PROPOSAL BREAKDOWN, TOTALS

Page 1 of 3



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

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

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

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

CHANGE ORDER PROPOSAL BREAKDOWN, COSTS ACCUMULATION

Page 2 of 3



Job Name> Riverfront Park Ice Rink

COP#> 1
EVCO COP#> 1

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

DIRECT LABOR COSTS

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

Total Direct Labor> 414.94

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

0.00%

Material Labor Tot> 214.36
of Craft Labor> 0.00

Total Material Cost> 447.51

CHANGE ORDER PROPOSAL BREAKDOWN, PROJECT MATERIAL

Page 3 of 3



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

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

Total Material Cost> \$ 447.51

Total Hrs> 4.00

Labor Rate> 53.59

Total Labor Cost> 214.36

E = Each
 C = Per Hundred
 M = Per Thousand

CITY OF SPOKANE PARK BOARD

RESOLUTION

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

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

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

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

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

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

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

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

Dated this ____ day of December 2017.

ATTEST

Park Board President



December Update to the Board

Garrett Jones, Parks Planning & Development Manager

Berry Ellison, Program Manager

Jo-Lynn Brown, Program Coordinator

RIVERFRONTPARK**NOW.COM**

Ice Ribbon and SkyRide



Grand Opening Celebration last Friday!
Sold 4,040 tickets opening weekend.

RIVERFRONT**PARK****NOW.COM**





Recreational Rink & Sky Ride Construction Status-December 2017

Contractor: **Contractors Northwest Inc.**
Project Manager: Matt Nason
Superintendent: Rick Welker

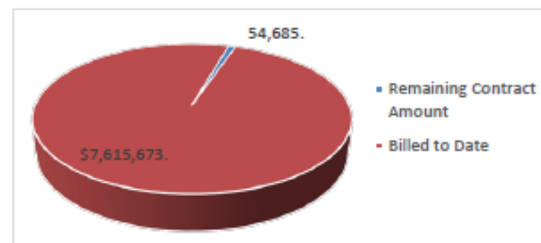
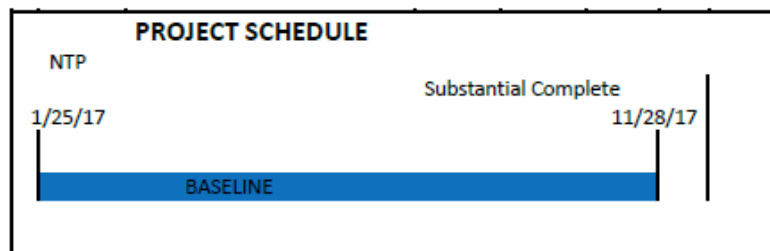
Engineer/Arch: Stantec

Owner PM: Berry Ellison - Parks
Owner CM: Harvey Morrison



SCHEDULE/CONCERNS:

- Temporary Certification of Occupancy issued 12/1/17.
- Final Occupancy permit expected by 12/31/17.
- Grand opening was December 8th.



Contract Amount Includes C/O 1-12	Current Expenditures	Remaining Contract Amount	Percent Complete by Budget*	Schedule Percent Complete	Contract End Date**
\$7,670,359.20	\$7,615,673.59	\$54,685.61	99%	99%	11/28/17

Howard Street Bridge South

The first phase of the Promenades



Amenities are being re-painted and installed.
Lighting will be installed in January.
Public opening Spring 2018 with Carrousel and
Rotary Fountain.



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Howard Street South Channel Bridge Construction Status December 2017

Contractor: **T. LaRiviere Equipment**
Project Manager: Thomas Haroldsen
Superintendent: Bryce Heitman

Engineer: CH2M
Inspector Clark Cosby

Owner PM: Berry Ellison - Parks
Owner CM: Lorraine Mead - Hill Intl

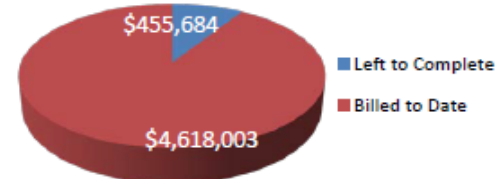
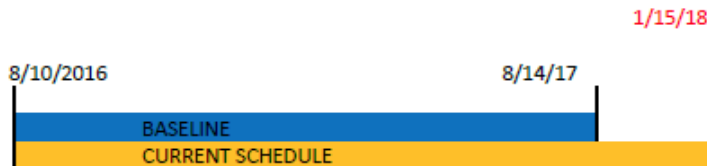


SCHEDULE/UPDATE:

- Contractor will complete last items in January 2018.
- Amenities are being repainted and reinstalled.
- Bridge Lighting will be installed and connected in January when electrical service is available.



