



## Spokane Park Board

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

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

### Park Board Members:

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

### Parks Staff:

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

### Guests:

Lynn Swedberg  
Larry Gorton  
Jo Straight  
Jason Morse  
Craig Andersen

## MINUTES

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

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

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

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

Chris Wright seconded.

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

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

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

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

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

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

Rick Chase seconded.

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

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

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

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

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

Rick Chase seconded.

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

8. **Public Comment:**

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

9. **Committee Reports:**

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

A. Action items: None

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

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



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

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

Rick Chase seconded.

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

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

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

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

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

Rick Chase seconded.

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

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

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

Gerry Sperling seconded.

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

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

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

A. Action Items: None

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

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

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

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

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

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

Gerry Sperling seconded.

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

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

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

Mike Fagan seconded.

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

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

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

Mike Fagan seconded.

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

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

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

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

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

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

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

Greta Gilman seconded.

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

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

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

Greta Gilman seconded.

The motion carried unanimously (9-0 vote).

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

**Bylaws Committee:** *Jennifer Ogden*

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

10. **Reports:**

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

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

**Liaison reports:**

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

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

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

11. **Correspondence:**

A. Letters/emails: [Finch Arboretum Master Plan email and letter of support](#)

B. Newsletters: Hillyard Senior Center

12. **Executive Session:** None

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

14. **Meeting Dates:**

A. Next Committee meeting dates:

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

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

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

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


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

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

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

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

Minutes approved by: \_\_\_\_\_

  
Leroy Eadie, Director of Parks and Recreation

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

**PARKS & RECREATION:**

SALARIES & WAGES	\$	820,502.20
MAINTENANCE & OPERATIONS	\$	736,541.19
CAPITAL OUTLAY	\$	8,460.05
PARK CUMULATIVE RESERVE FUND	\$	3,271.51

**RFP BOND 2015 IMPROVEMENTS:**

CAPITAL OUTLAY	\$	660,680.16
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**GOLF:**

SALARIES & WAGES	\$	119,078.02
MAINTENANCE & OPERATIONS	\$	174,868.29
CAPITAL OUTLAY	\$	12,990.73

<b>TOTAL EXPENDITURES:</b>	<b>\$</b>	<b>2,536,392.15</b>
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## Financial Reports

### November 2018

# City of Spokane Parks & Recreation

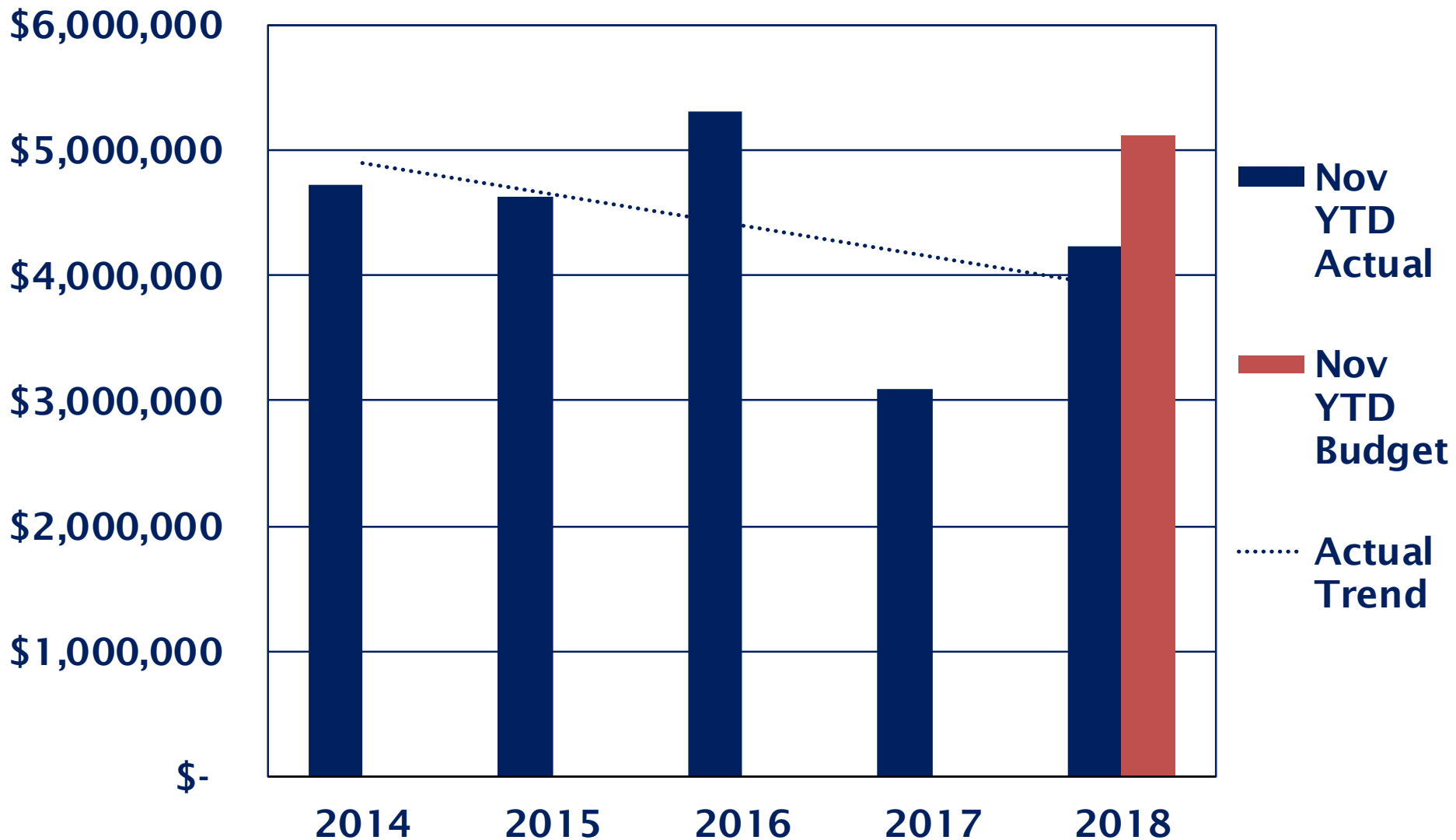
## PARK FUND – Revenues & Expenditures

As of November 2018 (in millions)	2018 Budget	YTD Budget	YTD Actual	% YTD Budget
Park Revenue	7.15	5.12	4.24	82.92%
Transfers In	14.29	13.20	13.20	100.01%
Funds Available	21.44	18.31	17.44	95.23%
Expenditures	-19.00	-16.88	-16.87	99.94%
Transfers Out	-0.64	-0.42	-0.49	118.52%
Capital Outlay	-4.15	-1.62	-1.03	63.44%
2015 Windstorn	-0.16	-0.06	-0.33	568.65%
NET	- 2.51	- 0.66	- 1.28	
Beg. Noncommitted Bal*	1.08			
End Noncommitted Bal	- 0.20			

\*For clarification purposes, the 5% Reserve is a reduction against the Beginning Balance.

# Park Fund Revenue

## 5 Year Trend & YTD Budget



# City of Spokane Parks & Recreation

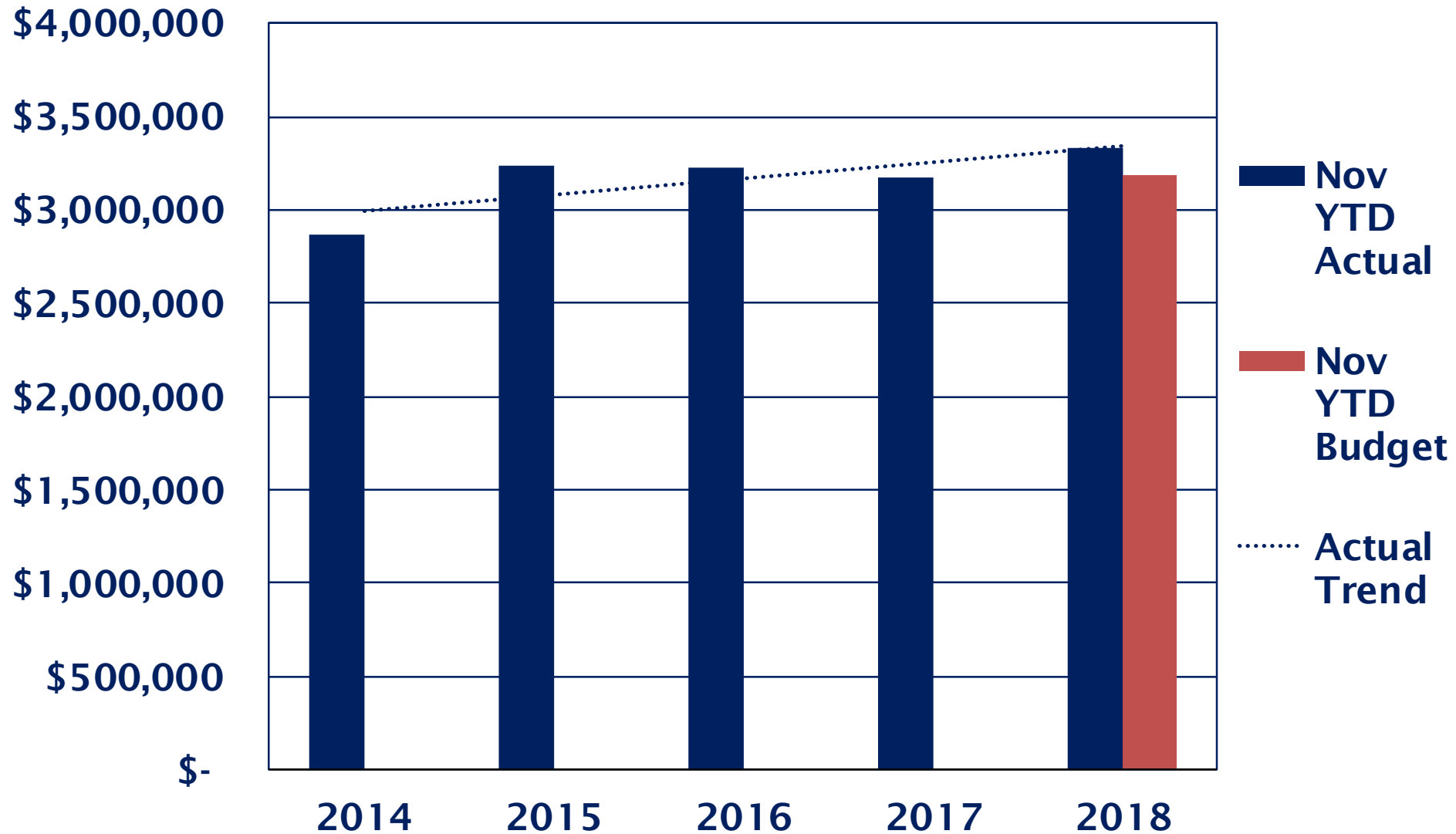
## GOLF FUND – Revenues & Expenditures

As of November 2018 (in millions)	2018 Budget	YTD Budget	YTD Actual	% YTD Budget
Golf Revenue	3.81	3.18	3.34	104.82%
Transfers In	0.00	0.00	0.00	0.00%
Funds Available	3.81	3.18	3.34	104.82%
Expenditures	-3.28	-2.94	-2.98	101.17%
Transfers Out	-0.05	0.00	-0.05	0.00%
Capital Outlay	-0.36	-0.21	-0.04	20.38%
NET	0.12	0.03	0.27	
Beg. Noncommitted Bal*	- 0.25			
End Noncommitted Bal**	0.01			

\*For clarification purposes, the 7% Reserve and the reserve for the Facility Improvement Fee is a reduction against the Beginning Balance.

# Golf Fund Revenue

## 5 Year Trend & YTD Budget



# Riverfront Park Bond Fund

Project Component	Budget Adopted November 2018	Expended as of November 30, 2018	Committed to Date	Budget Balance
1. South Bank West	10,425,121	10,402,413	25,758	(3,050)
2. South Bank Central	11,736,419	11,289,695	365,172	81,552
3. Howard St. SC Bridge	74,618	143,930	27,083	(96,395)
4. Promenades & Cent. Trail	8,187,578	3,031,911	2,881,096	2,274,571
5. Havermale Island	22,236,845	5,017,448	15,040,886	2,178,511
6. snxw mene?	1,741	1,741	-	-
7. North Bank	8,685,576	166,779	775,251	7,743,546
8. South Bank East	160,364	156,847	400	3,117
Program Level	6,554,110	4,075,708	374,132	2,104,270
<b>Total</b>	<b>68,062,372</b>	<b>34,286,472</b>	<b>19,489,778</b>	<b>14,286,122</b>



<b>Spokane Park Board</b> December 2018 – February 2019	Term Ends	Riverfront	Golf	Land	Recreation	Finance	Urban Forestry	Bylaws	Riverfront Park Executive Team	Joint Arts	Liaisons
<b>Sumner, Nick – President</b> nsumner@spokanecity.org	2020		✓					✓	✓		CF
<b>Chase, Rick – Vice President</b> rchase@spokanecity.org	2022	✓	✓				Chair				
<b>Chris Wright</b> cwright@spokanecity.org	2019				✓	Chair	Alternate		✓	✓	
<b>McGregor, Ted</b> tmcgregor@spokanecity.org	2020	Chair			✓				✓	✓	PF
<b>Gilman, Greta</b> ggilman@spokanecity.org	2023			Chair	✓	✓			✓		
<b>Bob Anderson</b> banderson@spokanecity.org	2022		✓			✓					
<b>Sally Lodato</b> slodato@spokanecity.org	2022			✓	Chair			✓			
<b>Ogden, Jennifer</b> jmogden@spokanecity.org	2021	✓		✓			✓	Chair		✓	
<b>Gerry Sperling</b> gsperling@spokanecity.org	2019	✓	Chair			✓			✓		
<b>Jamie SiJohn</b> jsijohn@spokanecity.org	2023	✓		✓							
<b>Fagan, Mike</b> mfagan@spokanecity.org	N/A			✓							Council

PF = Spokane Parks Foundation

CF = Conservation Futures

On November 6<sup>th</sup>, we voted for the Shadle Park Library to expand, because we need a larger library. We thought they would expand by building a second story. Instead, the Spokane Park Board and the Spokane City Library Board have developed plans for the library to remain a one-story building, by sprawling it across Shadle Park almost up to the water tower. Over the years, Shadle Park residents have been squeezed out of access to our own park. Slowly more and more park land was grabbed and converted to other uses that now require fees and/or have limited access times. The play equipment on the children's playground is minimal and some of the oldest in the Spokane Park system. We can have a nice larger library and still retain what's left of the park, by demanding that the library expand by building a second story, instead of gobbling up more of our park land.

[illegible]



JOHN DEERE

## Quote Summary

## Prepared For:

City Of Spokane Fleet Services  
 915 N Nelson St  
 Spokane, WA 99202  
 Business: 509-232-8810  
 Mobile: 509-822-8592  
 gkaesemeyer@spokanecity.org

## Prepared By:

Steve Lebsack  
 Pacific Golf & Turf LLC  
 6206 E Trent Ave Bld 2 St-a  
 Spokane, WA 99212  
 Phone: 509-879-5117  
 slebsack@pacificgolfturf.com

Quote Id: 18426336

Created On: 25 October 2018

Last Modified On: 25 October 2018

Expiration Date: 01 November 2018

## Equipment Summary

LELY FERTILIZER SPREADER  
 WFR-800

Selling Price

Qty

Extended

\$ 6,264.71 X 1 = \$ 6,264.71

WIEDENMANN SUPER 600 DEBRIS  
 MAINTENANCE MACHINE -  
 10102750005172036

\$ 39,491.00 X 1 = \$ 39,491.00

## Equipment Total

\$ 45,755.71

## Quote Summary

Equipment Total \$ 45,755.71

SubTotal \$ 45,755.71

Sales Tax - (8.80%) \$ 4,026.50

Est. Service Agreement Tax \$ 0.00

Total \$ 49,782.21

Down Payment (0.00)

Rental Applied (0.00)

Balance Due \$ 49,782.21

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Confidential



JOHN DEERE

## Selling Equipment

Quote Id: 18426336

Customer: CITY OF SPOKANE FLEET SERVICES

### LELY FERTILIZER SPREADER WFR-800

Hours: 0

Stock Number:

Code	Description	Qty
WFR-800	LELY PULL BEDDING GROUND DRIVEN 800LB FERTILIZER SPREADER	1

### WIEDENMANN SUPER 600 DEBRIS MAINTENANCE MACHINE - 10102750005172036

Hours: 0

Stock Number:

Code	Description	Qty
2750043	WIEDENMANN SUPER 600 DEBRIS MAINTENANCE MACHINE ( IN STOCK UNIT)	1

#### Standard Options - Per Unit

1231506	GOLF COURSE KIT (RUBBER BOGEY WHEELS, AND ROLLER	1
1231958	CARBIDE BLADES 1.5 INCH SPACING	1

#### Dealer Attachments

101 46 10	DURA BLADE FOR VERTICUTTING	42
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**JOHN DEERE**

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Pacific Golf & Turf LLC  
6206 E Trent Ave Bld 2 St-a  
Spokane, WA 99212  
509-879-5117  
shill@pacificgolfturf.com

**Quote Summary**

**Prepared For:**

City Of Spokane Fleet Services  
915 N Nelson St  
Spokane, WA 99202  
Business: 509-232-8810  
Mobile: 509-822-8592  
gkaesemeyer@spokanecity.org

**Delivering Dealer:**

**Pacific Golf & Turf LLC**  
Steve Lebsack  
6206 E Trent Ave Bld 2 St-a  
Spokane, WA 99212  
Phone: 509-879-5117  
slebsack@pacificgolfturf.com

**Quote ID:** 18426118  
**Created On:** 25 October 2018  
**Last Modified On:** 25 October 2018  
**Expiration Date:** 24 November 2018

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE MY17 ProGator 2030A (Diesel) <b>Contract:</b> WA Lawn and Grounds 10212 (PG 4S CG 22) <b>Price Effective Date:</b> November 13, 2017	\$ 37,699.06	\$ 29,405.27 X	1 =	\$ 29,405.27
<b>Equipment Total</b>				<b>\$ 29,405.27</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 29,405.27
Trade In	
SubTotal	<b>\$ 29,405.27</b>
Sales Tax - (8.80%)	\$ 2,587.66
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 31,992.93
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 31,992.93</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Confidential

**JOHN DEERE**

# Selling Equipment

Quote Id: 18426118

Customer Name: CITY OF SPOKANE FLEET SERVICES

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
 Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
 Pacific Golf & Turf LLC  
 6206 E Trent Ave Bld 2 St-a  
 Spokane, WA 99212  
 509-879-5117  
 shill@pacificgolfturf.com

**JOHN DEERE MY17 ProGator 2030A (Diesel)**

Contract: WA Lawn and Grounds 10212 (PG 4S CG 22)

Price Effective Date: November 13, 2017

Suggested List \*

\$ 37,699.06

Selling Price \*

\$ 29,405.27

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1414TC	MY17 ProGator 2030A (Diesel)	1	\$ 29,115.00	22.00	\$ 6,405.30	\$ 22,709.70	\$ 22,709.70
<b>Standard Options - Per Unit</b>							
001A	US/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	Operator's Manual - English	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1139	Standard Front Tires 23x10.5-12 (4 PR)	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1162	Wide Rear Multi-Trac (2) Tires and (2) Wheels, 26 x 14-12 (4 PR)	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1191	4WD Traction Unit	1	\$ 5,702.00	22.00	\$ 1,254.44	\$ 4,447.56	\$ 4,447.56
2200	Factory Installed Auxiliary Hydraulics	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
9774	Throttle/Governor Control Kit	1	\$ 405.00	22.00	\$ 89.10	\$ 315.90	\$ 315.90
9775	Armrest Kit (One Set)	1	\$ 82.00	22.00	\$ 18.04	\$ 63.96	\$ 63.96
9776	Cargo Box	1	\$ 1,975.00	22.00	\$ 434.50	\$ 1,540.50	\$ 1,540.50
9778	Quick Connect Kit	1	\$ 144.00	22.00	\$ 31.68	\$ 112.32	\$ 112.32
<b>Standard Options Total</b>			<b>\$ 8,308.00</b>		<b>\$ 1,827.76</b>	<b>\$ 6,480.24</b>	<b>\$ 6,480.24</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
BM20502	Rear Receiver Hitch Kit - HDUV (Heavy-Duty Utility Vehicles)	1	\$ 276.06	22.00	\$ 60.73	\$ 215.33	\$ 215.33
<b>Dealer Attachments Total</b>			<b>\$ 276.06</b>		<b>\$ 60.73</b>	<b>\$ 215.33</b>	<b>\$ 215.33</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Suggested Price</b>						<b>\$ 29,405.27</b>	
<b>Total Selling Price</b>			<b>\$ 37,699.06</b>		<b>\$ 8,293.79</b>	<b>\$ 29,405.27</b>	<b>\$ 29,405.27</b>

Confidential





**JOHN DEERE**

## **Selling Equipment**

**Quote Id:** 18426118

**Customer Name:** CITY OF SPOKANE FLEET SERVICES

---

**ALL PURCHASE ORDERS MUST BE MADE OUT  
TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT  
TO DELIVERING DEALER:**

Pacific Golf & Turf LLC  
6206 E Trent Ave Bld 2 St-a  
Spokane, WA 99212  
509-879-5117  
shill@pacificgolfturf.com

---

October 29, 2018

City of Spokane, Parks Department  
Attn: Leroy Eadie, Parks Director  
808 West Spokane Falls Blvd.  
Spokane, WA 99201

Goodwill Industries of the Inland Northwest  
130 E. Third Avenue  
Spokane, WA 99202

***Re: Draft Letter of Intent re Joint Access & Parking Arrangements re Thornton Murphy Park***

The purpose of this letter (the "Letter of Intent") is to set forth the preliminary interest and understanding of both the City of Spokane Parks and Recreation Department ("Parks") and Goodwill Industries of the Inland Northwest ("Goodwill") with respect to a possible reciprocal access and parking arrangement involving Thornton Murphy Park. Parks and Goodwill are each sometimes referred to collectively as the "Parties" and individually as a "Party."

This Letter of Intent shall not create a binding legal obligation on the Parties, or on the part of any other person or entity, until such time as definitive agreements providing for all of the terms, covenants, conditions and understandings relating to the reciprocal parking arrangement are executed and binding. The Parties further represent to each other that upon the execution of this Letter of Intent they will individually and collectively exercise good faith and best efforts to take all actions reasonably necessary to fulfill the terms and intent set forth herein, subject to necessary approvals of the above-referenced definitive agreements.

The following sets forth the general understanding and intent of the Parties regarding certain properties owned by the Parties.

1. The Properties.

A. Parks owns certain real property located in the City of Spokane, Washington and commonly known as Thornton Murphy Park ("Park Property"), as depicted in Exhibit A.

B. Goodwill owns property adjoining the Park Property on the west end of the park ("Goodwill Property"), as depicted in Exhibit A.

2. Background and Purpose. The Park Property and Goodwill Property have historically shared a parking area along the properties' common border as depicted in Exhibit A ("Joint Parking Area"). Goodwill plans to make improvements to its property and, in connection with that work, proposes to make certain improvements to the Joint Parking Area that will benefit each of the Parties.

3. Joint Access and Parking Agreement. The Parties desire to enter into a Joint Access and Parking Agreement (“Agreement”) under which the Parties will exchange non-exclusive easements covering the Joint Parking Area granting the Parties certain reciprocal parking rights together with rights of ingress and egress to the Joint Parking Area, and further providing as follows:

A. Goodwill shall design and construct a new shared access driveway, including curb cut, driveway, and drive isle to serve the Joint Parking Area.

B. Goodwill shall resurface (new seal coat) and re-stripe the entire Joint Parking Area, as generally depicted in Exhibit A. Goodwill shall comply with all Federal, State, and local laws in designing and constructing improvements in the Joint Parking Area.

C. Goodwill shall perform routine maintenance (sweeping, washing etc.) on the Joint Parking Area during at the same frequency and quality as is performed on the “Goodwill Property”.

D. Parking stalls on Parks’ portion of the Joint Parking Area shall be subject to Parks Department parking regulations, including no parking between 10pm and 6am without prior approval by Parks. Parks will sign its portion of the Joint Parking Area to reflect this restriction and other park rules. Otherwise, employees and invitees of both Goodwill and Parks will be allowed to park in the Joint Parking Area.

E. Parks does not plan to plow snow in Parks’ portion of the Joint Parking Area. During the winter, Goodwill may push snow from the shared access driveway and Goodwill’s portion of the Joint Parking Area onto Parks’ portion of the Joint Parking Area.

F. Parks will continue to maintain the existing landscape buffer between Thornton Murphy Park and the Joint Parking Area. The Parties intend for this landscaping to satisfy Goodwill’s screening requirements along Goodwill’s eastern property boundary line.

G. Parks shall be responsible for all future major repair and replacement of the asphalt parking surface on Park Property.

H. The Agreement shall be for an initial term of twenty (20) years.

I. The Agreement will provide an option for the parties to extend the Agreement for an additional term of 20 years under the same terms and conditions.

J. To facilitate Goodwill’s completion of improvements to the Joint Parking Area, Parks will grant Goodwill a temporary construction easement covering Parks’ portion of the Joint Parking Area., and will grant Goodwill a temporary utility easement to access construction power from power pole located on Park Property. Goodwill shall make arrangements to ensure that the power is metered separately and invoiced directly to Goodwill.

4. Timing of the Project.

A. To facilitate development of the Project, each Party is requested to return this Letter of Intent by November 30, 2018.

B. Construction within the 'Joint Parking Area' or on park property shall not begin until execution of the Joint Access and Parking Agreement.

C. Construction of improvements within 'Joint Parking Area' are scheduled to be completed by July of 2019.

This is a non-binding document having no legal effect. The Parties understand that all costs, expenses and fees ("Expenses") related to this Letter of Intent shall be paid by the party incurring such Expenses without recourse against the other party. No claim for Expenses or liability of any kind related to this Letter of Intent shall be based upon reliance, estoppel, or equity. In the event the Parties do not reach agreement on the Joint Access and Parking Agreement, this Letter of Intent shall terminate without any liability to the Parties.

