



Spokane Park Board

3:30 p.m. March 11, 2021

WebEx virtual meeting

Park Board Members:

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary (Left: 3:55 p.m.;
Returned: 5:05 p.m.)
- X Nick Sumner (Arrived: 3:34 p.m.)
- X Rick Chase
- X Greta Gilman
- X Sally Lodato
- X Gerry Sperling
- X Barb Richey
- X Hannah Kitz
- X Kevin Brownlee
- Michael Cathcart – City Council liaison
(Arrived: 4:25 p.m.)

Parks Staff:

- Jason Conley
- Mark Buening
- Nick Hamad
- Al Vorderbrueggen
- Jennifer Papich
- Angel Spell
- Jonathan Moog
- Mark Poirier
- Berry Ellison
- Amy Lindsey
- Josh Oakes
- Pamela Clarke

Guests:

- James Richman
- Mike Piccolo
- Dave Nelson
- Terri Fortner
- Chris Wright
- Hal McGlathery
- Shae Blackwell

MINUTES

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

1. **Roll Call:** See above
2. **Additions or deletions to the agenda:** None
3. **Consent agenda:**
 - A. Administrative and Committee-level items
 - 1) [Feb. 4, 2021, Park Board study session notes](#)
 - 2) [Feb. 11, 2021, regular Park Board meeting minutes](#)
 - 3) [Feb. 23, 2021, special Park Board meeting minutes](#)
 - 4) [Claims – February 2021 \(\\$2,293,877.31\)](#)

Motion No. 1: Jennifer Ogden moved to approve consent agenda items #1 - #4, as presented.

Gerry Sperling seconded.

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

Nick Sumner arrived.

4. **Special guest:**
 - A. Land Expressions appreciation/Dave Nelson – Jennifer Ogden welcomed Land Expressions owner Dave Nelson, and thanked Dave and his team for the pro bono work they provided as part of the windstorm clean-up project.

5. **Financial report and budget update** – *Mark Buening* presented the 2020 year-end report, and the February financial report and budget update.
- 1) **2020 year-end report** – Last year's Park Fund operating expenditures were \$6.87 million less than the historic budget average. Revenue was about \$4.5 million less than the historic budget amount. Last year's revenues exceeded expenditures by approximately \$1.36 million for the Park Fund. The 2020 Golf Fund operating revenues were about \$714,000 more than the budget average. Revenue for the year was about \$411,000 more than the historic budget average. Total revenues exceeded expenditures almost \$960,000 for the Golf Fund last year.
 - 2) **February financial report** – The February operating expenditures for the Park Fund are less than the historic budget average by about \$347,000. Year-to-date revenues are \$205,000 shy of the historic budget average. Operating expenditures are approximately \$1.43 million less than actual revenues. Operating expenditures for the Golf Fund are about \$25,000 more than the budget average. Year-to-date revenues are exceeding the budget average by about \$7,700. YTD revenues are about \$29,000 less than the expenditures. The \$68.4 million Riverfront Park redevelopment budget has a remaining fund balance of approximately \$677,000.

6. **Special action item:**

A. **Park Board regular standing committee meeting notices** – *Jennifer Ogden* presented a recommendation regarding language used in noticing the Park Board's regular standing committee meetings. Currently, each of the board's regular standing committee meetings are noticed as "Special Meetings of the Park Board." This practice was initially employed in order to maintain Open Public Meeting Act compliance in the event a quorum of the board was in attendance at any given committee meeting. This recommended change in wording will allow the following standing committees of the Park Board to be noticed as regular meetings, as long as the meeting is convened at the respective committee's scheduled time: Golf, Finance, Land, Recreation, Riverfront Park, and Urban Forestry Tree committees.

Motion No. 2: Jennifer Ogden moved to omit "Special meeting of the Park Board" from the regular committee meeting agendas as long as the committee meeting is held at the regular scheduled time.

Kevin Brownlee seconded.

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

7. **Committee reports:**

Urban Forestry Tree Committee: March 2, 2021, *Rick Chase*

A. Action items: None

B. **Urban Tree Canopy Cover Analysis presentation** – *Angel Spell* presented initial results from tree canopy cover data collected by students of Environmental Studies at Gonzaga University. The data shows the land cover percentage of urban tree canopy, as well as other land classes, for each neighborhood and neighborhood council district.

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

Golf Committee: March 9, 2021, *Gerry Sperling*

A. **Lexicon DBA Heritage Links/Downriver Golf Course irrigation renovation (\$2,831,064.82, tax inclusive)** – *Nick Hamad* presented the base bid and alternate 1 for the Downriver Golf Course irrigation renovation project. The recommendation is to award low bidder Heritage

Links the project in the amount of \$2,831,064.82. Scope of work includes: replacing the golf course irrigation system, installing new potable water lines to the golf course restrooms, future drinking fountain locations, and communication conduit to the clubhouse and superintendent's shop. City Utilities will fund \$409,000 of the project as part of Downriver Golf Course stormwater agreement. All remaining costs are funded through a SIP loan which was secured by the Park Board to replace irrigation systems at the four city-owned courses.

Motion No. 3: Gerry Sperling moved to approve the contract with Lexicon DBA Heritage Links for irrigation renovation at Downriver Golf Course in the amount of \$2,831,064.82, tax inclusive.

Bob Anderson seconded.

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

B. [Irrigation Technologies irrigation design contract extension #1 adding Phase II construction services/Downriver Golf Course \(\\$54,655, tax inclusive\)](#) – Nick Hamad presented the proposed contract extension with Irrigation Technologies in the amount of \$54,655. Scope of work includes programming all irrigation heads and data to assist with getting the system operational. Phase II work involves construction layout and supervision services, and post-construction services.

Motion No. 4: Gerry Sperling moved to approve irrigation design contract extension #1 with Irrigation Technologies which adds Phase II construction services for work at Downriver Golf Course in the amount of \$54,655, tax inclusive.

Barb Anderson seconded.

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

C. The next scheduled meeting is 8 a.m. April 6, 2021, via WebEx.

Land Committee: March 3, 2021, *Greta Gilman*

A. Action items: None

B. The next scheduled meeting is 3:30 p.m. March 31, 2021, via WebEx.

Recreation Committee: March 3, 2021, *Sally Lodato*

A. Action items: None

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

Riverfront Park Committee: March 8, 2021, *Jennifer Ogden*

A. [King Cole Commemoration Ad Hoc Committee](#) – Jennifer Ogden presented a proposal to create a prominent recognition that commemorates King Cole's contribution to the community. Mr. Cole was instrumental in developing and promoting the siting of the 1974 World's Fair in Spokane. Ms. Ogden proposed creating an ad hoc committee, comprised of citizens, Park Board members and staff. The committee will be tasked to evaluate options and make a recommendation to the Park Board.

Motion No. 5: Jennifer Ogden moved to approve creating a King Cole Commemoration Ad Hoc Committee to evaluate and recommend a prominent recognition of King Cole within Riverfront Park.

Sally Lodato seconded.

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

Council member Cathcart arrived at 4:25 p.m.

B. [Big Belly Solar amendment #3 for refuse/recycling receptacles \(\\$11,680, plus tax\)](#) – Jennifer Ogden presented contract amendment #3 with Big Belly Solar for refuse and recycling receptacles in the amount of \$11,680, plus tax. The amendment is the last addition for Big Belly and includes three units for the north bank and two for the Pavilion.

Motion No. 6: Jennifer Ogden moved to approve contract amendment #3 with Big Belly Solar in the amount of \$11,680, plus tax.

Barb Richey seconded.

Motion passed unanimously (11-0 vote).

C. [LaRiviere Inc./North bank playground change order #10 \(\\$154,299.54, tax inclusive\)](#) –Berry Ellison presented change order #10 with LaRiviere for work on the north bank playground in the amount of \$154,299.54. Scope of work for value-added improvements include: 1) splash pad permit-required design changes; 2) haul and export contaminated soils; 3) replace half of the seeded lawn area with sod; 4) add concrete sidewalks at parking lot connection to trail; 5) add exterior lighting to restroom canopy; 6) add bollards at electrical transformer; 7) add electrical boxes adjacent to five floodlights; 8) seal and fill cracks on "Dino Bone" sculpture; 9) add pull strings to IT/communications conduits; 10) extended general conditions to April 30, 2021; 11) place and shape soil near Lilac Butterfly; 12) add pressure relief valve to M&O plumbing system; 13) paint entrance curbs red; 14) credit for reduced fencing and add thicker baseboard to M&O building warehouse area; 15) M&O roofing credit for minor modification; and 16) tax credits on deductive change orders.

Motion No. 7: Jennifer Ogden moved to approve change order #10 with LaRiviere for work on the north bank playground in the amount of \$154,299.54, tax inclusive.

Gerry Sperling seconded.

Motion passed unanimously (11-0 vote).

D. [Sponsorship presentation](#) – Amy Lindsey presented an overview of the 2021 community engagement activities, sponsorship opportunities, sponsorship valuation process and asset analysis.

E. The next scheduled meeting is 4 p.m. April 5, 2021, via WebEx.

Finance Committee: March 9, 2021, *Bob Anderson*

A. [Endorse initial 2021 aquatics investment and goal to expand operations as budget allows](#) – Jennifer Papich and Josh Oakes presented options for re-opening aquatic facilities and programming protocols for opening in accordance the Covid reopening guidelines. The goal is to develop a coordinated and safe reopening strategy for aquatics facilities to provide equitable space for all. While Parks revenue is below the pre-Covid 19 level, staff is confident it has the capacity to support a modified aquatics season through a core service model. Staff reviewed the Foundational Services Model consisting primarily of learn-to-swim programs with very limited free open swim access. This core model is expected to support a maximum capacity of 12,996 at a total cost of about \$244,000. Staff also presented potential opportunities to build on the core service plan which would require funding support from outside Parks. This plan would increase open swim time, potentially offer a longer season at the aquatics facilities and increase maximum visitor capacity to almost 58,000. This expanded plan would involve a

Parks Fund investment of \$213,000 and outside funding of \$213,000.

Garrett Jones reentered the meeting at 5:05 p.m.

Garrett Jones provided an update relating to conversations with City Council about potential funding for the expanded program. A resolution is expected to be presented to council later this month. The resolution will address the effects the pandemic has had on revenues and how the reduction in funds can impact the level of services provided to the community. Parks plans to request funding support from council for the 2021 expanded program.

Motion No. 8: Bob Anderson moved to approve the Park Board endorse the initial 2021 aquatics investment and goal to expand operations as budget allows.

Sally Lodato seconded.

Motion passed unanimously (11-0 vote).

B. The next regularly scheduled meeting is 3 p.m. April 6, 2021, via WebEx.

Bylaws Committee: March 2, 2021, *Jennifer Ogden*

A. [Park Board Bylaws amendment - 1st reading](#) – *Jennifer Ogden* presented the proposed amendments to the Park Board Bylaws. Proposed changes include: 1) add the Joint Arts, and Development and Volunteer committees as committees of the Park Board; 2) edits to provide gender-neutral language; 3) minor clarification and grammatical edits; 4) clarify how proposed amendments are to be presented to the Park Board; and 5) add emergency provisions to temporarily suspend or amend bylaws. The board will have the opportunity to take action on the proposed amendments at the April 8 Park Board meeting.

B. Committee quorum language add to Bylaws – *Jennifer Ogden* presented language to be added to the Bylaws which had not been discussed at the March 2 Bylaws Committee meeting. The proposed language involves defining the quorum of a Park Board committee. Currently, the bylaws only define a quorum of the board. Suggested wording would read: A majority of the committee shall constitute a quorum for conducting business for a Park Board standing committee. In case there is no quorum present on a day set for a regular, continued or special meeting, the committee members present may adjourn until a quorum is obtained or may adjourn said meeting specifying the time and place to which the meeting matter will be continued.

Motion No. 9: Jennifer Ogden moved to add the committee quorum language as part of the first reading amendments to the Park Board Bylaws.

Sally Lodato seconded.

Motion passed unanimously (11-0 vote).

C. No meeting scheduled at this time.

Development and Volunteer Committee: Feb. 25, 2021, *Bob Anderson*

A. Action items: None

B. No meeting scheduled at this time.

8. **Reports:**

A. **Park Board President:** *Jennifer Ogden* reported a special Park Board meeting is scheduled for 3 p.m. March 18 to discuss the amended food services contract. A Park Board

study session is set for 1 p.m. March 29 to discuss the new Parks, Recreation and Open Space Master Plan. In light of the governor announcing the advancement to Phase III effective March 22, Ms. Ogden requested Park Board members contact her regarding their preference on how they would like to attend future meetings as individual choice will be respected and honored. She also reported Parks staff and the board would be reevaluating how Urban Forestry is structured and making recommendations for improved resource allocation.

B. Liaisons

- 1) Conservation Futures – *Greta Gilman* reported the Land Evaluations Committee met March 3 when the committee voted to hold off on any properties from the 2016 Conservation Future prioritized activation list, excluding those which are under negotiation or under contract. The committee also voted on the Conservation Futures nomination round schedule which will be May 1 through July 31. These recommendations will come before the County Parks Director and the County Board of Commissioners for consideration.
- 2) Parks Foundation – *Barb Richey*. No report was given.
- 3) City Council – *Michael Cathcart*. No report was given.

C. **Director:** *Garrett Jones* reported Parks staff will be working on the transition to Phase III of the safe reopening plan.

9. **Executive Session:**

A. None

10. **Correspondence:**

Letters/email: [Water tower on the South Hill](#)
[Downtown Zipline email](#)
[Statue/art piece commemorating King Cole email](#)

11. **Adjournment:** The meeting was adjourned at 5:28 p.m.

12. **Meeting Dates:**

- A. Committee meeting dates:
Urban Forestry Committee: 4:15 p.m. March 30, 2021, via WebEx
Land Committee: 3:30 p.m. March 31, 2021, via WebEx
Recreation Committee: 5:15 p.m. May 5, 2021, via WebEx
Riverfront Park Committee: 4 p.m. April 5, 2021, via WebEx
Golf Committee: 8 a.m. April 6, 2021, via WebEx
Finance Committee: 3 p.m. April 6, 2021, via WebEx
- B. Special Park Board meeting: 3 p.m. March 18, 2021, via WebEx
Regular Park Board meeting: 3:30 p.m. April 8, 2021, via WebEx
- C. Park Board Study Session: 1 p.m. March 29, 2021, via WebEx

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

Spokane Park Board

Briefing Paper



Committee	n/a		
Committee meeting date			
Requester	Pamela Clarke		Phone number: 625-6241
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	n/a		
Item title: (Use exact language noted on the agenda)	Feb. 4, 2021, Park Board study session notes		
Begin/end dates	Begins:	Ends:	<input type="checkbox"/> Open ended
Background/history: Notes for the Feb. 4, 2021, Park Board study session			
Motion wording: Move to approve the Park Board minutes as presented as a consent agenda item.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ n/a			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			



PARK BOARD STUDY SESSION

3 p.m. Thursday, Feb. 4, 2021

WebEx virtual meeting

Park Board members:

X Jennifer Ogden – President
X Bob Anderson – Vice President
X Garrett Jones – Secretary
X Nick Sumner
X Rick Chase
X Greta Gilman
X Sally Lodato
X Gerry Sperling
X Barb Richey
Hannah Kitz (Absent/excused)
Kevin Brownlee (Absent/excuse)
X Michael Cathcart – City Council liaison

Guests:

Mark Starr
James Richman

Staff:

Jonathan Moog
Jason Conley
Amy Lindsey
Jennifer Papich
Fianna Dickson
Jo-Lynn Brown
Al Vorderbrueggen
Pamela Clarke

Agenda

1. **Roll call:** *See above*
2. **Public comment:** None
3. **Presentation:**
 - A. **Food and beverage services at Riverfront Park, Manito Park and Dwight Merkel Sports Complex** – *Amy Lindsey* presented an overview of the food and beverage services contract at Riverfront Park, Manito Park and Dwight Merkel Sports Complex.
 - 1) Background: In November 2018, staff issued a Request for Proposal (RFP) for exclusive concessions at the Pavilion, exclusive catering at the Pavilion, Looff Carrousel and Sky Ribbon, and non-exclusive park-wide services at Riverfront Park. Due to a low response to the first RFP, a second one issued August 2019. Lancer Food Holdings was again the only response to the RFP.
 - 2) Contract awarded to Lancer: In March 2020, the Park Board approved a five-year contract with Lancer for food and beverage services at all Parks sites, including Sky Ribbon Café, Looff Carrousel Concessions, Manito Park Bench Café, Merkel Sports Complex Concessions, Pavilion concerts, and park-wide catering. Due to Covid, park attractions closed and all concerts were postponed. Lancer and Parks agreed to postpone the food services transition.
 - 3) Interim food services: Last July, Parks entered into agreements with Eat Good Group and Udder Delight who provided food services at the Sky Ribbon and Manito Park Bench Café, respectively.
 - 4) Potential long-term solutions: Staff offered the following options: 1) cancel or renegotiate with Lancer and issue an RFP for a local operator to provide food services at the Park Bench Café; and 2) retain the current Lancer agreement and incorporate local business services into Lancer's portfolio.