PROJECT SCHEDULE



Base Bid Amount	Change Order #1 -7	Current Expenditures (Thru October 2017)	Remaining Contract Amount	Percent Complete by Budget	Schedule Percent Complete	Estimated Completion Date*
\$4,737,101.50	\$336,585.20	\$4,618,003.18	\$455,683.52	91%	96%	1/15/18

*With Time Extension



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Looff Carrousel & Rotary Fountain



Folding glass storefront installed. Wedge masonry 90% complete. Site pavers completed at entrance and patio.

Completion: Spring 2018

Aerial Photo: Walker Construction





Looff Carrousel Construction Status December 2017

Contractor: **Walker Construction**
Project Manager: Justin Paine
Superintendent: Mark Anderson

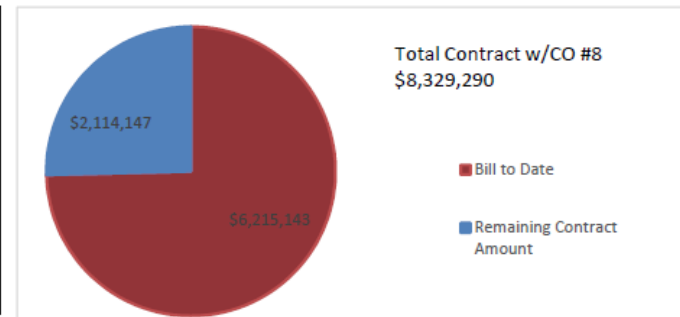
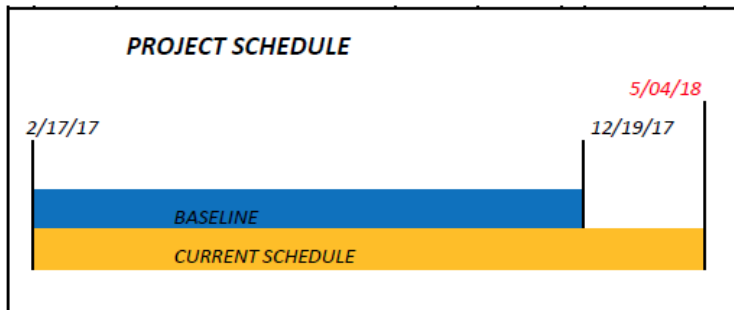
Architect: **NAC**

Owner PM: Berry Ellison - Parks
Owner CM: Patrick McCord – Hill International



SCHEDULE/CONCERNS:

- Carrousel building dome and ceiling being skim coated.
- Carrousel folding glass storefront installed.
- Wedge building masonry 90% complete.
- Wedge building has been insulated.
- Site pavers completed at entrance; remainder to complete Spring 2018.
- Fountain piping perimeter concrete ring being installed.

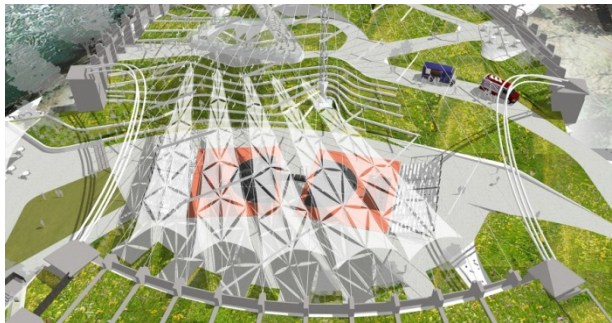


Base Bid Amount	Change Orders Total w/#8	Current Expenditures (Thru NOV 2017)	Remaining Contract Amount	Percent Complete by Budget	Schedule Percent Complete	Contract End Date
\$7,064,600	\$1,264,690	\$6,215,143	\$2,114,147	74.0%	65.0 %	5/04/18



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Pavilion & Central/North Promenades



Site preparation underway including tree protections and removals.

Fence up around Pavilion and central promenade site this week, north promenade fence up early 2018.