**City of Spokane Parks and Recreation**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Goodwill Industries of the Inland Northwest**

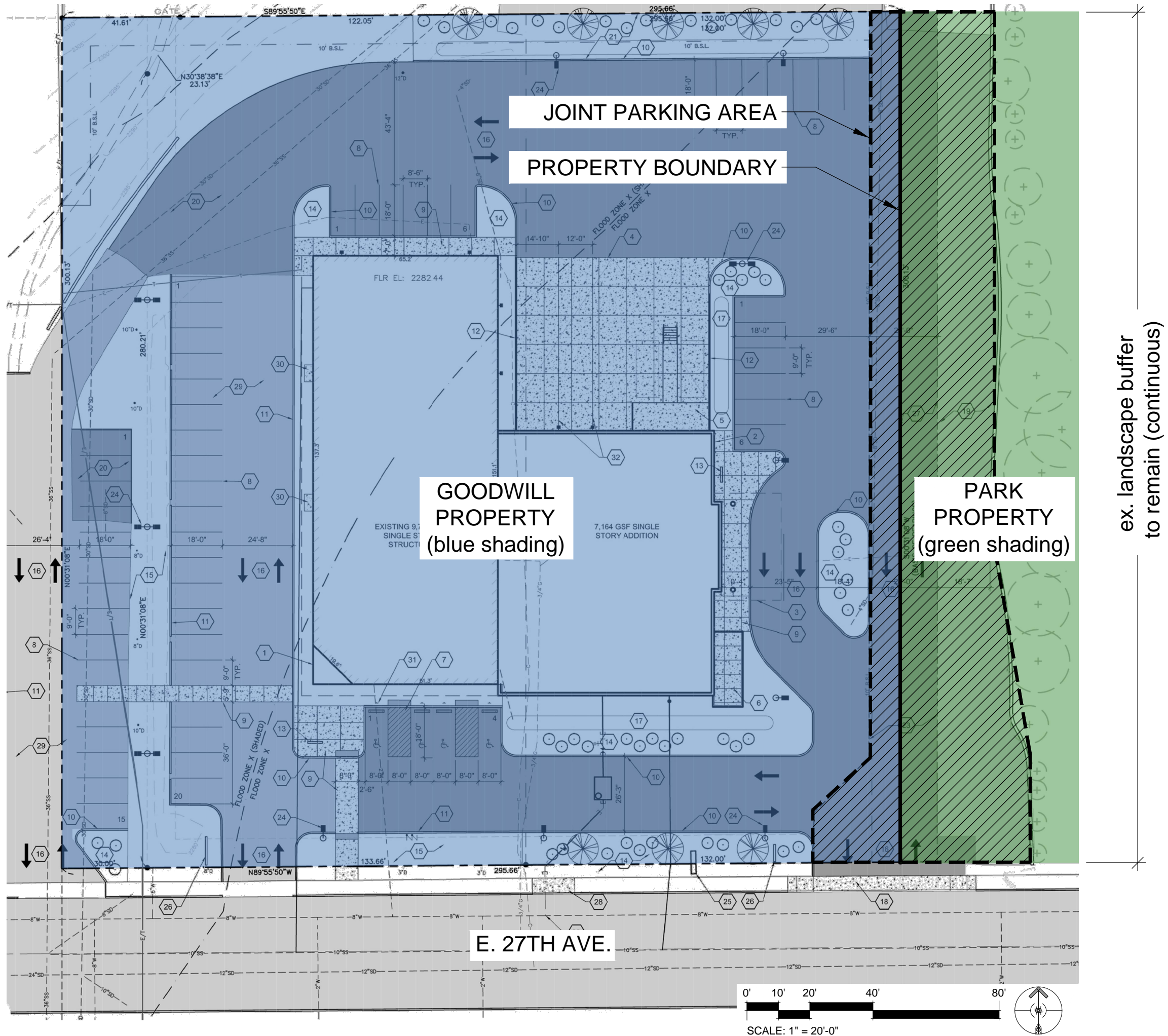
Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

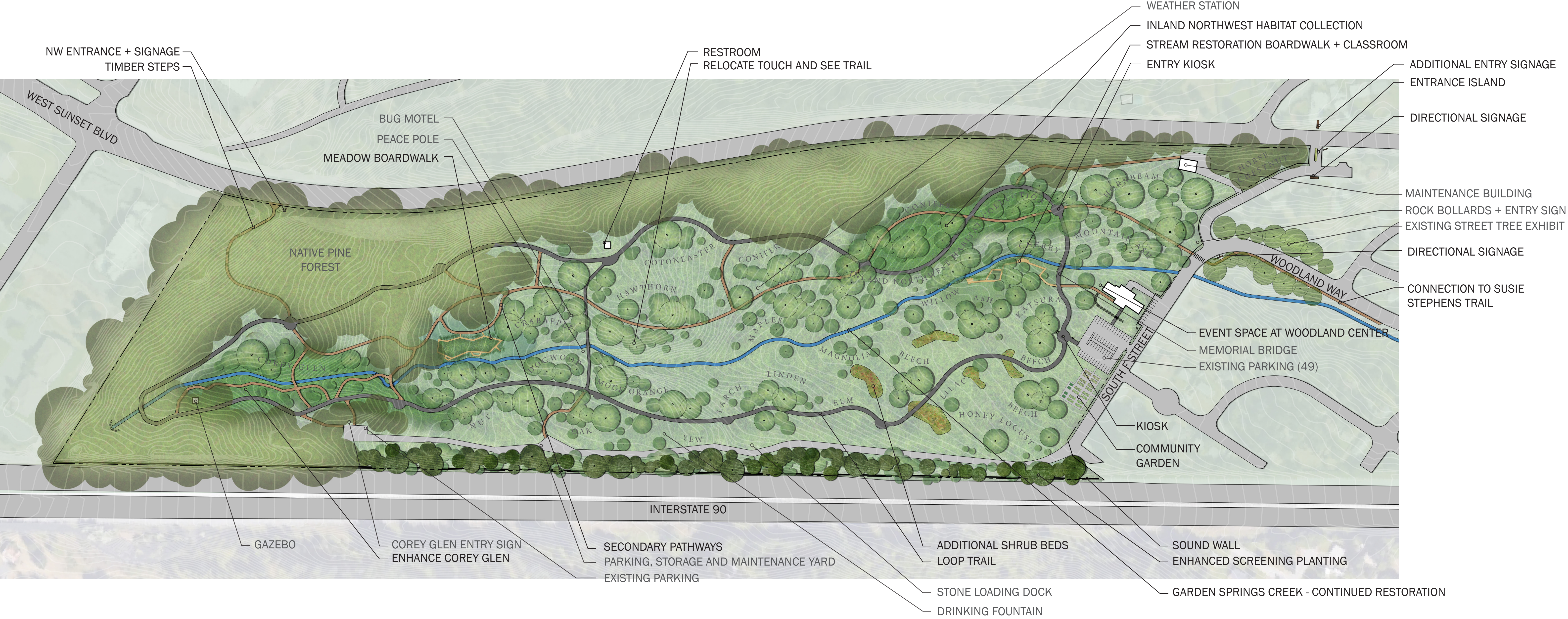
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Date: \_\_\_\_\_

EXHIBIT 'A'







# Finch Arboretum Master Plan

1" = 100'





# FINCH ARBORETUM

---

## MASTER PLAN

12.13.2018

**John A. Finch Arboretum Master Plan**

Prepared for the City of Spokane Parks & Recreation Division and Urban Forestry Program





“ WE CONNECT PEOPLE TO THE **WORLD**  
**OF TREES** TO INSPIRE THE DISCOVERY  
OF NATURE, COMMUNITY, AND  
THEMSELVES. ”



# Acknowledgments

---

## CITY OF SPOKANE PARKS & RECREATION

Leroy Eadie, Director of Parks & Recreation  
Garrett Jones, Planning and Development Manager  
Nick Hamad, Landscape Architect  
Angel Spell, Assistant Director of Natural Resources  
Ryan Griffith, Assistant Director of Recreation  
Carl Strong, Assistant Director of Park Operations  
Kacey Burke, Finch Arboretum, Gardener II  
Mattie Whitney, Park Operations, Gardener II

## CITY OF SPOKANE PARK BOARD

Nick Sumner, President  
Rick Chase, Vice President  
Chris Wright  
Ted McGregor  
Greta Gilman  
Sally Lodato  
Jennifer Ogden  
Jami SiJohn  
Mike Fagan  
Bob Anderson

## STAKEHOLDER GROUP

Karen Carlberg - West Hills Neighborhood Council  
Hilary Nickerson - Urban Forestry Citizen Advisory Council  
Steven Wilson - Finch Arboretum Community Garden  
Teya Kuhle - Spokane Community College  
Cindy Deffe - Spokane Community College  
Kelly Chadwick - Spirit Pruners  
Amanda Parrish - The Lands Council  
Garth Davis - Spokane Conservation District  
Stacey Selcho - Spokane Conservation District  
Tim Kohlhauff - WSU Spokane County Extension  
Marcia Davis - City of Spokane Integrated Capital Management  
Eric Lester - City of Spokane Integrated Capital Management  
Cadie Oslen - City of Spokane Environmental Programs  
Deborah Bisenius - City of Spokane Environmental Programs

## CONSULTANT TEAM

AHBL, Inc. – Landscape Architecture

ADOPTION DATE: DECEMBER 13, 2018



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“THE ESTABLISHMENT OF AN  
ICONIC REGIONAL EXPERIENCE  
IN THE URBAN ENVIRONMENT  
THAT IMMERSSES CITIZENS IN A  
BOTANICAL WONDERLAND...”

# Executive Summary



Nestled among the Ponderosa pines and surrounding Garden Springs Creek lies a hidden oasis -- the John A. Finch Arboretum. The City of Spokane's Parks and Recreation and Urban Forestry Departments and other critical stakeholders set out to develop a master plan for the Arboretum to strengthen it as a community asset. The Arboretum's master plan is a guide to continue its development into an iconic regional experience and ensure its preservation as a botanical wonderland for generations.

Laying the groundwork and historical context for the Arboretum, the master plan first examines the site's history, both geological and human. A site analysis by the landscape architects inventories and documents the existing site amenities, site circulation, plant collections, landscape typologies and overall tree health.





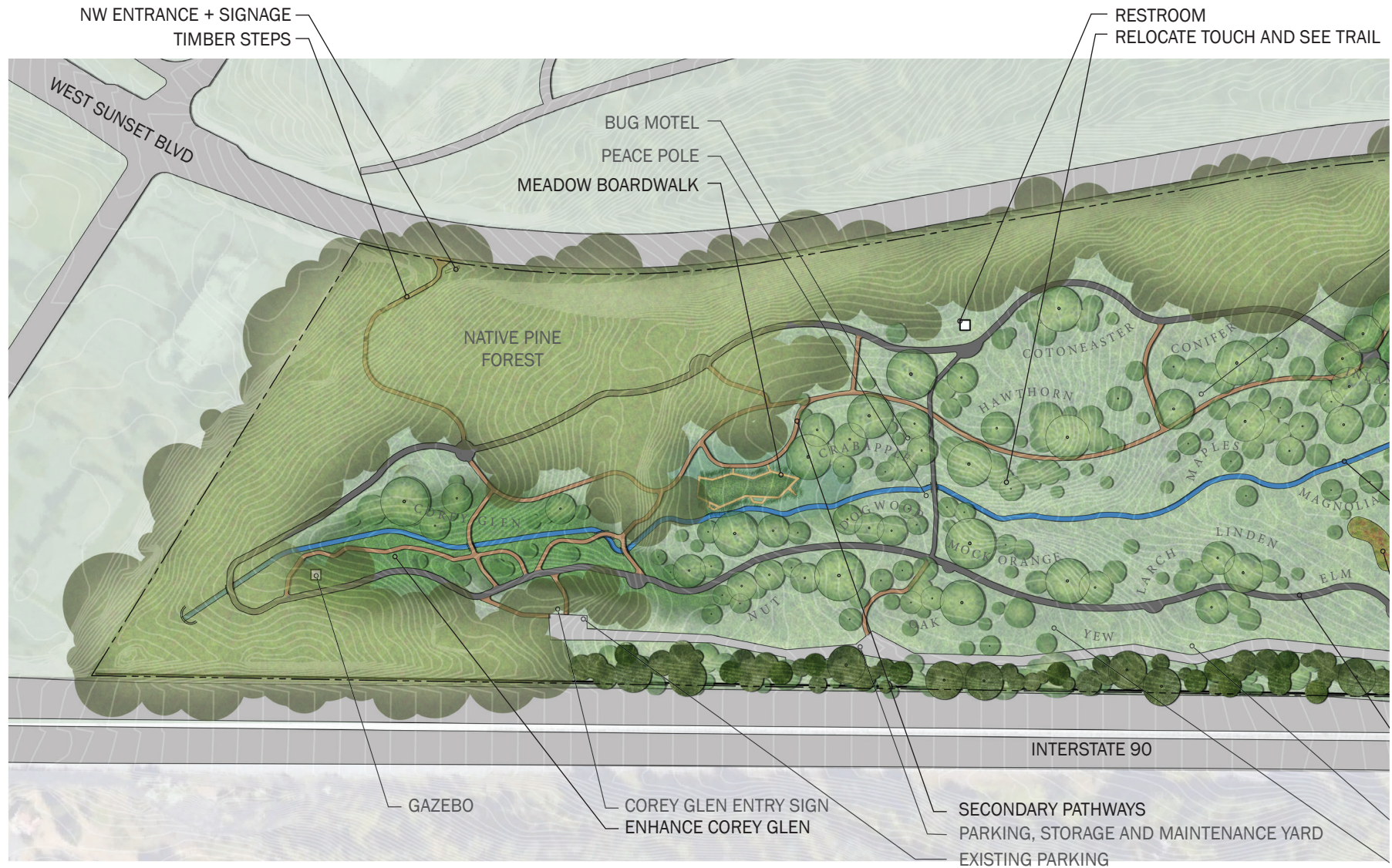
Essential to developing this document was the guidance of the community's diverse stakeholder groups. The extensive planning process is documented within. Over the course of a year, community members, stakeholder groups and city staff participated in visioning meetings and multiple open houses. From this community engagement developed a five-point vision to guide the master plan: Education, Conservation, Experience, Aesthetics and Community. Using these five guidelines as a lens, the Arboretum's grounds were studied and 13 key areas were identified for improvement or preservation.

Based on the five guidelines and focus areas, a comprehensive master plan developed that suggests recommendations and next steps regarding the Arboretum's botanical collections, buildings, signage and site features. With this document's guidance, Spokane's much loved treasure, the Finch Arboretum, will be an example of botanical education and conservation to be experienced and enjoyed by the community for years to come.

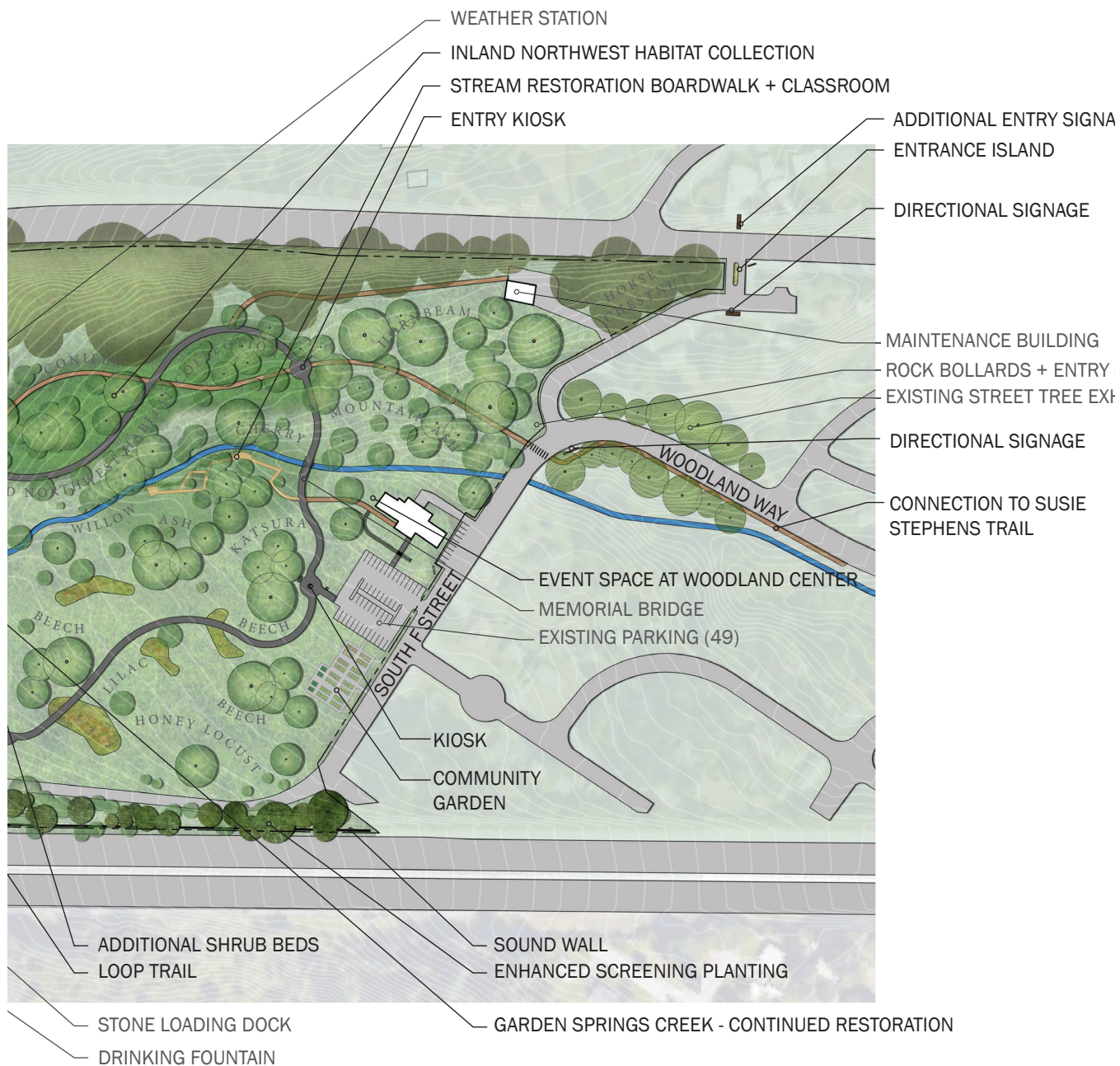




# Master Plan



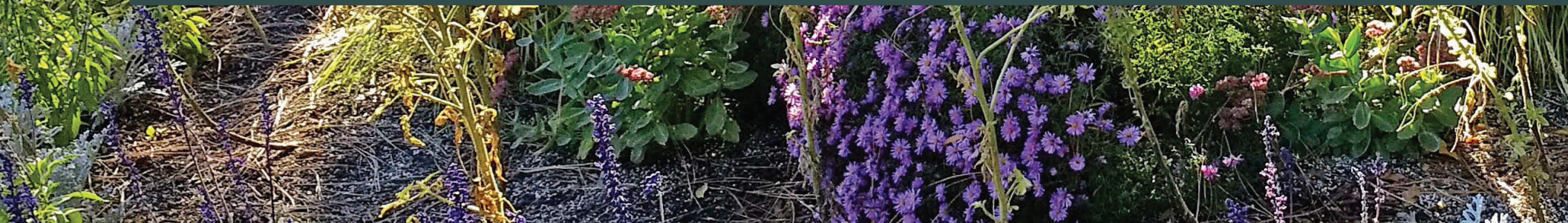








# Chapter 1: **BACKGROUND**





# Background

The unique context of the Finch Arboretum is influenced by three predominant factors: Site History, Human History, and the history of the Arboretum itself.

## SITE HISTORY

### NATURAL HISTORY

The land currently occupied by the Finch Arboretum lies near the nexus of three distinct ecoregions; the Canadian Rocky Mountains Ecoregion to the east and northeast, the Okanogan Ecoregion to the north and northwest, and the Columbia Basin Ecoregion to the south and southwest.

### GEOLOGY

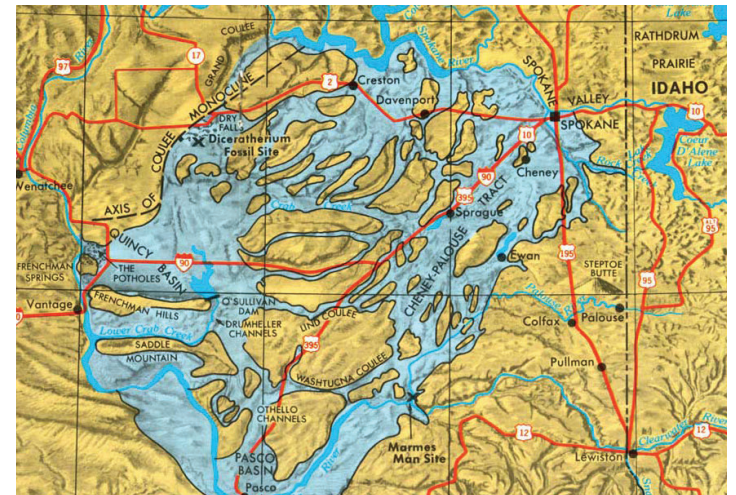
The geology of the area is defined by two large series of flood events, the first involving lava and the second involving water. Around 16 million years ago, during the Miocene Epoch, massive lava flows covered much of the Inland Northwest, partially covering and subsuming older continental crust found here. Today's Spokane lies near the northwest edge of these lava flows, which hardened into the deep and multi-layered basalt deposits that underlie the area. Later, wind-blown silt deposits, or loess, were laid down over the basalt to form a fertile plateau. During the last Ice Age, much of this loess was swept away or moved around by the massive Missoula Floods, which brought 500 cubic miles of water at a time rushing through the area in up to 40 successive events. These floods left the landscape of silty plateaus, rocky basalt outcrops, and sandy glacial outwash plains, sometimes referred to as the "channeled scablands," that today define the area in and around Spokane.

All three of these signature landforms can be seen in the Finch Arboretum. Basalt deposited during the Miocene lava flood events underlies the entire park, forms distinctive outcroppings along its

northern edge, and exists in the form of boulders, which can be found throughout the park. Soils in the western section of the Arboretum are remnants of the silty, wind-blown plateau deposits laid down during earlier ice ages, and those found in the eastern part of the arboretum, where most of the tree collections are located, are sandy loams deposited by the churning waters of the later Missoula Floods.

### HYDROLOGY

Garden Springs Creek is a Class F stream running from west to east through the park. The creek later flows into Hangman/Latah Creek near its confluence with the Spokane River.





### VEGETATION

The native vegetation of the site, still evident in many areas of the Arboretum, is emblematic of much of the natural landscape around Spokane, consisting of closed or partially open stands of Ponderosa pine with an understory of low grasses and mixed shrubs. Ponderosa pine can be found throughout western North America, but is especially associated with the Spokane area due to its local abundance, the naming of the species by explorer David Douglas along the nearby Spokane River in 1826, and its status as the Official Tree of the City of Spokane.

### CLIMATE

Spokane has a dry summer continental climate, (Dsb under the Koppen Classification), with warm, dry summers, relatively cold winters, and short fall and spring seasons. The area receives approximately 16 inches of annual precipitation in the form of rain and winter snow. The USDA Plant Hardiness Zone is 6b.

## HUMAN HISTORY

The first human inhabitants of this area arrived between 8,000 and 12,000 years ago, hunting, fishing, and gathering local plants for food. The pre-contact population of the Spokane people, the Salish-speaking tribe that lived in the area, is estimated to have been upwards of 2,500. They lived in semi-nomadic bands, each moving from place to place during the summer and settling in winter villages. They hunted deer and smaller game, fished for trout in small streams, and collected local plants, but the centerpiece of their economy revolved around salmon runs. The first contact with Euro-Americans occurred with fur trappers in the late 18th century. Members of the Spokane tribe likely encountered the Lewis and Clark Expedition in 1805, and by the time David Thompson arrived from Canada in the 1810 looking to expand the North West Company's fur trading empire, the Native American population had already begun to be affected by smallpox and other foreign diseases. By 1829, their numbers were estimated to have been less than 700. A period of Euro-American settlement followed, interrupted by frequent conflicts between settlers and local tribes. The establishment of nearby Fort Spokane and the arrival of the Northern Pacific Railway coincided with the official incorporation of Spokane Falls (the original name of today's Spokane) in 1881. The city grew quickly, and became a regional center of transportation, mining, forestry, and commerce. The late 20th and early 21st Centuries have seen modest growth and a move toward a more service-oriented economy. A 2017 estimate places the population at around 217,000, making Spokane the second-largest city in Washington, behind Seattle. A vibrant Native American Culture remains, with





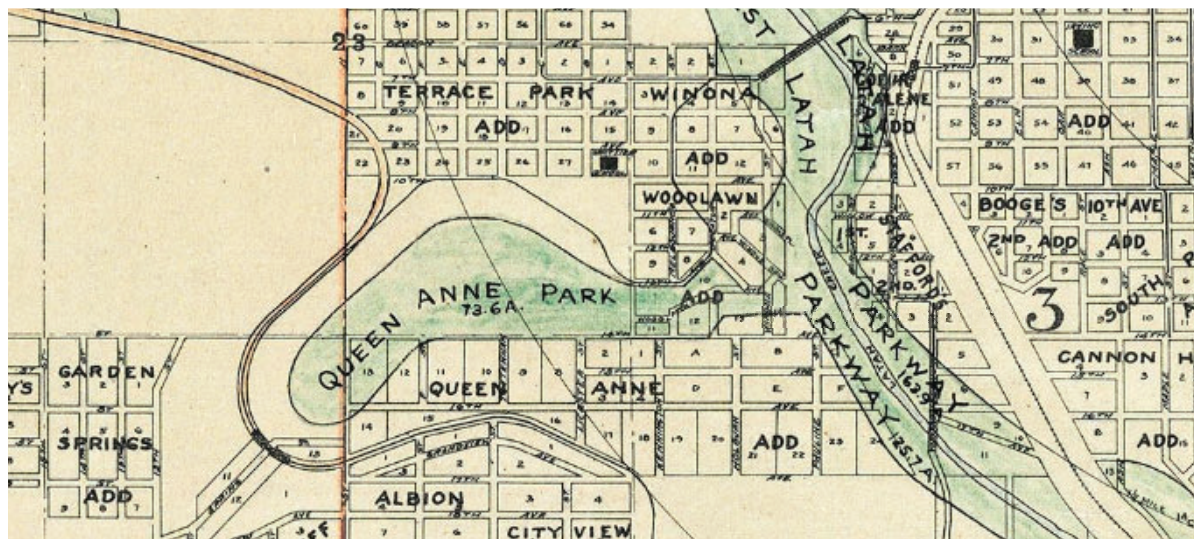
Tribal Headquarters now located about 50 miles to the northwest on the Spokane Indian Reservation. Spokane remains the largest city in the Inland Northwest, and is generally viewed as the commercial and cultural capital of the region.

## ARBORETUM HISTORY

### BOARD OF PARK COMMISSIONERS AND THE OLMSTED PLAN

The first photograph of what was to become the Finch Arboretum is believed to have been taken in 1903, and shows a rustic building owned by Daniel Dwight, with his wife cooking on a stove in the background. Dwight, a local businessman, had built the modest summer cottage on land he owned along Garden Springs Creek. He sold the land to the City in 1912, the same year the nearby Sunset Highway was constructed. Some of the trees in the current Arboretum collection are believed to have been planted by Dwight. The date of the sale might have coincided with a larger series of events taking place in Spokane that would play a definitive role in the development of the Finch Arboretum.

The early development of Spokane's park system consisted of a small collection of open spaces being informally set aside for recreational use, and administered by City officials with many competing priorities. In 1907, the voters adopted a charter amendment that established a new Park Commission, to be led by Aubrey White. The amendment had been supported by many local business leaders as a means to establish a body that would operate independently from the rest of city government. One of the first actions of the new board was to hire the Olmsted Brothers firm of Brookline, MA to develop a comprehensive plan for the City's park system. The plan envisioned improvements to existing parks and roadways, but also identified a number of locations for future parks. Among these was a tract of land identified as Queen Anne Park, which lay in the ravine along Garden Springs Creek, on land that was owned by Daniel Dwight



and a neighboring property owner named John A. Finch.

### JOHN A. FINCH

John A. Finch was born in Cambridgeshire, England in 1850, and raised in Youngstown, Ohio. He migrated to Spokane in 1887, hoping to capitalize on the silver strikes in the Coeur d'Alene Mountains, and founded a profitable mining business along with Amasa Campbell. He later diversified his business activities to include banking, fruit packing, hardware sales, lumber production, and real estate development. By the first decade of the 20th century, Finch was considered to be one of the most prominent business leaders in the City. In 1912-1913, he sold his tract of land along Garden Springs Creek to the City. Finch died in 1915, leaving 60% of his estate to a trust, which was to distribute it for civic and charitable purposes. The following decades saw the property sit largely unused while the Finch monies were put to other uses, then serve briefly as a site for temporary housing for workers during WWII. It was not until 1947 that the Finch trust released the final \$250,000 to the City for an arboretum that would be named in his honor.



TOP, OLMSTED PLAN FOR SPOKANE PARKS  
BOTTOM, OLMSTED BROTHERS- PETER GALLAGHER  
OPPOSITE BOTTOM, SPOKAN TRIBE MEMBERS



# Site Analysis

Collecting data and relevant information helps us to understand Finch Arboretum today – and inform it's tomorrow.

The Finch Arboretum lies on a 56-acre site in a valley along Garden Springs Creek near the western edge the city of Spokane. Its collection contains over 2,000 trees and shrubs representing 600 different species. It is bounded by Sunset Highway on the north, South F Street on the east, private commercial property along South Rustle Road to the west, and Interstate 90 to the south. It also contains a Street Tree Exhibit in the public right-of-way along West Woodland Boulevard. The Woodland Center, a small building that acts as both a community and visitor's center, lies along South F Street near the entrance to the park. Garden Springs Creek arises near the southwest corner of the park and flows northeast along its center.

Visitor services are concentrated near the eastern edge of the park. Maintenance infrastructure includes a small service building near the northeast corner of the park, a maintenance yard near the southwest corner of the park, and a small number of maintenance roads. In addition to the creek, natural features of the park include significant basalt outcroppings along the northern boundary, several dozen small to large boulders, significant native stands of Ponderosa pine, several small waterfalls along the creek, with some riparian areas near its banks. Steep terrain defines much of the northern boundary, and somewhat hilly topography can be found in the western one-third of the park. The remaining landforms are relatively gently sloping. Other site amenities include bridges, benches, a restroom building, a gazebo, and drinking fountains.

Plant collections fall broadly into three categories: the main collection consisting of large, stately trees that are generously spaced within wide expanses of lawn, a handful of specialty garden areas, and open/intermittent stands of Ponderosa pine with ornamental trees and shrubs interspersed among them. Pedestrian circulation occurs in walkable lawn areas, along maintenance roadways, and on an informal collection of intentional and social footpaths.



## SITE CONTEXT

### SUNSET BOULEVARD

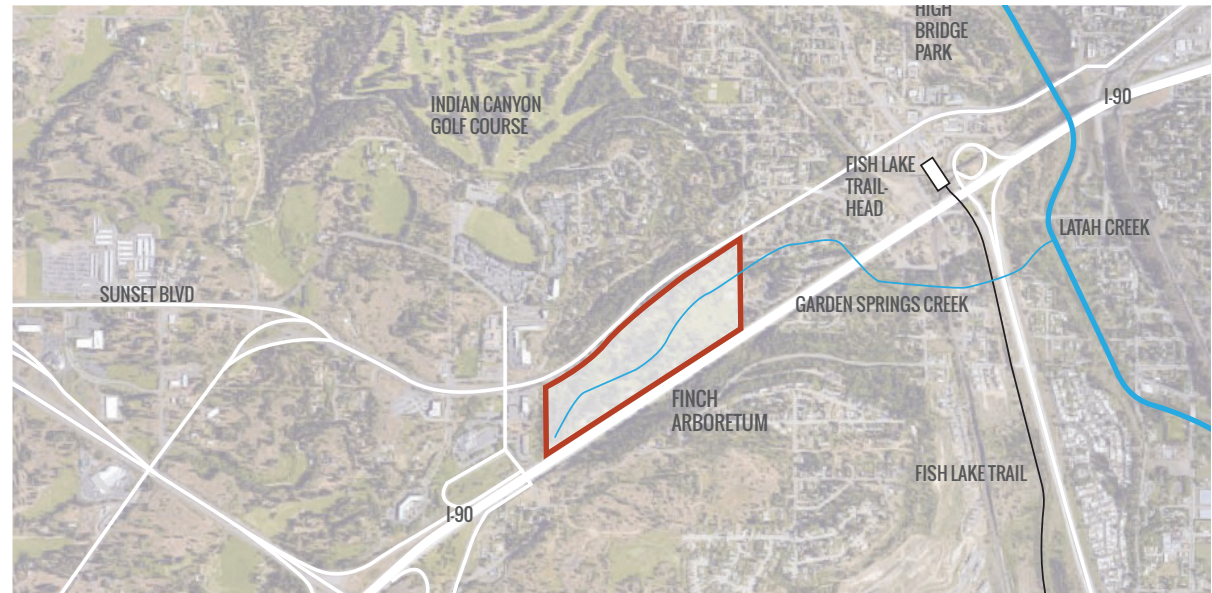
Sunset Boulevard, which forms the entire northern boundary of the Arboretum, is a busy, four-lane collector road with a 45 mph speed limit. It serves as a major route for cars traveling between downtown and both Spokane International Airport and Fairchild Air Force Base. It forms a barrier for pedestrians moving between the Arboretum and residential neighborhoods to the north, with crossings widely spaced. It lacks an improved sidewalk, but a social path has developed along its southern edge. It is significantly elevated relative to the Arboretum along most of the boundary, but the speed, traffic volume, and rising grade of the roadway create significant noise within the grounds of the Arboretum.