4. **Discussion:** The study session group discussed the RFP process, an option of renegotiating with Lancer, and the potential of incorporating a hybrid approach for food and beverage services. Some concern was shared that local restaurants/catering services had not seen the RFPs issued in 2018 or 2019. David's Pizza Owner Mark Starr stated he had not seen either RFP. Staff explained they contacted a number of local caterers, include Longhorn Barbeque and Nectar, to inquire if they had an interest in responding to the RFP. Ms. Lindsey explained the RFP was advertised in the paper by the city's Purchasing Department, and direct outreach and on-site tours were provided by staff to potential respondents. When calling the local concessionaires to find out why they didn't respond, Ms. Lindsey said they voiced their concern about the timing of the first RFP stating it was the holiday season and the turnaround time was too tight. Park Board members stressed the importance of supporting local businesses and encouraged staff to look into a hybrid approach which would include local caterers and Lancer. Questions were raised as to whether there are any caterers in the Spokane area who can handle events as large as those planned at the Pavilion. Mr. Starr explained David's Pizza and Longhorn Barbeque provide food service at the Dealer Auto Auction which involves serving approximately 5,000 people over a three-hour period. When asked if there is a coalition of local restaurants/caterers who could respond to the RFP, Mr. Starr explained the Spokane Hospitality Coalition (SHC) could respond. SHC did not exist when the second RFP was advertised in 2019. Ms. Lindsey said she recently spoke to representatives from Lancer and the concessionaire at the Spokane Public Facilities District, S. Levy. Both explained it would financially make the most sense to have a park-wide agreement, not just one for the Pavilion. Nick Sumner stated the importance of acknowledging and responding to changing times. When the second RFP was issued 19 months ago things were much different. In light of Covid and the current economic climate, the board should, even more than ever, support local businesses and citizens as much as it possibly can.
5. **Next steps:**
- A. Park Board consensus: While there was no formal vote taken, there was consensus among Park Board members present to seek a hybrid food service solution. Ms. Ogden suggested the board provide the following direction to staff: 1) go back to Lancer and look at renegotiating the contract; 2) see if there are options that will include local restaurateurs; 3) ask Lancer if they are willing to reduce their investment requirements; and 4) if necessary, look at issuing a new RFP. Staff was directed to delay Lancer's startup of operations at Parks which was scheduled for March 22. Eat Good Group, the current concessionaire at the Ice Ribbon, will be asked to extend their food service at the park.
- B. Working group: Ms. Ogden appointed a working group to meet with staff to reevaluate the current contract. The working group will include Mr. Sumner, Rick Chase, Gerry Sperling and Bob Anderson. Findings and opinions from the working group will be reported back to the Park Board.
6. **Adjournment:** The meeting was adjourned at 4:23 p.m.

Approved by: _____
Garrett Jones, Director of Parks and Recreation

Spokane Park Board

Briefing Paper



Committee	n/a		
Committee meeting date			
Requester	Pamela Clarke		Phone number: 625-6241
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	n/a		
Item title: (Use exact language noted on the agenda)	Feb. 11, 2021, regular Park Board meeting minutes		
Begin/end dates	Begins:	Ends:	<input type="checkbox"/> Open ended
Background/history: Park Board minutes for the Feb. 11, 2021, regular Park Board meeting			
Motion wording: Move to approve the Park Board minutes as presented as a consent agenda item.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ n/a			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			



Spokane Park Board
3:30 p.m. Feb. 11, 2021
WebEx virtual meeting

Park Board Members:

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- Nick Sumner (Absent/Excused)
- X Rick Chase
- X Greta Gilman (Arrived: 3:33)
- X Sally Lodato
- X Gerry Sperling
- X Barb Richey
- X Hannah Kitz
- X Kevin Brownlee
- X Michael Cathcart – City Council liaison

Parks Staff:

- Jason Conley
- Mark Buening
- Fianna Dickson
- Mark Poirier
- Nick Hamad
- Al Vorderbrueggen
- Jennifer Papich
- Jonathan Moog
- Pamela Clarke

Guests:

- Meghan Lunney
- Todd Colton
- Jerry Unruh
- Terri Fortner
- Nathan Anunson
- Inga Note
- James Richman
- Carol Ellis
- Dave M.

MINUTES

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

1. **Roll call:** See above
2. **Additions or deletions to the agenda:**
 - A. None
3. **Public comment:**
 - A. Carol Ellis requested the Jan. 14 Park Board minutes reflect that her testimony regarding public safety concerns are not related to the proposed water tower at Hamblen Park but her concerns are associated with the Partnership Park and Trail System proposed by Public Works in the Lincoln Heights Garden area. Regarding the proposed water tower at Hamblen Park, she believes Public Works is proposing to exchange a parcel at 31st Avenue and Napa for Hamblen Park. She stated this property exchange would require public vote. She requested a legal opinion shared during the Jan. 6 Land Committee meeting be made public and asked that it be included with the committee minutes. From an environmental standpoint, Ms. Ellis believes siting the tower at 37th and Stone would be the least damaging location.
 - B. Dave M. requested a response to the following questions: 1) why is a park being considered for a water tower site; 2) how much money will the city receive from private developers if it were sited at Hamblen; 3) how many trees/shrubs will be removed; 4) what wildlife will be displaced; 5) will the tower be lighted; and 6) would this be considered a commercial venture? He requested the board be good stewards and not consider Hamblen Park as a site for the water tower. Jennifer Ogden explained there has been a precedent set for a water tower in community parks. Since this is city-owned property, there would not be an exchange of money. Garrett Jones encouraged Dave and any citizens who have questions about the project to email him at gjones@spokanecity.org. Ms. Ogden explained the Park Board has not made a determination on the project and no vote has been taken.

4. **Consent agenda:**

A. Administrative/Committee-level items:

- 1) Jan. 14, 2021, regular Park Board meeting minutes
- 2) Jan. 22, 2021, Park Board study session notes
- 3) Claims – January 2021 (\$731,745.77)

Jennifer Ogden requested Item #1 be removed from the consent agenda due to a request by Carol Ellis to include clarification in the minutes regarding her public testimony made during the Jan. 14 Park Board meeting.

Motion No. 1: Jennifer Ogden moved to approve consent agenda items #2 - #3, as presented.

Gerry Sperling seconded.

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

Motion No. 2: Jennifer Ogden moved to approve, as a regular action item, the Jan. 14 Park Board minutes. She offered the minutes would be approved with the addition of Carol Ellis' request for clarification regarding public safety concerns relating to the Partnership Park and Trail System.

Gerry Sperling seconded.

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

5. **Special Guests:**

A. Spokane Youth and Senior Centers' Association quarterly update – *Jerry Unruh*, Hillyard Senior Center executive director, presented a recap of the activities, fundraising accomplishments and participation hours at Spokane's ten youth, senior and community centers.

B. Fish Lake Trail to Centennial Trail Connection study – *Nathan Anunson*, with Integrated Capital Management, presented an overview of the Fish Lake Trail Connection Study. In May 2020, consulting engineer KPFF was selected by the city to conduct a study of potential routes for a future phase of the Fish Lake Trail which would connect the existing Government Way Trailhead to the Centennial Trail. Four routes were identified utilizing the following criteria: user experience, environmental impacts, cultural resource impacts, compliance, constructability and construction cost. The trail is to be designed as an ADA accessible trail. Mr. Anunson reviewed the pros and cons relating to the four routes and offered images of the route locations. Additional information on the study and route maps may be found [HERE](#). He explained they will return to the Park Board in the future to request a letter of support for the project.

6. **Financial report and budget update** – *Mark Buening* reported there is no financial report this month since the yearend closeout figures are not available at this time. This is standard for this time of the year. There will be a double report next month which will include the end-of-year 2020 financial report and the monthly report.

7. **Special discussion/action items:**

A. 2021 Park Board officers/Nomination Ad Hoc Committee recommendation – Committee Chair *Rick Chase* presented the 2021 Park Board slate of officers recommended by the Nomination Ad Hoc Committee. The committee recommended appointing Jennifer Ogden as president, Bob Anderson as vice president and Garrett Jones as secretary.

Motion No. 3: Rick Chase moved to accept the 2021 slate of officers as recommended by the

Nomination Ad Hoc Committee.

Gerry Sperling seconded.

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

B. Park Board committee assignments – *Jennifer Ogden* presented the 2021 list of committee assignments for the board's consideration. She explained a new committee has been created, Development and Volunteer Committee, which will be chaired by Bob Anderson. Also serving on the new committee will be Jennifer Ogden, Rick Chase and Gerry Sperling.

Motion No. 4: Jennifer Ogden moved to approve the list of committee assignments, as presented.

Gerry Sperling seconded.

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

8. **Committee reports:**

Urban Forestry Tree Committee: Feb. 2, 2021, *Rick Chase*

A. Action items: None

B. The next regularly scheduled meeting is 4:15 p.m. March 2, 2021, via WebEx.

Golf Committee: Feb. 9, 2021, *Gerry Sperling*

A. Turf and chemical value blanket (not to exceed \$195,000) – *Mark Poirier* provided an overview of the process to create a value blanket for Parks system-wide chemical and fertilizer purchase needs for the year. A tabulation sheet was presented which reflects the lowest bidding vendor for each product. The product list was compiled considering the upcoming chemical and fertilizer needs for Parks, Golf, Riverfront Park and sports complexes. In efforts to be good stewards of the land, organic methods and water-saving measures are incorporated into these purchases. This process ensures the least expensive vendor is selected when products are purchased.

Motion No. 5: Gerry Sperling moved to approve the turf and chemical value blanket order as presented, not to exceed \$195,000.

Bob Anderson seconded.

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

B. The next scheduled meeting is 8 a.m. March 9, 2021, via WebEx.

Land Committee: Feb. 3, 2021, *Greta Gilman*

A. QueenB Radio (KXLY) license and development agreement amendment #1/Southeast Sports Complex – *Nick Hamad* presented an overview of an amendment to the license and development agreement with QueenB Radio (KXLY) now Radio Park, LLC, relating to the Southeast Sports Complex. In 2017, Parks entered into a public private partnership with KXLY to develop improvements at the Southeast Sports Complex. As part of this partnership, the two entities entered into a license and development agreement where KXLY would implement various access, parking, pedestrian, facility and outdoor recreational improvements on Parks property in exchange for access across Park property to an adjacent private development. The initial agreement noted these improvements were to be completed within four years of entering the agreement. While some improvements have been completed, KXLY requires additional time to complete remaining improvements. This amendment provides a time extension for

KXLY to complete the remaining improvements.

Motion No. 6: Greta Gilman moved to approve amendment #1 to the license and development agreement with QueenB Radio (KXLY) now Radio Park, LLC, relating to the Southeast Sports Complex.

Barb Richey seconded.

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

B. Avista Utilities memorandum of agreement/Upriver Park – *Nick Hamad* presented an overview of a proposed memorandum of agreement which involves Parks partnering with Avista Utilities to develop Upriver Park, located directly adjacent to Avista's corporate campus within the Logan Neighborhood. Avista is requesting the proposed park be consistent with other city parks aesthetically and functionally. The proposed park is comprised of vacated city street right-of-way on Upriver Drive and city-owned park property along the Spokane River. The Centennial Trail is currently adjacent to Upriver Drive and, as a part of park construction, is reconstructed as a new separated, paved trail surrounded by park landscaping. Under this agreement, Avista will develop and maintain the entire park area at their sole expense. Avista's commitment to design and construct the park is contingent upon the city's vacation of Upriver Park at no cost to Avista.

Motion No. 7: Greta Gilman moved to approve the Avista Utilities memorandum of agreement as presented.

Kitz Hannah seconded.

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

C. The next scheduled meeting is 3:30 p.m. March 3, 2021, via WebEx.

Recreation Committee: Feb. 3, 2021, *Sally Lodato*

A. Action items: None

B. The next scheduled meeting is 5:15 p.m. March 3, 2021, via WebEx.

Riverfront Park Committee: Feb. 8, 2021, *Jennifer Ogden*

A. Downtown Zipline letter of support – *Jonathan Moog* presented an overview of the proposed Downtown Zipline project and presented a letter of support for the board's consideration. The Park Board discussed the project during the Jan. 22 Park Board study session. The discussion included potential benefits, stakeholder feedback, private public partnership model, constructability and approval process. While no official vote was taken during the study session, the consensus was for staff to craft a letter of support for the Park Board's consideration to continue exploring the zipline project. The draft letter is addressed to City Council from the Park Board and endorses the project's merit and supports it should be explored further.

Motion No. 8: *Jennifer Ogden* moved to approve the letter of support for the Downtown Zipline project as presented.

Sally Lodato seconded.

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

B. The next scheduled meeting is 3 p.m. March 8, 2021, via WebEx.

Finance Committee: Feb. 9, 2021, *Bob Anderson*

A. No action items

B. The next regularly scheduled meeting is 3 p.m. March 9, 2021, via WebEx.

9. **Reports:**

A. **Park Board President** – *Jennifer Ogden*

1. 2nd year appointment as president– Ms. Ogden thanked the board for the opportunity to serve as president for another year and looks forward to continued work with the board and staff.
2. Study session – A Park Board study session is scheduled for 1 p.m. March 29 to discuss the Parks, Recreation and Open Space Master Plan.
3. Bylaws Committee – The committee is expected to meet in the near future to discuss the committee designation of the Joint Arts, and the Development and Volunteer committees. Hannah Kitz offered to serve on the Bylaws Committee if there was a need and opening. Ms. Ogden approved Ms. Kitz's appointment to the committee. Rick Chase asked if the committee could consider an option of amending the Bylaws to allow the president's term to be a two-year appointment rather than its current one-year appointment. He also asked if a president may repeat an office appointment after taking time between appointments. Both of these items will be reviewed during the next Bylaws Committee meeting.

B. **Liaisons**

1. Conservation Futures – Greta Gilman reported the Spokane County Board of Commissioners recently signed two purchase and sale agreements which secure 70 acres of additional property for the Beacon Hill recreation area. The two properties, referred to as 'the Banta property', will remain in county ownership as a part of the Spokane County/Spokane City Joint Make Beacon Hill Public project. The Conservation Futures Land Evaluations Committee is scheduled to meet March 3 to look at the schedule for the next round of Conservation Futures nominations.
2. Parks Foundation – *Barb Richey* reported Parks and Parks Foundation will meet Feb. 16 to work on proposed amendments to the MOU agreement. Terri Fortner reported the Foundation has been involved in a significant amount of grant writing.
3. City Council – *Michael Cathcart*. No report given.

C. **Director:** *Garrett Jones* reported Parks staff has done a phenomenal job on the January windstorm cleanup project. Al Vorderbrueggen is scheduled to present a report to City Council on the financial impacts of the storm. Mr. Jones announced Gov. Inslee has advanced the East Region of the state to Phase II effective Sunday. He explained this less restrictive phase will impact the following activities at Parks: 1) more flexibility relating to attractions, such as the Carrousel; 2) potential opportunities for indoor and outdoor entertainment and recreation; and 3) the possibility of conducting hybrid virtual/in-person meetings for small groups. He will work with staff on what Phase II will look like for Parks and a notice will be distributed in the near future on specifics. Jennifer Ogden requested Park Board members contact her regarding their preference on how they would like to attend future meetings as individual choice will be respected and honored.

1 . **Executive Session:**

A. None

11. **Correspondence:**

A. Letters/email: Proposed water tower on the South Hill (10 emails)

12. **Adjournment:** The meeting was adjourned at 5:07 p.m.
13. **Meeting Dates:**
- A. Committee meeting dates:
 - Urban Forestry Committee: 4:15 p.m. March 2, 2021, via WebEx
 - Land Committee: 3:30 p.m. March 3, 2021, via WebEx
 - Recreation Committee: 5:15 p.m. March 3, 2021, via WebEx
 - Riverfront Park Committee: 3 p.m. March 8, 2021, via WebEx
 - Golf Committee: 8 a.m. March 9, 2021, via WebEx
 - Finance Committee: 3 p.m. March 9, 2021, via WebEx
 - B. Park Board: 3:30 p.m. March 11, 2021, via WebEx
 - C. Park Board Study Session: 1 p.m. March 29, 2021, via WebEx

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

Spokane Park Board

Briefing Paper



Committee	n/a		
Committee meeting date			
Requester	Pamela Clarke	Phone number: 625-6241	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	n/a		
Item title: (Use exact language noted on the agenda)	Feb. 23, 2021, special Park Board meeting minutes		
Begin/end dates	Begins:	Ends:	<input type="checkbox"/> Open ended
Background/history: Park Board minutes for the Feb. 23, 2021, special Park Board meeting			
Motion wording: Move to approve the Park Board minutes as presented as a consent agenda item.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ n/a			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			



Special Spokane Park Board Meeting

3 p.m. Tuesday, Feb. 23, 2021

WebEx virtual meeting

Park Board members:

- X Jennifer Ogden – President
- X Bob Anderson – Vice President
- X Garrett Jones – Secretary
- X Nick Sumner
- X Rick Chase
- X Greta Gilman
- Sally Lodato (Absent/Excused)
- X Gerry Sperling
- Barb Richey (Absent/Excused)
- X Hannah Kitz
- X Kevin Brownlee
- X Michael Cathcart – City Council liaison

Parks staff:

- Berry Ellison
- Jason Conley
- Fianna Dickson
- Mark Poirier
- Jonathan Moog
- Jo-Lynn Brown
- Megan Qureshi
- Nick Hamad
- Al Vorderbrueggen
- Mark Buening
- Pamela Clarke

Guests:

- Meejin Yoon
- Hari Priya Rangarajan
- Eric Höweler
- Jim Durham
- Ching Ying Ngan
- James Richman
- Danielle Arnold
- Melissa Huggins
- Shae Blackwell
- Brian Smith

Minutes

1. **Roll call** – *Jennifer Ogden*
2. **Public comment/correspondence** – *Jennifer Ogden*
 - A. Call-in testimony – None
 - B. Letters/emails of support (14 emails)
3. **Spokane Arts donation** – *Jennifer Ogden* thanked Spokane Arts for their donation of \$8,000 to the Stepwell.
4. **Special discussion/action items:**
 - A. Höweler + Yoon Architects Stepwell contract
 - 1) Background – *Berry Ellison* provided background on the Stepwell project. The Riverfront Park redevelopment bond budget included an allocation of \$650,000 for public art in the park. The art budget was divided into two projects, one being \$500,000 for an art master plan and a signature art piece; and \$150,000 for a second art piece. In 2016, the first project was awarded to Höweler + Yoon Architects (HYA) who created and delivered the Riverfront Park master art plan and designed an interactive art piece known as Stepwell. The Stepwell project is divided into three phases: 1) design; 2) construction documents, fabrication and delivery; and 3) installation. The project is currently in phase 2 of completion. In 2018, the Park Board approved siting Stepwell adjacent to the Bill Fearn Conservation Area. As the project evolved, adjustments were made to the design, including making the sculpture more inclusive for individuals with disabilities. Parks did not incur any added fees for this redesign. An additional \$15,000 was added to the contract which included modified handrails per city Planning and Development conditions of approval. HYA retained contractor Quarra, located in Wisconsin, to build the sculpture of Alaskan yellow cedar L2 Glulam. Construction began November 2019. The artwork was targeted to be delivered to Spokane August 2020, but with the pandemic and other unforeseen factors postponed the delivery deadline to February 2021. Last summer, when the artist team encountered cost issues they attempted to mitigate the issue through

value engineering of the fabrication and installation process. Last month, the art team informed Parks staff they would need to request additional funds and time in order to complete the project.