North Promenade: Early 2018 – Fall 2018

Central Promenade & Pavilion: Until Fall 2019



Pavilion/Promenades Project

Project Status

December 2017

Design Builder: Garco Construction
 Project Director: Clancy Welsh
 Project Manager: Sean LaRue/Josh Grigsby

Architect: NAC
 Landscape Architect: Berger Partnership
 Civil: CH2M

Program Manager: Berry Ellison - Parks
 Project Manager: Matt Walker-Hill Intl.
 Construction Manager: Lorraine Mead-Hill

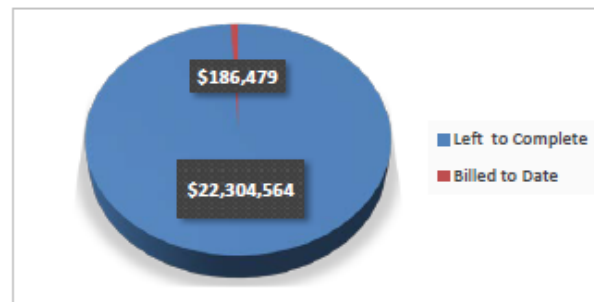
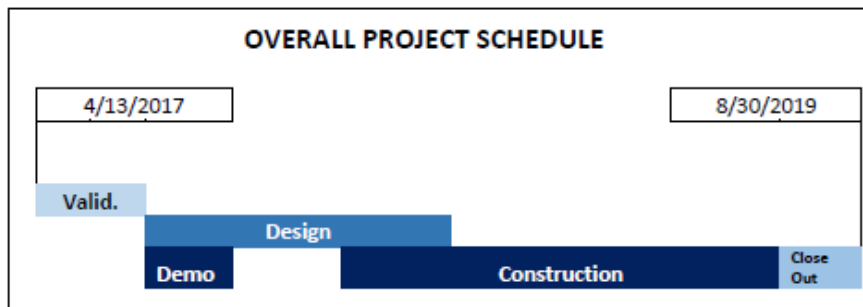
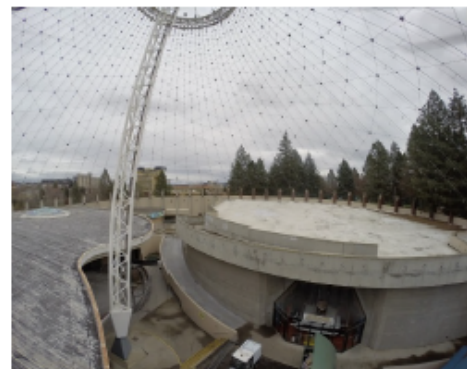


DESIGN SCHEDULE

- PROM 100% CDs 01/17/18
- PAV DD Approval 02/08/17
- PAV 100% CDs April 2018

CONSTRUCTION SCHEDULE

- PAV Abatement work starts next week
- PAV Demo January 2018
- N. PROM Construction February 2018



Contract Amount (Incl. WSST)	Change Order	Current Expenditures	Remaining Contract Amount	Percent Complete by Budget	Schedule Percent Complete	Contract End Date
\$22,491,043	\$	\$186,478.92	\$22,304,564.08	.8%	28.6%	8/30/19