### INTERSTATE 90

Interstate 90 (I-90) forms the entire southern boundary of the Arboretum. Traffic climbing uphill on this roadway is audible and visible from many areas inside the park. The noise from I-90 has been identified as having a major impact on the visitor experience in several areas. The freeway also blocks access to pedestrians, bicyclists, and autos between the Arboretum and the neighborhoods to the south.

### HOTEL/COMMERCIAL PROPERTIES

Two large commercial buildings exist across the west boundary of the park, and one vacant lot. Among these, the northernmost building, which currently houses the Quality Inn and Suites Airport, has an impact on the way visitors enter the site. A snapshot using Strava's heat map technology shows a significant number of fitness app users entering the Arboretum from the parking area to the east of this building. It is unclear whether visitors may be using this private lot as a parking area or whether they are simply using this corner as a pedestrian access point when walking or running from other areas.



### NEARBY NEIGHBORHOODS

The Garden Springs neighborhood, which occupies the ravine around Garden Springs Creek immediately to the east of the Arboretum, is the only nearby residential area with safe, direct, at-grade access to the park. The Street Tree Exhibit runs along West Woodland Boulevard, the small arterial that collects the neighborhood's streets. The neighborhood's character and identity are an important part of the visitor experience, as Arboretum users approaching by auto drive through the neighborhood to reach the main entry. Pedestrians from other neighborhoods to the north and south must navigate the barriers created by Sunset Highway and I-90, and must also negotiate the significant grade differences between the Arboretum and much higher ground to the north and south.

### NEARBY PARKS AND TRAILS

Whittier Playground lies in the neighborhood to the north of the Arboretum, with Grandview Park lying to the south across I-90. High Bridge Park, a large park and natural area positioned along Hangman/Latah Creek, lies to the northeast. Of particular significance is the Arboretum's proximity to the trailhead for the Fish Lake Trial, and the planned Susie Stephens trail that will provide a direct connection to it from the Arboretum. This trail is part of a system that might someday provide a connection between Fish Lake near Cheney, WA and the 37-mile Centennial Trail.



## SITE AMENITIES

### MAINTENANCE BUILDING

A small maintenance building exists near the northeast corner of the park. The maintenance building is well positioned for easy access to South F Street and the main service road through the park, but is visible from the street and from some of the collection areas, and could be better screened from public view. In addition, there is a need to provide a protected parking area for the maintenance vehicles and equipment. This would limit the exposure to weather elements, potentially extending the life of equipment.

### RESTROOM BUILDING

A small restroom building is positioned along the northern edge of the Arboretum, roughly halfway between the east and west boundaries of the park. The building is in fair condition and provides a necessary service to visitors who either enter the park from the west or who arrive from the east and venture away from the restrooms at the Woodland Center.



### FENCING AND BARRIERS

Guardrails exist along much of the I-90 and Sunset Highway frontages, with chain link fencing completing the barrier along I-90 and located along the property line shared with the hotel. All parts of the park, exclusive

of some maintenance areas, are free and open to the public, with no current need for a system of fences and gates that would control pedestrian entry outright. Stone bollards have been placed along South F Street to prevent unwanted vehicular access.

### GAZEBO

A small gazebo near the western edge of Corey Glen provides a focal point in this area. The gazebo has been described as a meaningful landmark within the park. It is in need of some refurbishment, but a high value has been placed on preserving its presence in the Arboretum.

### BENCHES

A variety of benches have been placed over time throughout the park. They are of varying ages, designs, materials, and conditions. They are located primarily along major pathways, with a few, especially in Corey Glen, having been located in quieter, less traveled areas. Overall, they are few in number compared to similar facilities of this type and size, lack cohesion, and could benefit from a more comprehensive view of placement strategies.

### TRASH RECEPTACLES

Trash is collected via a dumpster near the southeast corner of the park along the maintenance road. This dumpster is presumably used by staff only, but it is possible that the public utilize this dumpster due to its visibility. Other trash receptacles throughout the park are of the open, round, galvanized steel variety.

### MAINTENANCE FACILITIES

In addition to the maintenance building, other maintenance infrastructure includes a maintenance yard south of Corey Glen with two main service roads connecting to it; one along the south property line connecting to South F Street, and a second that crosses Garden Springs Creek and runs along the northern section of the park to connect to the maintenance building.

### MISCELLANEOUS SITE FEATURES

Miscellaneous site features include a drinking fountain, a weather station, a birdbath, a peace pole, and a popular “Bug Hotel”.



LEFT + TOP, EXISTING SITE BENCH  
MIDDLE, MAINTENANCE BUILDING  
BOTTOM, WOODLAND CENTER





## SITE CIRCULATION

### PEDESTRIAN PATHWAYS

#### Walkable Lawn Areas

Much of the pedestrian circulation that occurs in the Arboretum is across large areas of walkable lawn. Because of the health of the lawns, the variety of possible travel routes and, perhaps due in part to the presence of sandy, well-drained soil, a surprisingly small number of social pathways have been worn into the turf. However, the turf surface may be difficult to walk on by some users, may not be usable during or after wet weather, and the few areas that do display bare ground due to wearing (especially where bridges concentrate movement across the creek on low ground) can be muddy and unsightly. It may also be difficult for visitors to establish or follow a route of travel when no pathway is visible.

#### Maintenance Roads

Much of the pedestrian circulation within the Finch Arboretum occurs on the maintenance roads that are used by service vehicles. Most of these roadways appear to have been maintained with a light application of crushed stone. This, along with their clear and direct route, easy access across the creek, and manageable grade, has made them a major collector for pedestrian activity, especially among runners. A conflict likely exists as pedestrians and maintenance vehicles interact on these roads. Even if they do not actually encounter a vehicle, users of these pathways can clearly see the wearing caused by tire indentations and may feel some discomfort about walking on a trail that appears to be intended for vehicles.

#### Smaller Pathways

A variety of smaller pathways exist in various parts of the Arboretum. Some appear to have been intentionally created, as in Corey Glen or The Touch and See Nature Trail. Others appear to be social trails, created over time by pedestrians moving efficiently through the landscape,

as in the natural areas at the west end of the park. These pathways are surfaced variously with compacted earth, crushed stone, and forest duff. None are paved with concrete, asphalt, or other hard surfaces. In some cases, these smaller trails are well connected with other, larger pathways and each other. In most cases, they are somewhat isolated and do not appear to be associated with a cohesive system of pedestrian circulation. During some parts of the year, these smaller social pathways can become inaccessible due to overgrowth of adjacent understory plants.

#### Bridges

Several bridges have been built along the course of Garden Springs Creek to allow visitors and maintenance vehicles to cross between the northern and southern sections of the park. The memorial bridge is the most prominent of these, due largely to its location near the Woodland Center. Several small bridges carry pedestrians across the creek along the intricate trail system within Corey's Glen. Only one bridge, along the maintenance road connecting the maintenance yard to the maintenance building, is able to be used by vehicles, although South F Street crosses over the creek and provides easy vehicle access between the north and south maintenance roads at the east end of the Arboretum.

#### Accessibility

Most pathways within the Finch Arboretum are not surfaced or graded in a way that would allow for accessibility for visitors in wheelchairs or with other forms of impaired mobility. Many areas within the park, especially in its eastern half, feature topography that is gentle enough to allow for such accessibility if surfacing were to be addressed.

### VEHICULAR CIRCULATION AND PARKING

#### Entry Sequence

Nearly all visitors to the Finch Arboretum arrive by car, and nearly all of those cars arrive via the small roadway that connects West Sunset Boulevard to South F. Street. The

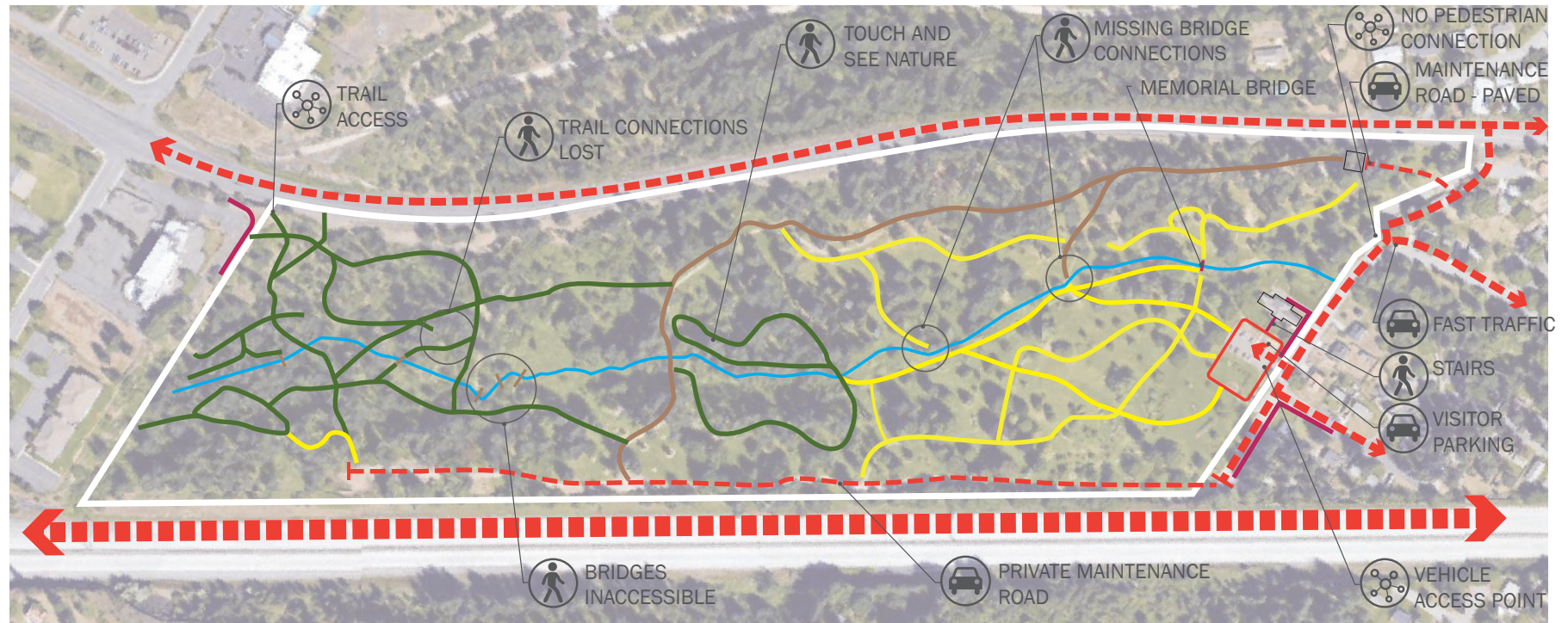
approach along fast-moving West Sunset Boulevard is not well signed, and the route is rather unclear even after the turn has been made. A first-time visitor is unlikely to easily find the entrance to the Arboretum without using



**ABOVE, BRIDGE CROSSING AT TOUCH AND SEE TRAIL  
BELOW, BRIDGE CROSSING NEAR COREY GLEN**



# SITE CIRCULATION



## KEY

- PAVED
- NON-PAVED GRAVEL
- TRAILS
- DESIRE PATHS
- - - STREETS



## VEHICLE CIRCULATION

- I-90 Noise and Visual Impacts
- Sunset Highway - loud and fast
- Smaller Neighborhood Streets with Fast moving traffic
- 2 Interior maintenance roads



## PEDESTRIAN CIRCULATION

- Leaving the parking area, no defined pathways
- Trail system is largely overgrown and difficult to locate



## NEIGHBORHOOD CONNECTIONS

Trail access into the Arboretum can be gained from behind the Red Lion Hotel and from Sunset Boulevard. Neither are identified through signage, and both are difficult to access. The central connection is from South F Street and is Auto-centric.



GPS navigation, as two turns are necessary to reach the entry with no directional signage to point the visitor in the right direction.

### **Parking**

Vehicles enter the site into a 49-car parking lot, half of which was recently completed with permeable paving and other green stormwater infrastructure strategies. Several additional stalls, including accessible parking areas, are available directly adjacent to South F Street near the Woodland Center. An accessible route of travel does not currently exist between the main parking lot and the Woodland Center.

### **Signage and Wayfinding**

As mentioned above, the signage that leads visitors to the Arboretum along the vehicular route may not currently be meeting the needs of visitors. An interpretive signage kiosk is located near the parking lot. Trees are well labeled with stake signage near their bases indicating botanical and common names. Wayfinding/informational signage also occurs at the entrances to the Touch and See Nature Trail and Corey Glen. There is also informational signage near the parking lot describing some of the green stormwater infrastructure techniques that were used in its construction. Overall, signage and wayfinding provide good information on individual trees, stormwater strategies, and orientation for visitors leaving the parking lot, but do not serve the needs of drivers well, and lack a sense of cohesion throughout.

## **PLANT COLLECTIONS**

### **TREES IN OPEN PARKLAND**

Visitors arriving at the Finch Arboretum via the parking lot can walk directly out into an open parkland that features a high quality collection of large, well-spaced, healthy trees representing temperate forest habitats throughout the world. The trees in these primary collection areas are generally grouped taxonomically, most often by genus, but





## LANDSCAPE TYPOLOGIES



in some cases by division (as in the conifer collection), or by horticultural grouping within a genus (as with the crabapple collection). An analysis of the geographic origins of the trees in this collection revealed a rather even distribution within the taxonomic collections, with little or no intentional or inadvertent groupings of plants associated by their origins. Some of the shorter-lived or more disease-prone varieties are showing some decline, but the vast majority of the trees in this collection are in excellent health and vigor, and appear to have received good care and pruning for most of their lives. The tree collection is under-planted with lawn in most areas. This open parkland with taxonomic tree collections forms the primary impression of most visitors of the Finch Arboretum, and occupies much of the eastern two-thirds of the park.

### SHRUB COLLECTIONS

Flowering shrubs are displayed in a series of informal

linear beds interspersed throughout the large lawn area in the southeast quadrant of the Arboretum. These shrubs are grouped taxonomically. Other shrub displays are located in more isolated sections of the park, including the mock orange and cotoneaster collections. A large area in the more prominent eastern part of the Arboretum has been reserved for lilacs, presumably due to their strong association with local civic identity. A large variety of native shrubs occupies the understory of many of the native pine stands. Corey Glen features a variety of shrubs chosen for their ornamental value, including a noteworthy collection of rhododendrons.

## SPECIALTY GARDENS

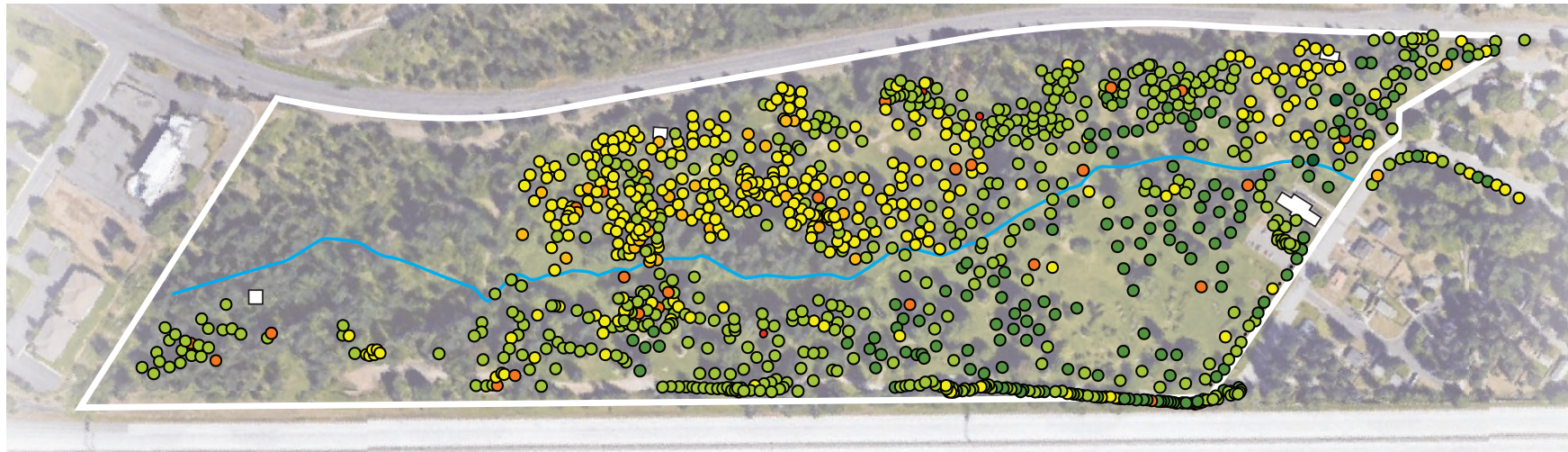
### COREY GLEN

Lying along the upper reaches of Garden Springs Creek in the western part of the Finch Arboretum, Corey Glen,

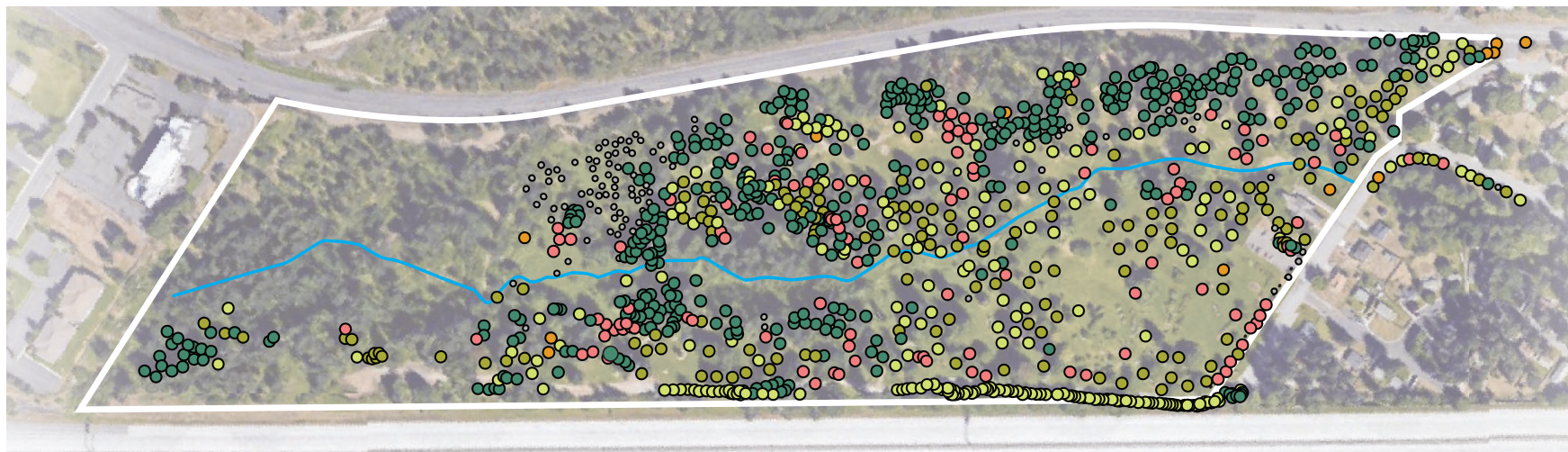
named for William Corey, the executor of the Finch estate who made his own gift that allowed for the purchase of this land, has a much more intimate feeling than most other parts of the Arboretum. It contributes significantly to the perception of the park as a place of refuge. A network of small, informal paths winds along the bottomlands of Garden Springs Creek, crossing over it with small bridges in several places. There are a handful of benches along these pathways. A well-developed canopy of native and ornamental trees provides shade and cover to the rich collection of rhododendrons and other shade-loving plants below. The understory plantings consist of a combination of ornamental perennials, small shrubs and unmowed grassy areas. The pathways are narrow and are primarily surfaced with compacted earth.



## TREE HEALTH + ORIGIN



TREE HEALTH, Score out of 100: 0 25 50 60 70 80 95



TREE ORIGIN: WESTERN NORTH AMERICA EASTERN NORTH AMERICA EUROPE EAST ASIA CENTRAL ASIA UNKNOWN



## TREE HEALTH AND ORIGIN

The graphic on the left shows the health and original native location for each surveyed tree, with information provided by the City of Spokane Parks and Recreation Department. The health of the trees was surveyed and recorded by the Parks and Recreation Department, and includes nearly all of the non-native and some of the native trees in the park.

### TREE HEALTH

The red dots indicate a very unhealthy tree, of which there are relatively few across the site. There are large areas of trees with a health rating of 60 (indicated by yellow dots), which could be considered fair. The yellow dots are grouped together generally where the tree canopy is denser and has a steeper grade. Most of the trees in great health, with 80 to 95 ratings, are located in open lawn and are widely spaced. These trees include many of the most valuable and iconic specimens at the Arboretum.

### TREE ORIGIN

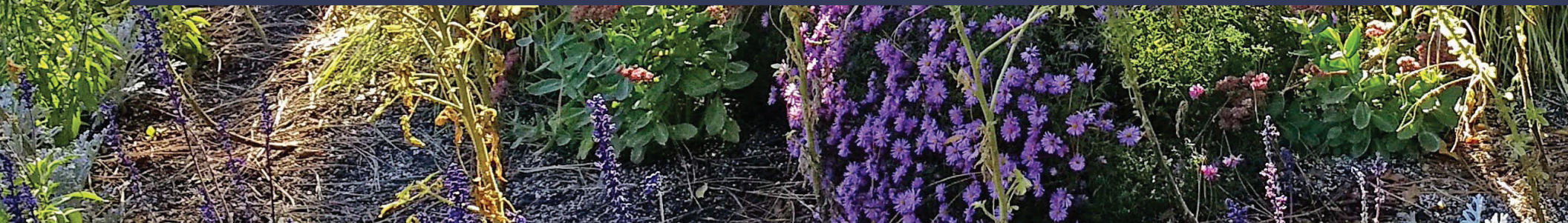
The trees at the Arboretum have origins from all around the world. Most of the perimeter evergreen trees are native to Western North America. As we move into the internal sections of the Arboretum, groupings of species from other ecoregions are more common. There is not a consistent pattern across the site that groups trees according to their geographic origin. Rather, most non-native trees are grouped together with other members of their genus.







# Chapter 2: **PLANNING PROCESS**





# Stakeholder Meetings

The planning process involved meetings and visioning sessions with stakeholder groups, three open houses, and a public survey.

## VISIONING SESSION - 12/15/2017

The AHBL consultant team gathered at the Woodland Center with a stakeholder group to establish a vision for the master planning effort. Staff and officials from City of Spokane Parks and Recreation and Urban Forestry departments, along with representatives from WSU Extension, The Lands Council, and other groups, discussed strategic goals and guiding principles for the project. We began by presenting some broad questions for open discussion. We then presented our site analysis findings and reported on six precedent studies that were conducted using arboreta of similar size and type around the United States as examples. We also discussed what participants liked and didn't like about the current facility and its organization, and expressed their hopes and ideas for the direction of future development. The results, documented on pages 26 through 29, were presented to the stakeholder group following the meeting.

## PLANNING PROCESS OVERVIEW

A visioning workshop was held on December 15, 2017 to set the direction for the Finch Arboretum Master Plan. Through a collaborative process, stakeholders identified five overarching concepts, a defining vision for each concept, and elements that will help drive the Master Plan Report. Workshop participants were given dots to identify topics they feel are most important, or would like to prioritize for the Finch Arboretum Master Plan Report.

## RESULTS

Each topic fit into an overarching concept: **Education, Conservation, Community, Aesthetics, and Experience**. Stakeholders then prioritized elements they would like to see included in the visioning process and master plan.



# 1

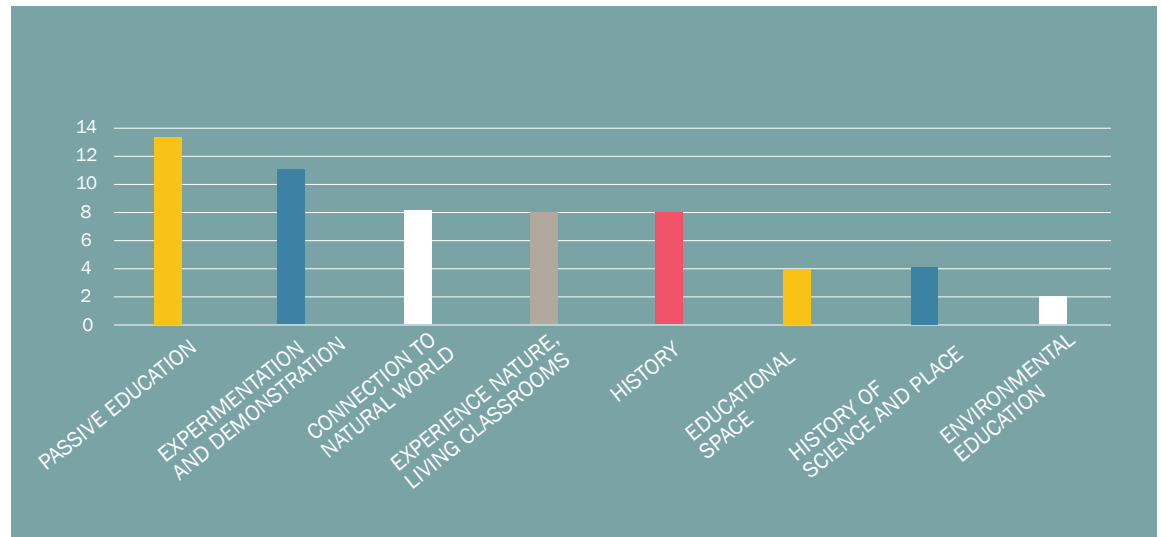
## CONCEPT ONE: EDUCATION

### Vision Statement:

The Arboretum will provide opportunities for formal and informal education, for children and adults, about plants and habitats, both local and global, using events, demonstrations, and informational signage.

### Summary:

The Education concept received the most votes in the dot exercise and should remain a central theme within the Master Plan for the Finch Arboretum. Five topics received more than eight votes: Passive Education, Experimentation and Demonstration, Connection to Natural World, Experience Nature/Living Classrooms, and History.



# 2

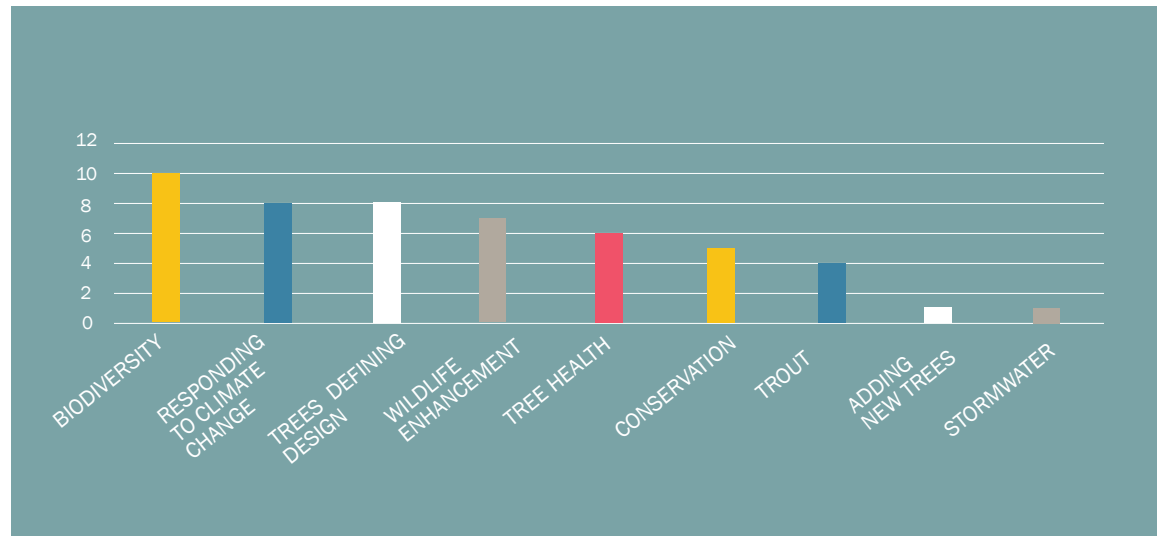
## CONCEPT TWO: CONSERVATION

### Vision Statement:

We will promote conservation and biodiversity through proper planning and management.

### Summary:

The Conservation concept received the second highest number of dots. Three topics, Biodiversity, Responding to Climate Change, and Trees Defining Design, all received eight or more votes. Trees should remain the focal point of the Arboretum. The visioning stakeholders determined that it is important that Finch Arboretum recognizes its role in conservation and protecting species throughout changing periods.