- 2) Project challenges and value add construction material – Artist *Meejin Yoon* and *Eric Höweler* of HYA reviewed some of the changes the Stepwell project experienced in its development, including the addition of handrails, ADA redesign and adjusting to different site requests. Mr. Höweler explained the pandemic and wildfires in the western United States delayed the project, disrupted the production process and significantly increased material costs. HYA representatives and James Durham of Quarra explained the value add from the upgraded L2 lamination of the yellow cedar, which has both structural and aesthetic advantages, contributed to an approximate \$68,000 overage. They also said that they have absorbed considerable engineering expenses to ensure the material's efficiencies.
- 3) Comprehensive work plan – In efforts to improve communication and to reach identified milestones, Mr. Ellison and the HYA/Quarra team created a comprehensive work plan and schedule, and a regular invoicing schedule.
- 4) Redevelopment bond budget reallocation – Mr. Ellison explained the West Havermale budget in the redevelopment bond can weather the added expense of HYA amendment #4. He added that the Spokane Arts donation of \$8,000 helps in making this possible. If the \$68,407 is approved it will exhaust all remaining funds available in the West Havermale budget.
- 5) Höweler + Yoon Architects contract amendment #4/Stepwell (\$68,407, tax inclusive) and time extension to Sept. 30, 2021 – Mr. Ellison presented the proposed contract amendment, completion work plan and schedule.
- 6) Release of funds/contingencies – The group discussed an option of releasing half of the funds now and releasing the remaining half upon completion of the project with the contingency that weekly communication and budget documents are submitted to staff. Garrett Jones explained improved communication is imperative to the successful completion of the project. Contingencies of weekly progress reports and invoices should be included in this amendment. Kevin Brownlee asked the reasoning behind splitting the release of funds. Ms. Ogden explained this reflects that the Park Board is doing its due diligence in being fiscally responsible with public funds and ensures that specific milestones are being met. Rick Chase asked why the Park Board should pay more if the contractor didn't purchase the materials when the costs were lower. Ms. Yoon explained the project has taken more time due to their responsiveness to changes requested by Parks not due to their delay in action. She believes the changes were positive ones and made Stepwell even better. She added that Quarra was unable to source wood earlier than it did. Melissa Huggins said the fabrication contract was not signed until December 2019 and lumber prices were extremely volatile throughout 2020, primarily due to the pandemic.
- 7) Stepwell maintenance plan – Gerry Sperling requested information on the longevity and durability of yellow cedar. Mr. Höweler explained Alaskan yellow cedar is known to be one of the most durable, naturally weathering, pest resistant woods available. He explained it does not need to be power washed, stained or coated. He added that the art team would like to discuss a maintenance plan with Parks to extend the sculpture's life.
- 8) Financial impact to other projects – Bob Anderson asked if there are any remaining redevelopment projects that would be in danger if this amendment was approved. Mr. Ellison

explained, of the redevelopment project, the north bank is the only remaining project. He added there are other projects underway at the park that could be impacted, including the suspension bridge and the second art piece. Mr. Jones explained any uncertainties on the north bank project pose the biggest risk. The good news is that the north bank project is “out of the dirt” and most of the work involves landscaping which has far less risks.

Motion No. 1: Jennifer Ogden moved to approve contract amendment #4 with Höweler + Yoon Architects in the amount of \$68,000 with the contingency that weekly communication and budget documents are submitted to staff; and \$34,000 to be released for the first half and the remaining \$34,000 be released upon completion of the project.

Rick Chase seconded.

Request for clarification: Mr. Ellison requested a clarification on the motion that the amendment amount is \$68,407, tax inclusive, and an extension of the contract term to Sept. 30, 2021.

Amended Motion: Jennifer Ogden amended her motion to read: Approve contract amendment #4 with Höweler + Yoon Architects in the amount of \$68,407, tax inclusive, and an extension of the contract term to Sept. 30, 2021, with the contingency that weekly communication and budget documents are submitted to staff; and 50% would be released for the first half and the remaining half would be released upon completion of the project.

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

5. **Adjournment:** The meeting was adjourned at 3:57 p.m.

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

Spokane Park Board

Briefing Paper



Committee	March 11, 2021, Park Board meeting		
Committee meeting date			
Requester	Pamela Clarke	Phone number: 625-6241	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	n/a		
Item title: (Use exact language noted on the agenda)	Claims – February 2021 (\$2,293,877.31)		
Begin/end dates	Begins: 02/01/2021 Ends: 02/28/2021 <input type="checkbox"/> Open ended		
Background/history: Claims for the month of February 2021 in the amount of \$2,293,877.31.			
Motion wording: Move to approve claims for the month of February 2021 as a consent agenda item.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution:			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ n/a			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

**CITY OF SPOKANE PARK AND RECREATION DIVISION
FEBRUARY 2021 EXPENDITURE CLAIMS
FOR PARK BOARD APPROVAL - MARCH 11, 2021**

PARKS & RECREATION:

SALARIES & WAGES	\$	677,172.47
MAINTENANCE & OPERATIONS	\$	495,175.78
CAPITAL OUTLAY	\$	56,207.28
DEBT SERVICE PAYMENTS	\$	-
PARK CUMULATIVE RESERVE FUND	\$	142,824.74

RFP BOND 2015 IMPROVEMENTS:

CAPITAL OUTLAY	\$	755,077.85
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GOLF:

SALARIES & WAGES	\$	81,360.64
MAINTENANCE & OPERATIONS	\$	86,058.55
CAPITAL OUTLAY	\$	-
DEBT SERVICE PAYMENTS	\$	-

TOTAL EXPENDITURES:	\$	<u>2,293,877.31</u>
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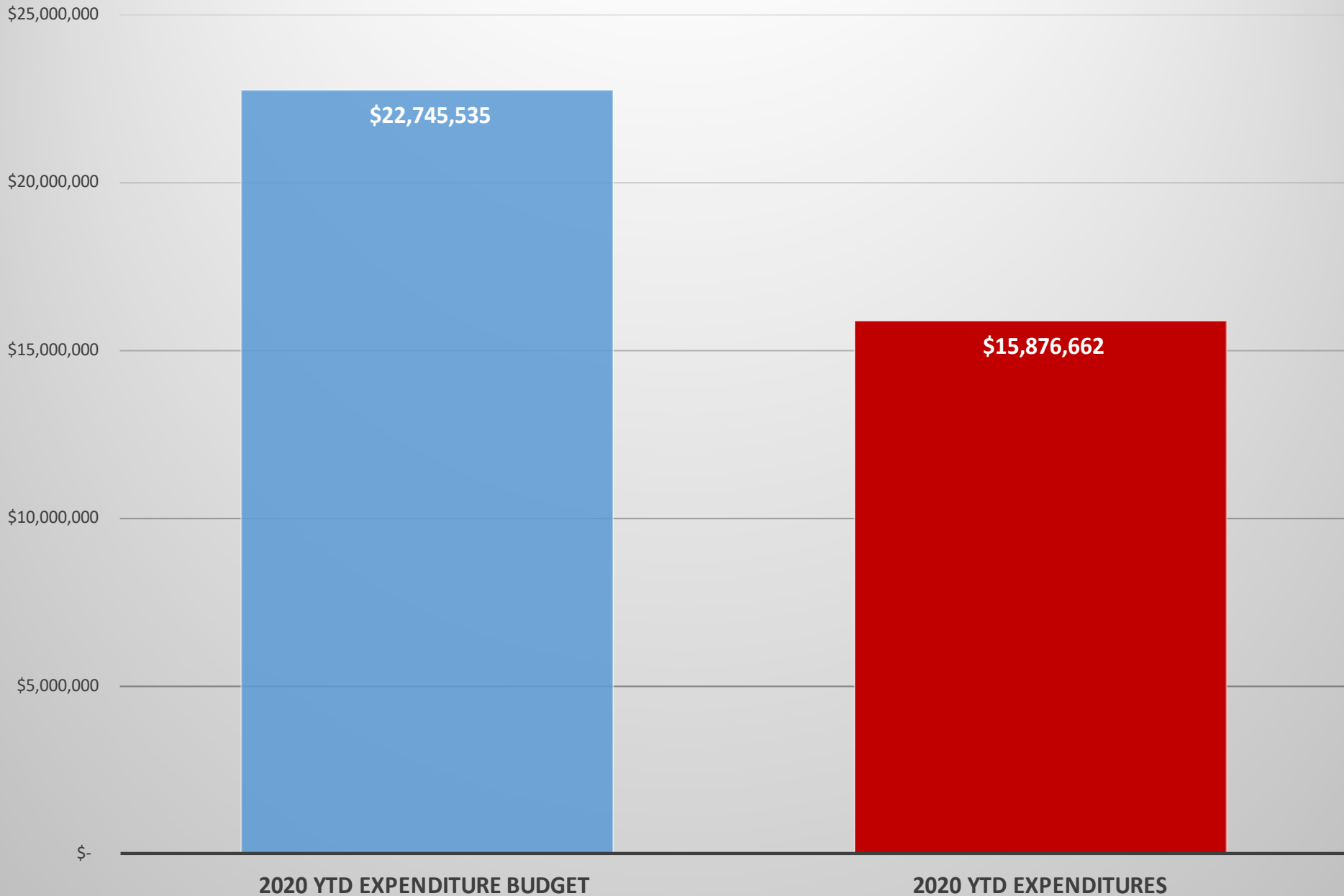
City of Spokane
PARKS
& RECREATION