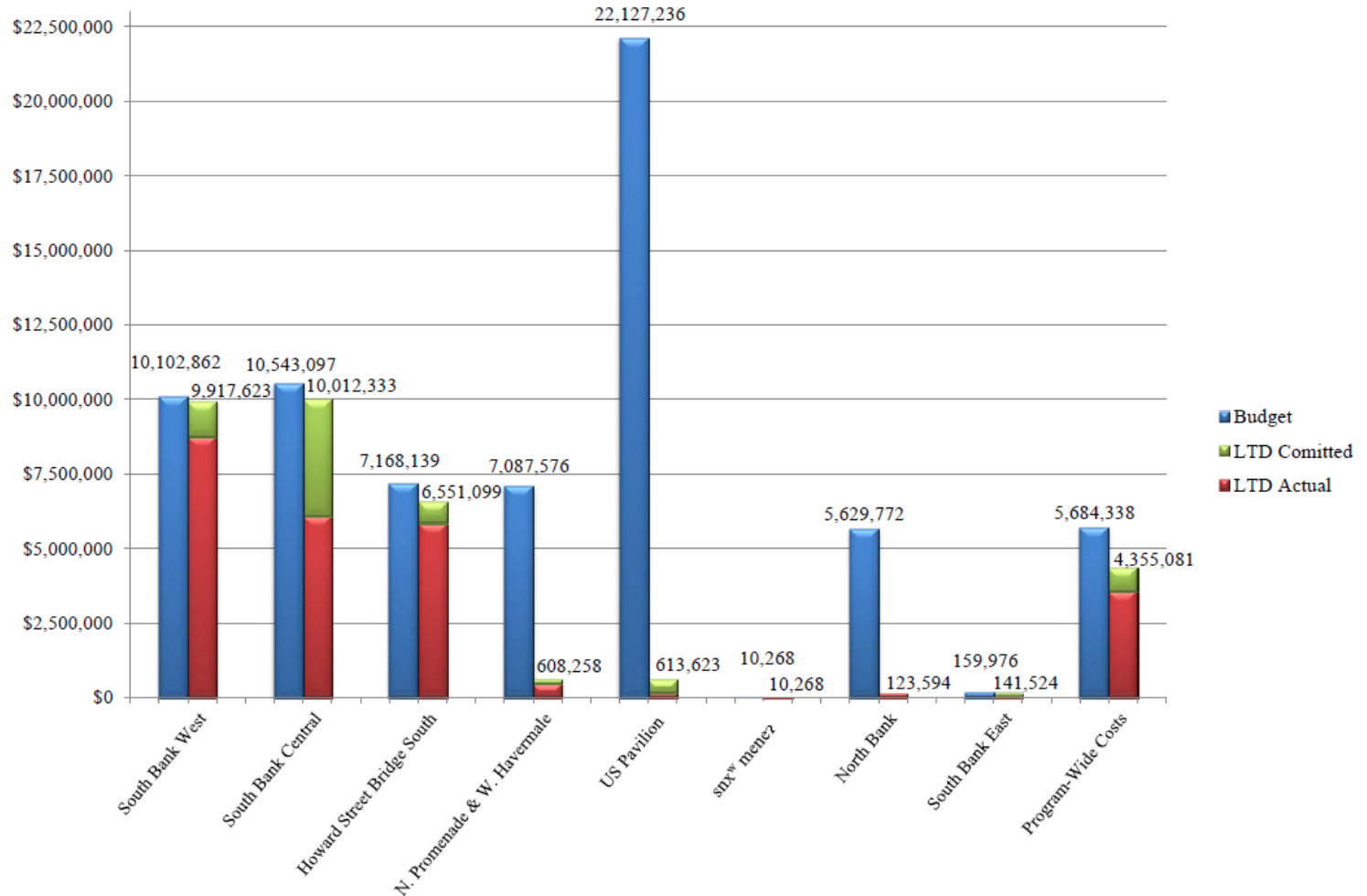


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Comparison of Approved Bond Budget to Actual & Committed Expenditures November 2017





Budget
Riverfront Park Redevelopment
Approved by Park Board October 12, 2017

Project	Budget
Ice Ribbon and SkyRide Facility	\$ 10,102,862
Looff Carrousel	\$ 10,543,097
Howard Street Bridge South (part of the Promenade)	\$ 7,168,139
North Promenade	\$ 2,546,613
West Havermale Island	\$ 4,540,963
U.S. Pavilion	\$22,127,236
snx ^W mene? (formerly known as Canada Island)*	\$ 10,268
Regional Playground / North Bank	\$ 5,629,772
Red Wagon Meadow / South Bank East*	\$ 159,976
Program Level Owner Costs	\$ 5,684,338
Non-Bond Funds	\$ 2,720,872
Total	\$71,234,136
	<i>Includes total bond amount of \$64.3m plus anticipated interest earned, grants, Utility reimbursements, and other reimbursables.</i>

*Not one of the five promised bond projects.



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CITY OF SPOKANE PARK BOARD

RESOLUTION

A Resolution to approve the utilization of up to Three Hundred Thousand dollars (\$300,000), if required, from the Park Fund Revenue Stabilization Account to support Riverfront Park revenue shortages resulting from impacts of park construction during the 2017 budget year:

WHEREAS, in 2017 City began construction on the voter approved redevelopment bond which resulted in closures of revenue producing programs, restricted event and pedestrian access, and created additional indirect operational cost increases;

WHEREAS, 2017 Riverfront Park actual revenue is expected to be materially less than forecasted in the annual budget. Budgeted revenue is \$1,047,000 as compared to a revised expectation of \$850,000;

WHEREAS, the revenue shortfall did not result from pricing services or offering discounts below the cost recovery goal or mismanagement;

WHEREAS, major renovation of grounds and facilities increased unanticipated expenses such as non-boned supported furnishing, fixtures, and equipment (FFE) purchases, expenses associated with closure, moving and disposal of items from old facilities, renovation of red wagon meadow, carrousel restoration, and additional temporary-seasonal staffing to support a greater than expected events schedule;

WHEREAS, the revenue forecast prior to the adoption of the 2017 budget anticipated the Skate Ribbon to open earlier than currently scheduled;

WHEREAS, the Skyride will not re-open in fiscal year 2017 as initially forecasted due to service delays in completing required 5 and 10 year preventative maintenance;

NOW THEREFORE, IT IS HEREBY RESOLVED that the Park Board approves an appropriation of Three Hundred Thousand dollars (\$300,000) from the Park Fund Revenue Stabilization Account to support the 2017 Riverfront Park budget.