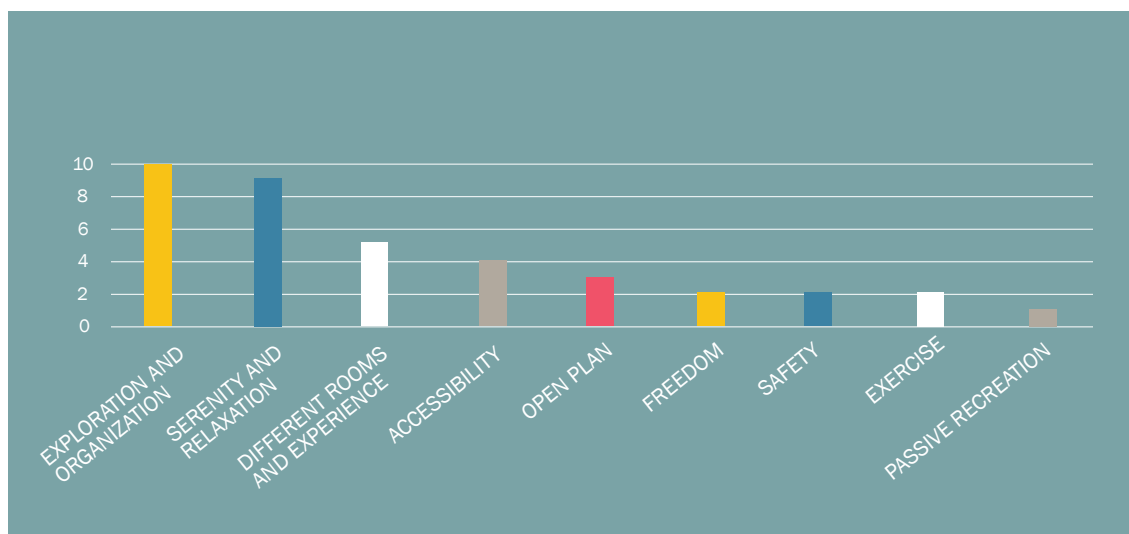
## 3

**CONCEPT THREE: EXPERIENCE****Vision Statement:**

We connect people to the world of trees to inspire the discovery of nature, community, and themselves.

**Summary:**

Experience received the third most amount of dots. The two most popular ideas were Exploration and Organization, and Serenity and Relaxation. Providing calming, peaceful areas for relaxation within nature is an important role the Arboretum plays for the larger community. While providing an opportunity to unwind, stakeholders also prioritize exploration and discovery at the Finch Arboretum. In order to achieve those goals, internal circulation should be open, safe, and accessible as the Arboretum develops.



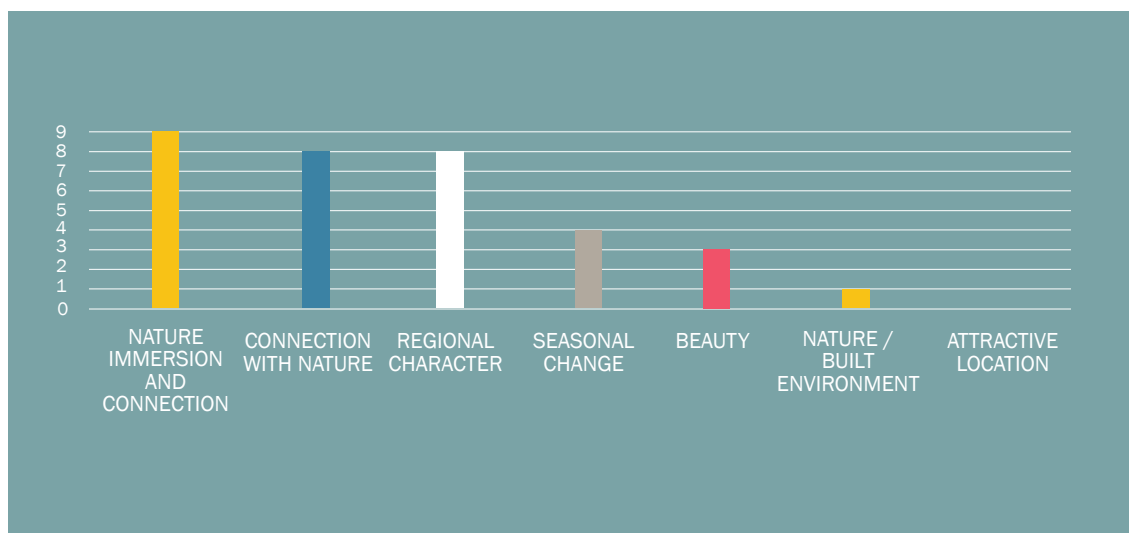
## 4

**CONCEPT FOUR: AESTHETICS****Vision Statement:**

The establishment of an iconic regional experience in the urban environment that immerses citizens in a botanical wonderland.

**Summary:**

Components of the Aesthetics concept received the second fewest amount of dots. Three topics, Nature Immersion, Connection to Nature, and Regional Character, all received eight or more votes. Immersion in Nature, while considering the adjacent noise and land uses, is a clear priority for the stakeholders. The regional character of Spokane should be reflected at Finch Arboretum in the species of the plants and in the general aesthetics of the Arboretum.



# 5

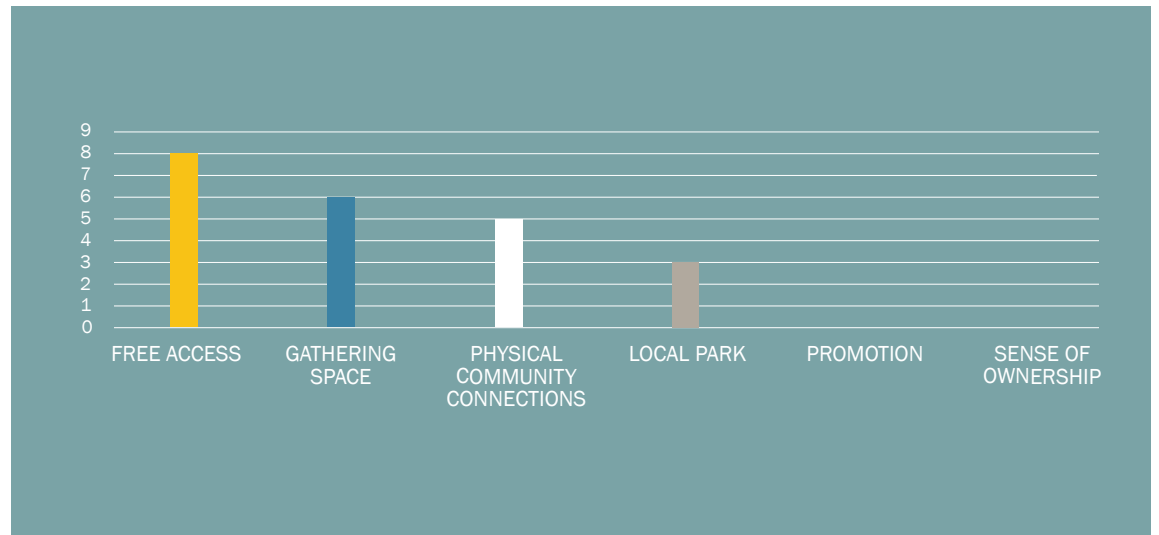
## CONCEPT FIVE: COMMUNITY

### Vision Statement:

The Arboretum continues to allow free access as community space, part of the interconnected park system.

### Summary:

While overall the Community Concept received the fewest number of dots, Free Access and Gathering Space garnered a total of 14 votes. The visioning stakeholders desire the Arboretum to remain a free amenity for the community to gather and connect with each other and nature.



## SITE ELEMENTS

### Vision Statement:

In addition to identifying the five site concepts, visioning workshop participants also identified a number of site elements that are important to the continued development of the Arboretum. They have been categorized into three groups: Site Features, Collections/Themes, and Programming.





**Site Features:**

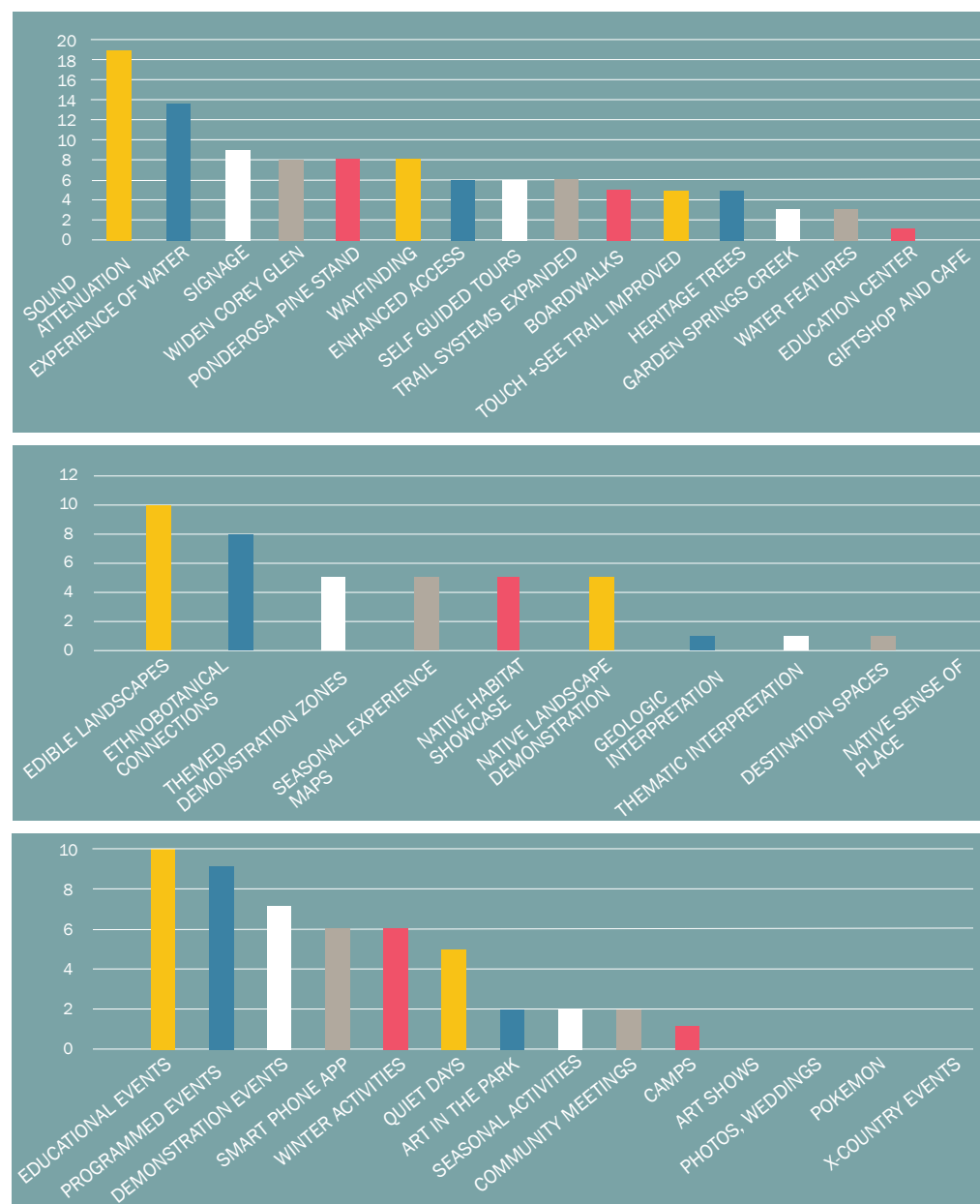
A clear need was established to address the noise pollution from I-90. Additionally improving existing pathways, connection to water and the site way-finding are important to consider.

**Collections / Themes:**

Collections and Themes received the fewest amount of dots from the visioning session. Overall edible landscapes, with 10 dots, were the most popular. Stakeholders were also interested in native landscape habitat and demonstration gardens.

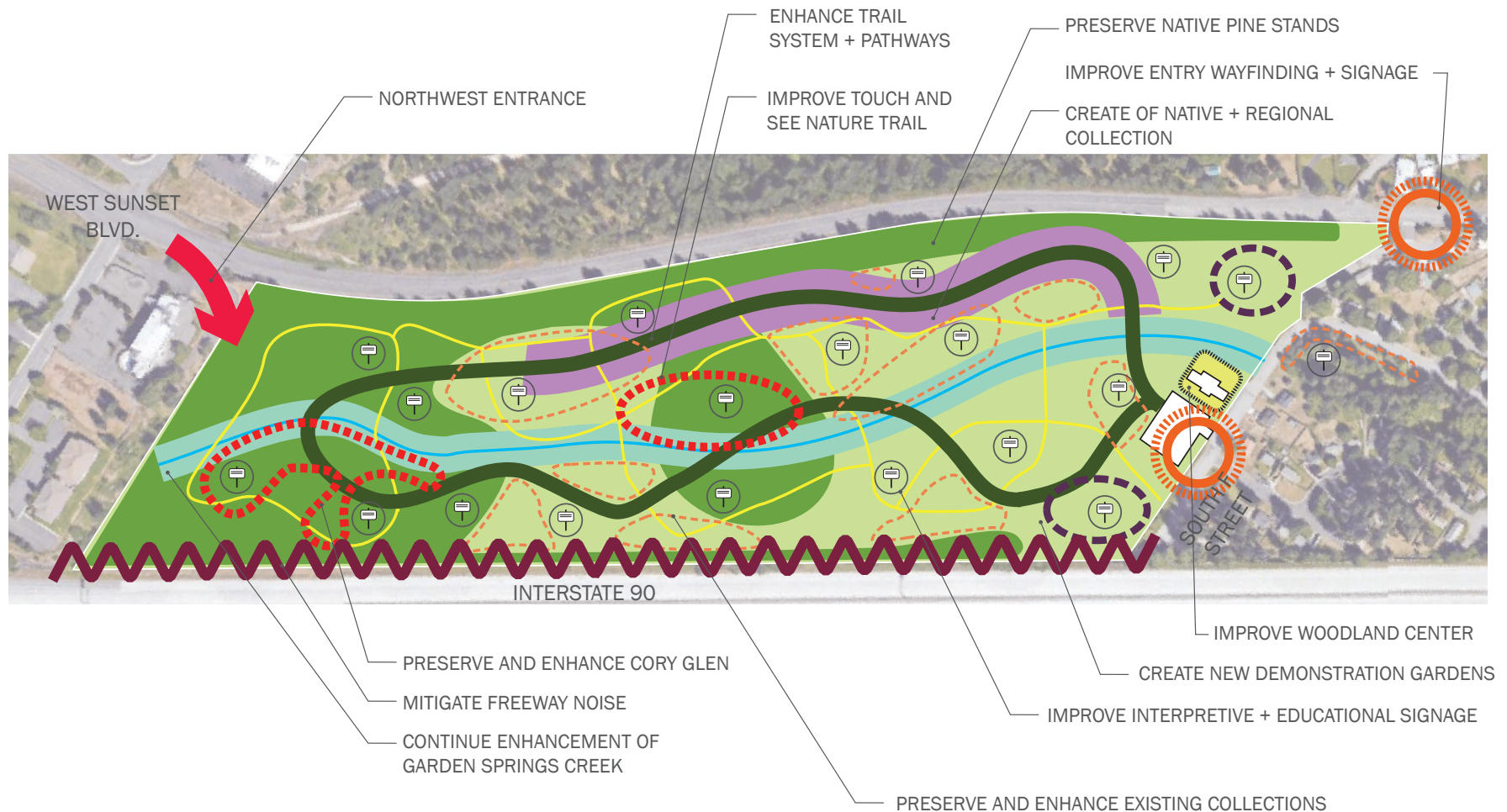
**Programming:**

There is a desire from the stakeholders to have more programmed events, specifically those that are educational or include demonstration components.



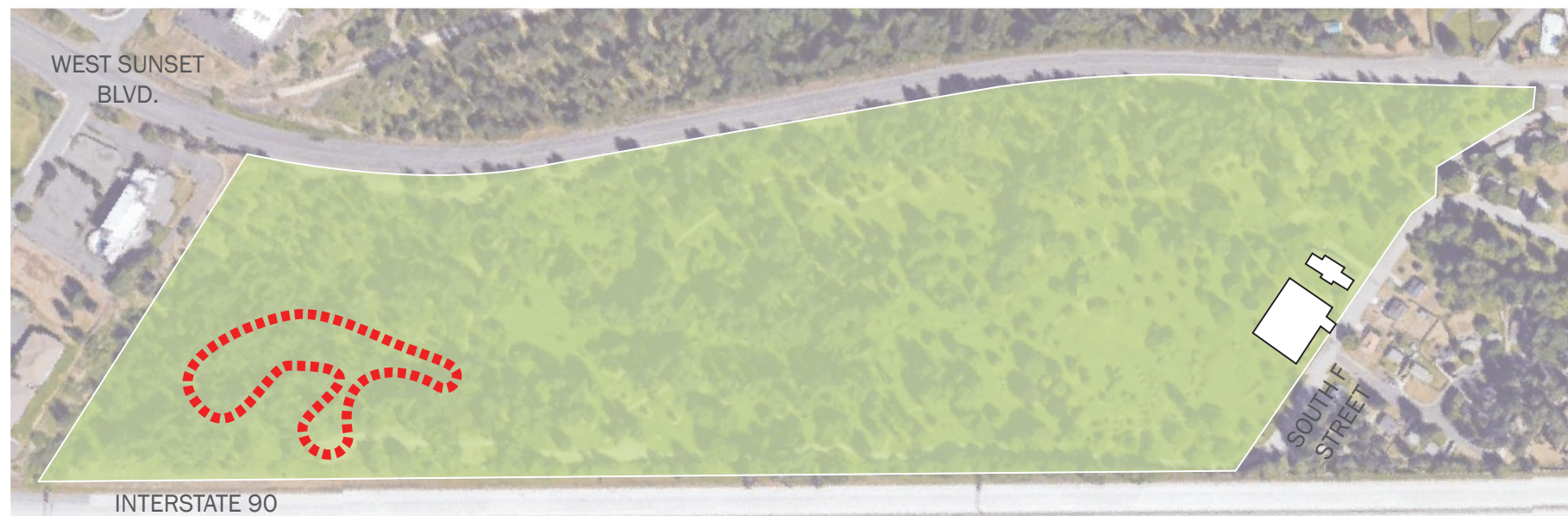
# Planning Meeting

We met with the city staff to present our draft master plan concepts, discuss how they relate to the larger site concepts, and envision next steps.





## ENHANCE COREY GLEN



### ENHANCE COREY GLEN

- PRESERVE AND ENHANCE EXISTING COLLECTIONS
- IMPROVE SIGNAGE AND WAYFINDING
- MITIGATE FREEWAY NOISE
- IMPROVE INTERPRETIVE SIGNAGE/COMMUNICATION
- ENHANCE TRAIL SYSTEM
- IMPROVE TOUCH AND SEE NATURE TRAIL
- CREATE DEMONSTRATION GARDENS
- PRESERVE AND ENHANCE NATIVE PINE STANDS
- IMPROVE WOODLAND CENTER
- CREATE NW ENTRANCE
- ENHANCEMENT OF GARDEN SPRINGS CREEK
- CREATE NATIVE/REGIONAL COLLECTIONS





## PRESERVE AND ENHANCE EXISTING COLLECTION



ENHANCE COREY GLEN

### **PRESERVE AND ENHANCE EXISTING COLLECTIONS**

- IMPROVE SIGNAGE AND WAYFINDING
- MITIGATE FREEWAY NOISE
- IMPROVE INTERPRETIVE SIGNAGE/COMMUNICATION
- ENHANCE TRAIL SYSTEM
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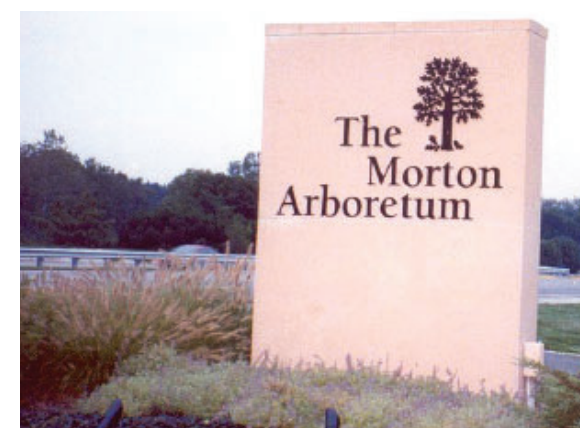




## IMPROVE SIGNAGE AND WAYFINDING

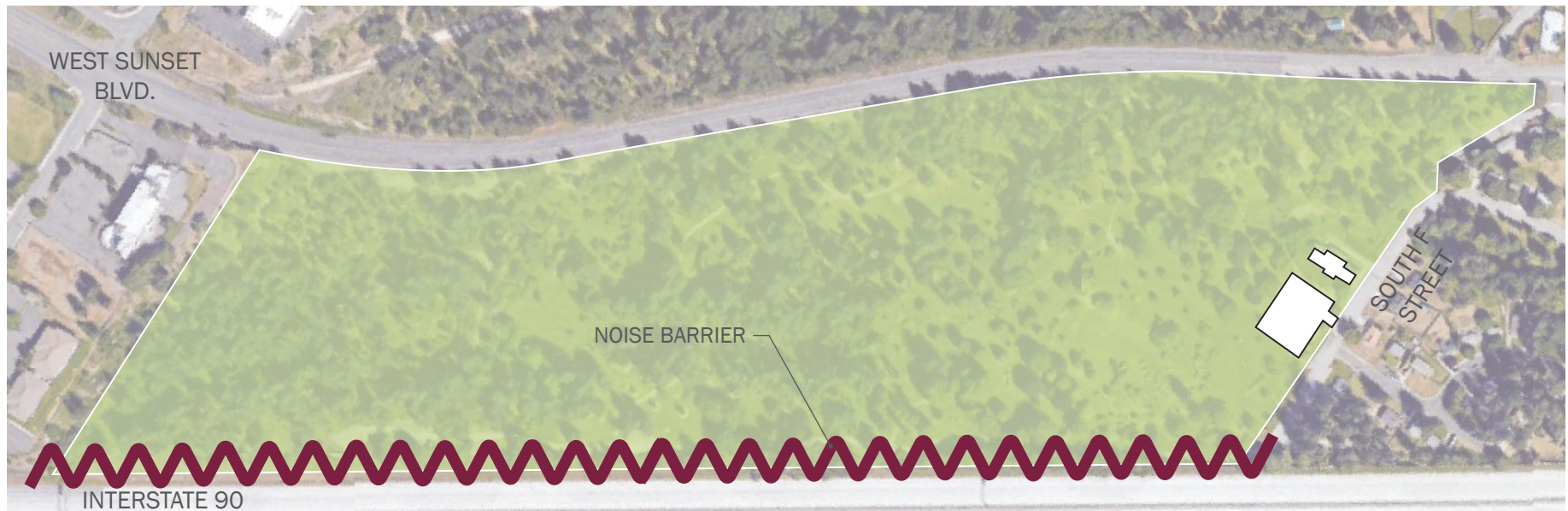


ENHANCE COREY GLEN  
 PRESERVE AND ENHANCE EXISTING COLLECTIONS  
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## MITIGATE FREEWAY NOISE



ENHANCE COREY GLEN  
PRESERVE AND ENHANCE EXISTING COLLECTIONS  
IMPROVE SIGNAGE AND WAYFINDING  
**MITIGATE FREEWAY NOISE**  
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## IMPROVE INTERPRETIVE SIGNAGE / COMMUNICATION



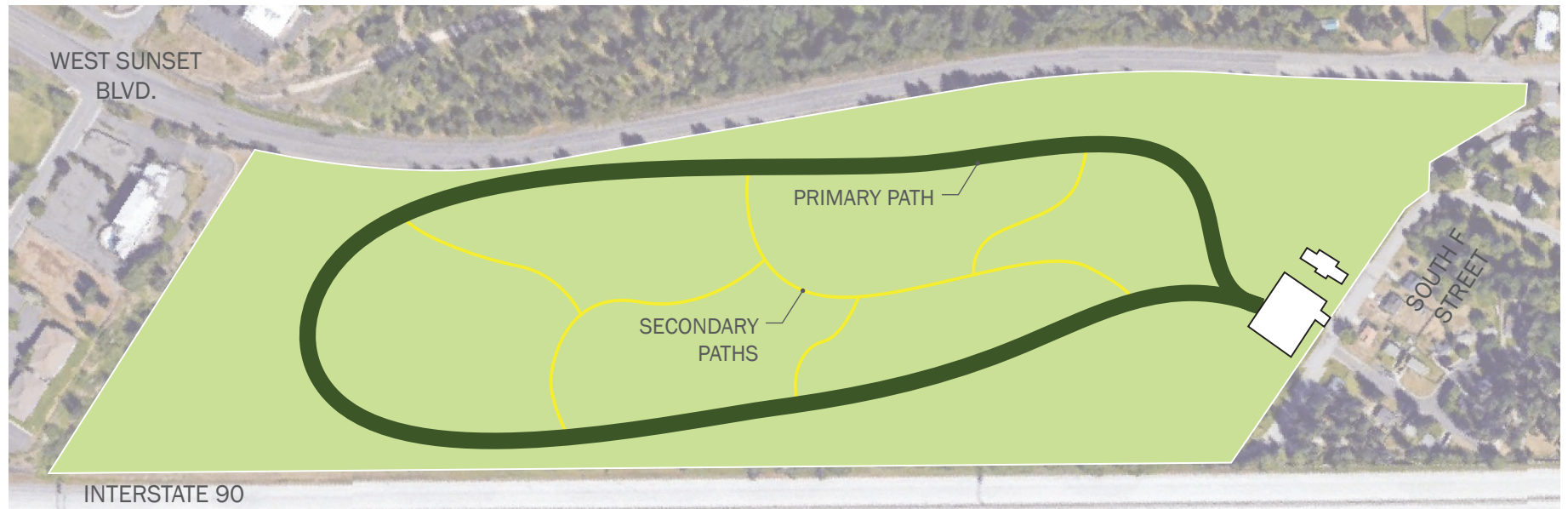
ENHANCE COREY GLEN  
PRESERVE AND ENHANCE EXISTING COLLECTIONS  
IMPROVE SIGNAGE AND WAYFINDING  
MITIGATE FREEWAY NOISE

### **IMPROVE INTERPRETIVE SIGNAGE/ COMMUNICATION**

ENHANCE TRAIL SYSTEM  
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CREATE DEMONSTRATION GARDENS  
PRESERVE AND ENHANCE NATIVE PINE STANDS  
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CREATE NW ENTRANCE  
ENHANCEMENT OF GARDEN SPRINGS CREEK



## ENHANCE TRAIL SYSTEM



ENHANCE COREY GLEN  
PRESERVE AND ENHANCE EXISTING COLLECTIONS  
IMPROVE SIGNAGE AND WAYFINDING  
MITIGATE FREEWAY NOISE  
IMPROVE INTERPRETIVE SIGNAGE/COMMUNICATION

### **ENHANCE TRAIL SYSTEM**

IMPROVE TOUCH AND SEE NATURE TRAIL  
CREATE DEMONSTRATION GARDENS  
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## IMPROVE TOUCH AND SEE NATURE TRAIL



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## CREATE DEMONSTRATION GARDENS



ENHANCE COREY GLEN  
PRESERVE AND ENHANCE EXISTING COLLECTIONS  
IMPROVE SIGNAGE AND WAYFINDING  
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IMPROVE INTERPRETIVE SIGNAGE/COMMUNICATION  
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### **CREATE DEMONSTRATION GARDENS**

PRESERVE AND ENHANCE NATIVE PINE STANDS  
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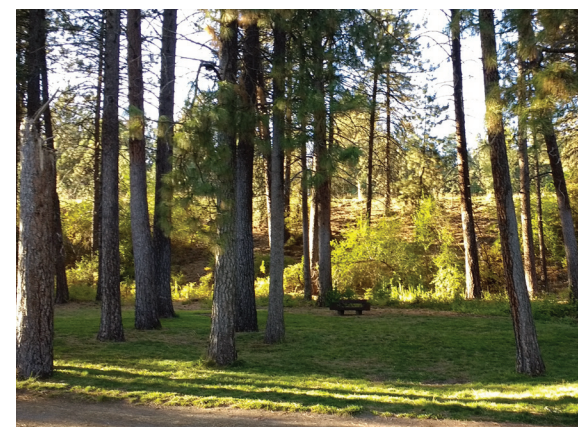
## PRESERVE AND ENHANCE EXISTING NATIVE PINE STANDS



ENHANCE COREY GLEN  
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 IMPROVE SIGNAGE AND WAYFINDING  
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### **PRESERVE AND ENHANCE NATIVE PINE STANDS**

IMPROVE WOODLAND CENTER  
 CREATE NW ENTRANCE  
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## IMPROVE WOODLAND CENTER