Financial Reports

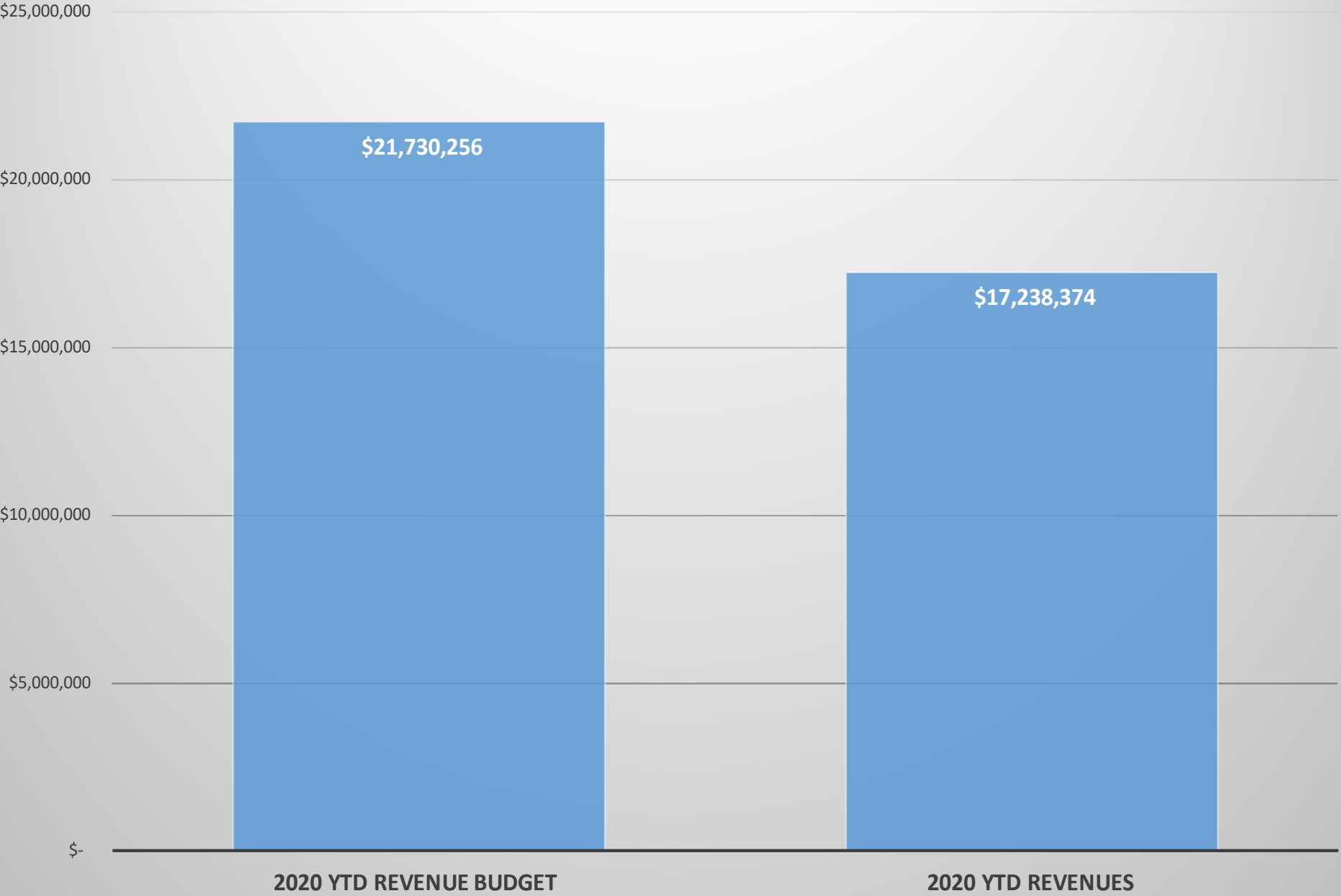
Year-End 2020

Park Fund

Final 2020 Expenditures vs. Historical Budget Average

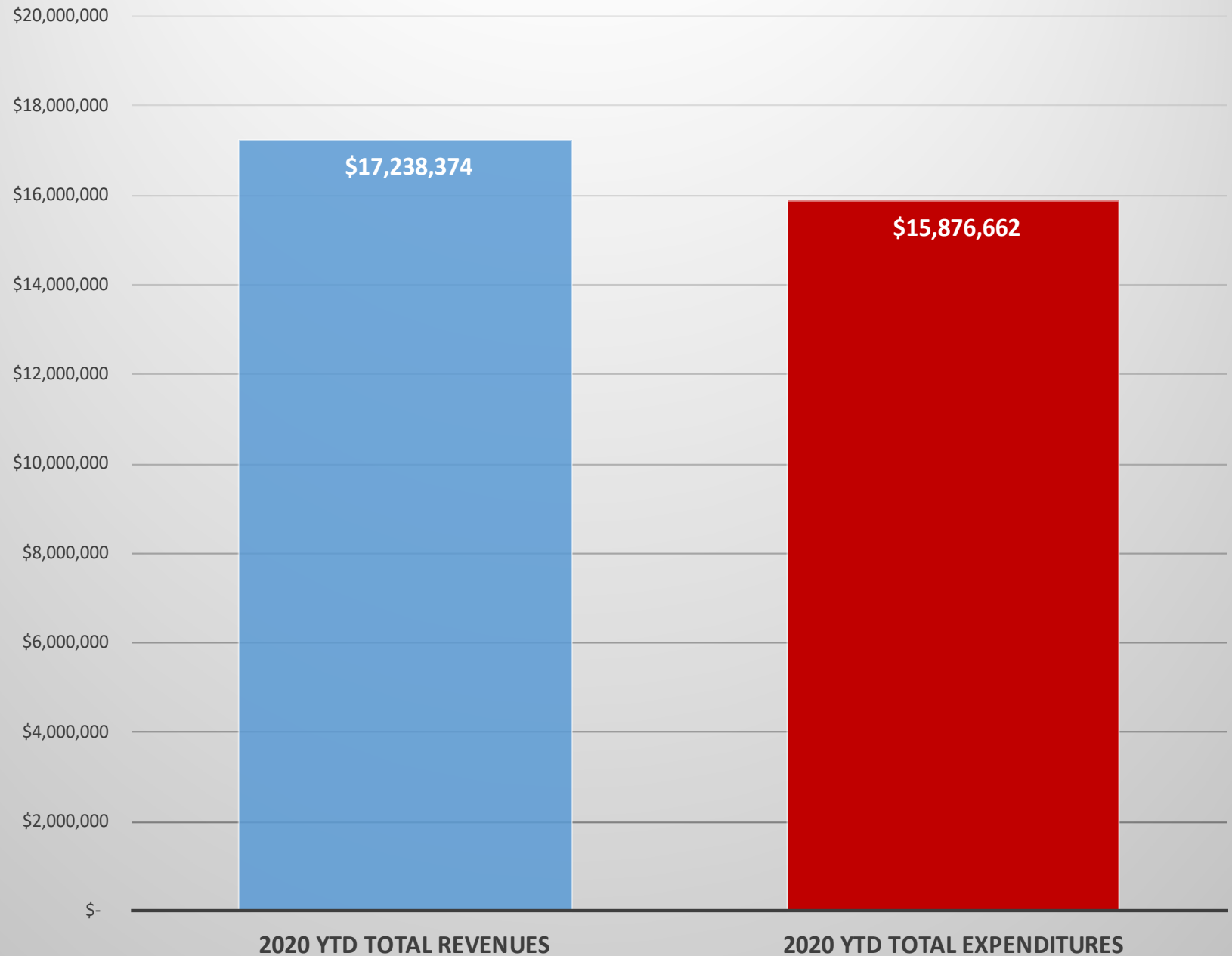


Park Fund
Final 2020 Total Revenues vs. Historical Budget Average



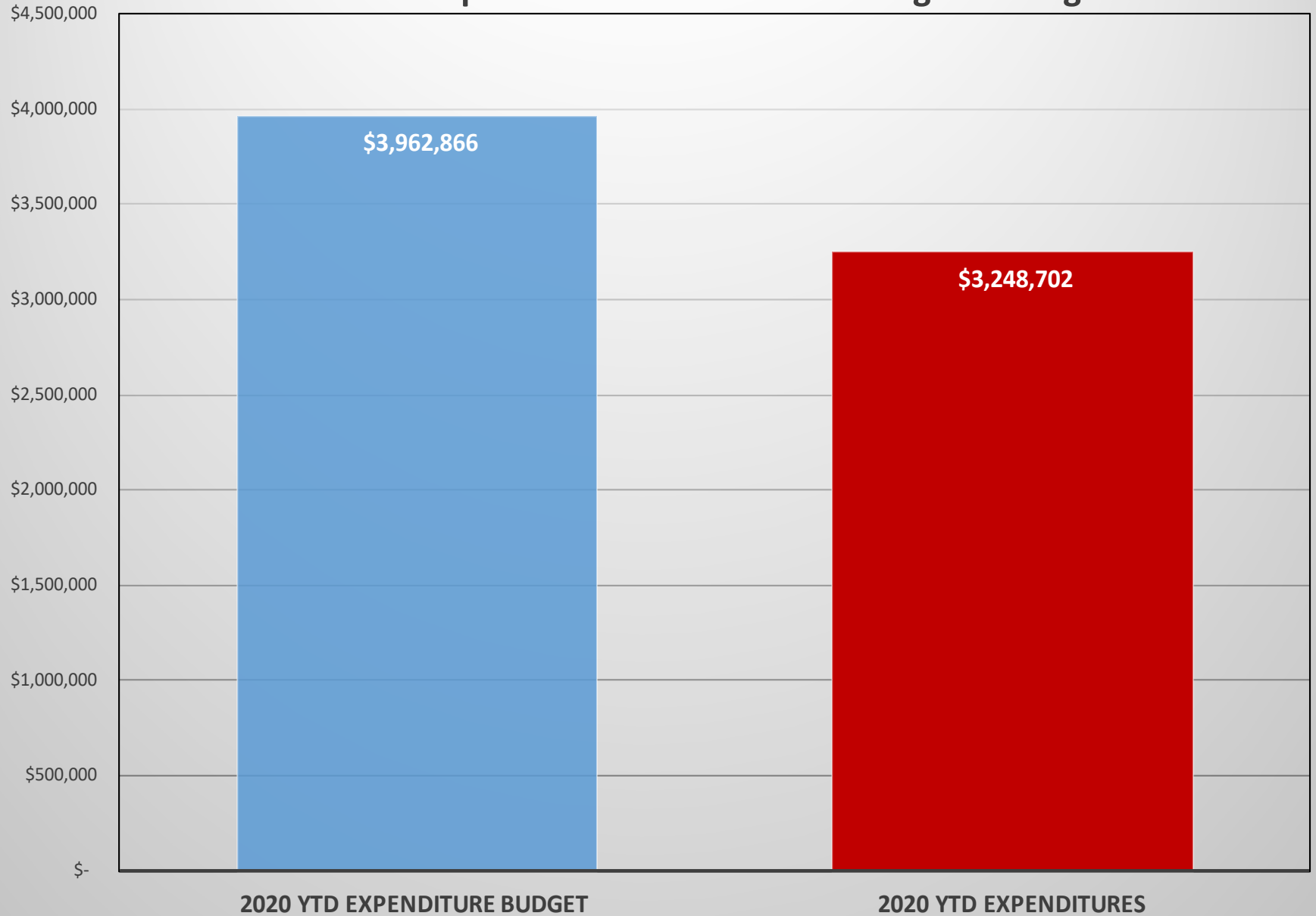
Park Fund

Final 2020 YTD Expenditures vs. Final YTD Revenues



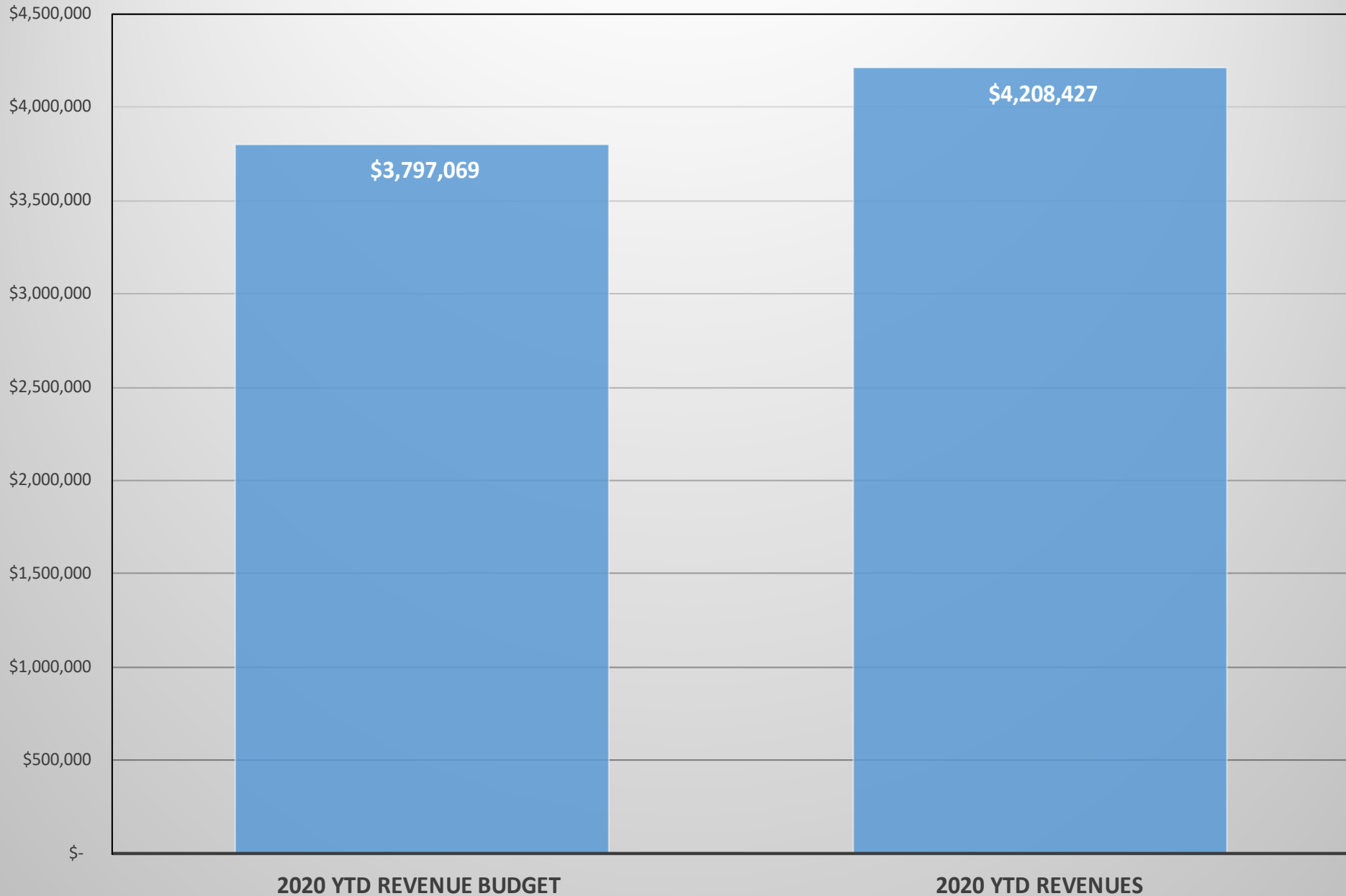
Golf Fund

Final 2020 Expenditures vs. Historical Budget Average



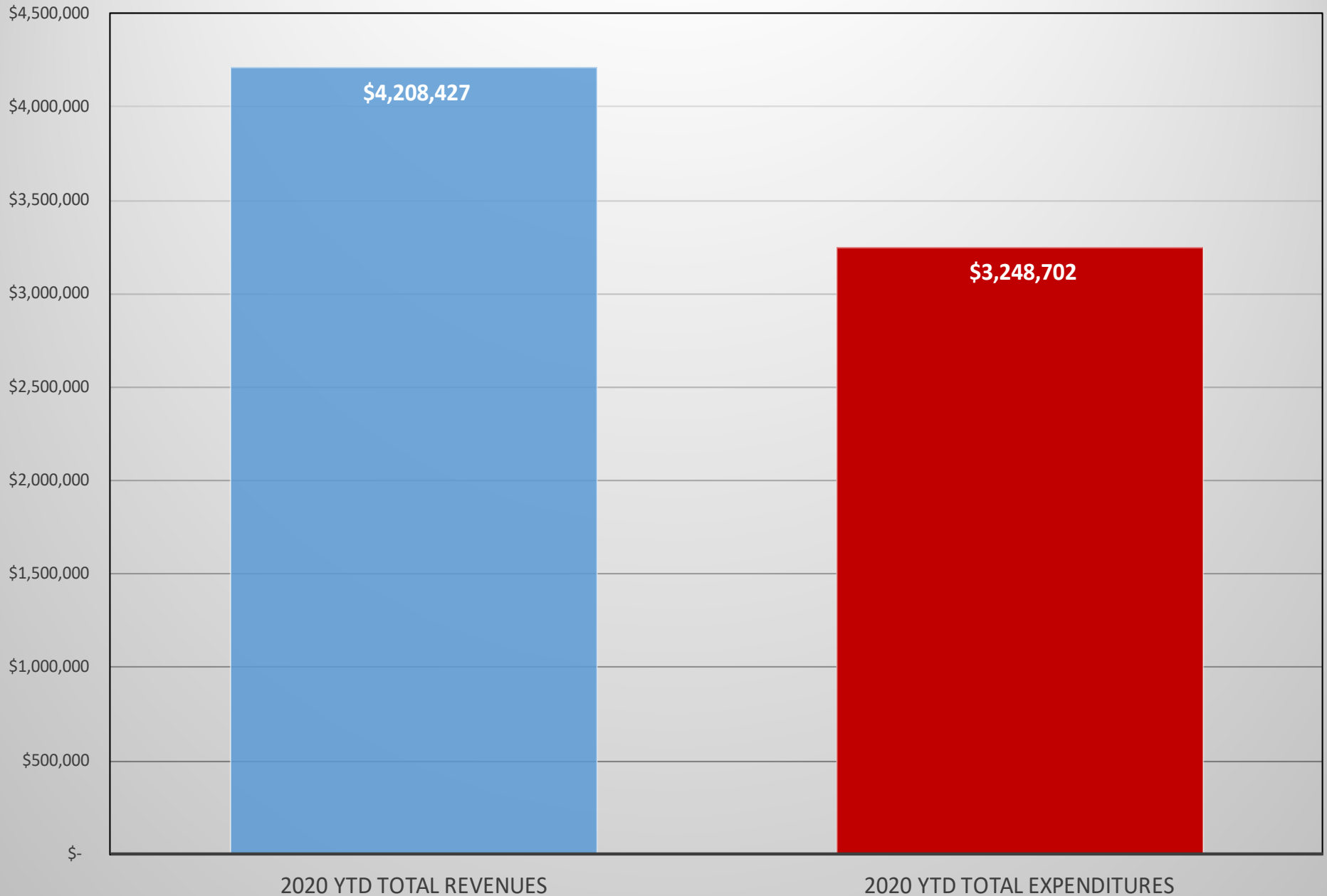
Golf Fund

Final 2020 Total Revenues vs. Historical Budget Average



Golf Fund

Final 2020 YTD Expenditures vs. Final YTD Revenues





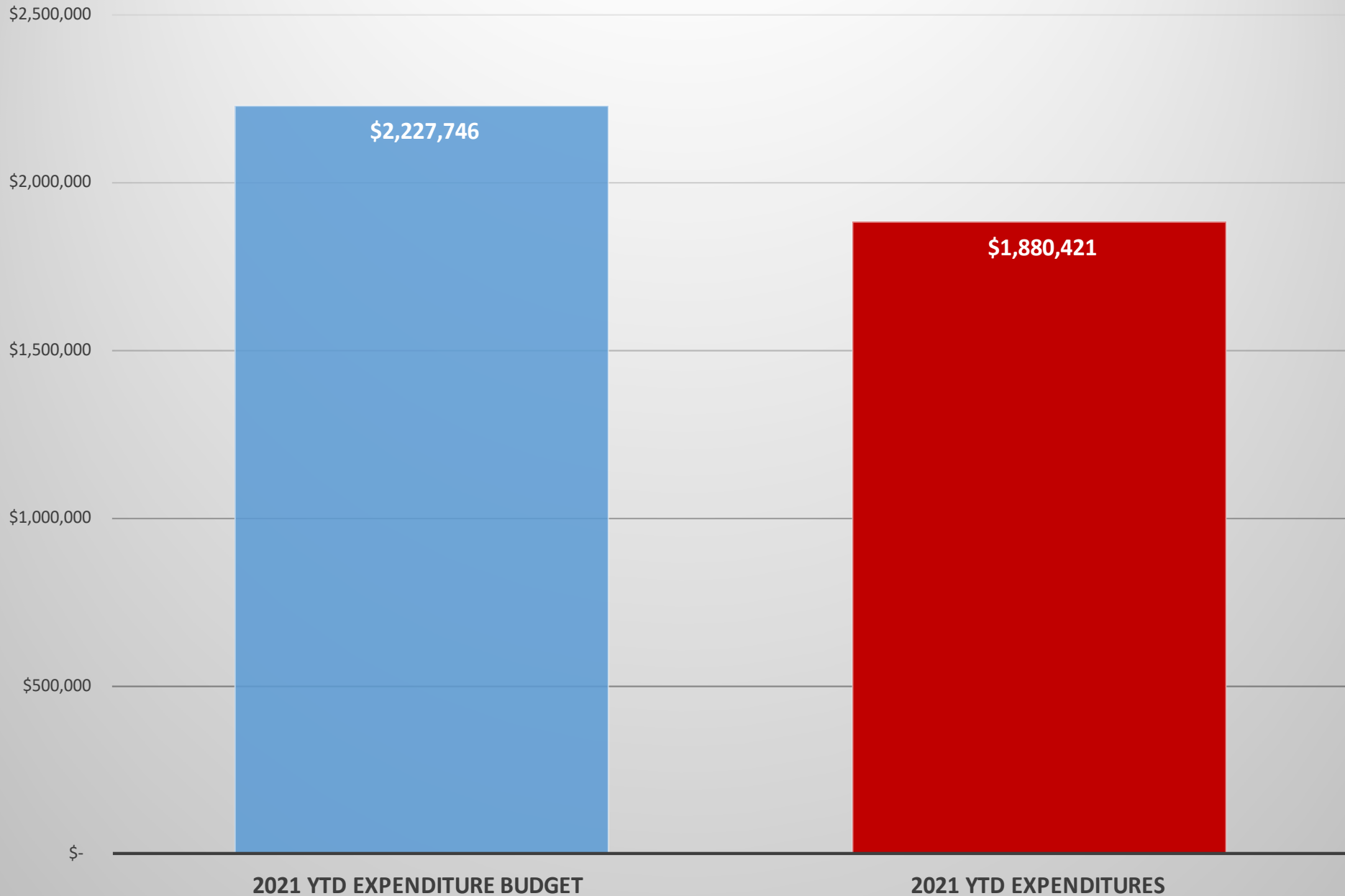
City of Spokane
PARKS
& RECREATION

Financial Reports

February 2021

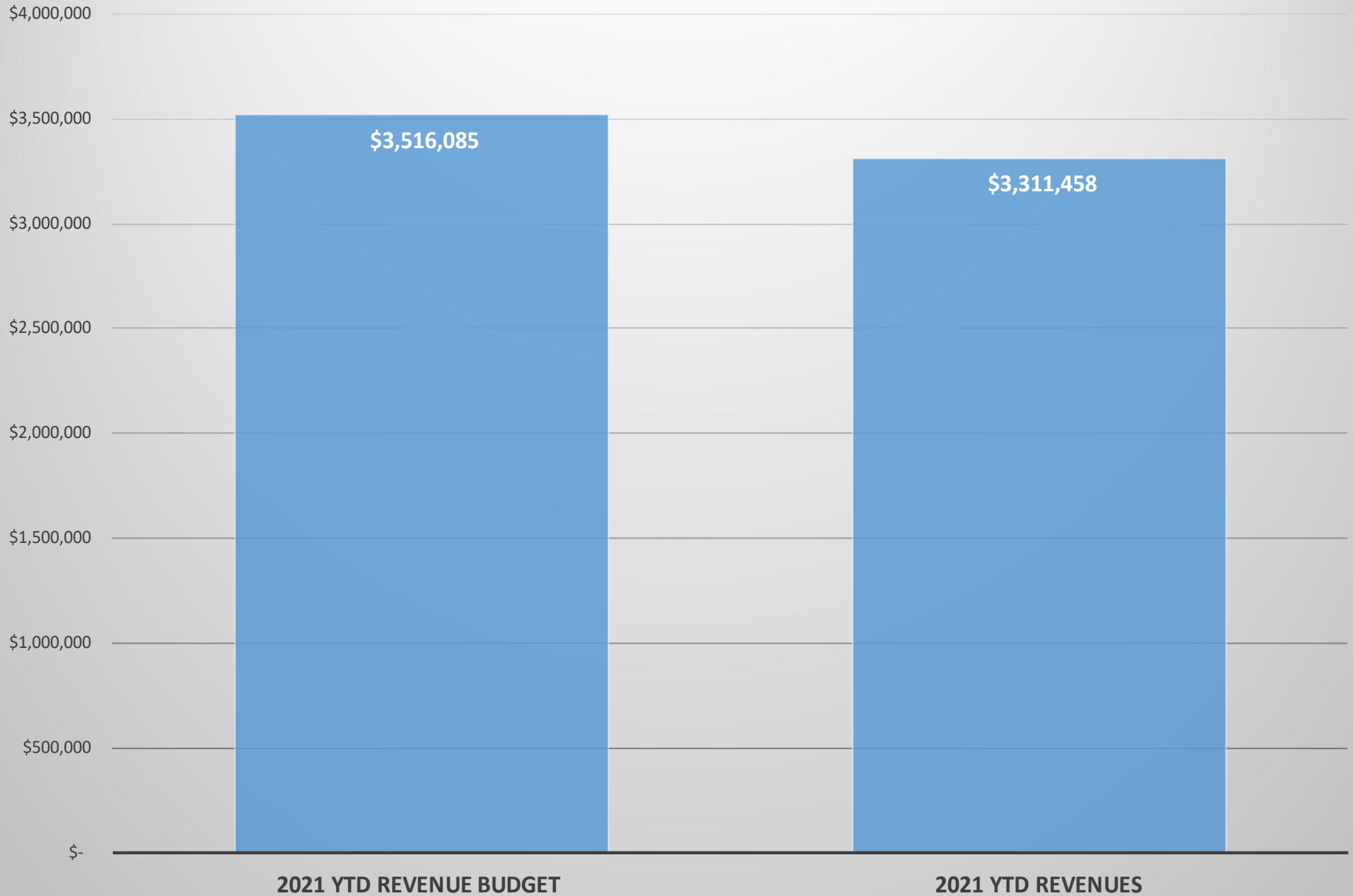
Park Fund

February 2021 Expenditures vs. Historical Budget Average



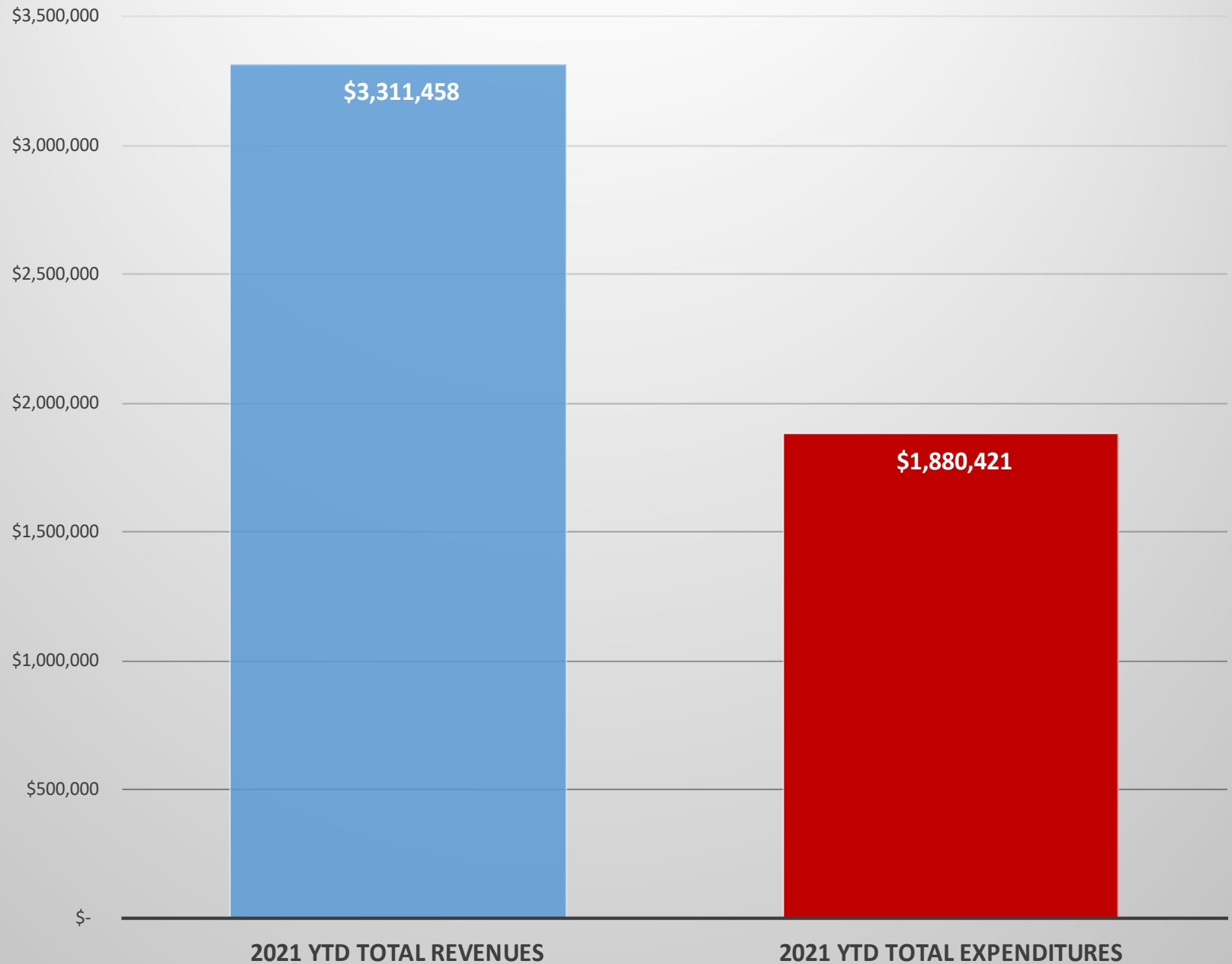
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February 2021 Total Revenues vs. Historical Budget Average



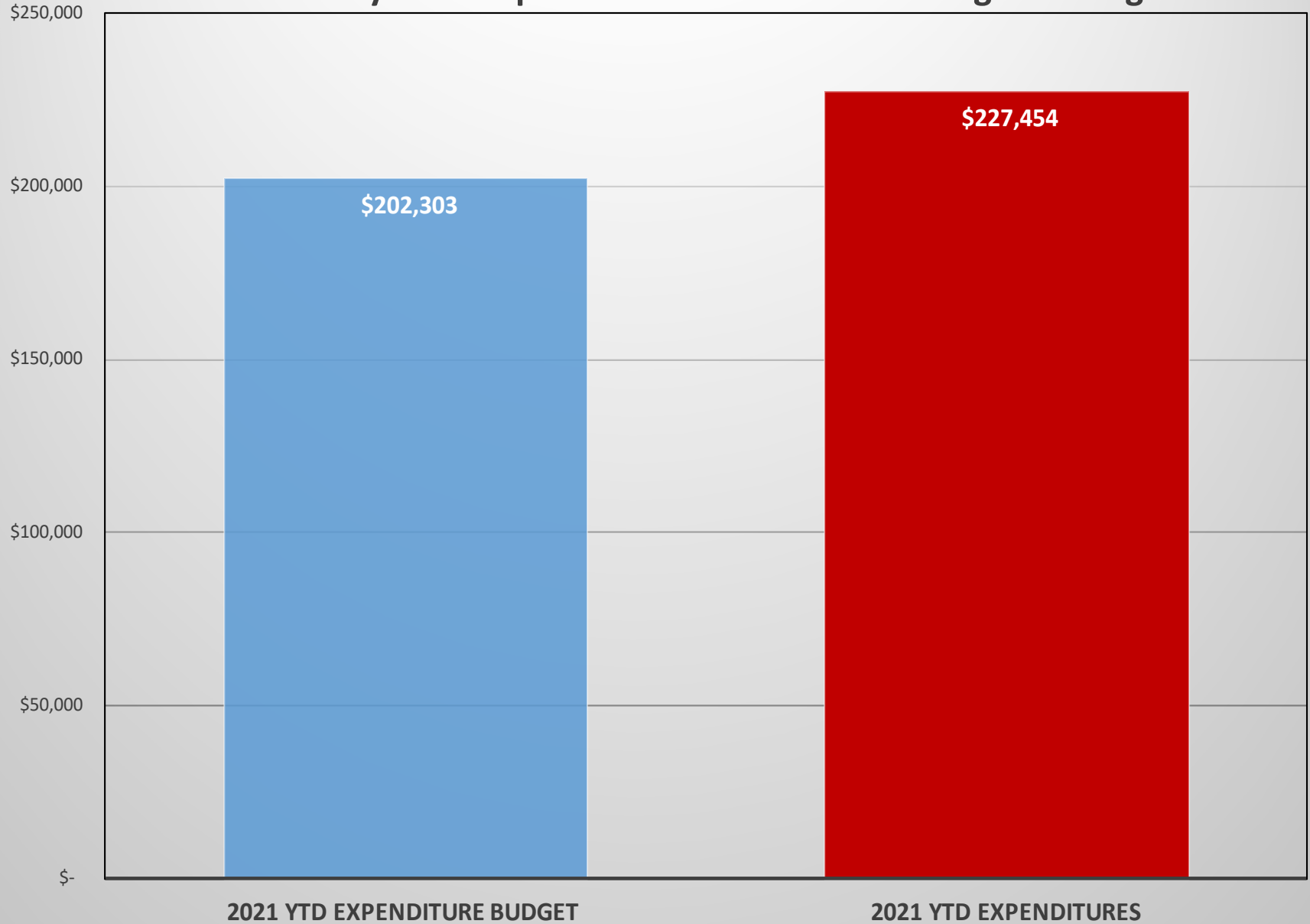
Park Fund

Total February 2021 YTD Expenditures vs. Total YTD Revenues



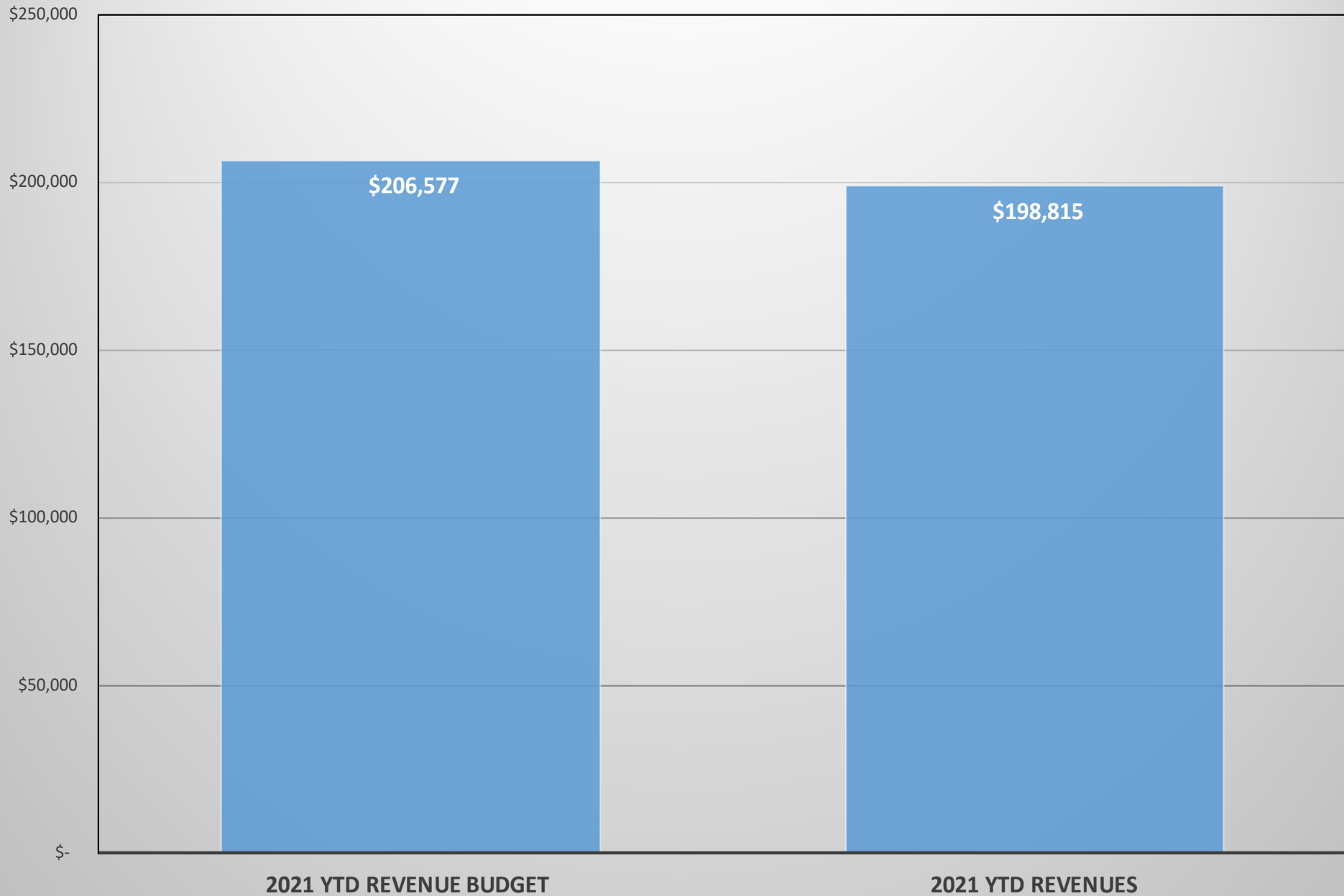
Golf Fund

February 2021 Expenditures vs. Historical Budget Average



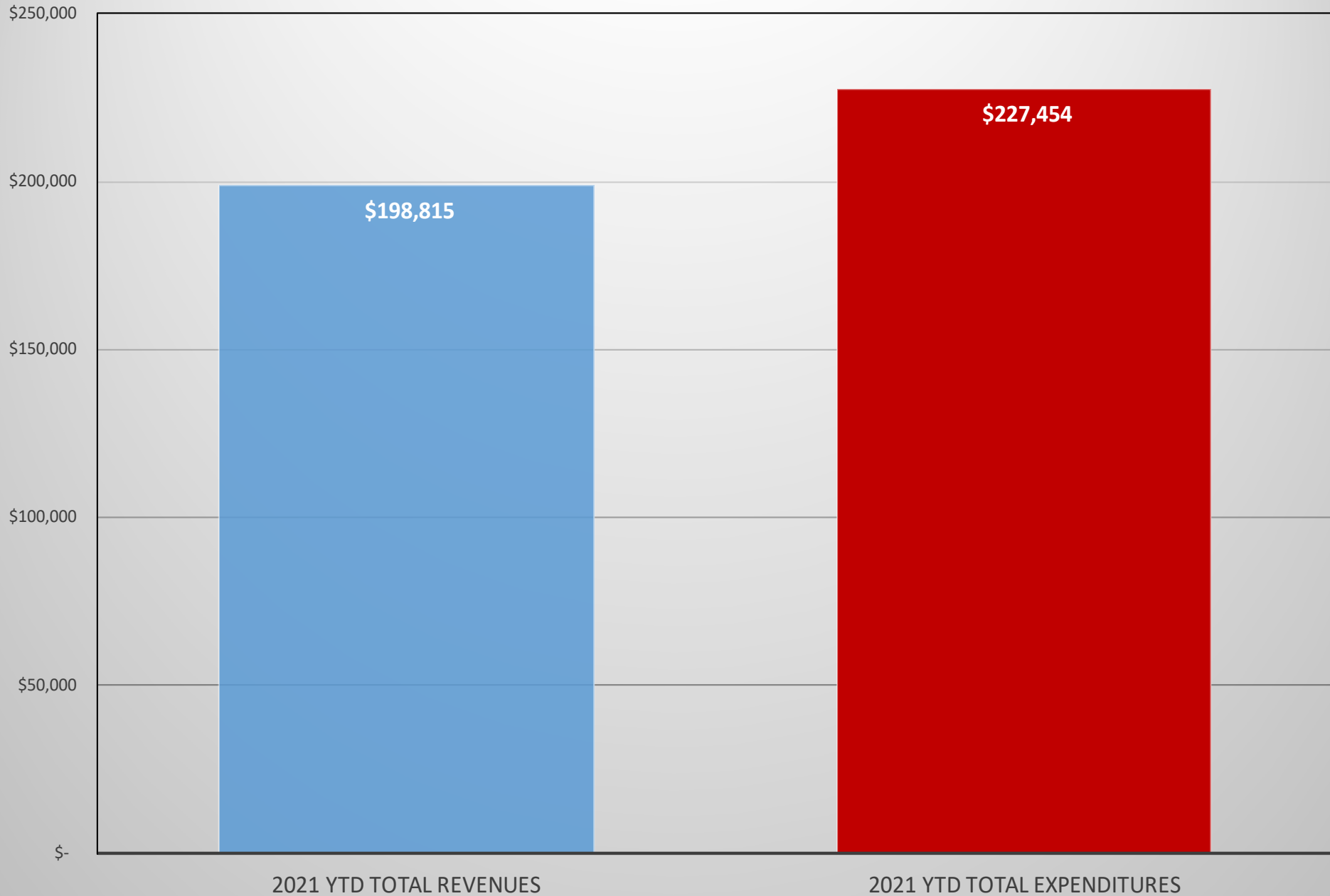
Golf Fund

February 2021 Total Revenues vs. Historical Budget Average



Golf Fund

Total February 2021 YTD Expenditures vs. Total YTD Revenues



Project Component	Budget Adopted December 2020	Expended as of February 28, 2021	Committed to Date	Budget Balance
1. South Bank West	\$ 10,412,530.00	\$ 10,412,530.00	\$ -	\$ -
2. South Bank Central	\$ 11,744,579.00	\$ 11,744,579.00	\$ -	\$ -
3. Howard St. SC Bridge	\$ -	\$ -	\$ -	\$ -
4. Promenades & Cent. Trail	\$ 8,515,817.00	\$ 7,935,524.00	\$ 550,979.01	\$ 48,313.99
5. Havermale Island	\$ 22,186,182.00	\$ 22,186,182.00	\$ -	\$ -
6. snxw mene?	\$ 756,742.00	\$ 201,742.00	\$ -	\$ 555,000.00
7. North Bank	\$ 10,133,837.00	\$ 9,381,830.00	\$ 1,108,833.04	\$ (6,966.04)
8. South Bank East	\$ 156,847.00	\$ 156,847.00	\$ -	\$ -
Program Level	\$ 4,488,758.00	\$ 4,244,159.00	\$ 163,463.03	\$ 81,135.97