Dated this 12th day of December 2017.

Park Board President

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

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

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

Section 1. Definitions.

1. The City of Spokane Park Board: "shall consist of ten electors of the City of Spokane, who shall be appointed by the ~~City Council~~, and one member of the ~~City Council~~ to be designated by the ~~Council~~council." (City of Spokane ~~City~~ Charter §~~42~~41)
2. Park Board Member: A person who has been nominated by the Mayor and appointed by the City Council.
3. Financial Report: An annual report of all receipts and expenditures, and of all other business transacted by the Park Board. This report shall be furnished to the City Council.
(City of Spokane ~~City~~ Charter §45)

Section 2. Regular Meetings.

1. The regular meetings of the Park Board shall be held at ~~13~~3:30 p.m. on the second Thursday of each month in the City Council Chambers in City Hall and shall be conducted generally following Robert's Rules of Order.
2. Except for executive sessions, all Park Board meetings are open to the public. The Board or President may cancel or reschedule meetings. If a regular meeting is to be canceled or rescheduled, notice, shall be given pursuant to the Open Public Meetings Act (RCW Ch. 42.30).

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

Section 3. Special Meetings.

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

Section 4. Annual Meetings.

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

Section 5. Quorum and Voting of Park Board.

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

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

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

CONDUCT OF BUSINESS

Section 6. Scheduling Business.

1. Business to be transacted at any regular or special meeting shall be scheduled by the Secretary or designee subjected to order of the President. The Secretary or designee shall prepare, transmit to Park Board members, release to news media, and give official notice of business to be considered in the normal administration of business at the Park Board meetings, provided the consideration of all or any one item of business shall be subjected to cancellation or rescheduling to another meeting of the Park Board by order of the President or by the Park Board. The agenda of a regular or special meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30).

Section 7. Chairing Meetings.

1. Meetings shall be called to order by the President, or in ~~his/her~~ the President's absence, by the Vice President, or in the anticipated absence of both, the President or the Park Board

shall designate a member of the Park Board to preside. In the event a person to preside has not been named, the Secretary shall call the meeting to order and the Park Board members present may, by general consent, select a President pro-tem. Meetings may be adjourned by majority vote of the Park Board members present or by order of the President if there are no objections from Board members.

Section 8. Minutes.

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

Section 9. Order of Business.

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

AGENDA

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

12. Public Comments

13. Adjournment

Next Committee meeting dates

Next Park Board meeting dates

Section 10. Executive Sessions.

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

OFFICERS AND COMMITTEES

Section 11. Officers.

1. At its regular February meeting of each year, the Park Board shall elect a President and Vice President from its members, but in case of failure to elect at the time specified, the election shall take place at a subsequent ~~regular~~ meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.
2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of President, Vice President or Secretary, the Park Board shall elect an interim President, Vice President or Secretary to serve until the next regular election.

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

Section 12. Nominations.

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

Section 13. Duties of the President.

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

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.
2. To preside over the meetings of the Park Board.
3. To call special meetings and ~~to order~~ executive sessions of the Park Board within the limits of state law.
4. To set the agenda and change the order of business.
5. To set the place, date and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration.

7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.
9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Interview Committee which shall recommend to the Mayor two (2) Park Board candidates per vacancy for City Council appointment.
12. To have the same rights and privileges as all other Park Board members.
13. To send a letter of interest to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

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

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

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

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

Section 16. Standing Committees.

1. The standing committees of the Park Board shall be:
 - Finance
 - Land
 - Recreation
 - Golf
 - Riverfront Park
 - Urban Forestry Tree
 - Bylaws

2. Unless otherwise ordered by the Park Board all standing committees shall consist of a minimum of three (3) Park Board members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens pursuant to Spokane Municipal Code (SMC 04.28.030). ~~Unless otherwise ordered by the Park Board, all such Committees shall consist of a minimum of three (3) members, except the Urban Forestry Tree Committee which shall consist of two (2) Park Board members and three (3) citizens.~~
3. The Board may re-classify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.
5. Committees ~~shall~~ should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.