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## CREATE NW ENTRANCE



ENHANCE COREY GLEN  
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 IMPROVE WOODLAND CENTER

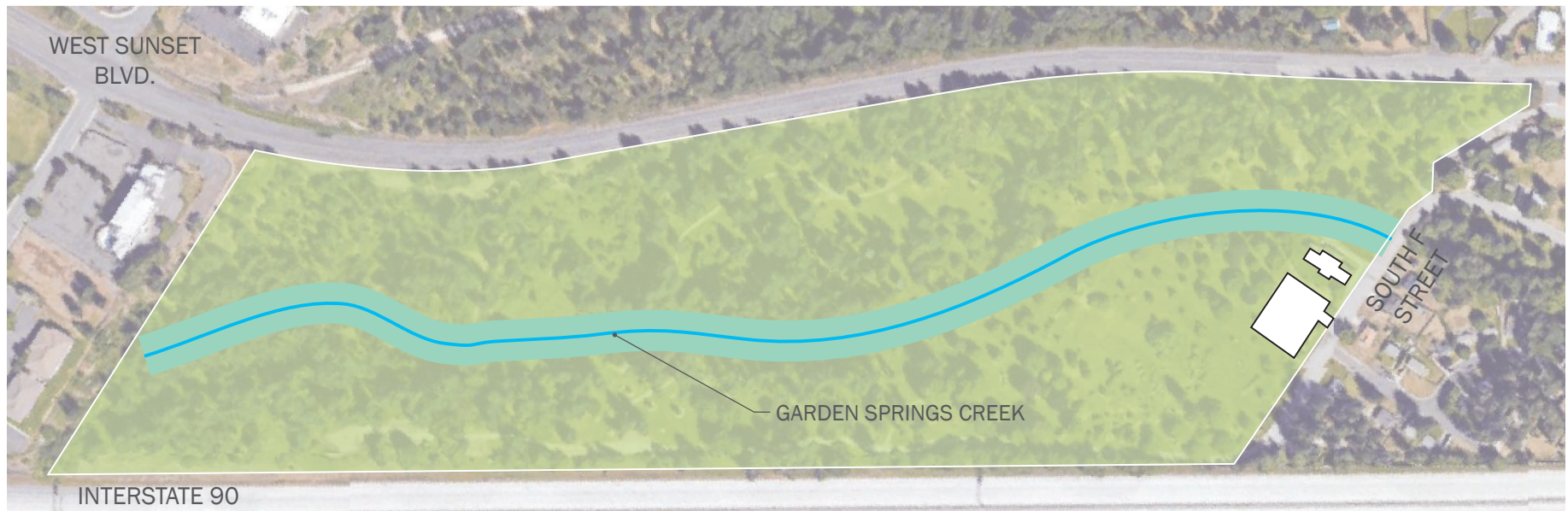
### **CREATE NW ENTRANCE**

ENHANCEMENT OF GARDEN SPRINGS CREEK  
 CREATE NATIVE/REGIONAL COLLECTIONS





## CONTINUE RESTORATION OF GARDEN SPRINGS CREEK



ENHANCE COREY GLEN  
PRESERVE AND ENHANCE EXISTING COLLECTIONS  
IMPROVE SIGNAGE AND WAYFINDING  
MITIGATE FREEWAY NOISE  
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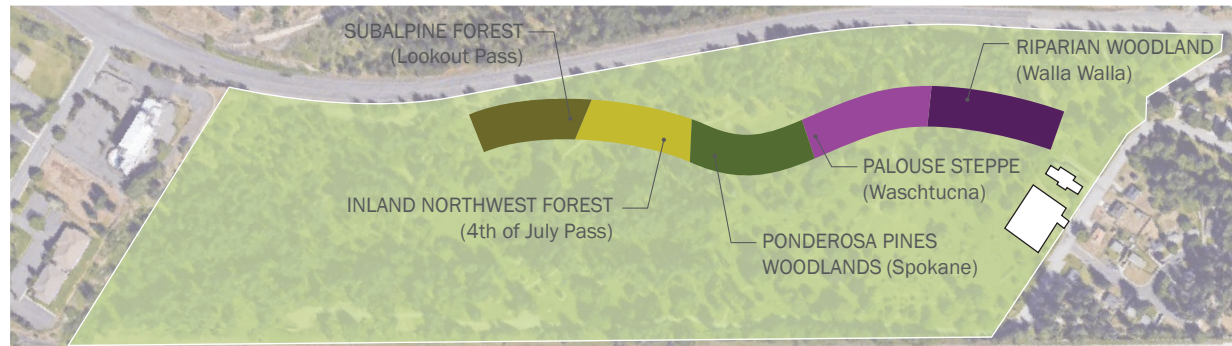
### **ENHANCEMENT OF GARDEN SPRINGS CREEK**

CREATE NATIVE/REGIONAL COLLECTIONS

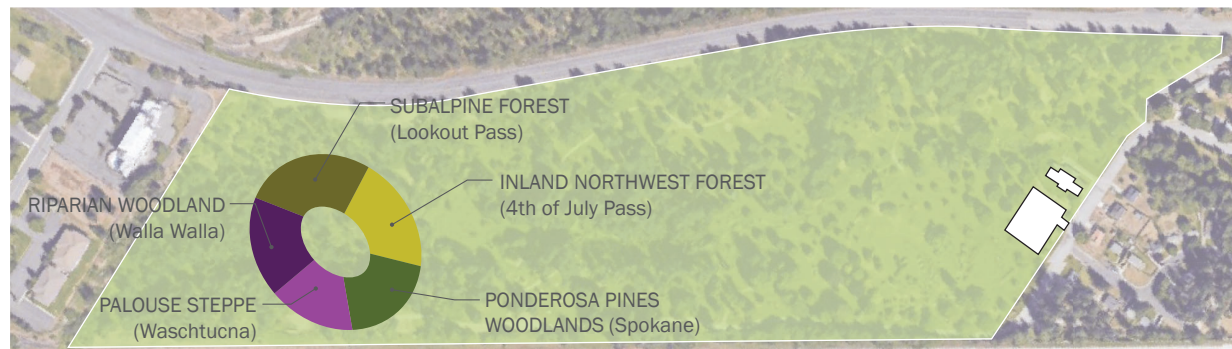




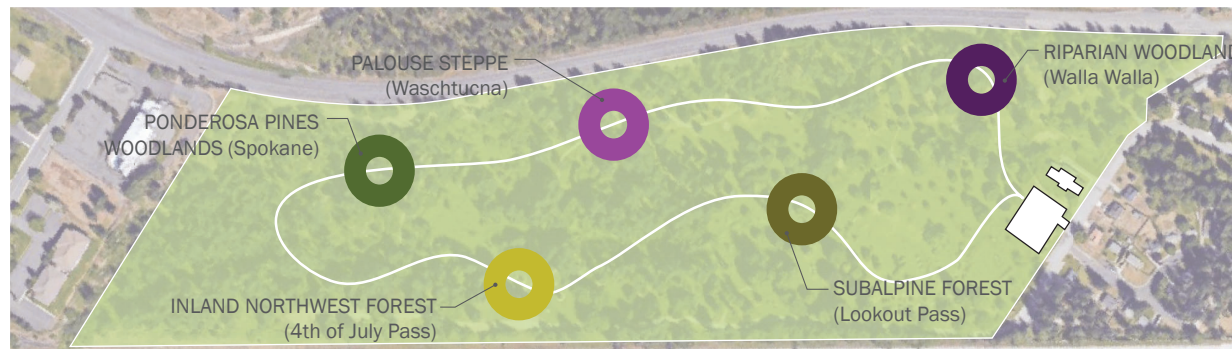
## CREATE NATIVE / REGIONAL COLLECTIONS : CONCEPT LAYOUTS



**THE ROAD**



**THE CIRCLE**



**THE NODE**

## OPEN HOUSES

### OPEN HOUSE #1

We presented our site analysis and precedent study findings, along with the results of our visioning meeting to members of the public, many of whom included stakeholders from our visioning meeting. We also shared the link for our online survey, and distributed several paper copies.

### OPEN HOUSE #2

We presented our draft master plan concepts to the public and stakeholders for review and comment

### OPEN HOUSE #3

We presented the draft master plan to the public for review and comment.



## Open House

### DETAILS

**WHAT**  
Finch Arboretum Master Plan: Introduction and Project Vision

**WHEN**  
Tuesday, 2.20.2018  
4-6 pm

**WHERE**  
The Woodland Center  
John A. Finch Arboretum  
3404 W. Woodland Blvd  
Spokane, WA

**CONTACT**  
509.363.5495  
urbanforestry@spokanecity.org

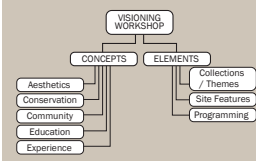
Spokane Parks and Recreation is developing a master plan to help guide future development at this important public green space. Parks officials and members of our consultant team will be on hand to introduce the project, share some thoughts about our vision and guiding principles, and hear your ideas about where we should focus our efforts as we move forward.

**SITE AMENITIES**

## Visioning Session

### Process

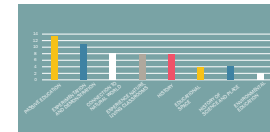
A visioning workshop was held on 12/15/17 to set the direction for the Finch Arboretum Master Plan. Through a collaborative process, stakeholders identified five overarching concepts, a defining vision for each concept, and elements that will help drive the Master Plan Report. Workshop participants were given dots to identify topics they feel are most important, or would like to prioritize for the Finch Arboretum Master Plan Report. Each of the topics fit into an overarching concept to the right: Education, Conservation, Community, Aesthetics, and Experience. Stakeholders then prioritized elements they would like to see included in the visioning process and master plan.



### Concept One EDUCATION

#### VISION STATEMENT:

The arboretum will provide opportunities for **formal and informal education**, for children and adults, about **plants and habitats**, both local and global, using events, demonstrations, and informational signage.

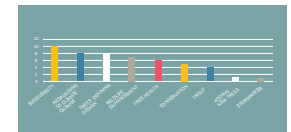


The Education concept received the most votes in the dot exercise and should remain a central theme within the Master Plan for the Finch Arboretum. Five topics received more than 8 votes: Passive Education; Experimentation and Demonstration; Connection to Natural World; Experience Nature/Living Classrooms; and History.

### Concept Two CONSERVATION

#### VISION STATEMENT:

We will **promote conservation** and **biodiversity** through proper planning and management.



The Conservation concept received the second highest number of dots. Three topics, Biodiversity, Responding to Climate Change, and Trees Defining Design, all received eight or more votes. Trees should remain the focal point of the Arboretum. The visioning stakeholders determined that it is important that Finch Arboretum recognizes its role in conservation and protecting species throughout changing periods.





## PUBLIC SURVEY

### METHODOLOGY

A public survey was conducted using the Survey Monkey website. The survey asked a wide variety of questions in various formats to help get a fuller picture of the needs and desires of the public related to the Finch Arboretum. The surveys were promoted on Parks Department and Urban Forestry websites. Paper copies were distributed at our first open house and collected by City staff. In total, we received 207 completed surveys. The data we extrapolated supported many of the views expressed at our early stakeholder meetings and our first open house.

See appendix *Public Survey* for a more detailed analysis.



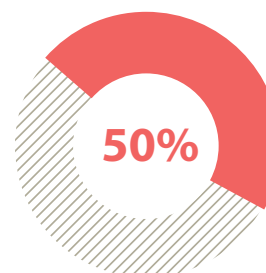
**HAVE DIFFICULTY FINDING  
THE MAIN ENTRANCE**



**94% BELIEVE GARDEN SPRINGS CREEK  
IS EITHER “VERY IMPORTANT” OR “IMPORTANT”**



**FREEWAY NOISE  
NEGATIVELY AFFECTS  
PARK EXPERIENCE**



**56%**  
of survey participants

**FIND THE TRAILS AND CIRCULATION  
EASY TO USE AND UNDERSTAND**



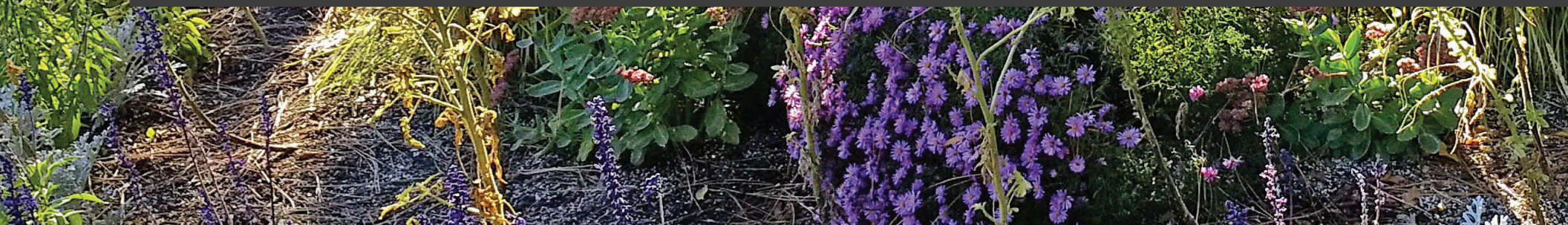
**44%**  
of survey participants  
**DO NOT**





Chapter 3:

# MASTER PLAN





# Woodland Center and Surroundings

The Finch Arboretum is about connecting with Nature. In order to facilitate continued interaction, buildings on site need to engage with the landscape.

## EVENT SPACE

The event space at the Woodland Center should be located to the west + southwest of the building, connecting the building to the larger Arboretum and the main pedestrian path that loops through it. Siting the space here creates a semi-public area that allows visitors to use the restrooms and other facilities at the Woodland Center. It should allow for flexibility in the size of the event, and should allow single events to use both indoor and outdoor spaces. The event space should be designed with rental purposes in mind. It should be a minimum of 1,200 square feet and be able to accommodate a tent.



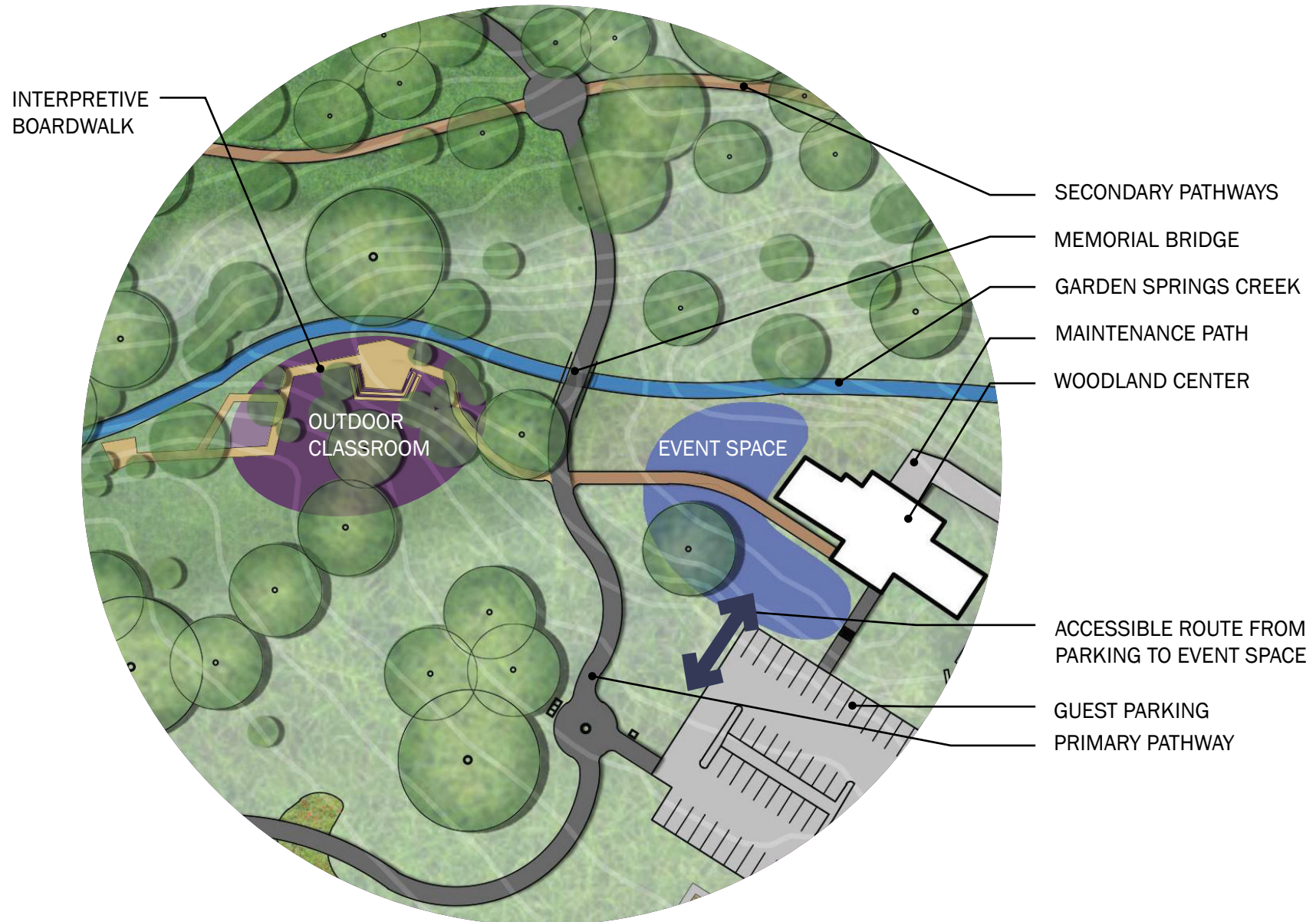
## OUTDOOR CLASSROOM

The Woodland Center is oriented such that visitors may come and go without understanding its close proximity to Garden Springs Creek, which is one of the most important features of the park. The creek is central to the aesthetic experience in the Arboretum, and creates a through-line that ties together all of the diverse areas of the property. It also provides valuable learning opportunities for visitors wanting to learn about ecology and native plants.

A need has also been identified for an outdoor classroom space that could provide a more formal gathering area for outdoor learning opportunities and small performances. A new outdoor classroom space built into the gently sloping area above Garden Springs Creek will fill this need in a location that immerses learners in the ecology of the creek restoration area in a location that is convenient to the Woodland Center. It will serve as the centerpiece of an interpretive boardwalk sequence that will give visitors a chance to experience the creek environment first-hand without disturbing the restored landscape.







# Collections

Maintaining and enhancing the existing plant collections is of critical importance. As the Arboretum grows, creating new exhibits that embody the local region will help engage new visitors.



## PRESERVE AND ENHANCE EXISTING COLLECTIONS

### COREY GLEN

Corey Glen embodies the sense of refuge and intimacy with nature that many visitors identify as one of the most important aspect of their experiences at the Finch Arboretum. This historically significant landscape feature should be carefully preserved in its general appearance, intent, and function, while improvements to aesthetics, accessibility, and habitat are made. Due to its unique character, materials and detailing of improvements in Corey Glen may differ from those found elsewhere in the park.

- Assess the health and condition of existing trees and shrubs. Thin, prune, or remove selected plants whose condition may have deteriorated.
- Identify planting areas that will be managed more intensely.
- Remove grasses and other invasive species in these areas to allow for ornamental understory plants to thrive.
- Assess the soil conditions in these areas and amend soils with organic materials as necessary.
- Dig and divide perennial plants as necessary.
- Create as-built plan showing existing pathways,

creek channels, bridges, benches, trees, shrubs, and perennials to remain.

- Create a plan showing size, type, and location for new plantings. These should consist largely of low shrubs and groundcovers, but may also include a few select understory tree varieties. The plan can be implemented in one project, smaller increments as resources become available.
- Establish a looped accessible crushed rock pathway through Corey Glen, preferably selecting a route from among existing pathways.
- Re-build bridges to adhere to current standards. Bridge design should be carefully considered for adherence to the character of the landscape. Natural materials and more traditional forms should be considered.
- Resurface remaining pathways in a manner that allows them to be clearer and more comfortable for visitors.
- Establish two clear intersections where the Corey Glen pathway system merges with the main pathway. These locations should include interpretive and identity signage.
- Assess bench locations. Create a bench design that differs from other benches in the arboretum and reflects the richer and more intimate character of this space.





### TAXONOMIC TREE COLLECTIONS

The existing taxonomic tree collections lie at the heart of the visitor experience at the Finch Arboretum. The large majority of trees in this outstanding collection should be preserved, protected, and managed as they have been in the recent past. For these collections, which will continue to contain the vast majority of ornamental trees in the Arboretum, a continuation of the established practices regarding tree management, removal, replacement, and additions will ensure this asset is protected and will continue to grow.

- Evaluate tree health, remove trees that are unlikely to thrive due to disease, age, or other stresses.
- Continue to focus on taxonomic spatial organization when considering future acquisitions and placements.
- Expand collections of genus or horticultural groupings that are underrepresented and/or where adjacent open space exists to allow for expansion.
- Continue to focus on displaying species from as wide a geographic area as possible.
- Consider acquisition of rare tree species or cultivars.
- Consider acquisition of newly developed tree varieties and evaluate them for use in local or similar climates.
- Consider inclusion of compact tree varieties that can be demonstrated for their use in urban environments.



## SHRUB COLLECTIONS

The existing shrub collections consist of linear planting beds containing flowering shrubs in the display garden area and a small number of widely spaced individual genus collections.

- Expand the size of the existing shrub beds currently located in the display garden area to include a wider variety of shrub varieties. Some beds in close proximity to each other may be combined to form larger beds, with larger shrubs planted to fill the spaces between them.
- Add several additional shrub beds to the display garden area.
- Look for opportunities to add shrub planting beds throughout the Arboretum at the edges of closed tree stands, as understory in more open tree stands, or in areas where screening is needed. These beds could be grouped by genus, and would be arranged in a natural setting similar to the areas where shrubs typically exist in the wild.



**SPIREA**



**VIBURNUM**



**PHYSOCARPUS**



**HYDRANGEA**



**PHILADELPHUS**



## INLAND NORTHWEST HABITAT COLLECTION

Spokane lies at the heart of the Inland Northwest Ecoregion, which contains a highly diverse collection of habitats ranging from alpine meadows to dense forests, rolling prairies, and streamside wetlands. The Inland Northwest Habitat Collection will immerse visitors in five distinct Inland Northwest landscapes and the plant communities that occupy them. Arranged along a linear pathway, these five habitat areas represent a progression from west to east, and from highest to lowest in elevation. The story begins in the subalpine woods and meadows near Lookout Pass, at the present day border between Montana and Idaho, and ends in a riparian woodland near the banks of Garrison Creek in Walla Walla, Washington. Along the way, dense coniferous forests, Ponderosa pine woodlands, and Palouse prairie habitats are encountered. Each habitat area will contain not just trees, but also the shrubs, grasses, and wildflowers that create its unique character and ecological diversity.

The collection will be laid out along the main pathway through the Arboretum, with smaller side pathways available for further exploration within each zone. A small gathering area at the beginning and end of the exhibit will include opportunities for seating and for interpretive signage to welcome visitors approaching from either direction along the path. Smaller interpretive signs will give more detail on the features of each habitat area. Its position along the main pathway will allow for the exhibit to be experienced as part of the larger loop trail while also serving as a destination in its own right, and its convenient proximity to the Woodland Center and parking area will help to maximize its impact.

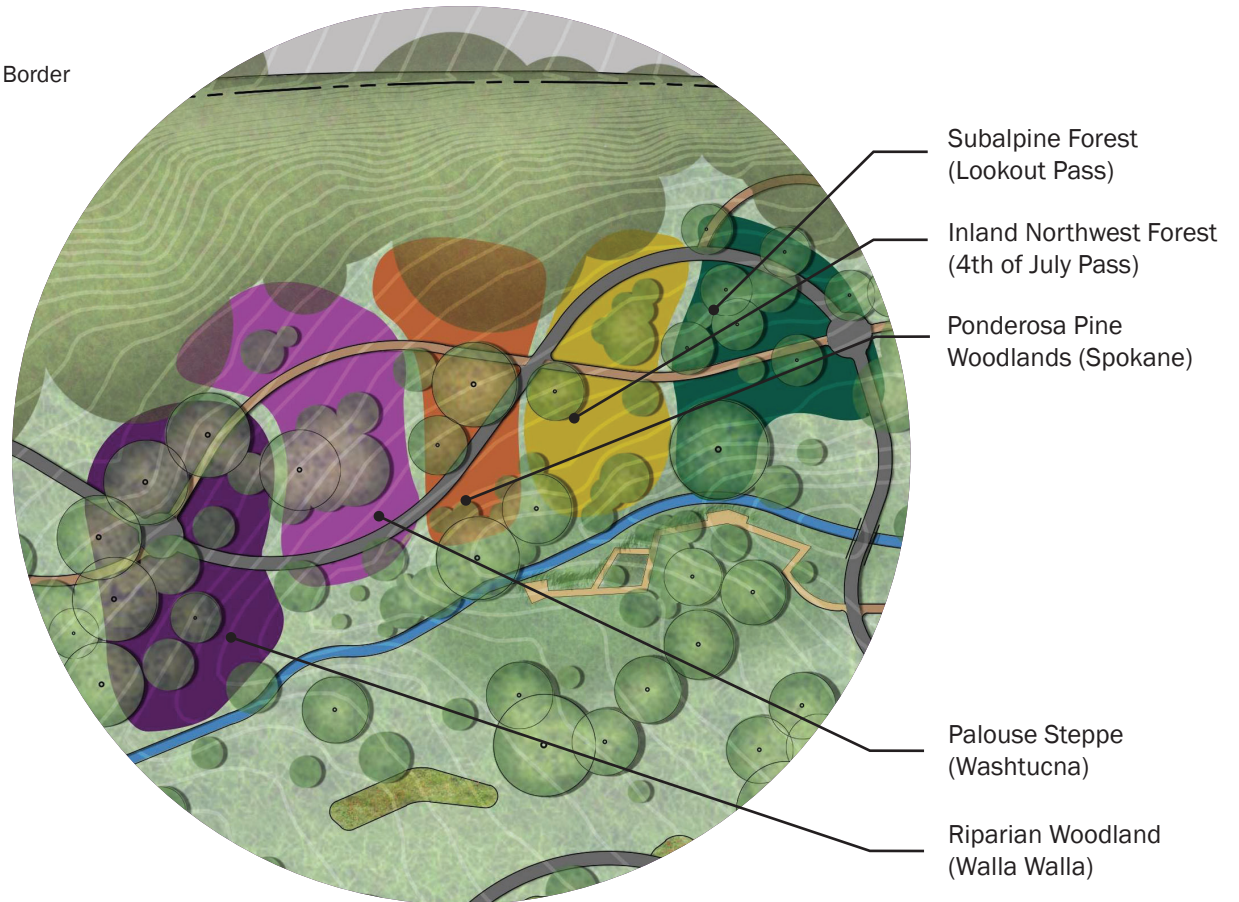
### INLAND NORTHWEST COLLECTION SEQUENCE:



### INLAND NORTHWEST COLLECTION: MASTER PLAN GRAPHIC

On the following pages, each eco-region has its proposed plant palette listed. The eco-regions are:

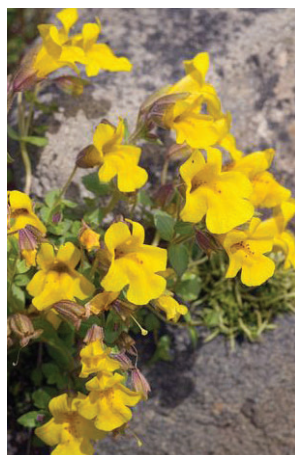
- Subalpine Forest - Lookout Pass, Idaho Montana Border
- Inland Northwest Forest - 4th of July Pass, Idaho
- Ponderosa Pine Woodlands - Spokane
- Palouse Steppe - Washtucna
- Riparian Woodland - Walla Walla