Total	\$ 68,395,292.00	\$ 66,263,393.00	\$ 1,823,275.08	\$ 677,483.92

Spokane Park Board

Briefing Paper



Committee	n/a		
Committee meeting date			
Requester	Pamela Clarke	Phone number: 509-625-6241	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	CPR 1981 0401		
Item title: (Use exact language noted on the agenda)	Park Board regular standing committee meeting notices		
Begin/end dates	Begins: 03/11/2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: Currently, each of the Park Board's regular standing committee meetings are noticed as "Special Meeting of the Park Board." This practice was initially employed in order to maintain Open Public Meeting Act compliance in the event a quorum of the board was in attendance at any given committee meeting. By noticing regular meetings as special meetings additional stipulations are applicable regarding what may be discussed at these regular meetings. As a special meeting, no discussion may take place on an item not noticed on the agenda and no changes may be made to the agenda within 24 hours of the meeting start time. These special meeting conditions can impact the efficiencies and flow of communication allowed under OPMA for regular standing meetings. This recommendation will allow the following standing committees of the Park Board to be noticed as regular meetings, as long as the meeting is convened at the respective committee's scheduled time: Golf, Finance, Land, Recreation, Riverfront Park, and Urban Forestry Tree committees.			
Motion wording: Move to omit "Special meeting of the Spokane Park Board" from the standing Park Board committee meeting notices/agendas as long as the committee meeting is held at the regular scheduled time			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Pamela Clarke Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Budget neutral			
Vendor: Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Tree Canopy Cover & Ecosystem Benefits

A neighborhood scale analysis of urban tree canopy cover and ecosystem benefits.
Data collection by students of Environmental Studies at Gonzaga University.