Section 17. Duties of Committees.

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

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

Section 18. Administration.

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

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

1. The Director of Parks and Recreation, or ~~his~~a designee, is the chief executive officer of the Park Board. The director is also an employee under the direct supervision of the Mayor.

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

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

Section 20. Employment of Park Director.

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

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

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

Section 22. Adoption.

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

Spokane Park Board

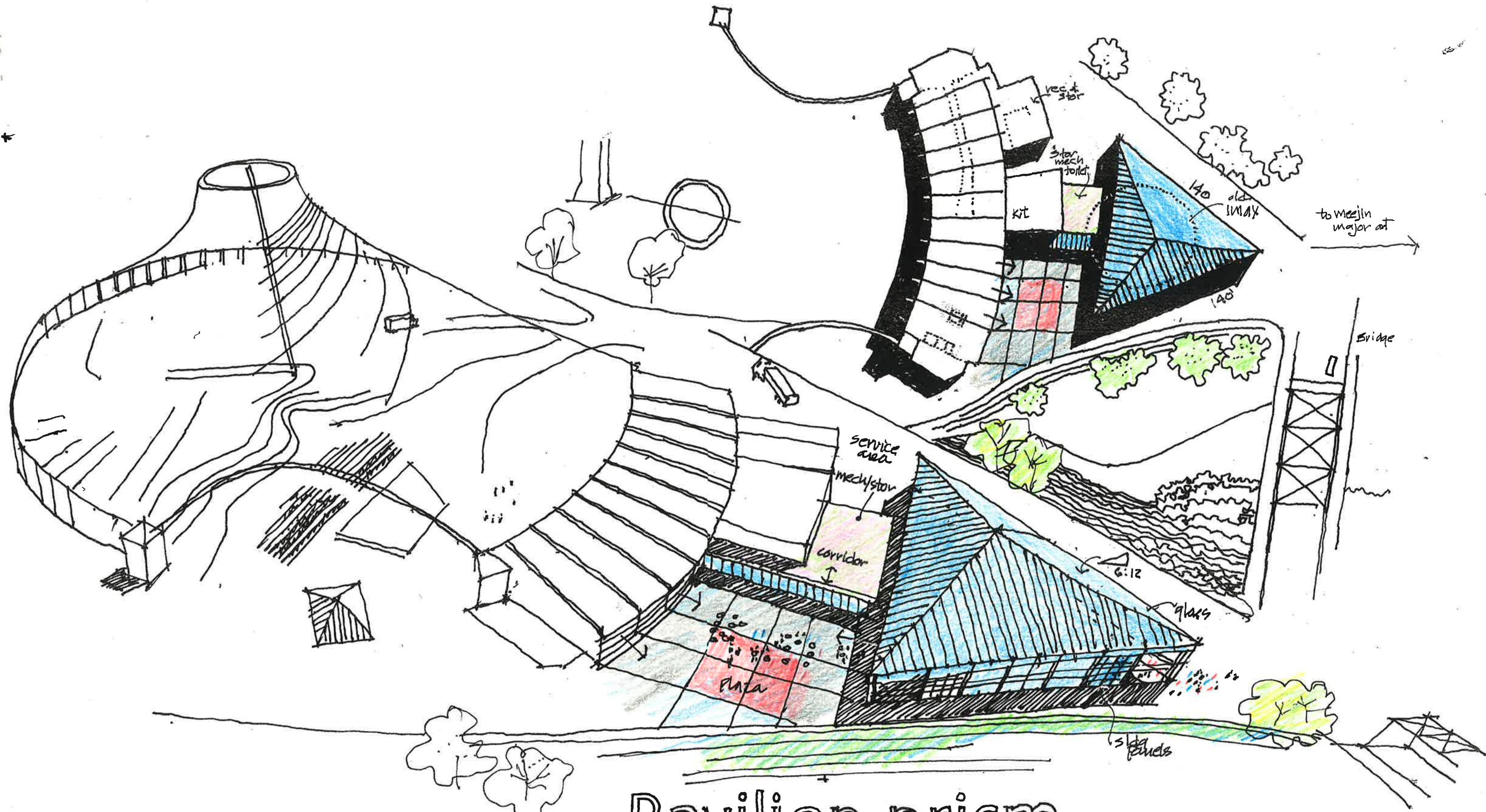
By:

Spokane Park Board President

Date approved: _____

Approved as to form:

Assistant City Attorney



Pavilion prism

Dec 2017