## INLAND NORTHWEST HABITAT COLLECTION: REGIONAL PLANTS

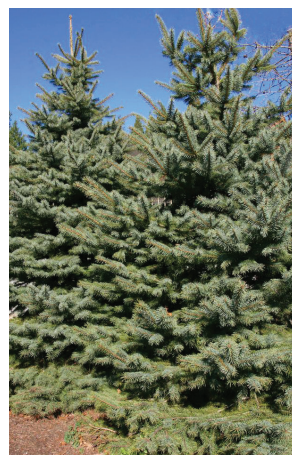
### SUBALPINE FOREST - LOOKOUT PASS



ALPINE MONKEY FLOWER  
MIMULUS TILINGII



BIG LEAF LUPINE  
LUPINUS POLYPHYLLUS



ENGLEMANN SPRUCE  
PICEA ENGLEMANNII



MOUNTAIN HEATHER  
PHYLLODOCE



MOUNTAIN HEMLOCK  
TSUGA MERTENSIANA



NOBLE FIR  
ABIES PROCERA



ROCKY MOUNTAIN PHLOX  
LINANTHUS GRANDIFLORUS



SAXIFRAGE  
SAXIFRAGA BRONCHIALIS



SHASTA FERN  
POLYSTICHUM LEMMONII



SUBALPINE FIR  
ABIES LASIOCARPA



WHITEBARK PINE  
PINUS ALBICAULIS



WOODLAND PENSTEMON  
PENSTEMON NEMOROSUS



## INLAND NORTHWEST FOREST - 4TH OF JULY PASS



BIRCHLEAF SPIREA  
*SPIRAEA BETULIFOLIA*



COLUMBINE  
*AQUILEGIA FLAVESCENS*



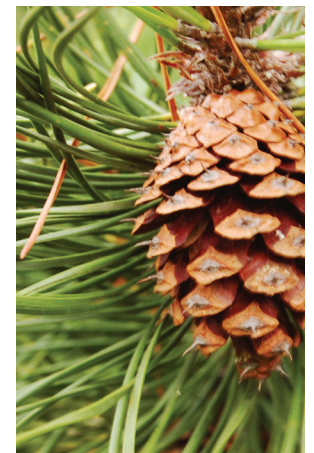
DOUGLAS MAPLE  
*ACER GLABRUM*



GRAND FIR  
*ABIES GRANDIS*



KINNICKINNICK  
*ARCTOSTAPHYLOS UVA-URSI*



LODGEPOLE PINE  
*PINUS CONTORTA*



WESTERN HEMLOCK  
*TSUGA HETEROPHYLLA*



WESTERN LARCH  
*LARIX OCCIDENTALIS*



WHITEBARK PINE  
*PINUS ALBICAULIS*



SHASTA FERN  
*POLYSTICHUM LEMMONII*



WOODLAND PENSTEMON  
*PENSTEMON NEMOROSUS*



## PONDEROSA PINE WOODLANDS - DISHMAN HILLS, SPOKANE



WOODS ROSE  
ROSA WOODSII



WESTERN MOCK ORANGE  
PHILADELPHUS LEWISII



SNOWBERRY  
SYMPHORICARPUS ALBUS



SERVICEBERRY  
AMELANCHIER ALNIFOLIA



ROCKY MOUNTAIN JUNIPER  
JUNIPERUS SCOPULORUM



PONDEROSA PINE  
PINUS PONDEROSA



CINQUEFOIL  
POTENTILLA GRACILIS



ARROWLEAF BALSAMROOT  
BALSAMORHIZA SAGITTATA



## PALOUSE STEPPE - WASHTUCNA



BLUEBUNCH WHEATGRASS  
*AGROPYRON SPICATUM*



BROME  
*BROMUS CARINATUS*



BUFFALO BERRY  
*SHEPHERDIA ARGENTEA*



COYOTE BRUSH  
*BACCHARIS PILULARIS*



DESERT PARSLEY  
*LOMATIUM DISSECTUM*



IDAHO FESCUE  
*FESTUCA IDAHOENSIS*



LEAFYBRACT ASTER  
*ASTER FOLIACEUS*



PRAIRIE JUNEGRASS  
*KOELERIA MACRANTHA*



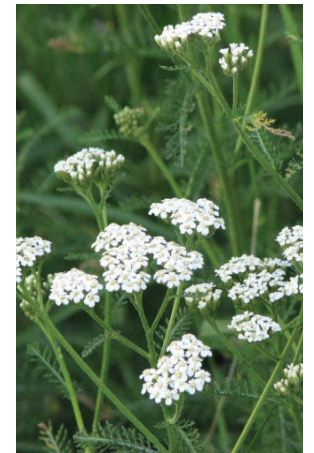
SAGEBRUSH  
*ARTEMESIA TRIDENTATA*



SMOOTH SUMAC  
*RHUS GLABRA*



UPLAND LARKSPUR  
*DELPHINIUM NUTTALIANUM*



YARROW  
*ACHILLEA MILLEFOLIUM*



## RIPARIAN WOODLAND - WALLA WALLA



COYOTE WILLOW  
SALIX EXIGUA



QUAKING ASPEN  
POPULUS TREMULOIDES



RED OSIER DOGWOOD  
CORNUS SERICEA



RUSH  
JUNCUS PATENS



SCOULER'S WILLOW  
SALIX SCOULERIANA



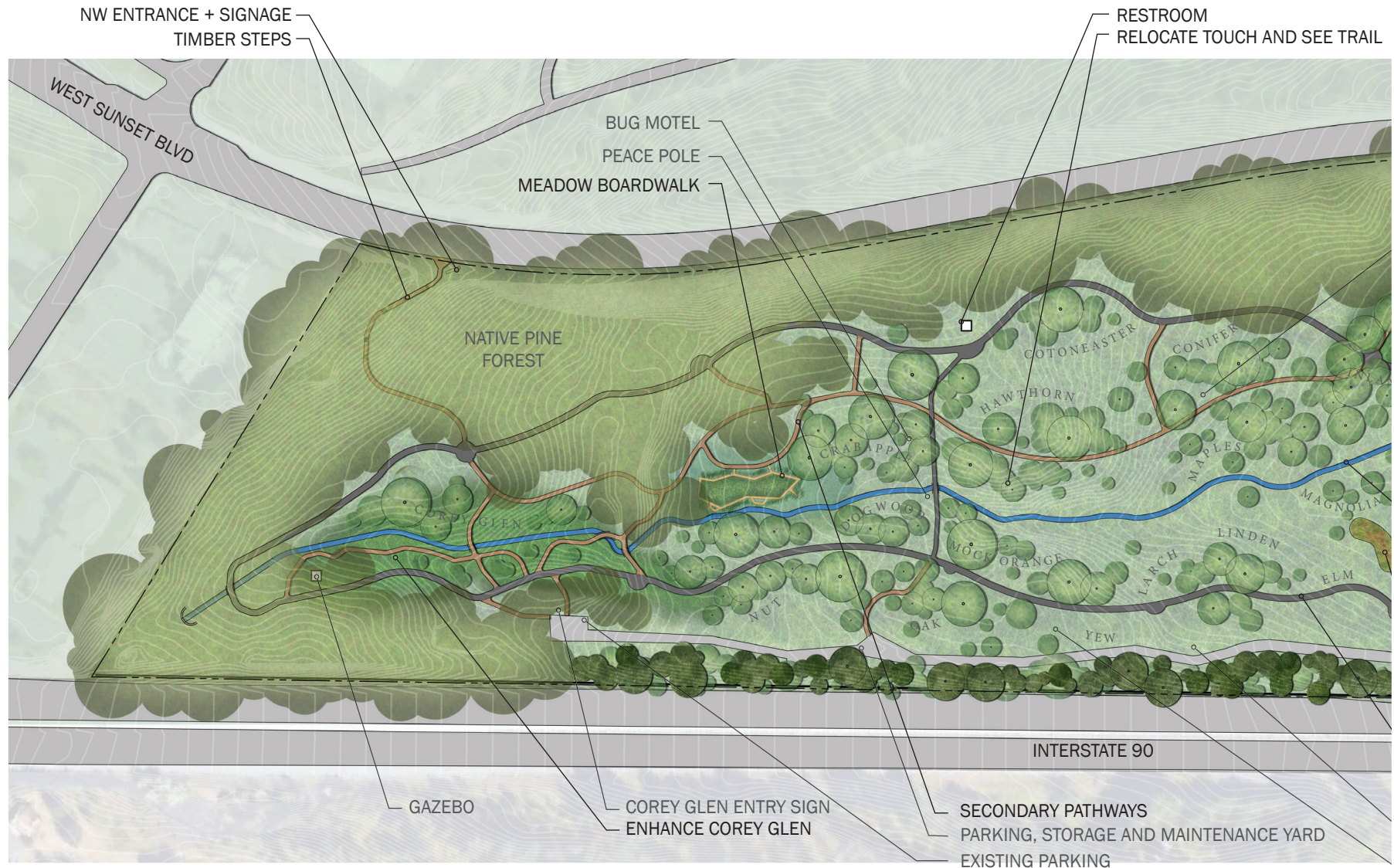
SLOUGH SEDGE  
CAREX OBNUPTA



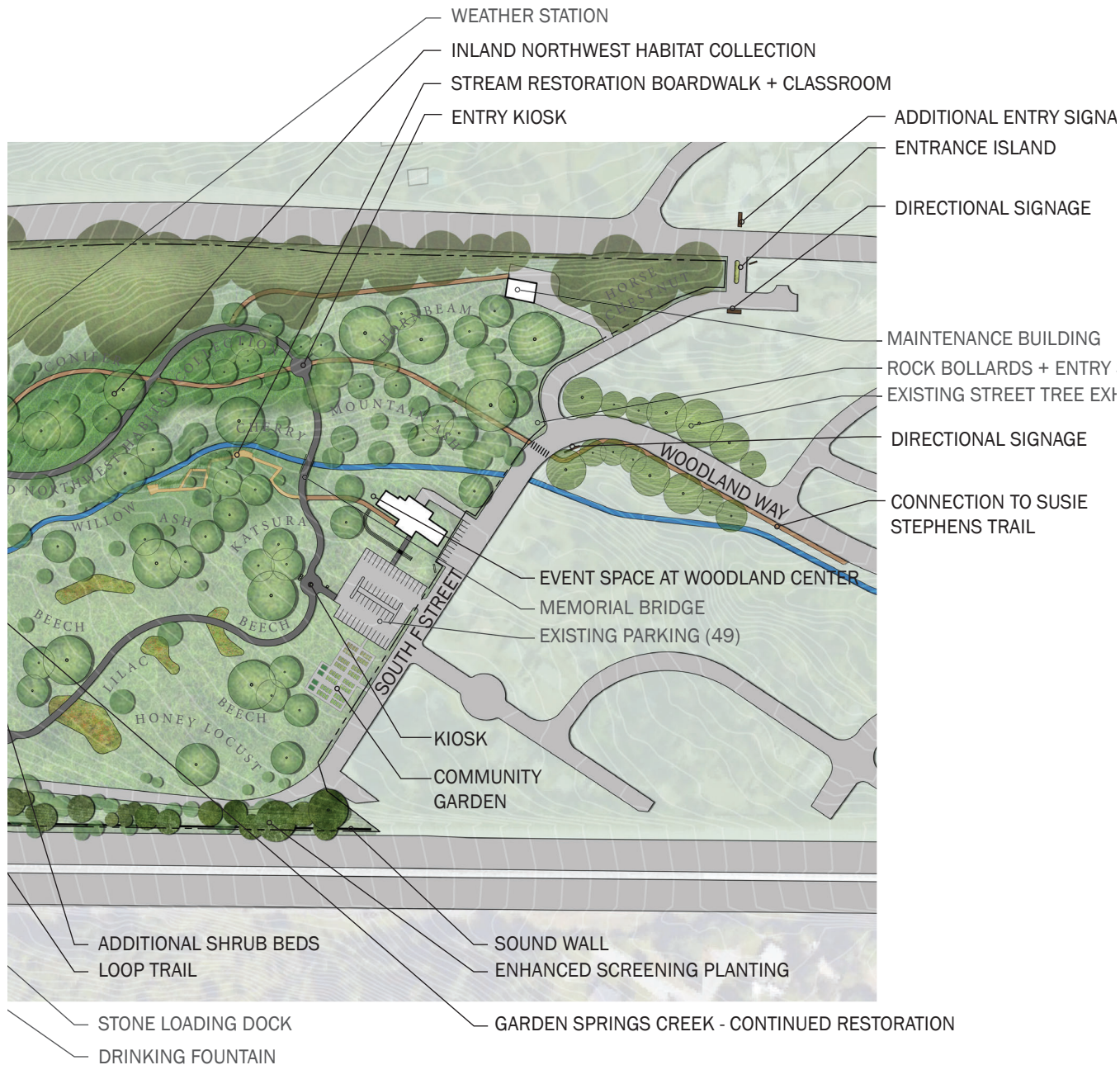
WATER BIRCH  
BETULA OCCIDENTALIS



# Master Plan







# Site Features



## TRAILS

The development of a trail system that is more complete, cohesive, and accessible is one of the most significant opportunities for improvement at the Finch Arboretum. A clear, safe, and well-ordered system of trails will improve visitor enjoyment, inclusivity, maintenance access, and public perception.

- Create a large, cohesive loop trail that provides access to all sections of the park. This loop trail will be 10-12' wide, and will be surfaced in crushed stone, asphalt, or another surface that is ADA accessible and drivable by maintenance vehicles. The loop will begin and end near the Woodland Center. While topography may not allow all of the sections of the trail to be ADA accessible, significant portions of the trail, especially in the southwest quadrant of the Arboretum, will be accessible.
- Provide a strong connection between the loop trail and the proposed Susie Stephens Trail leading to the Fish Lake trailhead.
- Create a hierarchical system of trails leading from the loop trail into other sections of the park. In addition to the Loop Trail, secondary and tertiary trails will be laid out in order to provide safe, walkable access to various areas. Secondary and tertiary trails may be surfaced with crushed rock, pine straw, wood fiber, or

with polymerized soils.

- Repair or replace existing bridges as necessary to complete the trail system.
- Install one new bridge near the headwaters of Garden Springs Creek to allow for completion of the loop trail.
- Install boardwalks in the pollinator meadow, Corey Glen, and other areas where low-lying terrain makes it difficult to build or maintain pathways on dry ground.
- Install an interpretive boardwalk loop in the riparian area along Garden Springs Creek near the Memorial Bridge to allow for continuing visitor access to areas close to the water as newly planted streambank plantings continue to grow in. This loop could provide an opportunity for interpretation of the stream restoration efforts. It could be built on either side of the creek, and may be incorporated into the Inland Northwest Collection if installed on the north side of the creek.
- Install timber stairs along the pathway connecting the western end of the loop trail with the northwest corner access point along West Sunset Boulevard.
- Relocate the Touch and See Nature Trail to a more accessible location within the Arboretum.
- Repurpose the existing Touch and See Nature Trail as a tertiary pathway within the overall trail system.



## SIGNAGE

As with most long-established botanic gardens and arboreta, the system of signage at the Finch Arboretum is comprised of elements created by different entities and individuals at various times, and lacks a sense of cohesion. A comprehensive strategy for all signage experienced by visitors, beginning with their approach to the site along Sunset Boulevard and ending with smaller interpretive and botanical signage within the park, will help to create a more enjoyable and educational experience for visitors. All signage elements listed below, with the exception of state road signage, should use standardized fonts, colors, and graphic styles.

### ROAD SIGNAGE

Work with Washington State Department of Transportation to request an increase in size of the two road signs leading to the turnoff toward the Arboretum, and the addition of two additional signs at an agreed-upon distance from the turn. (I.e., one-quarter mile or one-half mile from the turnoff).

### ENTRY AND WAYFINDING

In order to assist visitors in finding the Arboretum, replace the small signs that currently exist between Sunset Boulevard and the Woodland Center with slightly larger, more graphically clear signs with directional arrows leading drivers to the park. The first of these signs placed directly in the line of sight of drivers moving southeastward from West Sunset Boulevard to South F Street directing drivers to make a right turn, with a second sign being placed at the intersection of South F St and West Woodland Boulevard. The small sign near the entry to the parking lot could stay in place or be replaced with a newer sign that is in keeping with the design of the others. In addition, at the Woodland Center there is a desire to install Tree City USA Signage. A Tree City USA Flag would signal arrival to the Arboretum.



### MAP

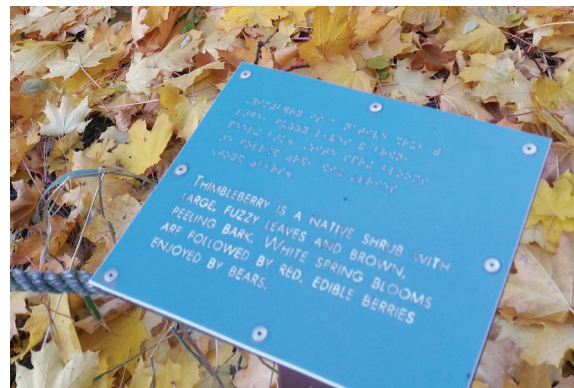
Create a single, comprehensive map showing updated locations of pathways, buildings, collection areas, and specialty gardens. This map should be prepared by a graphic designer, and could be reproduced at a large scale for use at the entry kiosk and at a smaller scale for handout materials and digital applications.

### INTERPRETIVE SIGNAGE

Interpretive signage should be of three general types, and are listed in descending order of size:







### Major Exhibit Sign

This larger sign would be placed either near the entry to or in the center of the Inland Northwest Collection. The sign would feature a map showing the layout of the garden, along with a map of the route of the Inland Northwest Collection through the Inland Northwest and supporting graphics and text.

### Specialty Garden/Collection Sign

These signs would be placed near the locations where visitors are likely to first encounter specialty gardens, such as Corey Glen, or plant collections, such as the maples, oaks, or crabapples. Basic written information about the exhibit area with supporting graphics, but no maps, would be included.

### Educational/Topical Sign

Included for the purpose of illuminating a concept, project, or other information not directly related to a named exhibit area, these signs might include information on green storm water infrastructure, stream restoration, the role of insects, birds, or other animals in the Arboretum, the history of some feature within the park, or any other topic that might be of interest to visitors.

### BOTANICAL SIGNAGE

Existing botanical signage is adequate for providing easily accessible information about many of the trees and shrubs in the Arboretum, but should be increased in number. As these signs are added to or replaced:

- Fonts and graphic conventions should adhere to the overall signage plan for the Arboretum.
- Consider adding some additional basic information such as mature size, ornamental features, or geographic location of the plant's native range.



## FREEWAY MITIGATION

Freeway noise from I-90 represents one of the greatest challenges to the visitor's experience at the Arboretum. Taking steps to mitigate this noise will have an immediate and lasting positive effect on human comfort and enjoyment.

- Engage with WSDOT officials on making plans to build a sound wall along the southern boundary of the Arboretum.
- Install evergreen tree plantings in select locations along the south edge of the park to help mitigate both the auditory and visual impact of passing cars and trucks.

## SITE FURNISHINGS

Site furnishings play an important role in the comfort, aesthetic enjoyment, and cohesiveness of the visitor's experience. In general, these elements should be chosen or designed in a way that will not detract from enjoyment of the natural features of the park. Materials should be durable and natural in appearance. Design should be unobtrusive.

- Choose two bench designs for the Arboretum; one for Corey Glen and the other for the rest of the park.
- The Corey Glen bench may be of higher quality (and cost), and might use stone or other natural materials.
- For the other benches in the Arboretum, a move toward a standard bench with simple design made of wood and painted steel should be agreed upon.
- Benches should be carefully placed in fixed locations around the park and bolted to concrete foundations.
- Trash Receptacles should be similarly standardized, with a simple, durable model made of wood and/or painted steel to be placed throughout the park.



**ABOVE LEFT, POTENTIAL SITE BENCH  
ABOVE RIGHT, POTENTIAL SITE TRASH RECEPTACLE  
BELOW LEFT, EXISTING SITE PEACE POLE**



**OPPOSITE TOP, STREET TREE EXHIBIT  
OPPOSITE BOTTOM LEFT, NEW EDUCATIONAL SIGNAGE  
OPPOSITE BOTTOM RIGHT, EXISTING TOUCH AND SEE  
TRAIL SIGNAGE**

## COMMUNITY GARDEN

The existing community garden should be expanded near the southeast corner of the park. This area, which would cover approximately 2,000 to 3,000 square feet, would serve the immediate neighborhood as well as other areas of the city. The garden should be set back far enough from South F Street to allow for some screening plantings to be installed to create a visual buffer between the garden and the street. Other elements might include:

- A partially covered structure containing a potting bench and storage for tools, equipment, and supplies.
- Raised garden beds constructed of wood or steel.
- Crushed rock pathways to allow access to the garden beds.
- A linear arbor to allow for growing grapes or other climbing edible plants.
- Hose bib(s) in one or more locations
- Vertical screen or wire structure for support of espaliered fruit trees.



**ACCESSIBLE PLANTER BEDS**



**COMMUNITY GARDEN STORAGE**



## GARDEN SPRINGS CREEK

1,800 linear feet of the Garden Springs creek has been restored due to a grant from the Washington Department of Ecology. In addition to the establishment of native woody and graminaceous plants, two culverts and a dam were removed. The goal is to improve water quality by reducing sediment entry into the stream. The naturalizing of the corridor aims to provide opportunities for the public to engage with a healthy riparian corridor, and increase the biodiversity found at the Arboretum.

The work to restore Garden Springs Creek should continue with these goals in mind. Future restoration projects should seek to limit the number of crossings and continue the riparian planting in order to prevent erosion and maintain an aesthetically pleasing habitat. Additional considerations should be made to continue increasing the number of trout found in the creek.

Provide boardwalk circulation routes in specific meadow and creek zones to connect the public to restoration efforts, and provide the opportunity for meaningful education opportunities regarding stream ecosystems and riparian plant life.



**TOP, GARDEN SPRINGS CREEK  
BOTTOM, RESTORATION AT GARDEN  
SPRINGS CREEK**



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57	94: Palouse Steep Plant Photos
58	95: Ponderosa Forest Plant Photos
59	96: Riparian Woodland Plant Photos
60+61	97: Master Plan Graphic
62	98: Forest Trail Steps
63	99: John A. Finch Arboretum Entry Sign

## PAGE FIGURE

63	100: Touch and See Nature Trail Signage
64	101: AHBL Site Photograph - Street Tree Exhibit
64	102: AHBL Site Photograph - Educational Signage
64	103: AHBL Site Photograph - Educational Signage
65	104: Site Bench Example
65	105: Site Trash Example
65	106: AHBL Site Photograph - Peace Pole
66	107: Learning to Garden Photo
66	108: Accessible Planter Beds
66	109: Garden Shed
67	110: AHBL Site Photograph - Garden Springs Creek
67	111: AHBL Site Photograph - Garden Springs Restoration

# Appendices

**PRECEDENT STUDY**

**PUBLIC SURVEY**





## Aquatics Season Summary

### SplashPass

- SplashPass Membership Totals 62,037
- 33,073 Youth(17 & under) ~ 25,797 Adult (18-54) ~ 3,167 Senior (55+)

	Cannon	Comstock	Hillyard	Liberty	Shadle	Witter	Total
<b>2018</b>	14,313 (68%)	26,503 (51%)	18,108 (49%)	18,440 (121%)	24,745 (25%)	17,110 (118%)	119,219 (61%)
<b>2017</b>	8,515	17,564	12,085	8,341	19,837	7,820	74,162

**Swim Lessons:** 420 Classes, 2,018 participants = \$87,312

- 468 Free Swim Clinic Participants
- 219 Swim Lesson Scholarship Applications issued

### Doggie Dip

- In Partnership with SpokAnimal; 242 dogs participated at various locations raising \$2,140.



### Air Quality Effected by Smoke

- Pools closed for 11 days from August 8-26 with cancellations and refunds for swim lessons totaling 84 classes, 390 participants and \$18,720 loss in revenue.
- Modification to next year's SOP for communicating closures to public.



## **December Update to the Board**

Garrett Jones, Parks Planning & Development Manager

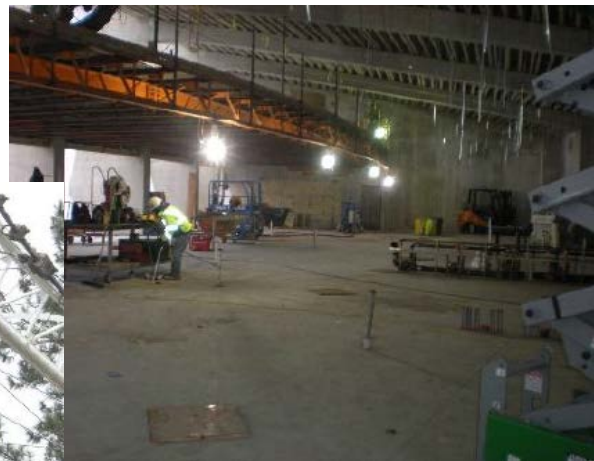
Berry Ellison, Program Manager

Jo-Lynn Brown, Program Coordinator

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



# Pavilion



Finishing site walls, working on utilities. Admin building progress.

Fall 2019

# Promenades



North bridge restoration complete; north promenade hardscape 90% complete.  
Blue bridge complete except railings.  
Mid promenade undergoing utility work.





# Pavilion/Promenades Project Design/Construction Status December 2018

Design Builder: Garco Construction  
Project Director: Clancy Welsh  
Project Manager: Rob Decker

Architect: NAC  
Landscape Architect: Berger Partnership  
Civil: CH2M/Jacobs

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



## Pavilion Site

- Finishing up Main Site Walls
- Working on Utilities

## Admin. Building

- Poured Slab.
- Layout/Framing Started
- Layout for Rough In Started
- Roofing Underway.

## North Promenade

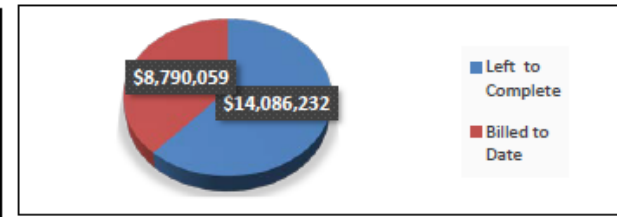
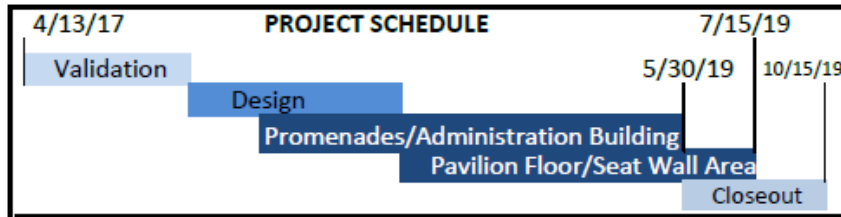
- North Bridge Restoration Complete.
- Hardscape 90% Complete.

## Blue Bridge

- Complete except Railings

## Mid Promenade

- UG Utilities/Backfill finishing up.



Contract Amount w/COs (w/o WSST)	Change Orders thru CO#10	Current Expenditures thru 10/31/18	Remaining Contract Amount	Percent Complete by Budget	Construction Schedule Percent Complete	Substantial Completion Date
\$22,876,291.00	2,204,376.00	\$8,790,059.00	\$14,086,232.00	38.4%	53.9%	7/15/19



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# North Bank, Playground





# Wheels Park Outreach



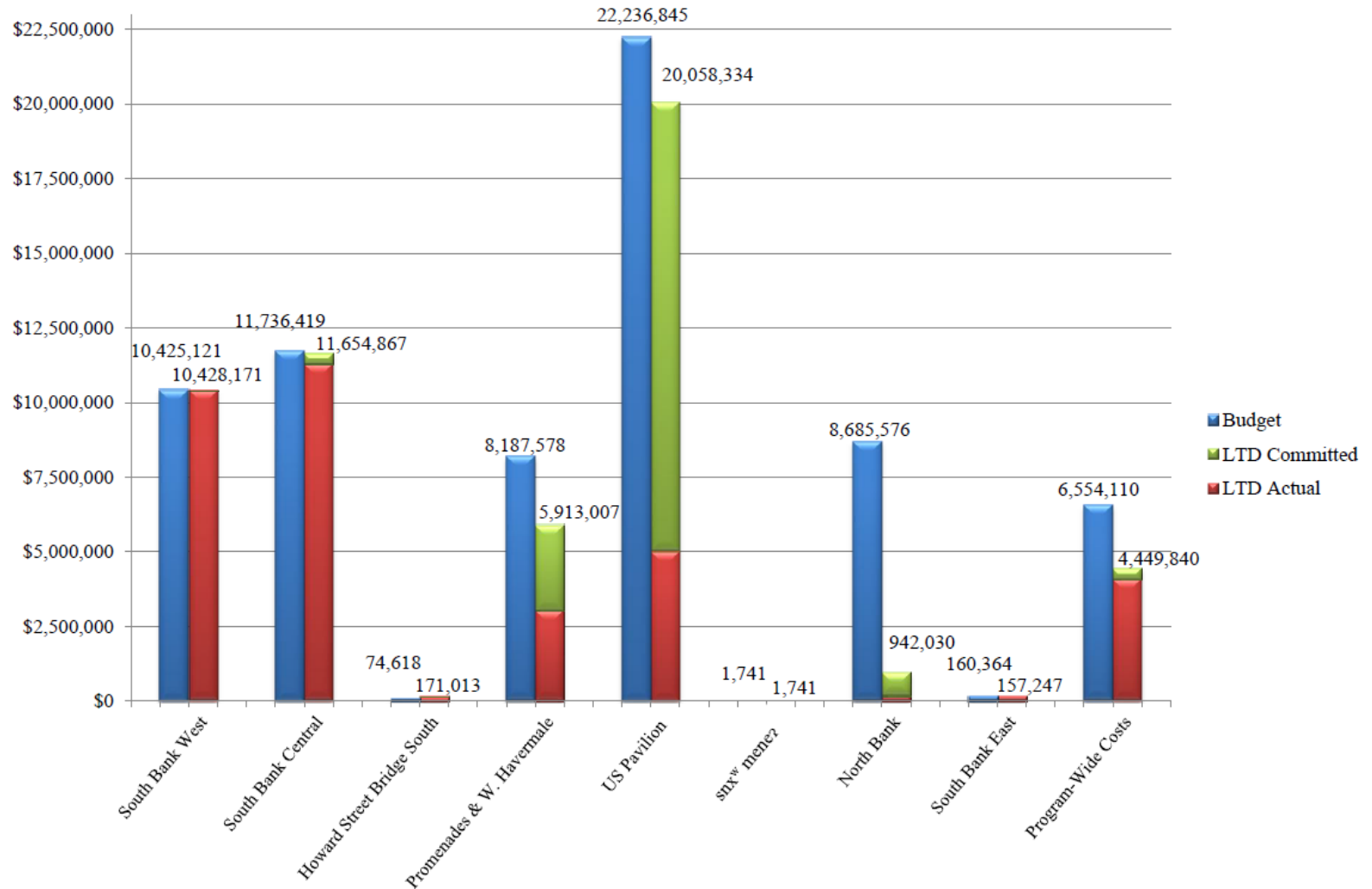
**Focus Group:** 10 skaters from the community gathered last night  
Discussion lead by Grindline (skate park design sub-consultant for BWA)  
Overviewed scope and budget, discussed desired amenities and priorities

**Open House:** January 9, 6:30pm, Library 1A

Invite the skate community to review preliminary designs, share feedback, and  
interact with the design team

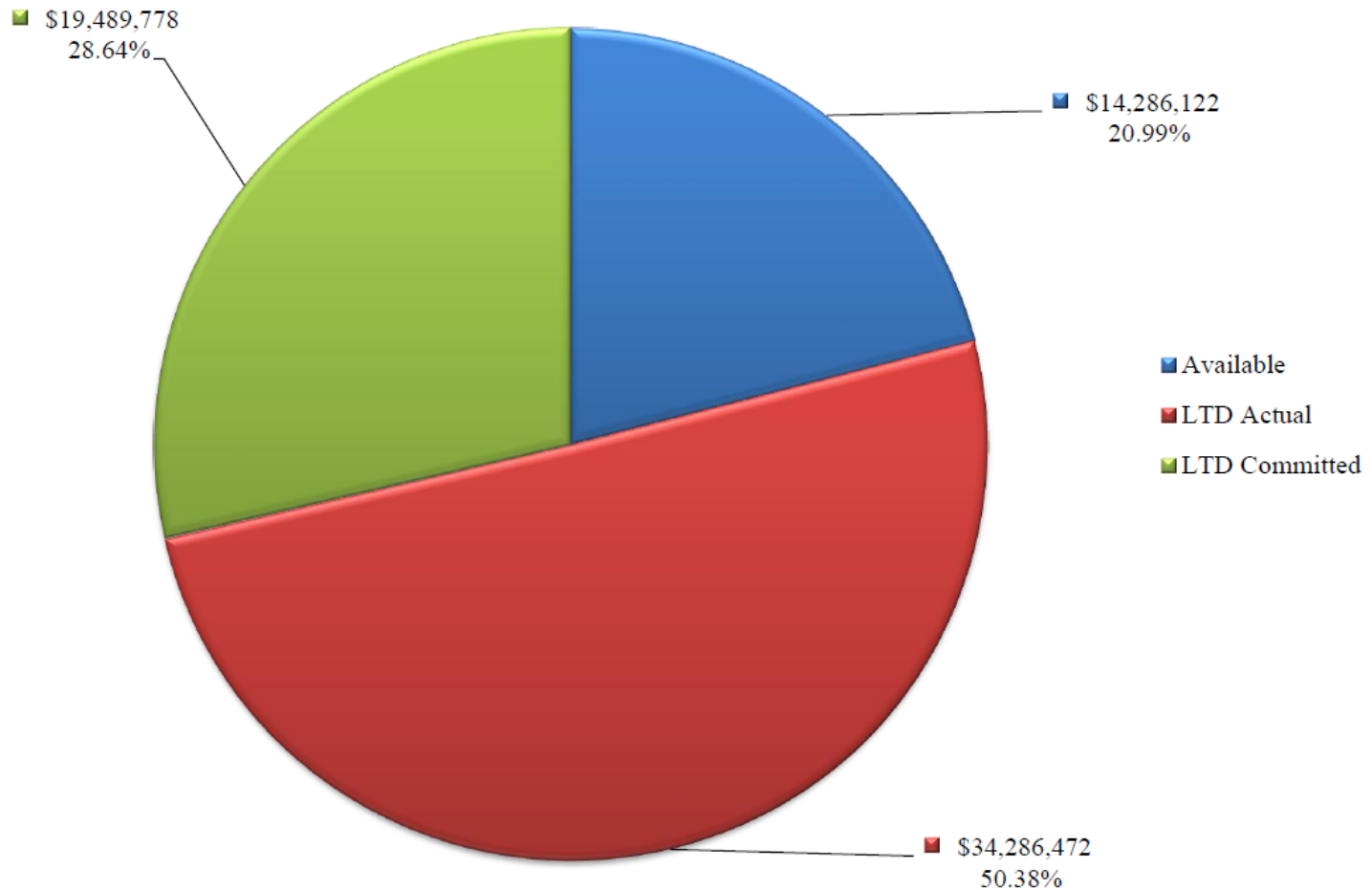
**Survey:** Available for those who can't make the open house

## Comparison of Approved Bond Budget to Actual & Committed Expenditures November 2018





## Bond Budget Utilization Through November 2018 (November 8, 2018 Approved Budget)





## Hill International

**Hill International, Inc.**

Lincoln Plaza  
818 West Riverside Ave, Suite 350  
Spokane, WA 99201  
Tel: 509-747-8031  
Fax: 509-747-8037  
[www.hillintl.com](http://www.hillintl.com)

November 30, 2018

Mr. Berry Ellison, PLA,  
Riverfront Park Redevelopment Program  
Manager  
City of Spokane Parks & Recreation  
808 W Spokane Falls Blvd.  
Spokane, WA 99201

**Subject: Riverfront Park – Program Management Support**

**Ref: Hill Amendment 6 – 2019 Program, Pavilion/Promenades & North Bank Services**

Dear Mr. Ellison:

Hill International Inc., (Hill) is pleased to submit this revised proposal for 2019 project/construction management services for Program Level Support, the Pavilion/Promenades project and the North Bank Regional Playground project. Please refer to the attached Hill Fee Status spreadsheet for additional detail. 2019 Additional Services Request:

Program Support	\$ 17,000
Pavilion/Promenades	\$162,000
North Bank Regional playground	<u>\$ 36,000</u>
Amendment Six total	\$215,000

If you have any questions or need any additional information, please contact me at (425) 999-0953 or contact Matt Walker at (509) 747-8031. We look forward to continuing our work with you and the rest of the outstanding team at Spokane Parks and Recreation.