Trees remove pollutants from the air. Poor air quality can lead to health problems, landscape damage, degraded ecosystems, and reduced visibility.

Trees absorb carbon dioxide from the air and store carbon as wood. Carbon dioxide (CO₂) is a greenhouse gas that traps heat in the atmosphere - trees trap the carbon and release the oxygen.

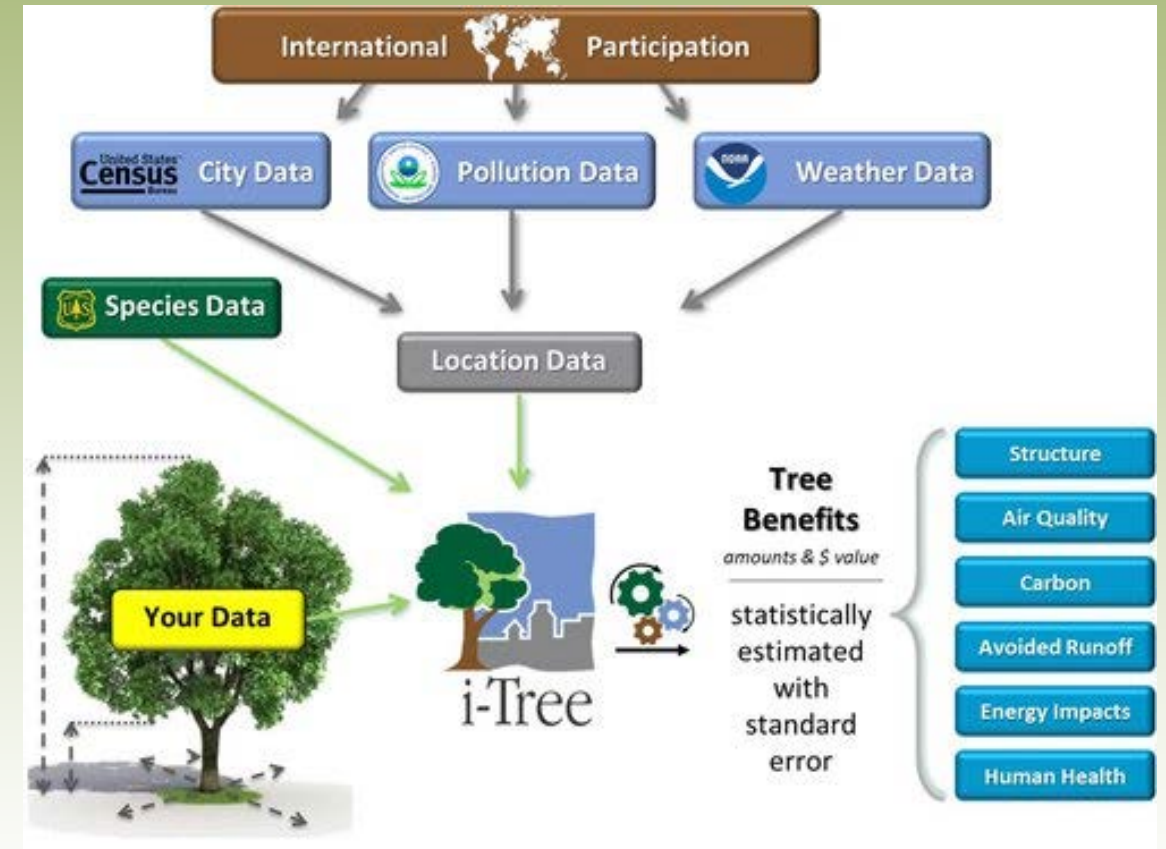
Trees help control storm water. The leaves on trees intercept rainfall while their roots absorb water from the ground.

Trees provide other benefits as well! They enhance property values, improve health and well-being, lower summer air temperatures, and provide wildlife habitat.

Tree Canopy Cover & Ecosystem Benefits

i-Tree was developed by USDA Forest Service Research:

- state-of-the-art, peer-reviewed software suite of urban forest inventory and analysis tools
- these tools help communities assess and care for their neighborhood trees and forests
- help users measure the ecosystem benefits provided by forests that improve our health, well-being, and the environment
- serves as both a tool for decision making and education, leading to a better and more complete understanding of the benefits that trees provide to neighborhoods and the community at large



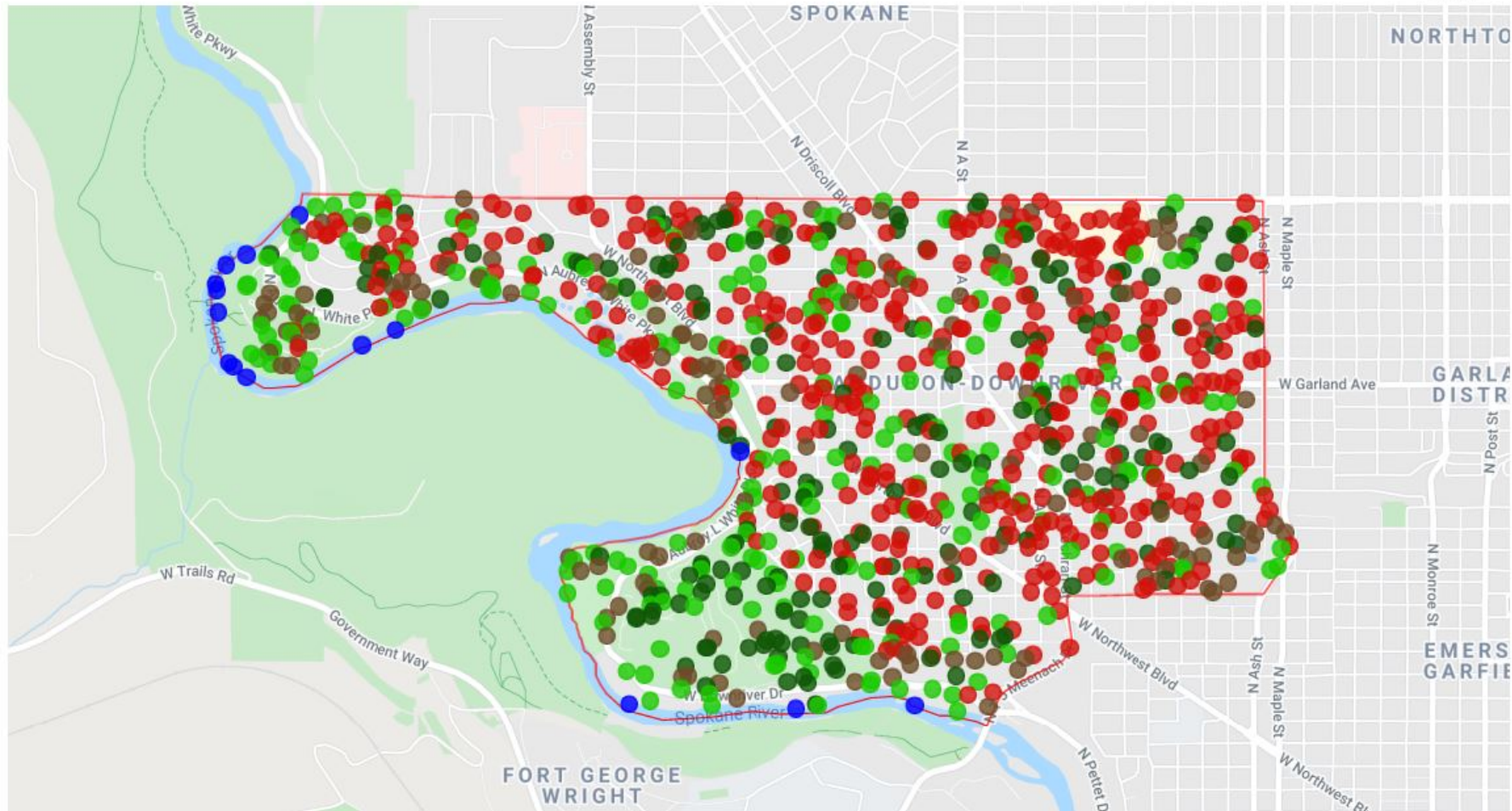
i-Tree is a cooperative effort between the USDA Forest Service, Davey Tree Expert Company, The Arbor Day Foundation, Society of Municipal Arborists, International Society of Arboriculture, Casey Trees, and SUNY College of Environmental Science and Forestry.

Tree Canopy Cover & Ecosystem Benefits

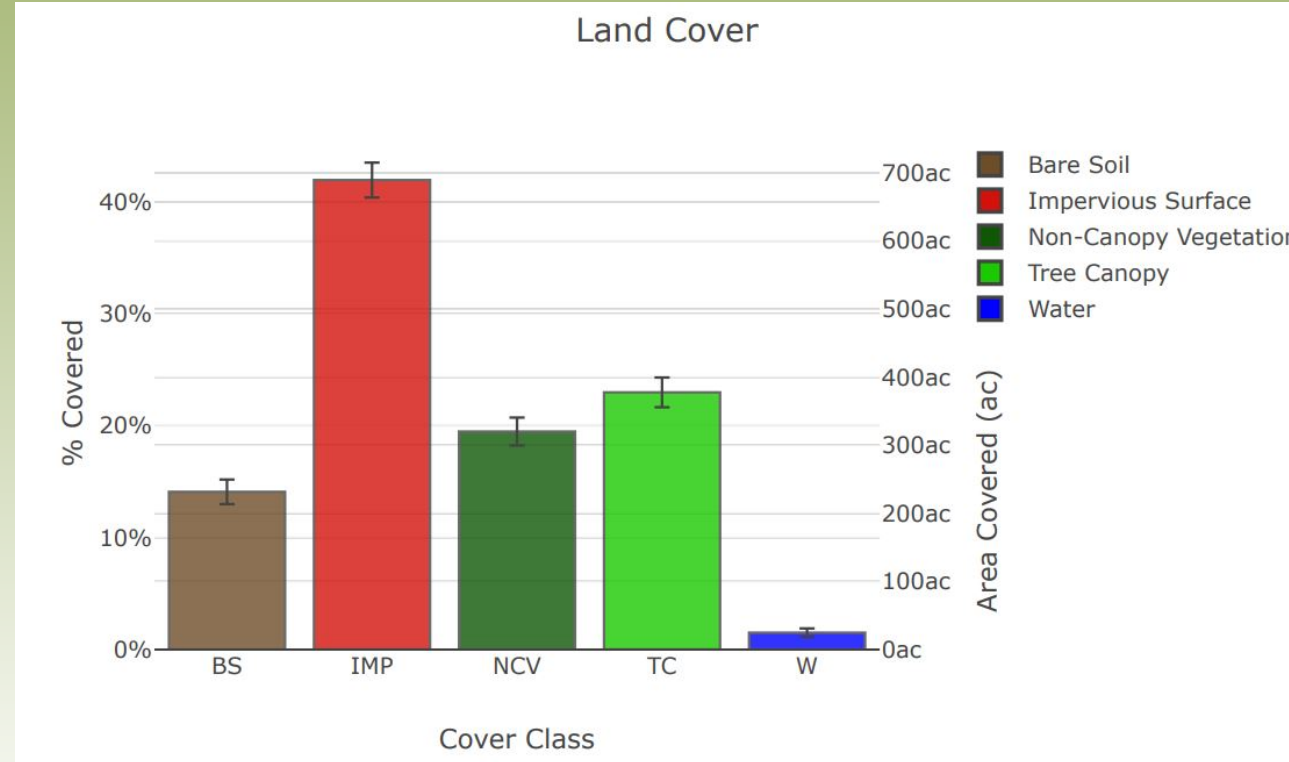
i-Tree Canopy v7.0

Cover Assessment and Tree Benefits Report

Estimated using random sampling statistics on 1/20/2021



Tree Canopy Cover & Ecosystem Benefits



Abbr.	Cover Class	Description	Points	% Cover ± SE	Area (ac) ± SE
BS	Bare Soil	Bare Soil + Dry Vegetation	141	14.09 ± 1.10	231.48 ± 18.07
IMP	Impervious Surface	Buildings + Roads + Parking Lots + Sidewalks + Driveways	420	41.96 ± 1.56	689.51 ± 25.63
NCV	Non-Canopy Vegetation	Grasses + Gardens + Low Shrubs + Other Groundcover	195	19.48 ± 1.25	320.13 ± 20.57
TC	Tree Canopy	Trees + Shrubs	230	22.98 ± 1.33	377.59 ± 21.85
W	Water	Water Bodies: Rivers + Streams + Lakes	15	1.50 ± 0.38	24.63 ± 6.31
Total			1001	100.00	1643.33

Tree Canopy Cover & Ecosystem Benefits

Tree Benefit Estimates: Carbon (English units)

Description	Carbon (T)	±SE	CO ₂ Equiv. (T)	±SE	Value (USD)	±SE
Sequestered annually in trees	515.42	±29.83	1,889.87	±109.37	\$43,953	±2,543
Stored in trees (Note: this benefit is not an annual rate)	12,944.12	±749.06	47,461.79	±2,746.57	\$1,103,815	±63,877

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Amount sequestered is based on 1.365 T of Carbon, or 5.005 T of CO₂, per ac/yr and rounded. Amount stored is based on 34,281 T of Carbon, or 125,697 T of CO₂, per ac and rounded. Value (USD) is based on \$85.28/T of Carbon, or \$23.26/T of CO₂ and rounded. (English units: T = tons (2,000 pounds), ac = acres)

Tree Benefit Estimates: Air Pollution (English units)

Abbr.	Description	Amount (lb)	±SE	Value (USD)	±SE
CO	Carbon Monoxide removed annually	467.99	±27.08	\$312	±18
NO2	Nitrogen Dioxide removed annually	371.41	±21.49	\$72	±4
O3	Ozone removed annually	13,654.51	±790.17	\$19,356	±1,120
SO2	Sulfur Dioxide removed annually	207.81	±12.03	\$11	±1
PM10*	Particulate Matter greater than 2.5 microns and less than 10 microns removed annually	7,087.76	±410.16	\$22,215	±1,286
PM2.5	Particulate Matter less than 2.5 microns removed annually	642.20	±37.16	\$48,515	±2,808
Total		22,431.67	±1,298.10	\$90,481	±5,236

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Air Pollution Estimates are based on these values in lb/ac/yr @ \$/lb/yr and rounded:

CO 1.239 @ \$0.67 | NO2 0.984 @ \$0.19 | O3 36.163 @ \$1.42 | SO2 0.550 @ \$0.05 | PM10* 18.771 @ \$3.13 | PM2.5 1.701 @ \$75.55 (English units: lb = pounds, ac = acres)

Tree Benefit Estimates: Hydrological (English units)

Abbr.	Benefit	Amount (Mgal)	±SE	Value (USD)	±SE
AVRO	Avoided Runoff	9.25	±0.54	\$82,626	±4,781
E	Evaporation	33.32	±1.93	N/A	N/A
I	Interception	33.69	±1.95	N/A	N/A
T	Transpiration	39.52	±2.29	N/A	N/A
PE	Potential Evaporation	192.79	±11.16	N/A	N/A
PET	Potential Evapotranspiration	158.37	±9.16	N/A	N/A

Currency is in USD and rounded. Standard errors of removal and benefit amounts are based on standard errors of sampled and classified points. Hydrological Estimates are based on these values in Mgal/ac/yr @ \$/Mgal/yr and rounded:

AVRO 0.024 @ \$8,936.00 | E 0.088 @ N/A | I 0.089 @ N/A | T 0.105 @ N/A | PE 0.511 @ N/A | PET 0.419 @ N/A (English units: Mgal = millions of gallons, ac = acres)



City of Spokane Tree Canopy Cover and Ecosystem Benefits



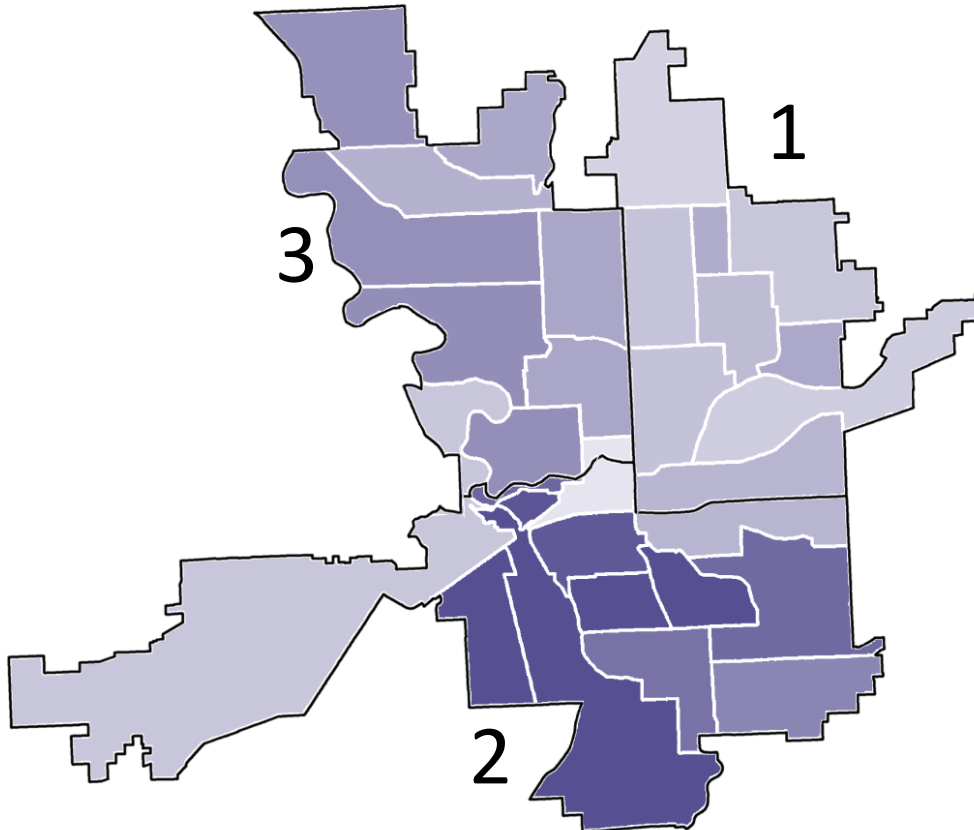
Last Update: 2021-02-15



20.7% **\$5.77M** **\$44.39M**

Tree Canopy Cover Estimated Annual Ecosystem Benefits Additional Lifetime Stored Carbon Value