Very truly yours,  
Hill International, Inc.

Gregory C. Heinz  
Vice President

Cc M. Walker, D. Selzer, Hill





# Design-Build Change Order Form

For Use with DBIA Document No. 525, *Standard Form of Agreement Between Owner and Design-Builder – Lump Sum* (2010 Edition) and DBIA Document No. 530, *Standard Form of Agreement Between Owner and Design-Builder – Cost Plus Fee with an Option for A Guaranteed Maximum Price* (2010 Edition)

Change Order Number: <b>11</b>	Change Order Effective Date: <b>12/17/18</b> (date when executed by both parties)
Project: <b>PAVILION DESIGN-BUILD PROJECT</b>	Design-Builder's Project No: 172100
	Date of Agreement: <b>APRIL 13, 2017</b>
Owner: <b>CITY OF SPOKANE - PARKS &amp; RECREATION DIVISION</b>	Design-Builder: <b>GARCO CONSTRUCTION, INC.</b>

	<u>AREA</u>	<u>DESCRIPTION OF CHANGE</u>	<u>AMOUNT</u>
Item 1	PROM	<b>GMP Adjustment from \$4,150,000 to \$3,929,035</b>	\$ (220,965)
Item 2	PAV	<b>GMP Adjustment from \$16,521,915 to \$16,825,325</b>	\$ 303,410
Item 3	PAV	<b>Add Lighting to Oak Allee</b>	\$ 30,157
Item 4	PROM	<b>Temp Irrigation – snx<sup>w</sup> mene &amp; Havermale Island</b>	\$ 7,349
Item 5	PROM	<b>Fulcrum Bill to do Steam Line ACM Sampling</b>	\$ 1,061
		<b>TOTAL AMOUNT</b>	<b>\$ 121,012</b>

Original Contract Price: \$ 14,500,000

Net Change by Previous Change Orders: \$ 4,226,291

Net Change by GMP Amendment: \$ 4,150,000

Net Change by Change Order No 11 : \$ 121,012

New Contract Price: \$ 22,997,303

Original Contract Substantial  
Completion Date:

May 30, 2019

Adjustments by Previous Change Orders: **46** (calendar days)

Adjustments by Change Order No 11: **0** (calendar days)

Revised Scheduled Substantial Completion Date **July 15, 2019**

---

By executing this Change Order, Owner and Design-Builder agree to modify the Agreement's Scope of Work, Contract Price and Contract Time as stated above. Upon execution, this Change Order becomes a Contract Document issued in accordance with DBIA Document No. 535, *Standard Form of General Conditions of Contract Between Owner and Design-Builder*, (2010 Edition).

**OWNER:**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**DESIGN-BUILDER:**

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

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



DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	100% CD Total VE Revs Included	VE Option	Clarifications from DD Drawings
<b>PROMENADE</b>						
<b>GENERAL CONDITIONS</b>						
Reproduction/Courier Costs	1	LS	\$ 5,000	\$ 5,000		
Temp. Electrical & Lighting	9	MO	\$ 2,560	\$ 23,039		
Bobcat	9	MO	\$ 800.00	\$ 7,200		
Forklift(s)	7	MO	\$ 2,600	\$ 18,200		
Fuel For Spec. Equip.	1	LS	\$ 15,000	\$ 15,000		
Job Mobilization	80	MH	\$ 84.67	\$ 6,774		
Job Demobilization	80	MH	\$ 84.67	\$ 6,774		
Survey & Layout	600	MH	\$ 64.19	\$ 38,511		
Telephone/FAX Machine	9	MO	\$ 250	\$ 2,250		
Computer Expenses	9	MO	\$ 200	\$ 1,800		
10'x32' Job Trailer	9	MO	\$ 250	\$ 2,250		
40' Van Trailer	9	MO	\$ 100	\$ 900		
Sanican(s)	27	MO	\$ 90	\$ 2,430		
Temp. Fence	2,500	LF	\$ 7.14	\$ 17,846		
Traffic Control	-	WK	\$ -	\$ 12,846		
Construction Sign(s)	4	EA	\$ 628	\$ 2,513		
Engineer	25	WK	\$ 2,220	\$ 55,497		
Superintendent	31	WK	\$ 3,000	\$ 93,000		
Final Cleanup	20,000	SF	\$ 0.49	\$ 9,776		
Pickup(s)	16	MO	\$ 800	\$ 12,800		
Small Tools	9	MO	\$ 1,500	\$ 13,500		
Consumables	9	MO	\$ 525	\$ 4,725		
Safety Related Costs	1	LS	\$ 24,241	\$ 24,241		
Construction Entrances	4	EA	\$ 3,000	\$ 12,000		
<b>SECTION SUBTOTAL</b>				<b>\$ 388,872</b>		
<b>PROMENADE</b>						
Garco Self-Perform Earthwork - North	1	LS	\$ 565,000.00	\$ 565,000		
Garco Self-Perform Earthwork - Mid Howard	1	LS	\$ 447,000.00	\$ 447,000		
Clear/Grub/Prep/Finegrade Cent. Trail	1	LS	\$ 54,551.00	\$ 54,551		
Bio Filtration Pond	2,900	SF	\$ 11.00	\$ 31,900		
Crushed Rock Surfacing/Fine Grading	11,700	SY	\$ 6.00	\$ 70,200		
Crushed Rock Paving	3,750	SF	\$ 8.00	\$ 30,000		
All Promenade Paving	1	LS	\$ 139,557	\$ 139,557		
All Promenade Pavers	1	LS	\$ 187,535	\$ 187,535		
PAVER FINE GRADING	1	LS	\$ 23,645	\$ 23,645		
All Promenade Concrete Flatwork	1	LS	\$ 309,434	\$ 309,434		
Trench Drains/Concrete	100	LF	\$ 200.00	\$ 20,000		
Utility Outposts	9	EA	\$ 4,000	\$ 36,000		
Metal Wall's 1,2,3,4,5	1	LS	\$ -	\$ -		Removed from Project
Site Furnishings - OFOI	1	LS	\$ -	\$ -		
Create Topography where metal wall were	1	LS	\$ 35,000	\$ 35,000		Owner Allowance
Soil Cells - ALTERNATE	1	LS	\$ -	\$ -		
Basalt Columns	1	LS	\$ -	\$ -		
Salvaged Stone	1	LS	\$ -	\$ -		Removed from Project
Balustrades	6	EA	\$ -	\$ -		Removed from Project
Landscaping - Complete	1	LS	\$ 463,300	\$ 463,300		
Basalt Columns	1	LS	\$ -	\$ -		
Metal Wall's 6,7 - Removed	1	LS	\$ -	\$ -		
Chain Link at Canada Island	400	LF	\$ 75	\$ 30,000		Added Into Budget
Mobile Landscape Units - Alternate	-	EA	\$ -	\$ -		
Hammock - Alternate	-	EA	\$ -	\$ -		
Steel Guardrails - Type 1	147	LF	\$ 150.00	\$ 22,050		Added Into Budget
Steel Guardrails - Panels	48	EA	\$ 1,250.00	\$ 60,000		Added Into Budget
All Promenade Electrical	1	LS	\$ 529,898	\$ 529,898		
<b>SECTION SUBTOTAL</b>				<b>\$ 3,055,070</b>		
<b>DIRECT COSTS</b>				<b>\$ 3,443,942</b>		
DESIGN FEES				\$ 130,000		
DB PROFIT & OVERHEAD				\$ 184,205		
B & O TAX				\$ 17,552		
LIABILITY INSURANCE				\$ 17,744		
PAYMENT & PERFORMANCE BOND				\$ 25,592		
CONTINGENCY				\$ 110,000		
<b>Contractor/Design Costs</b>				<b>\$ 485,093</b>		
<b>TOTAL PROMENADE GMP</b>				<b>\$ 3,929,035</b>	<b>\$ 4,150,000</b>	<b>\$ (220,965)</b>

PAVILION							
SPECIFIED GENERAL CONDITIONS							
59	Reproduction/Courier Costs	1	LS	\$ 5,250.00	\$ 5,250		
60	Temp. Electrical & Lighting	18	MO	\$ 1,045.64	\$ 18,822		
61	Temp. Water	18	MO	\$ 157.04	\$ 2,827		
62	Fuel For Spec. Equip.	1	LS	\$ 10,500.00	\$ 10,500		
63	Job Mobilization	64	MH	\$ 83.41	\$ 5,339		
64	Job Demobilization	64	MH	\$ 83.41	\$ 5,339		
65	Telephone/FAX Machine	18	MO	\$ 525.00	\$ 9,450		
66	Computer Expenses	18	MO	\$ 525.01	\$ 9,450		
67	Jobsite Office Expenses	18	MO	\$ 525.01	\$ 9,450		
68	8'x16' Job Trailer	18	MO	\$ 450.00	\$ 8,100		
69	Conex	3	MO	\$ 200.00	\$ 600		
70	Sanican(s)	18	MO	\$ 420.00	\$ 7,560		
71	Construction Sign(s)	6	EA	\$ 620.22	\$ 3,721		
72	Engineer	77	WK	\$ 2,445.62	\$ 188,313		
73	Superintendent	77	WK	\$ 2,658.71	\$ 204,720		
74	Pickup(s)	18	MO	\$ 900.00	\$ 16,200		
SECTION SUBTOTAL					\$ 505,641		

US PAVILION/PROMENADE  
100% CD Pricing

	DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	100% CD Total VE Revs Included	VE Option	Clarifications from DD Drawings
	NEGOTIATED SUPPORT SERVICES						
75	Survey & Layout	500	MH	\$ 110.12	\$ 55,060		
76	Traffic Control	180	MH	\$ 166.97	\$ 30,055		
77	Barricades	200	LF	\$ 40.31	\$ 8,062		
78	Temp. Fence	2,340	LF	\$ 18.00	\$ 42,120		
79	Refuse Disposal	46	EA	\$ 523.14	\$ 24,065		
80	Final Cleanup	20,000	SF	\$ 1.53	\$ 30,617		
81	Wash Windows	60	EA	\$ 164.88	\$ 9,893		
82	Small Tools	18	MO	\$ 1,575.00	\$ 28,350		
83	Consumables	18	MO	\$ 1,575.00	\$ 28,350		
84	Commissioning - Complete	1	LS	\$ 15,000.00	\$ 15,000		
	SECTION SUBTOTAL				\$ 271,572		
	DEMOLITION						
85	Demo IMAX/Canopy/Buildings-Elder	1	LS	\$ 885,158.00	\$ 885,158		
86	Ice Rink De-Commissioning	1	LS	\$ 6,350.00	\$ 6,350		
87	Asbestos Abatement - Complete	1	LS	\$ 62,000.00	\$ 62,000		
88	All Selective Demo - Garco	1	LS	\$ 432,450.00	\$ 432,450		
89	Demolish Concrete Slab(s)	300	CY	\$ -	\$ -		
90	Remove Secondary Cable System	105,000	LF	\$ -	\$ -		
91	Misc. Repair to System	105,000	LF	\$ -	\$ -		
92	Selective Demo - Admin	20,000	SF	\$ -	\$ -		
93	Traffic Control/Safe-Off Systems	1	LS	\$ -	\$ -		
	SECTION SUBTOTAL				\$ 1,385,958		
	GENERAL SITEWORK/UTILITIES						
94	North Entry Utilities	1	LS	\$ -	\$ -	\$ -	This was an alternate at GMP
95	North Entry Stairs/Ramps	1	LS	\$ -	\$ -	\$ -	This was an alternate at GMP
96	North Entry Landscaping	5,634	SF	\$ -	\$ -	\$ -	This was an alternate at GMP
97	Clear & Grub Site	200,000	SF	\$ 0.15	\$ 30,000		
98	Crush/Move/Spread Stockpile on N. Bank	24,000	CY	\$ 19.38	\$ 465,120		
99	Import Structural Fill from N. Bank	24,000	CY	\$ -	\$ -		
100	GEO Grid - At NE Ring	10,000	SF	\$ 6.00	\$ 60,000		
101	Place and Shape Structural Fill	24,000	CY	\$ -	\$ -		
102	Construction Fence/Clean Fill	1,500	CY	\$ 50.00	\$ 75,000		
103	Pavilion Utilities	1	LS	\$ 397,000.00	\$ 397,000		
104	Trench Drains/Concrete	100	LF	\$ 350.00	\$ 35,000		
105	Bio Swale	2,410	SF	\$ 10.00	\$ 24,100		
106	Site Furnishings - OFOI	20	EA	\$ -	\$ -		
107	Security Ribbon Fencing	350	LF	\$ -	\$ -	\$ (262,000)	Delete Ribbon/Security Fencing
108	Service/Security Gates	4	EA	\$ 10,000.00	\$ 40,000	\$ (20,000)	Delete Gate
109	Utility Outpost	3	EA	\$ 4,000.00	\$ 12,000		
110	Bicycle Racks - OFOI	10	EA	\$ -	\$ -		
	SECTION SUBTOTAL				\$ 1,138,220		
	PAVILION FLOOR/CENTRAL PLAZA						
111	Infills At NE Ring Masonry Infills	1	LS	\$ 17,688.00	\$ 17,688		
112	Infills At NE Ring - Concrete Infills	10,000	SF	\$ 2.30	\$ 23,000		
113	Outlook Handrails	40	LF	\$ 500.00	\$ 20,000	\$ (45,000)	Leave Existing Walls -Repair Wall
114	Switchback Paving - Asphalt	20,000	SF	\$ 5.00	\$ 100,000	\$ (41,000)	Switch to asphalt
115	Central Plaza Paving - Asphalt	24,097	SF	\$ 5.00	\$ 120,485		
116	Loading Dock - Entry Asphalt	12,740	SF	\$ 3.75	\$ 47,775		
117	Premium Concrete Paving by admin bldg.	3,735	SF	\$ 7.10	\$ 26,519		Changed to Standard Concrete
118	Premium Concrete Paving	3,023	SF	\$ 7.10	\$ 21,463		Changed to Standard Concrete
119	Aggregate Band 1' x 8"	857	LF	\$ 26.39	\$ 22,616		
120	Stage Floor Hard Surface - Concrete	24,902	SF	\$ 4.00	\$ 99,608		Premium Cost in Change Order
121	Slab Joint Filler	6,000	LF	\$ 2.50	\$ 15,000		
122	Pavilion Landscaping/Plantings	25,000	SF	\$ 9.42	\$ 511,023		
123	Scrambles	80	ea	\$ 400.00	\$ 32,000		
124	Terrace Footings/Walls/Seating	1,875	LF	\$ 240.00	\$ 450,000		
125	Battered Concrete Walls at Break Out Areas	307	LF	\$ 650.00	\$ 199,550		
126	Rebar for Site Footings/Walls	1	LS	\$ 110,988.00	\$ 110,988		
127	Pavers at Gathering Spaces	5,118	SF	\$ 5.00	\$ 25,590		
128	Guardrail at Gathering Spaces & Mast Wall	170	LF	\$ 325.00	\$ 55,250		
129	Handrail at Walk Paths	130	LF	\$ 325.00	\$ 42,250		
130	Loading Dock Retaining Walls	120	LF	\$ 400.00	\$ 48,000		
131	Sandblast Concrete	45,000	SF	\$ 1.86	\$ 83,660		
132	Anti-Graffiti Concrete	45,000	SF	\$ 1.60	\$ 72,000		
133	Paint Low Arches	2	EA	\$ 17,500.00	\$ 35,000		
134	Paint Mast	1	EA	\$ 40,000.00	\$ 40,000		
135	Paint Upper Ring	1	EA	\$ 50,000.00	\$ 50,000		
136	Pavilion/Central Green Lighting/Electrical	1	LS	\$ 751,000.00	\$ 751,000	\$ (50,000)	Remove pole lights & elevated exp lighting
	SECTION SUBTOTAL				\$ 3,020,465		
	ADMINISTRATION BUILDING						
137	Concrete Footings	45	CY	\$ 300.00	\$ 13,417		
138	Concrete Slabs	15,000	SF	\$ 6.00	\$ 90,000		
139	Reinforcing Steel - Admin	25,000	LB	\$ 1.25	\$ 31,250		
140	Wood Wall Systems	1	LS	\$ -	\$ -		Removed to meet Budget
141	Casework	1	LS	\$ 40,000.00	\$ 40,000		Allowance per Owner
142	New Structure	700	SF	\$ 100.00	\$ 70,000		
143	New Stair System	1	EA	\$ 20,000.00	\$ 20,000		
144	West Admin Exterior Concrete Walls	2,000	SF	\$ 32.75	\$ 65,500		
145	West Admin Exterior Finish - Anti Graffiti	15,000	SF	\$ 3.00	\$ 45,000		
146	Admin Roofing - Ballast Roof System	15,225	SF	\$ 17.83	\$ 271,462		
147	Hollow Metal Frames	42	EA	\$ 639.82	\$ 26,872		
148	Hollow Metal Doors	15	EA	\$ 702.60	\$ 10,539		
149	Solid Core Wood Doors	27	EA	\$ 703.86	\$ 19,004		
150	Storefront Doors in Lieu of Folding Doors	6	EA	\$ -	\$ -		
151	Garage Doors (Vertical Folding Doors)	6	EA	\$ -	\$ -		VE for Budget Constraints
152	Counter and Overhead Doors	3	EA	\$ 5,766.00	\$ 17,298		
153	Operable Partitions	1	EA	\$ 10,000.00	\$ 10,000		



US PAVILION/PROMENADE  
100% CD Pricing

	DESCRIPTION OF WORK	QTY	UNIT	UNIT PRICE	100% CD Total VE Revs Included	VE Option	Clarifications from DD Drawings
154	Storefront System (Including Glass Rail)	1	LS	\$ 377,913.00	\$ 377,913		
155	Finish Hardware	42	EA	\$ 651.36	\$ 27,357		
156	Metal Studs & Drywall Complete	1	LS	\$ 308,000.00	\$ 308,000		
157	Ceramic Tile @ Floors	1	LS	\$ 47,086.00	\$ 47,086		
158	Acoustical Ceilings - Standard	1	LS	\$ 97,500.00	\$ 97,500		
159	Carpeting	1	LS	\$ 63,936.00	\$ 63,936		
160	Admin Bldg. Painting Complete	1	LS	\$ 83,500.00	\$ 83,500		
161	Wallcoverings - Complete	1	LS	\$ -	\$ -	Owner Furnished	
162	Special Coating(s)-Mast/Walls	45,000	SF	\$ -	\$ -		
163	Bathroom Accessories	20	EA	\$ 164.62	\$ 3,292		
164	Toilet Partitions	24	EA	\$ 625.00	\$ 15,000	Increased due to Owner Scope	
165	Fire Extinguishers	2	EA	\$ 143.62	\$ 287		
166	Fire Extinguisher Cabinets	2	EA	\$ 355.49	\$ 711		
167	Lockers	20	EA	\$ 500.00	\$ 10,000		
168	Food Service Equipment	1	LS	\$ 60,000	\$ 60,000	GMP Allowance (See Owner Adds for Clarification)	
169	Residential Appliances	2	EA	\$ 959.24	\$ 1,918		
170	Drapes & Blinds - OFOI	1	LS	\$ -	\$ -	OFOI	
171	Elevators	1	EA	\$ 63,500	\$ 63,500		
172	Elevator Shaft Extension	1	EA	\$ 15,000	\$ 15,000		
173	Interior Plumbing	20,000	SF	\$ 28.89	\$ 577,800		
174	Fire Sprinkler System	20,000	SF	\$ 3.23	\$ 64,600		
175	Heat, Ventilation, A/C	1	LS	\$ 519,533.00	\$ 519,533		
176	Electrical/AV as required by DB team	1	LS	\$ 1,180,492	\$ 1,180,492	\$ (38,500)	Remove Ring Fixtures, misc. other changes
177	Fire Alarm System	1	LS	\$ -	\$ -		
	SECTION SUBTOTAL				\$ 4,247,768		
	ELEVATION EXPERIENCE						
178	Crane - 100 Ton	2	MO	\$ 22,000.00	\$ 44,000		
179	Manlifts	3	MO	\$ 6,000.00	\$ 18,000		
180	Micropiles	9	EA	\$ 5,222.25	\$ 47,000		
181	Concrete Footings	100	CY	\$ 700.00	\$ 70,000		
182	Reinforcing Steel	27,000	LB	\$ 2.00	\$ 54,000		
183	Elevated Concrete	2,500	SF	\$ 50.00	\$ 125,000	\$ (40,000)	VE Option - Simplify Elevated Concrete
184	Cast-In Place Columns	5	EA	\$ 30,000.00	\$ 150,000	\$ (50,000)	VE Option - Simplify Column Detail
185	Erect Precast Panels	-	EA	\$ 501.47	\$ -		
186	Elevated Experience	1	LS	\$ -	\$ -		
187	Structural Steel	154,000	LB	\$ 4.25	\$ 654,500	\$ (30,000)	Reduce Elevation/Overall Distance
188	Structural Steel - Labor	154,000	LB	\$ 0.75	\$ 115,500	\$ (15,000)	Now 174,000 LBS (Includes Guardrails/Cable Rail)
189	Infinity Edge Detail Premium	1	LS	\$ -	\$ -	\$ -	VE Option - Delete Infinity Edge Detail
190	Aluminum Guardrails/Cable Rail - Labor	700	LF	\$ 75.00	\$ 52,500		
191	Elevation - Finish/Paint	5,000	SF	\$ 7.50	\$ -		
	SECTION SUBTOTAL				\$ 1,330,500		
	SHADING EXPERIENCE						
192	Shading Experience	1	ALLOW	\$ 590,000.00	\$ 590,000	\$ (110,000)	Change cables from stainless to match existing cables
	SECTION SUBTOTAL				\$ 590,000		
	ILLUMINATION BLADES						
193	Illuminated Experience	1	LS	\$ 1,377,643.00	\$ 1,377,643		
	SECTION SUBTOTAL				\$ 1,377,643		
	TOTAL DIRECT COSTS				\$ 13,867,766		
194	DESIGN FEES				\$ 1,521,915		
195	DB PROFIT & OVERHEAD				\$ 745,000		
196	B & O TAX				\$ 78,572		
197	LIABILITY INSURANCE				\$ 86,746		
198	PAYMENT & PERFORMANCE BOND				\$ 125,325		
199	CONTINGENCY				\$ 400,000		
	SECTION SUBTOTAL				\$ 2,957,559		
					VE Revisions	GMP Amounts	
	TOTAL PROMENADE BASE BID COSTS				\$ 3,929,035	\$ 4,150,000	\$ (220,965)
	TOTAL PAVILION BASE BID COSTS				\$ 16,825,325	\$ 16,521,915	\$ 303,410
	TOTAL BASE BID COSTS				\$ 20,754,359	\$ 20,671,915	
	TOTAL AMOUNT OVER ORIGINAL GMP					\$ 82,444	
	REVISED GMP ACCEPTING ALL ALTERNATES					\$ 20,754,359	\$ 20,671,915



## Garco Construction, Inc.

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Excavation for Electrical	350.0	LF	5.00	2.00	4.00		1,750	700	1,400	-	3,850
	Design Fees	1.0	LS				1,010	-	-	-	1,010	1,010
	Power City Electric Cost	1.0	LS				23,100	-	-	-	23,100	23,100
SUB-TOTALS								1,750	700	1,400	24,110	27,960
ADD-ONS:								OH&P: on Garco (as subcontractor) self-performed work.				578
								OH&P: on Garco (as subcontractor) subcontracted work				964
SUB-TOTAL											29,502	
Insurance								1.00% (of Subtotal)				295
Bond Premium								0.75% (of Subtotal)				221
SUB-TOTAL											30,018	
B & O Tax								0.47% (of Subtotal)				139
TOTAL - POTENTIAL CHANGE ORDER											\$ 30,157	

## SPECIFIC EXCLUSIONS:

1. WSST



Pathway lighting south of project boundary from Five Corners to Pavilion.

# Quote

**Job Name:** Riverfront Park - US Pavilion  
**Quote #:** 18-24381-18  
**Quote Label:** Units for VE Discussion  
**Job Location:** Spokane, Washington  
**Issue Date:** 9/11/2018  
**Good Through:** 6/14/2018  
**Quoted By:** Yochum, Sara  
**Additional Quoter:** Simmons, Autumn

Type	Qty	Manufacturer/Brand	Catalog #	Line Comment	Unit \$	Ext \$
EXTERIOR LIGHTING - LESS PAVILION						
BLADE LIGHTING						
Z04	7	LUMINIS	SY800 XM4795 L1W30R1 277 K3 LSL/PAA512 BKT	WIRELESS LIGHTING CONTROLS ARE NOT INCLUDED - TO BE	\$1,684.25	



## Mead, Lorraine

---

**From:** Nathon O'Neel <NONeel@nacarchitecture.com>  
**Sent:** Monday, November 26, 2018 9:30 AM  
**To:** Mead, Lorraine  
**Cc:** Jack Schneider  
**Subject:** RE: Final Costs for Oak Allee

Lorraine,

The electrical costs are reasonable for the scope of work being provided.

Regards,  
**Nathon O'Neel** BSEE, MBA  
**NAC Engineering**

---

**From:** Mead, Lorraine <LorraineMead@hillintl.com>  
**Sent:** Wednesday, November 21, 2018 9:26 AM  
**To:** Jack Schneider <JSchneider@nacarchitecture.com>; Nathon O'Neel <NONeel@nacarchitecture.com>  
**Subject:** FW: Final Costs for Oak Allee

Jack/Nate,

Can you please verify the electrical costs are reasonable?