City of Spokane Tree Canopy Cover by Neighborhood for 2020



Council District	Tree Canopy Cover	Annual Ecosystem Benefits	Additional Lifetime Stored Carbon Value
1	13.9%	\$1,096,950	\$8,481,678
Bemiss	14.9%	\$89,344	\$797,810
Chief Garry Park	12.1%	\$154,804	\$1,382,364
East Central	16.1%	\$237,490	\$1,207,718
Hillyard	13.1%	\$147,897	\$1,320,670
Logan	13.9%	\$104,247	\$530,132
Minnehaha	18.4%	\$64,770	\$578,376
Nevada Heights	13.7%	\$113,010	\$1,009,141
Shiloh Hills	11.2%	\$147,762	\$1,319,476
Whitman	17.5%	\$37,626	\$335,991
2	24.9%	\$3,207,812	\$27,341,012
Browne's Addition	32.9%	\$38,037	\$339,659
Cliff-Cannon	32.2%	\$150,442	\$765,035
Comstock	27.7%	\$188,719	\$959,696
Grandview/Thorpe	43.9%	\$330,971	\$2,955,475
Latah/Hangman	35.7%	\$837,879	\$7,482,019
Lincoln Heights	29.1%	\$366,627	\$3,273,880
Manito/Cannon Hill	38.5%	\$164,385	\$1,467,918
Peaceful Valley	29.9%	\$30,106	\$268,850
Riverside	7.8%	\$32,325	\$288,653
Rockwood	38.1%	\$190,115	\$1,697,682
Southgate	24.4%	\$227,425	\$2,030,840
West Hills	13.2%	\$650,781	\$5,811,305
3	20.8%	\$1,463,666	\$8,570,893
Audubon/Downriver	23.0%	\$217,060	\$1,103,815
Balboa/South Indian Trail	16.9%	\$121,596	\$618,355
Emerson/Garfield	18.7%	\$127,882	\$649,740
Five Mile Prairie	18.6%	\$109,400	\$556,336
North Hill	18.8%	\$150,346	\$764,553
North Indian Trail	22.4%	\$293,484	\$2,620,740
Northwest	22.6%	\$311,640	\$1,584,789
West Central	22.7%	\$132,258	\$672,565
Total	20.7%	\$5,768,428	\$44,393,583

Spokane Park Board

Briefing Paper



Committee	Golf		
Committee meeting date	Mar. 9, 2021		
Requester	Nick Hamad	Phone number: 509-363-5452	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Lexicon DBA Heritage Links/ Downriver Golf Course Irrigation Renovation (\$2,831,064.82, tax inclusive).		
Begin/end dates	Begins: 03/11/2021	Ends: 07/01/2022	<input type="checkbox"/> Open ended
Background/history: Recommend contracting the 'base bid' and 'alternate 1' scope of work for the Downriver Golf Course Irrigation Renovation project. This scope completely replaces the golf course irrigation system, installs new potable water lines to the golf course restrooms, future drinking fountain locations, and communication conduit to the clubhouse and superintendent's shop. 'Alternate 2 - Added Heads' is not included in contracted scope. The contractor has agreed to hold the price for alternate 2 for 90 days. \$409,600 of this contract is funded by City Utilities as a part of Downriver Golf Course storm water agreement. All remaining costs are funded by Spokane Parks through the \$7.5M 'SIP Loan' secured by the Park Board in order to replace irrigation systems and associated appurtenances on the City owned golf courses.			
Motion wording: Move to approve Lexicon DBA Heritage Links/ Downriver Golf Course Irrigation Renovation(\$2,831,064.82, tax inclusive).			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Lexicon DBA Heritage Links Name: Tim Hubbard Email address: TimH@heritage-links.com Phone: 281-866-0909			
Distribution: Parks – Accounting nhamad@spokanecity.org Parks – Pamela Clarke mpoirier@spokanecity.org Requester: Nick Hamad tprince@spokanecity.org Grant Management Department/Name: thubbard@spokanecity.org			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: \$409,600 (Utilities) \$2,421,464.82 (Spokane Parks - Golf SIP Loan) 5901			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> UBI: Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			



CITY OF SPOKANE - PURCHASING
808 W. Spokane Falls Blvd.
Spokane, Washington 99201-3316
(509) 625-6400

PW INVITATION TO BID

<p>PW ITB NUMBER: 5399-21 TITLE: DOWNRIVER GOLF COURSE IRRIGATION RENOVATION BID COORDINATOR: Thea Prince, City of Spokane Purchasing Department QUESTION DEADLINE: 02/26/21 5:00 pm pst</p>	<p>PROPOSAL DUE DATE: 03/08/21 <u>TIME: 1:00 pm pst</u> <u>Bid Submittal:</u> All Bids shall be submitted electronically through the ProcureWare online procurement system portal: https://spokane.procureware.com before the due date and time.</p>
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BID SUBMITTED BY:

COMPANY _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

THEA PRINCE
Purchasing

SCOPE OF WORK

1. PERFORMANCE.

The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, permits, organization and other items of work and cost necessary for the proper execution and completion of the work described as the DOWNRIVER GOLF COURSE IRRIGATION RENOVATION.

2. ATTACHMENTS.

- Downriver Golf Course Irrigation Renovation drawings dated 2021.02.04
- Downriver Golf Course Irrigation System Technical Specifications
- Downriver Golf Course existing irrigation equipment locations
- Esmeralda Golf Course Irrigation Additions dated 2021.03.01
- Revised Unit Price Bid Form

3. SCOPE OF WORK.

- **Base Bid:**
 - The contractor will be required to furnish and install all necessary components to irrigate the existing 18 hole golf course, practice facility (including driving range), and clubhouse grounds. In addition to irrigation system installation, contractor shall install new potable water line and connect to existing restrooms, new frost free hydrant, and future drinking fountain locations. Plans and technical specifications that accompany this document identify the equipment, installation and experience requirements, including approximate material quantities and locations for equipment.
- **Bid Alternate 1:**
 - Rock excavation (per cubic yard). See specifications for details.
- **Bid Alternate 2:**
 - Contractor furnish and install all necessary components to add irrigation heads to the Esmeralda Golf Course as shown in addendum #1 drawings. The course address is 3933 E. Courtland Avenue, Spokane, WA 99201.

BID TABULATION

Extended Price Analysis						LEXICON, INC. DBA HERITAGE LINKS	Wadsworth Golf Construction Company	Average
Reference Number	Description	Type	UOM	Quantity				
Bid Price Ratio						100%	88.74%	
Total Extended						\$2,863,154.82	\$3,213,006.15	
Pricing Group						\$2,863,154.82	\$3,213,006.15	
#1	Base Bid	Base	ea	1		\$2,599,502.00	\$2,929,160.00	\$2,764,331.00
#2	TRENCHING SYSTEM: (When a trench excavation will exceed a depth of four (4) feet	Base	ea	1		\$1.00	\$0.00	\$0.50
#3	8.9% Sales Tax	Base	ea	1		\$231,356.00	\$260,695.00	\$246,025.50
#4	Rock Excavation (Per Cubic Yard)	Option	cubic yard	1		\$189.00	\$350.00	\$269.50
#5	8.9% Sales Tax	Option	ea	1		\$16.82	\$31.15	\$23.99
#6	Added Heads	Option	total from Unit Price Bid Form	1		\$29,468.00	\$20,910.00	\$25,189.00
#7	8.9% Sales Tax	Option	ea	1		\$2,622.00	\$1,860.00	\$2,241.00
TOTAL ITEMS #1 - #5						\$2,831,064.82	\$3,190,236.15	

SCOPE OF WORK RECOMMENDED FOR AWARD

BIDDERS

THESE NEXT THREE PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

BID PROPOSAL

To: Honorable Mayor
Members of the City Council
City of Spokane, Washington

PROJECT: #5399-21 DOWNRIVER GOLF COURSE IRRIGATION RENOVATION

BIDDER'S DECLARATION.

The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

BID OFFER.

The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID:	\$ 2,599,502.00
(Total from Unit Price Bid form):	
TRENCHING SYSTEM:	\$ 1.00
(when a trench excavation will exceed a depth of four feet)	
SALES TAX (8.9%)	\$ 231,356.00
TOTAL BASE PRICE:	\$: 2,830,859.00
ALTERNATE 1: Rock Excavation	\$: 189.00
(per cubic yard)	
SALES TAX (8.9%)	\$ 16.82
TOTAL ALTERNATE 1 PRICE:	\$: 205.82
ALTERNATE 2: ADDED HEADS	\$: 29,468.00
(Total from Unit Price Bid form):	
SALES TAX (8.9%)	\$ 2,622.00
TOTAL ALTERNATE 2 PRICE:	\$: 32,090.00

ADDENDA.

The undersigned acknowledges receipt of addenda number(s) 1 and agrees that their requirements have been included in this bid proposal.

CONTRACT COMPLETION TIME.

The bidder agrees to start the work under this contract within ten (10) days of the Notice to Proceed and to substantially complete the specified work by June 1, 2022

LIQUIDATED DAMAGES.

In the event the bidder is awarded the contract and fails to complete the work within the time limit or any agreed upon time extensions, liquidated damages shall be paid to the City of Spokane in the amount of FOUR THOUSAND NINE HUNDRED DOLLARS (\$4,900) per working day until the work is satisfactorily completed.

BIDDER RESPONSIBILITY.

Washington State Contractor's Registration No. LEXICI*986L7
(must be in effect at time of bid submittal)

U.B.I. Number 601 849 821

Washington Employment Security Department Number 71-0569150

Washington Excise Tax Registration Number A40741319

City of Spokane Business License Number 601849821-001-0001

(The successful bidder and all subcontractors shall be licensed or have applied for a license to do business in the City of Spokane prior to proceeding with the proposed project.)

BID SECURITY.

A bid security in the amount of FIVE PERCENT (5%) of the total project bid as indicated above, is attached to this bid proposal. If the bidder is awarded the contract and fails to enter into a construction contract and/or furnish payment / performance bond(s) and proof of insurance within the required time period, the bid security shall be forfeited to the City of Spokane.

NON-COLLUSION.

The undersigned authorized representative of the undersigned firm, being first sworn on oath, certifies that the firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid proposal is submitted.

Name of Bidder: Lexicon, Inc. d/b/a Heritage Links



Signature of Bidder's Authorized Representative

Division President

Title

6707 Cypress Creek Pkwy

Address

281-866-0909

Phone

IF INDIVIDUAL

Signed and Sworn To (or Affirmed) Before Me On _____
date

(Seal Or Stamp)

Signature of Notary Public

My appointment expires _____

IF PARTNERSHIP

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the partner(s) of the bidder, a partnership, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On _____
date

(Seal Or Stamp)

Signature of Notary Public

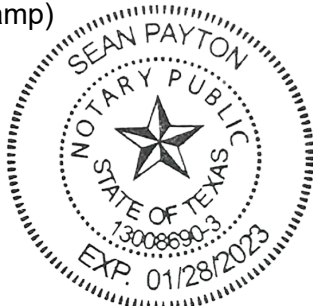
My appointment expires _____

IF CORPORATION

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the representative of the bidder, a corporation, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On March 8, 2021
date

(Seal Or Stamp)





Signature of Notary Public

My appointment expires 01/28/2023

THIS FORM MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM IF BEING PROVIDED WITH YOUR BID RESPONSE. IF YOU ARE PROVIDING WITHIN ONE (1) HOUR AFTER THE PUBLISHED BID SUBMITTAL TIME – EMAIL THIS FORM TO [TPRINCE@SPOKANECITY.ORG](mailto:TPrince@spokanecity.org) BY 2:00 PM ON THE BID DUE DATE.

SUBCONTRACTOR LIST

City of Spokane Project Name: DOWNRIVER GOLF COURSE
IRRIGATION RENOVATION

This form is to be submitted with the Bid Proposal, or within one (1) hour after the published bid submittal time.

RCW 39.30.060 (as amended) states:

“Every invitation to bid on a prime contract that is expected to cost one million dollars or more for the construction, alteration, or repair of any public building or public work ... shall require each prime contract bidder to submit as part of the bid, or within one (1) hour after the published bid submittal time, the names of the subcontractors with whom the bidder, if awarded the contract, will subcontract for performance of the work of: HVAC (heating, ventilation, and air conditioning); plumbing as described in chapter 18.106 RCW; and electrical as described in chapter 19.28 RCW, or to name itself for the work.

The prime contract bidder shall not list more than one (1) subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the prime contract bidder must indicate which subcontractor will be used for which alternate. Failure of the prime contract bidder to submit as part of the bid the names of such subcontractors or to name itself to perform such work or the naming of two or more subcontractors to perform the same work shall render the prime contract bidder's bid nonresponsive and, therefore, void.” (emphasis added)

Subcontractor Named (List prime contract bidder if prime contract bidder intends to self-perform the work):

Mountain States Electrical

Work to be performed:

Electrician

Subcontractor Named: (List prime contract bidder if prime contract bidder intends to self-perform the work)

Bacon Concrete

Work to be performed:

Concrete Work

Subcontractor Named (List prime contract bidder if prime contract bidder intends to self-perform the work):

Gold Seal Plumbing

Work to be performed:

Plumber

Subcontractor Named (List prime contract bidder if prime contract bidder intends to self-perform the work):

Work to be performed:

THIS PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM.

BID BOND

We, Heritage Links, a division of Lexicon, Inc. as Principal,
and Travelers Casualty and Surety Company of America as Surety,
are held and firmly bound unto the CITY OF SPOKANE, a Washington State municipal
corporation, in the penal sum of FIVE PERCENT (5%) OF THE TOTAL AMOUNT BID, for the
payment of which we jointly and severally bind ourselves, and our legal representatives and
successors.

THE CONDITIONS OF THE OBLIGATION are that if the City of Spokane shall make
timely award to the Principal for the

Downriver Golf Course Irrigation Renovation

according to the terms of the bid made by the Principal; and the Principal shall, within the
specified time, enter into a contract with the City of Spokane and furnish bond(s) acceptable to
the City, if required, then this obligation shall be null and void; otherwise it shall remain in full
force and effect; but in no event will the surety's liability exceed this bond's face amount.

SIGNED AND SEALED on March 8, 2021

AS PRINCIPAL

Heritage Links, a division of Lexicon, Inc.

By: 

Title: Division President

A valid POWER OF
ATTORNEY must
accompany this bond.

Travelers Casualty and Surety Company of America

AS SURETY

By: 

Attorney in Fact William M. Smith



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **William M. Smith of Birmingham, Alabama** their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.

State of Connecticut

City of Hartford ss.



By: _____

Robert L. Raney
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **8th** day of **March**, 2021



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.



GOLF COURSE BUILDERS
ASSOCIATION OF AMERICA

Heritage Links

GCBA CERTIFIED GOLF COURSE BUILDER
GCBA CERTIFIED GOLF RENOVATION BUILDER
GCBA CERTIFIED GOLF COURSE IRRIGATION CONTRACTOR

Having completed the requirements of the
Golf Course Builders Association of America
for the above designation, the
recipient has been designated as a Certified Member,
with all rights, honors, and privileges of this title,
for the year specified below.

2020

The signatures of authorized officers
of the Golf Course Builders Association of America
are hereunto affixed.



TOMMY SASSER

Certification Board of Governors Chairman



JUDD DUINICK

GCBA President

Spokane Park Board

Briefing Paper



Committee	Golf		
Committee meeting date	Mar. 9, 2021		
Requester	Nick Hamad	Phone number: 509-363-5452	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input checked="" type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2019-0671		
Item title: (Use exact language noted on the agenda)	Irrigation Technologies Inc./ Extension 1 Downriver Golf Course Irrigation Redesign (\$54,655.00, tax inclusive).		
Begin/end dates	Begins: 04/08/2021 Ends: 6/30/2022 <input type="checkbox"/> Open ended		
Background/history: Contract extension 1 amends the existing contract with Irrigation Technologies for irrigation design at the Downriver Golf Course to include "Phase II" project scope and associated reimbursable expenses per consultant's proposal in the amount of \$54,655.00. Project "Phase II" scope includes construction layout & supervision services (staking, site visits, reporting) and post construction services, (punch-listing, as-built creation, and central computer programming). Including previous work, total contract price of contract including amendment is \$83,805.00.			
Motion wording: Move to approve irrigation technologies irrigation redesign at downriver golf course contract extension 1 for \$54,655.00 tax inclusive.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Irrigation Technologies Name: Brian Keighin Email address: brian@irrigationtechnologies.biz Phone: 720-240-6208			
Distribution: Parks – Accounting nhamad@spokanecity.org Parks – Pamela Clarke brian@irrigationtechnologies.biz Requester: Nick Hamad tprince@spokanecity.org Grant Management Department/Name: jbrown@spokanecity.org			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$54,655.00 (Golf SIP Loan) Budget code: 5901-79214-94000-56314			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 604 036 039 Business license expiration date: 10.31.21 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			



City of Spokane

**CONTRACT EXTENSION
WITH COST**

**Title: IRRIGATION REDESIGN AT
DOWNRIVER GOLF COURSE PHASE 1**

This Contract Extension including additional compensation is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT** as ("City"), a Washington municipal corporation, and **IRRIGATION TECHNOLOGIES, INC.**, whose address is 10395 West Ottawa Avenue, Littleton, Colorado 80127 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide for the Redesign of Automated Irrigation System for Downriver Golf Course; and

WHEREAS, additional time is required, and thus the Contract time for performance needs to be formally extended by this written document.

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

1. CONTRACT DOCUMENTS.

The Contract, dated August 16, 2019 and August 19, 2019, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Contract Extension shall become effective on April 8, 2021.