Thanks,  
Lorraine

---

**From:** Clancy Welsh <[clancy@garco.com](mailto:clancy@garco.com)>  
**Sent:** Thursday, November 8, 2018 4:13 PM  
**To:** Mead, Lorraine <[LorraineMead@hillintl.com](mailto:LorraineMead@hillintl.com)>  
**Cc:** Robert Decker <[robertd@garco.com](mailto:robertd@garco.com)>  
**Subject:** Final Costs for Oak Allee

Lorraine,

Here you go

**CLANCY WELSH**  
**GARCO CONSTRUCTION** | President  
4114 East Broadway, Spokane WA 99202  
o: (509) 535-4688 | d: (509) 755-7218  
c: (509) 475-1204 | [clancy@garco.com](mailto:clancy@garco.com)



# RIVERFRONT PARK MODERIZATION

## Request for Proposal (RFP)

<b>Project Name:</b>	PROMENADES	<b>RFP No:</b>	10
<b>Project No.</b>	SC6B0322000	<b>Date:</b>	5/3/18
<b>Owner:</b>	Spokane Parks & Recreation		
<b>Contractor:</b>	Garco Construction	<b>Architect/Eng:</b>	Berger/Jacobs

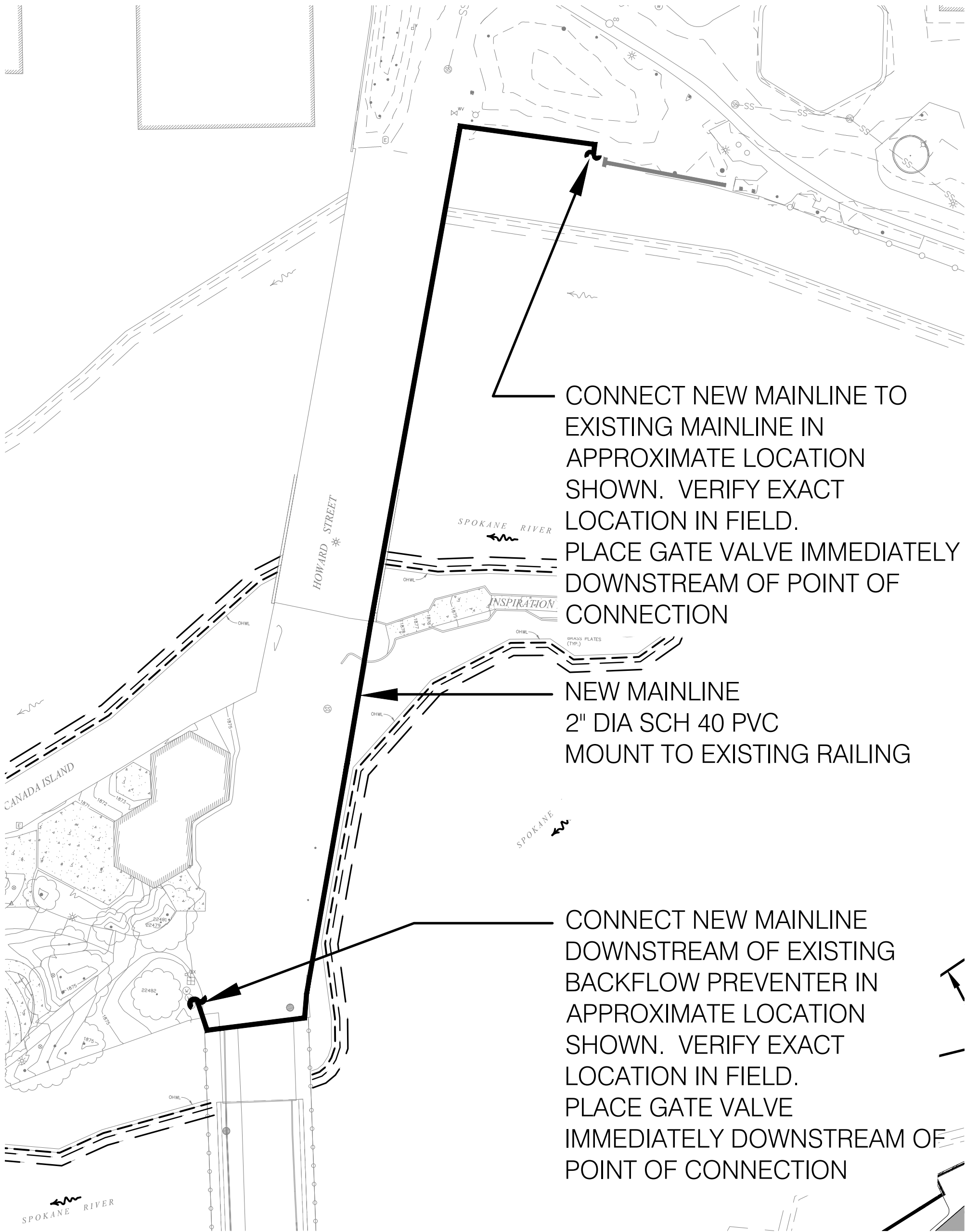
Please furnish your proposal for performing the changes outlined below and/or detailed on the attachments referred to below. The quotation should include an itemized breakdown of contractor and subcontractor costs, including labor, materials, rentals, approved services, and equipment. It should also include any schedule impact if applicable.

**Description:** Provide pricing to add the following to reactivate irrigation for areas of the park not under construction.

1. Provide a new permanent mainline connection from the Rec Rink across the access road to connect into the temporary irrigation pipe already in that area per the attached West Havermale sketch.
2. Provide a temporary line from the North Bank across the North Bridge to the Backflow preventer on snx<sup>w</sup> mene until the new 18" water line is completed and then connect the new irrigation line to the backflow preventer per the attached snx<sup>w</sup> mene sketch.

This also includes some costs for helping locate and cap the existing irrigation on Havermale Island.





# RIVERFRONT PARK

SNX MENE  
IRRIGATION PLAN

B. ELLISON  
MAY 01, 2018



0 50' 100'  
SCALE: 1"=50'-0"





## Howard Street Promenade



Temporary Irrigation for  
Canada Island and W. Havermale

## Garco Construction, Inc.

Phase	Description	Quan.	Unit	UNIT PRICES				TOTALS				
				Labor	Material	Equip.	Garco Sub.	Labor	Material	Equip.	Garco Sub.	TOTAL
	Temporary Irrigation	122.0	MH	49.38	1.86			6,024	227	-	-	6,251
	Sick Leave Allocation	1.0	LS				-	-	-	-	-	-
SUB-TOTALS								6,024	227	-	-	6,251
ADD-ONS:								OH&P: on Garco (as subcontractor) self-performed work.				938
								OH&P: on Garco (as subcontractor) subcontracted work				-
								SUB-TOTAL				7,189
								Insurance				72
								Bond Premium				54
								SUB-TOTAL				7,315
								B & O Tax				34
								TOTAL - POTENTIAL CHANGE ORDER				\$ 7,349

## SPECIFIC EXCLUSIONS:

1. WSST

<b>Report Selections:</b>	<b>Job:</b> 172100	<b>Job Status:</b> Active	
	<b>Phase:</b> 0201702	<b>Phase Status:</b> Active, Inactive, Complete	
	<b>Cost Type:</b> ALL	<b>Division:</b> ALL	
	<b>Tran. Type:</b> AP, EQ, GL, IC, JC, PR, OH	<b>Customer:</b> ALL	
	<b>Vendor:</b> ALL	<b>Draw Appl. #:</b> ALL	
	<b>Employee:</b> ALL	<b>A/P Contract Labor Hours?</b> No	
	<b>Inv. Item:</b> ALL	<b>Master Job?</b> No	
	<b>Cost Group:</b> ALL		

**GARCO CONSTRUCTION INC**  
**Job Cost History Report From Inception To 11/08/18**  
**Including P.O. Receipts and Payroll in Progress**

UnPosted?						Unit of Measure	
Date	Tran Type	Reference	Description	Additional Information	Hours	Quantity	Amount
<b>Job: 172100 US PAVILION/PROMENADE</b>							
<b>Phase: 02017-02 TEMP IRRIGATION Cost Type: L Labor</b>							
05/19/18	OH OVERHEAD - PR		PAYROLL OVERHEAD BURDEN				153.25
05/26/18	OH OVERHEAD - PR		PAYROLL OVERHEAD BURDEN				27.93
06/02/18	OH OVERHEAD - PR		PAYROLL OVERHEAD BURDEN				108.74
06/09/18	OH OVERHEAD - PR		PAYROLL OVERHEAD BURDEN				10.80
09/29/18	OH OVERHEAD - PR		PAYROLL OVERHEAD BURDEN				29.51
05/19/18	PR CLALAN		LANCE A CLAFLIN	Check# E44407	5.00		89.65
05/19/18	PR KINTRA		TRAVIS W KINDIG	Check# E44457	15.00		433.65
05/19/18	PR MCLROB		ROBERT D MCLEOD	Check# E44475	15.00		429.15
05/19/18	PR MUCMAT		MATT M MUCKENTHALER	Check# E44482	15.00		478.05
05/19/18	PR WILHAR		HARRY WILLIAMSON	Check# E44552	5.00		151.45
05/19/18	PR BURDEN - PR		PAYROLL BURDEN				1,060.30
05/26/18	PR WILHAR		HARRY WILLIAMSON	Check# E44728	10.00		302.90
05/26/18	PR BURDEN - PR		PAYROLL BURDEN				178.68
06/02/18	PR JONROB		ROBERT E JONES	Check# E44848	10.00		261.50
06/02/18	PR KINTRA		TRAVIS W KINDIG	Check# E44854	4.00		115.64
06/02/18	PR RODLAN		LANCE B RODENBOUGH	Check# E44903	10.00		281.40
06/02/18	PR TRATOD		TODD E TRAUTMAN	Check# E44930	6.00		180.06
06/02/18	PR WILHAR		HARRY WILLIAMSON	Check# E44949	11.00		281.71
06/02/18	PR BURDEN - PR		PAYROLL BURDEN				754.41
06/09/18	PR JONROB		ROBERT E JONES	Check# E45025	1.00		26.15
06/09/18	PR RODLAN		LANCE B RODENBOUGH	Check# E45083	1.00		28.14
06/09/18	PR WILHAR		HARRY WILLIAMSON	Check# E45131	2.00		60.58
06/09/18	PR BURDEN - PR		PAYROLL BURDEN				71.45
09/29/18	PR CLALAN		LANCE A CLAFLIN	Check# E48901	6.00		112.74
09/29/18	PR JONROB		ROBERT E JONES	Check# E48953	6.00		187.74
09/29/18	PR BURDEN - PR		PAYROLL BURDEN				208.39
<b>Subtotal for Phase: 02017-02 TEMP IRRIGATION Cost Type: L Labor</b>					<b>122.00</b>	<b>0.00</b>	<b>6,023.97</b>
<b>Phase: 02017-02 TEMP IRRIGATION Cost Type: M Material</b>							
06/26/18	AP WATRVS		WASHINGTON TRUST-VISA	Invoice 4646_1806 dated 6/26/18 JEREMY SWEATT			10.00



**GARCO CONSTRUCTION INC**  
**Job Cost History Report From Inception To 11/08/18**  
**Including P.O. Receipts and Payroll in Progress**

UnPosted?

Unit of Measure

Date	Tran Type	Reference	Description	Additional Information	Hours	Quantity	Amount
<b>Job: 172100 US PAVILION/PROMENADE</b>							
<b>Phase: 02017-02 TEMP IRRIGATION Cost Type: M Material</b>							
06/26/18	AP	WATRVS	WASHINGTON TRUST-VISA	Invoice 4646_1806 dated 6/26/18 JEREMY SWEATT			62.21
07/30/18	AP	HDFOWC	H.D. FOWLER COMPANY	Invoice I4885415 dated 7/11/18			137.89
08/30/18	AP	INLPAC	INLAND PACIFIC HOSE & FITTINGS	Invoice I012647 dated 8/ 1/18			16.42
<b>Subtotal for Phase: 02017-02 TEMP IRRIGATION Cost Type: M Material</b>					<b>0.00</b>	<b>0.00</b>	<b>226.52</b>
<b>Job 172100 Recap</b>					<b>122.00</b>	<b>0.00</b>	<b>6,250.49</b>
<b>Total for Job: 172100 US PAVILION/PROMENADE</b>							

Hours Amount	Labor	Material	Total
02017-02 TEMP IRRIGATION	122.00	0.00	122.00
	6,023.97	226.52	6,250.49
<b>Total</b>	<b>122.00</b>	<b>0.00</b>	<b>122.00</b>
	6,023.97	226.52	6,250.49



# **Hill International**

**11/26/18**

## **PROM RFP#10 Temporary Irrigation**

Based on the attached hours and pricing with no equipment charged to these items – the pricing seems more than reasonable.

Lorraine Mead



**ITEM #5**

Fulcrum Environmental Consulting, Inc.  
207 West Boone Avenue  
Spokane, WA 99201  
509.459.9220 phone  
509.459.9219 fax



September 30, 2018

Invoice No: 00182541.00 - 40267

Jeremy Sweatt  
Garco Construction  
4114 E. Broadway  
Spokane, WA 99206

Project 00182541.00 Garco Riverfront Park Steam Line ACM Sampling  
Professional Services from August 23, 2018 to September 7, 2018

**Personnel**

		Hours	Rate	Amount	
Best, Kelsey		5.50	100.00	550.00	
Best, Kelsey	Ovt	.25	100.00	25.00	
Green, Rebecca		1.00	60.00	60.00	
Johnson, Amanda		2.75	110.00	302.50	
Johnson, Amanda	Ovt	.25	110.00	27.50	
Totals		9.75		965.00	
Total Labor					965.00

**Consultants**

Subcontract Laboratory	96.60	
Total Consultants	96.60	96.60

Total this Invoice \$1,061.60

Outstanding invoices are subject to interest of 12% per annum beginning 30 days after the date of invoice.



JOB #	_____
PHASE #	_____
CAT. #	_____
OK'D BY	_____
COMMENTS	_____

Project	00182541.00	Garco Riverfront Park Steam Line ACM	Invoice	40267
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## Billing Backup

Tuesday, October 23, 2018

Fulcrum Environmental Consulting, Inc.

Invoice 40267 Dated 9/30/2018

10:09:32 AM

Project 00182541.00 Garco Riverfront Park Steam Line ACM Sampling

### Personnel

			Hours	Rate	Amount
0088	10 - Best, Kelsey	8/23/2018	1.25	100.00	125.00
0081	12 - Johnson, Amanda	8/23/2018	.25	110.00	27.50
0088	10 - Best, Kelsey	8/24/2018	.50	100.00	50.00
0088	10 - Best, Kelsey	8/24/2018 Ovt	.25	100.00	25.00
0081	12 - Johnson, Amanda	8/24/2018	.25	110.00	27.50
0081	12 - Johnson, Amanda	8/24/2018	.50	110.00	55.00
0081	12 - Johnson, Amanda	8/24/2018	.25	110.00	27.50
0081	12 - Johnson, Amanda	8/24/2018	.25	110.00	27.50
0081	12 - Johnson, Amanda	8/24/2018	.25	110.00	27.50
0081	12 - Johnson, Amanda	8/24/2018	.50	110.00	55.00
0081	12 - Johnson, Amanda	8/24/2018	.25	110.00	27.50
0088	10 - Best, Kelsey	8/27/2018	.50	100.00	50.00
0068	1 - Green, Rebecka	8/27/2018	.50	60.00	30.00
0081	12 - Johnson, Amanda	8/27/2018	.25	110.00	27.50
0088	10 - Best, Kelsey	8/29/2018	.25	100.00	25.00
0088	10 - Best, Kelsey	8/30/2018	2.00	100.00	200.00
0081	12 - Johnson, Amanda	8/30/2018 Ovt	.25	110.00	27.50
0088	10 - Best, Kelsey	9/4/2018	.25	100.00	25.00
0088	10 - Best, Kelsey	9/4/2018	.50	100.00	50.00
0068	1 - Green, Rebecka	9/4/2018	.25	60.00	15.00
0068	1 - Green, Rebecka	9/4/2018	.25	60.00	15.00
0088	10 - Best, Kelsey	9/7/2018	.25	100.00	25.00
	Totals		9.75		965.00
	<b>Total Labor</b>				<b>965.00</b>

### Consultants

#### Subcontract Laboratory

AP 41799	8/29/2018	Mountain Laboratories NW / Bulk samples x 3	96.60
<b>Total Consultants</b>			<b>96.60</b>

**Total this Project \$1,061.60**

**Total this Report \$1,061.60**



# **RIVERFRONT PARK REDEVELOPMENT:**

## **2019 PARKWIDE PERMITTING COMPLIANCE SERVICES**

### **EXHIBIT A: SCOPE OF WORK**

#### **INTRODUCTION**

CH2M HILL ENGINEERS, Inc. (CONSULTANT), a fully owned subsidiary of JACOBS is requesting an extension to the existing contract OPR 2016.0462 with the City of Spokane Parks and Recreation (OWNER) so that it concludes on June 30, 2020. This is to continue permitting services for the parkwide Riverfront Park Redevelopment project. In addition, \$26,950.00 is requested to add onto the existing total budget of \$270,000 for a total of \$296,950 for the four-year period of January 1, 2016 through June 30, 2020.

The Riverfront Park Redevelopment projects previously permitted included parkwide land use permitting, environmental permitting and facility permitting including (the Recreational Rink and Skyride, the Loeff Carousell, North and Mid-Promenade, the U.S. Pavilion, the North Bank and miscellaneous park projects. The North Bank's Phase I (playground) is presently under permit review. North Bank Phase II may include a playground skate park extension, basketball court, the maintenance and operations building, the intersection at Washington Street/North River Drive and modification of Parks' North Bank parking lot). Also, west Havermale Island has begun permitting.

#### **SCOPE OF WORK**

The following tasks are included in this scope of work:

##### **Task 1.0 – Permit Management Team (PMT) Meetings/Permitting Compliance**

City Permit Management Team Meetings: CONSULTANT Permit Manager will attend permit management team coordination meetings with the Spokane City Permitting Team to be conducted monthly or on an as needed basis. Five hours per meeting is budgeted for the Permit Manager that includes preparing agendas, participating at meetings, preparing meeting notes, and tracking permitting compliance and scheduling. Meeting notes will be distributed to the City Permitting Team when directed. Task one also includes project management.

In addition, time is included to assist the Riverfront Park Redevelopment Program Manager in permitting compliance related to:

- Howard Street South Channel Bridge Memorandum of Agreement (MOA) with the United States Corps of Engineers related to the Theme Stream Rehabilitation
- East Havermale Island erosion repair project
- Habitat Management Plans (HMPs) – provide oversight of HMP amendments for the North Bank and for West Havermale Island, and, also provide oversight of the HMP summary document that will determine if habitat losses and gains have been satisfied with park development projects or if habitat mitigation will be necessary to supplement park development projects.

- Historic Preservation Plan (HPP) – provide review of the HPP’s annual report and help prepare a template for future reporting.

**Assumptions:**

- Does not include any meetings with state or federal agencies.
- Participants at City Permit Manager Team meetings are identified by the OWNER.
- City Permit Manager Team meetings will be scheduled and led by the OWNER in coordination with CONSULTANT.
- The Permit Manager is the only CONSULTANT to attend CITY Permit Management Team meetings.
- Budgeting for this work is anticipated for the year 2019 with extended time for final billing and close-out.
- This scope of work may be amended to include additional environmental documentation and/or permitting related to the Riverfront Park Redevelopment project for any new or additional park facilities not specifically identified in this scope of work. If these services are requested, CONSULTANT will provide a scope and fee estimate to be included as an amendment to this agreement.

**Deliverables:**

- Agenda
- Summary Meeting Notes

**BUDGET**

As shown in the table below, the existing contract will be supplemented with an additional \$26,950.

Budget Descriptions	Budget Amounts
• Existing estimated contract carry-over balance as of December 31, 2019	\$23,000
• Additional budget request for the year 2019	\$26,950
• Total estimated budget for 2019	\$49,950

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.

**CONSULTANT**

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

**CITY OF SPOKANE**

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



Type or Print Name

Type or Print Name

---

Title

---

Title

Attest:

Approved as to form:

---

City Clerk

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Assistant City Attorney

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	5 buckets	CALHYPO 100 lb buckets <u>(No 50 lb buckets)</u>	\$225.75	\$1,128.75
2.	20 bags	SODIUM THIOSULFATE 50 lb bags	\$25.00	\$500.00
3.	20 boxes	MURATIC ACID 4 gal bottles/box	\$30.00	\$600.00
4.	20 bags	SODA ASH 50 lb bags	\$21.15	\$423.00
5.	300 bags	SODIUM BICARBONATE 50 lb bags	\$24.00	\$7,200.00
6.	50 barrels	SODIUM HYPOCHLORITE 12.5% - 40% 55 gal	\$169.05	\$8,452.50
7.	20 barrels	MURATIC ACID 55 gal	\$247.50	\$4,950.00
8.	96 bags	CALCIUM CHLORIDE 50 lb bags	\$18.50	\$1,776.00
9.	18 bags	CYANURIC ACID 50 lb bags	\$90.75	\$1,633.50
		<b><u>BULK DELIVERY</u></b>		
10.	17,900 gallons	SODIUM HYPOCHLORITE – 12.5%	\$2.41	\$43,139
11.	8000 gallons	HYDROCHLORIC ACID – 15%	\$3.10	\$24,800.00
<b>SUB TOTAL:</b>				\$94,602.75
<b>WA SALES TAX (8.8 %)</b>				\$8,325.04
<b>GRAND TOTAL:</b>				\$102,927.79
<b>Delivery Fee – \$25.00 per stop</b>  <b>list if delivery fee is per stop or how delivery fee is charged/calculated</b>				



**CITY OF SPOKANE PARK BOARD**

**RESOLUTION**

A Resolution to approve an appropriation of Three Hundred Thousand dollars (\$300,000) from the Park Fund Revenue Stabilization Account to support Riverfront Park revenue shortages resulting from impacts of park construction during the 2018 budget year.

WHEREAS, in 2018 Parks continued 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, and;

WHEREAS, because of this continued construction, the 2018 Riverfront Park actual revenue of \$2.1 million is expected to be materially less than the \$3.3 million forecasted in the annual budget, and;

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

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

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

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 2018 Riverfront Park budget.

Dated this \_\_\_\_ day of December 2018.

---

Park Board President

Attest:

Approved as to form:

---

City Clerk

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Assistant City Attorney



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

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

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

Section 1. Definitions.

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

Section 2. Regular Meetings.

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

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

#### Section 3. Special Meetings.

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

#### Section 4. Annual Meetings.

1. The annual meeting shall be held at the regular February meeting of the Park Board ~~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 vote be recorded by name. Any member may ask that votes be recorded by name. Any member may abstain or recuse from the voting after stating the basis for abstention or recusal. Such basis shall be placed on the record.

## CONDUCT OF BUSINESS

### Section 6. Scheduling Business.

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

2. Upon agreement of the majority of the committee members present, any matter listed on the advance notice for a regular committee meeting may be submitted for a vote by that committee, whether or not designated as action item on the advance notice.

#### Section 7. Chairing Meetings.

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

#### Section 8. Minutes.

1. The Secretary or designee shall prepare official minutes of the meetings containing the actions of the Park Board as a substantive account of proceedings. A record of the Park Board members present and absent shall be entered in the minutes of the meeting. Minutes shall be signed by the Secretary and placed on public record. Minutes may be approved by the Park Board without reading at Park Board meetings unless such reading is requested by a member of the Park Board. Correction of typographical errors in signed minutes may be made by the Secretary. Correction of substantive records in signed minutes may be made by majority vote of the Park Board.
2. All regular meetings and special meetings of the Park Board may be recorded, provided such shall not be deemed the official minutes and the absence of such recording due to mechanical failure or other cause shall not invalidate the actions taken at such meetings.



Remarks and other volunteer statements from the public, present but not recognized by the Chair and which may have been recorded, will not be considered as part of the transcript. Any interested party may listen to a recording or read written minutes on file pursuant to the Washington State Public Records Act (RCW Ch. 42.56). Recordings will not normally be transcribed except by order of the Park Board or the Director of Parks and Recreation.

Section 9. Order of Business.

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

**AGENDA**

1. Roll Call
2. Minutes of the previous Park Board meeting and Study Session notes
3. Additions or Deletions to the Agenda
4. Special Guests
5. Claims
6. Financial Report and Budget Update
7. Special Discussion/ Action Items
8. Committee Reports - Action Items

Golf Committee

Land Committee Recreation Committee

Riverfront Park Committee

Finance Committee

Urban Forestry Tree Committee

Bylaws Committee

9. Reports

Park Board President

Liaison Reports

Director's Report

10. Correspondence

11. Public Comments

12. Adjournment

Next Committee meeting dates

Next Park Board meeting dates

Section 10. Executive Sessions.

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

## OFFICERS AND COMMITTEES

Section 11. Officers.

1. At its regular February meeting of each year, the Park Board shall elect a President and Vice President from its members, but in case of failure to elect at the time specified, the election shall take place at a subsequent meeting without delay, and the President and Vice President shall continue to serve until replaced by election of the Board. The Secretary of the Park Board shall be the Director of Parks and Recreation unless another person is elected by the Park Board.



2. The President and Vice President shall hold their respective offices until the first regular meeting in February of the next year after election, and/or until their successors are elected.
3. The President, Vice President, and Secretary shall perform the duties prescribed by law, these rules, and such other duties as the Park Board may prescribe.
4. In the event of the vacancy in the office of President, Vice President or Secretary, the Park Board shall elect an interim President, Vice President or Secretary to serve until the next regular election.

#### Section 12. Nominations.

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

#### Section 13. Duties of the President.

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

1. To perform duties prescribed by law and all duties properly mandated by such office, and such other duties as the Park Board may prescribe.
2. To preside over the meetings of the Park Board.
3. To call special meetings and executive sessions of the Park Board within the limits of state law.

4. To set the agenda and change the order of business.
5. To set the place, date and time of special meetings, pursuant to the Open Public Meeting Act (RCW Ch. 42.30).
6. To vote on any matter that may come before the Park Board for consideration with the exception of a request for abstention or recusal.
7. To prepare and sign all official recommendations or documents duly adopted by the Park Board.
8. To assign members of the Park Board to standing and existing ad hoc committees before March 15 of each year with the advice and consent of the Park Board. The President shall name one member of each committee as the Chair of that committee. These new Chair assignments will begin at the April committee meetings. Ad hoc committees of the Park Board will be appointed, as needed, by the President with the advice and consent of the Park Board.
9. To rule on procedure where no direct rule had been adopted by the Park Board. In so doing, the President shall be guided by Robert's Rules of Order.
10. To notify the Mayor in writing of any vacancy or pending vacancy on the Park Board.
11. To assign members of the Park Board to an ad hoc Park Board Interview-Nomination Committee which shall recommend to a minimum of the Mayor two (2) Park Board candidates per vacancy to the Mayor for City Council appointment.
12. To have the same rights and privileges as all other Park Board members.
13. To send a letter of interest to the Mayor for all Park Board members seeking reappointment.

Section 14. Duties of the Vice President.

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



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

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee, where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custodian of all the Park Board books, documents, records, minutes and papers ~~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).
3. The Board may reclassify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
4. The Board President may appoint ad hoc committees for specific purposes and length of time.
5. Committees should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.

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. Committee Chairs can make, second and vote on motions brought before the Committee, and shall have the same rights and privileges as all other Committee members.
8. All monthly Committee meetings will take place before the corresponding monthly meeting of the full Park Board.

#### Section 18. Administration.

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

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

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

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

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

Section 20. Employment of Park Director.

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

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

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

Spokane Park Board

By:

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

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

Approved as to form:

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

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

**Exhibit A – Spokane Park Board Member Duties and Responsibilities**

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

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

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

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

C. Additional Board member responsibilities include:

- ~~All Board members are expected to attend the annual meeting/retreat. This retreat will be preceded by completion of Director, Spokane Parks and Recreation Division evaluation concerning overall performance. These retreats typically are 4 to 6 hours long with possibly two hours of advance preparation necessary.~~
- ~~Board members are expected to complete the Executive Director's Evaluation. This involves approximately one hour of Board member time.~~
- New board members participate in an orientation provided by the director of Parks and Recreation, and the Board President. This is about a two-hour, one-time only meeting.
- Board members are called upon to attend additional special Parks and Recreation special events. A special event might include a site visit, a dedication event, public meetings, etc. These events are typically one hour long and will occur about two to three times a year.

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

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

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



\_\_\_\_\_  
Signature

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

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

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

Form Updated: January 2018

**From:** [Consuelo Larrabee](#)  
**To:** [Spell, Angel](#)  
**Subject:** Park Board meeting  
**Date:** Wednesday, December 12, 2018 9:33:43 AM

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Dear Angel,

I have been looking forward to the Arboretum's presentation Thursday, December 13th to the Park Board. I think the general plan is fine and fits the Access4All wishes. And I very much like the Mullen Road exhibit. A great idea!!! It will be an important historical addition to the city.

Unfortunately, I have had some heart issues & will not be able to attend. Will you please extend my greetings & thanks to the production team, especially the nice fellow from Seattle. I look forward to the completion of this project.

Thank you.

Best,

Consuelo

Consuelo Larrabee  
[larrabee414@icloud.com](mailto:larrabee414@icloud.com)

12 December, 2018

Spokane Park Board  
808 West Spokane Falls Blvd  
Spokane, WA

Dear Park Board,

I am writing today in support of adopting the Finch Arboretum Master Plan. As a member and chairperson of the Citizens Advisory Committee (CAC) to the Urban Forestry Tree Committee, I attended the initial stakeholders meeting as well as the community open houses that were part of the Master Plan development. I was joined by other members of the CAC, and it is our consensus that adopting this plan will be a step towards protecting and improving Finch Arboretum.

Our support for the plan rests on the following factors:

- City of Spokane Urban Forestry actively and successfully sought out input from the general public as well as key stakeholders, such as neighbors, tree and park advocates, and green industry professionals. All were given opportunity to share their ideas, values, and feelings about Finch Arboretum.
- The firm that developed the plan, AHBL, produced a high-quality product through robust research practices that included:
  - Studying the history of the arboretum, as well as patterns of current use and incorporating these into the final product.
  - Finding and comparing plans for similar arboretums around the country to explore opportunities for park improvements.
  - Incorporating public comments and values into the proposed plan.
- The Master Plan incorporates community values regarding Finch Arboretum, while respecting environmental limitations of the site, and allowing for opportunities to improve the area while protecting current assets.

I believe adopting this proposed plan will be a positive step toward protecting and improving a valuable community asset.

Sincerely,

Tim Kohlhauff

Chairperson,

Citizens Advisory Committee to the Urban Forestry Tree Committee.