3. EXTENSION.

The contract documents are hereby extended and shall run through June 30, 2022.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **FIFTY-FOUR THOUSAND SIX HUNDRED FIFTY-FIVE AND NO/100 DOLLARS (\$54,655.00)** for everything furnished and done under this Contract Extension.

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

IRRIGATION TECHNOLOGIES, INC.,

By B.D. Kerghin 3-2-2021
Signature Date

Brian D. Kerghin
Type or Print Name

President
Title

Attest:

City Clerk

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Approved as to form:

Assistant City Attorney

21-034

**Irrigation System Analysis,
Planning & Design Services for
Downriver Golf Course
Spokane, WA**

CONSULTANT PROPOSAL

Prepared for:

**Mr. Nicholas Hamad, Landscape Architect
City of Spokane Parks & Recreation
808 W. Spokane Falls Blvd. #5
Spokane WA 99201**

Presented By:



**10395 W. Ottawa Ave
Littleton, Colorado 80127
Phone 720.240.6208
www.IrrigationTechnologies.biz**

ATTACHMENT B

July 26, 2019

Phase I – Irrigation System Assessment, Planning & Design Services

This section will identify the condition of the existing irrigation system and develop the necessary base map information to assemble a new design.

1). Irrigation System Assessment and Report

Irrigation Technologies will spend one (1) day on-site and examine the existing irrigation infrastructure and operational procedures at Downriver Golf Course. Items to review will include, but not be limited to; head spacing, sprinkler head performance, mainline and lateral pipe size and condition, satellite and central computer control equipment, collect dynamic pressure data during one (1) overnight irrigation cycle at multiple locations, note turf quality relative to sprinkler head location, note irrigation water supply, delivery capacity, and irrigation pumping / transfer systems.

A condition of the system report will be generated that details all the items reviewed during the time on site. The report will identify the viability of each component and anticipated remaining life. The report will identify strategic investment options that can be phased into the current operation and will have a positive impact relative to the irrigation systems operational cost.

Deliverables for this item include:

- Identify irrigated areas, and irrigation head types in use relative to the area being irrigated.
- Sprinkler head orientation and stream distribution/blockage.
- Identify age and condition of the major irrigation components.
- Review of the current central control and satellite equipment, and replacement options.
- Observe and record the frequency of “pump cycling” to determine the system integrity.
- Note sprinkler head locations in relation to the target irrigation area (green, tee, fairway, rough, native).
- Identify water delivery system capacity and performance relative to irrigated area (acres).
- Identify existing irrigation coverage vs. desired and maintained golf hole corridor.
- Note sprinkler head control, single, double, triple head control.
- Review of the irrigation delivery system/storage, useable storage capacity, and irrigation water delivery mechanisms.
- Dynamic pressure monitoring of the irrigation system during a typical overnight irrigation cycle. The golf course maintenance staff will need to supply quick couplers with a 1” hose connection for each device.
- Report detailing the findings from the site visit presented to Spokane Parks and Recreation.

Task 2. GPS Feature Mapping, Drone Data Collection and Base Map Development

Irrigation Technologies will generate a feature map by means of a GPS map grade site survey. Collected data will identify golf features (greens, tees, bunkers, fairway cut, paths, ponds, streams) that come into play on the holes 1-18 and the practice facility. Building footprints will be shown along with the current irrigated area. The collected data will be converted to AutoCAD format and delivered to The Creek at Qualchan GC / Spokane Parks and Recreation as a deliverable for this task.

To enhance the quality of the GPS mapping, an unmanned aerial vehicle, UAV, will be flown over the site to collect additional base map data. The collected data will be processed into a high resolution orthomosaic and contour map. The orthomosaic and contour map will be used as a background layer for the development of the design. Multiple ground control points will be located throughout the property to create a very accurate base map of the site.

Deliverables for this component include:

- 2 days on site to GPS the features on holes 1-18 and the Practice Area.
- UAV image collection and orthomosaic image processing of the golf course
- One plan set at 1" = 100.0' scale on 30"x42" media noting the areas of each feature mapped.
- Electronic copy of the entire plan set in PDF and AutoCAD format.
- UAV flight of the golf course and practice areas.

Task 3. 60% Design Development

Irrigation Technologies will develop a 60% Plan Set to include the following:

- System design shall feature triple row heads in triangular configuration and irrigate all +/- 127 acre golf course site.
- The system will be capable of applying 0.25" of water to the entire course within the water window identified in the irrigation assessment report, Task 1.
- Plans will be full size (22"x34") and include all information as listed per the best management practices as listed by the irrigation association.
- Construction detailing of all system components, including but not limited to, heads, pipe, valves, control interface equipment, pumps and/or pressure reducing valves, etc. as required to accurately ensure proper construction.
- Identification of potential turf areas to reduce irrigated area and/or provide water savings.
- Sprinkler head layout for the 18-hole golf course and practice area based on the digital AutoCAD compatible grading, grassing and topography plan developed in Task 2.
- An irrigation edge treatment that allows for a blended edge between the rough and naturalized areas.
- Double head sprinkler configuration for the greens and green complex surrounds.

- A design narrative that identifies the components on the plan and the expected performance of the system (i.e water window).
- A plan set that allows for bidding of Toro sprinklers with a 2-wire smart module control system.
- Pipe routing and size, all pipe will be specified as HDPE.
- Single head control for all valve in head sprinklers.
- Placement of 1 quick coupler at each green and each tee complex.
- Herringbone lateral design, with isolation at every other lateral. Green loops will be isolated independently from fairway isolation.
- Mainline isolation to allow for isolation of each golf hole.
- Lateral, mainline, air relief, and mainline drain valve placement.
- Identify plan set quantities, Installation and assembly details.
- Assembly of a preliminary cost estimate.
- Discussion of phasing options for the installation of the system.
- Conference calls with The City of Spokane Parks and Recreation staff as needed.
- Attendance at one (1) on-site 60% design meeting.
- Develop a fiber optic conduit plan showing a path from the fiber source to the clubhouse and to the golf maintenance building.
- 60% plans will be completed within 8 weeks of a notice to proceed.

This task will be billed at 100% when the 60% plan is presented to The City of Spokane Parks and Recreation Department

Task 4. 95% Plan Set and Bidding Documents, 100% Plan Set & Bid Support

After the 60% plan set development and review, Irrigation Technologies will assemble a 95% Design Plan Set and 100% Plan Set that will be used to solicit bids from qualified Golf Course Irrigation Contractors. Task 4 will have the following components:

- Revisions of the 65% Plan set as directed by The City of Spokane Parks and Recreation Department. Plans will be delivered at 95% for final Owner review.
- Complete bid documents including;
 - Recommend qualified golf irrigation Contractors for installation of the system.
 - Contractor bid forms and unit pricing that will be used to identify the most advantageous bid for the project.
 - Materials and methods of construction specifications.
 - Development of a plan set that identifies a phased approach to the system installation, if identified during the 60% design meeting.
 - 100% plans will be completed within 4 weeks following the 60% design review meeting.
- Participation in the bidding process by providing the following items;
 - Attendance at the pre-bid meeting, one (1) on-site meeting.
 - Prepare a bid tabulation spreadsheet.
 - Prepare a written recommendation of the submitted contractor's bids.
 - Provide answers to bidder's questions and issue any necessary addenda prior to bid.

This task will be billed 100% when the final plan set is presented to The City of Spokane Parks and Recreation

Phase II – Construction Services

The following services are offered to provide Construction Layout/Supervision, As-built Generation, and Programming of the Irrigation Central Computer

Task 5. Construction Layout and Supervision

Irrigation Technologies will provide regular interval site inspections during the irrigation installation process. During the site visits the following items will be reviewed:

- Perform initial and periodic observations of the Contractor supplied materials to ensure that the materials meet the design specification. An estimated seven (7) site visits will be made during the construction phase of the project.
- Field stake mainline pipe routing, isolation valves, sprinkler heads, and other associated equipment. As-staked plans will be developed after each site visit that identifies the equipment staked during each site visit. Electronic format (PDF) as-staked plans will be delivered via e-mail to the Contractor and design team members within 48 hours of the site visit.
- Generate a report after each site visit that details the specifics of the visit and identifies any deviations from the design documents.
- Review any change order documents issued by the installing Contractor.
This task will be billed after each individual site visit.

Task 6. Post Construction

During construction and with completion of the irrigation installation, Irrigation Technologies will provide the following construction documentation service and deliverables:

- Generate an AutoCAD based drawing of record for the new irrigation system. All data collected will be via GPS technology. The record drawing will identify all the installed components and associated station numbers and identifiers. Three (3) 11 x17 laminated ledger sized, hole by hole field books will be supplied along with one (1) large laminated wall print.
- Generate a digital map from the GPS collected data that will be loaded into the irrigation central computer and database.
- Generate a central computer database of all the necessary sprinkler data to allow the irrigation system to function in a fully automatic fashion. Eight (8) hours of training will be included that will identify the development and operation of the control system.
- Review of the Contractors installation and generation of a punch list document that identifies any component that needs to be modified or repaired to meet the design specification. A second visit will occur after the Contractor has repaired the items identified on the initial punch list to verify that the repairs meet the defined specification.
- Provide the City of Spokane Parks and Recreation all pdf and AutoCAD files of the completed irrigation as built.

Each task will be billed at 25%, 50% 75%, and 100% complete.

Schedule of Fees

<u>Phase I – Assessment, Design, Planning, Development and Bid</u>	<u>Fee</u>
1. Irrigation System Assessment and Report	\$2,800
2. GPS Feature Mapping, Base Map Development	\$3,600
3. 60% Design Process	\$10,200
4a. 95% & 100% Design Process	\$6,500
4b. Pre-bid meeting attendance and bid tabulation	\$2,200

Phase I Total \$25,300

Phase II – Layout, Supervision, As-built, Programming, Punch List

6. Construction Staking Service to include seven (7) site visits	\$18,200
7. Post Construction	
• Central Computer Programming	\$12,000
• Digital Map Development for the Central Computer	\$2,150
• Construction Record Drawing	\$9,900
• Punch List (2 visits)	\$4,600

Phase II Total \$46,850

Phase I & II Total \$72,150

Estimated Travel Expenses – 12 trips are estimated for the project

Roundtrip Air Travel Denver to Spokane (\$450/trip)	\$5,400
15 nights lodging (Hampton Inn or similar hotel, \$200/night)	\$3,000
Rental Car	\$1,200
Rental Car Fuel	\$480
Meals	\$1,200
Denver Airport Parking	\$375
Total Estimated Travel Expenses	\$11,655

Conditions of Agreement:

- Plan/Report set production; (noted quantities) are included in the proposed items.
- Grading and topography data will need to be provided in an AutoCAD compatible .dwg format.
- Plan/Report set shipping costs are not included in the proposed items and will be billed at cost.

**\$7,805 IN EXPENSES
INCLUDED IN EXTENSION 1**

- The City of Spokane Parks and Recreation Department will designate one representative who will provide any necessary approvals to Irrigation Technologies.
- Travel expenses (coach class airfare, rental car expense, airport parking, lodging/meals while on site) are not included in the proposed items and will be billed at cost.
- Invoices will be submitted at the time of service with payment terms of net 30. 1.5% monthly accrual will be added to all invoices over 30 days from invoice date.
- This pricing in this proposal is good until December 31, 2019.
- Any governing body Permit/ Design/Engineering fees are not included in this proposal.
- In the event the project becomes inactive for a period of more than 12 months, not due to seasonal weather, pricing for items that are not completed are subject to revised pricing.
- The proposal does not include irrigation design of the clubhouse or non-golf areas.
- This pricing in this proposal is good for sixty (60) days from the date of the proposal on page 1.
- The design will follow industry accepted irrigation standards for materials and practice.
- Professional engineering fees and or required stamps associated with any components of the design necessary to meet The City of Spokane, State of Washington, Army Corps of Engineers, or other federal, state, or local agency requirements are not included with this proposal.
- All drone operators will hold a current FAA Part 107 certification and have FAA authorization to fly in the controlled airspace above the golf course.

Any additional Services not included in the above proposal will be billed at the following rates. All additions will be proposed and accepted in writing prior to action.

Standard Hourly Rates:

<i>Principal</i>	<i>\$170.00 per hour</i>
<i>Project Manager</i>	<i>\$150.00 per hour</i>
<i>Technical Staff/Mapping</i>	<i>\$130.00 per hour</i>
<i>Administrative Tasks</i>	<i>\$55.00per hour</i>

Acceptance of Agreement

The City of Spokane Parks and Recreation Department
By:

Title:

Date:

Respectfully submitted,

Brian D. Keighin

Brian Keighin
President
Irrigation Technologies

Spokane Park Board

Briefing Paper



Committee	Riverfront Park Committee		
Committee meeting date	March 8, 2021		
Requester	Jonathan Moog	Phone number: 625-6243	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	King Cole Commemoration Ad Hoc Committee		
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: King Cole was instrumental in developing and promoting the siting of the 1974 World's Fair in Spokane. Through his tireless effort, enthusiasm and vision, Cole succeeded in winning public support for the World's Fair, and convincing the Bureau of International Expositions and other important players in business, government, entertainment and the media, to participate in the Exposition. His significant and long lasting contributions to the Spokane community merit prominent recognition within Riverfront Park. It is proposed that an ad hoc committee comprised of citizens, Park Board members and staff be formed to evaluate options, and make a recommendation to Park Board for prominent recognition that commemorates King Cole's contribution.			
Motion wording: Approve the establishment of an ad hoc committee to evaluate and recommend prominent recognition of King Cole within Riverfront Park			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Jonathan Moog Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue Amount: _____ Budget code: _____ None			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Spokane Park Board

Briefing Paper



Committee	Riverfront Park		
Committee meeting date	March 8, 2021		
Requester	Jonathan Moog	Phone number: 509-625-6243	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2018-0028		
Item title: (Use exact language noted on the agenda)	Riverfront Park Big Belly amendment #3 for refuse/recycling receptacles (\$11,680.00 plus tax)		
Begin/end dates	Begins: 4/1/2021 Ends: 3/31/2026 <input type="checkbox"/> Open ended		
Background/history: Our last addition for Riverfront Park Big Belly refuse/recycling units, 3 for the North Bank and 2 for the Pavilion.			
Motion wording: Riverfront Park Big Belly amendment #3 for refuse/recycling receptacles (\$11,680.00 plus tax)			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: Big Belly Solar Name: Erin Griffin Email address: egriffin@bigbelly.com Phone: 617-209-3837			
Distribution: Parks – Accounting JLBrown@spokanecity.org Parks – Pamela Clarke ksharrai@spokanecity.org Requester: J. Moog Grant Management Department/Name:			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$11,680.00 Budget code:			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 604 564 730 Business license expiration date: 1.31.22 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			



City of Spokane

CONTRACT ADDENDUM

Title: **RIVERFRONT PARK WASTE RECEPTACLES**

This Contract Addendum is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **BIG BELLY SOLAR, INC.**, whose address is 150 "A" Street, Suite 103, Needham, Massachusetts 02494 as ("**Contractor**"), individually hereafter referenced as a "party", and together as the "parties".

*WHEREAS, the parties entered into a Contract wherein the **Contractor** agreed to provide for the City Networked Solar Compacting Waste Receptacle Replacement; and*

WHEREAS, additional equipment and hardware has been requested for Parks and Recreation designated locations in Riverfront Park, thus the original Contract needs to be formally amended by this written document; and

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

1. CONTRACT DOCUMENTS.

The Contract, dated February 5, 2018, any previous amendments, renewals and/or extensions thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE TERM.

This Contract Addendum shall become effective on April 1, 2021 and shall end on March 31, 2026.

3. ADDITIONAL WORK.

The Scope of Work in the original Contract is expanded to include the following additional Work:

Five Additional Units with Hardware Configuration and shipping for Riverfront Park.

4. COMPENSATION.

The City shall pay an additional annual amount of **TEN THOUSAND FOUR HUNDRED TEN AND NO/100 DOLLARS (\$10,410.00)**, as well as **ONE THOUSAND TWO HUNDRED SEVENTY AND NO/100 DOLLARS (\$1,270.00)** for shipping for everything furnished and done under this Contract Addendum. This is the maximum amount to be paid under this Addendum, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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

BIG BELLY SOLAR, INC.

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Executive Summary Proposal

21-017



THIRD ADDENDUM TO CONNECT SERVICES AGREEMENT

Reference: Bigbelly Connect Services Agreement No. 10152 by and between the City of Spokane, Washington and Big Belly Solar, LLC dated as of February 20, 2018, as amended by First Addendum (a/k/a “Service Schedule No. 1”) dated as of May 4, 2018 and by Second Addendum (a/k/a “Service Schedule No. 2”) dated April 12, 2019 (together, the “Agreement”).

THIS THIRD ADDENDUM (a/k/a “Service Schedule No. 3”) to the above-referenced Agreement (the “Third Addendum”) is entered into effective as of _____ (the “Third Addendum Effective Date”) by and between the City of Spokane, Washington (the “Customer”) and Big Belly Solar, LLC, a Delaware limited liability company, assignee of Big Belly Solar, Inc. (“Bigbelly”). Capitalized terms not otherwise defined herein shall have the meaning given to them in the Agreement.

WHEREAS, Bigbelly and Customer are parties to the above-referenced Agreement pursuant to which the Customer is presently leasing (a) for a sixty (60) month Term that expires on March 8, 2023, the following Bigbelly Smart Waste Systems: twenty-two (22) HC5/SC5 Double Stations, all with HC Foot Pedal, Ash Tray, and Stub Out Plate; (b) for a sixty (60) month Term that expires on June 14, 2023, the following Bigbelly Smart Waste Systems: fourteen (14) HC5/SC5 Double Stations, all with Side Message Panels and Foot Pedals, and three (3) HC5 Single Stations, all with Side Message Panels and Foot Pedals; and (c) for a sixty (60) month Term that will expire on June 20, 2024, the following Bigbelly Smart Waste Systems: nine (9) HC5/SC5 Double Stations, all with Side Message Panels and Foot Pedals (collectively, the “Existing Equipment”) ; and

WHEREAS, Customer desires to lease, for a sixty (60) month Term five (5) additional HC5/SC5 Double Stations, all with Message Panels and HC Foot Pedals (the “Additional Equipment”).

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound, Bigbelly and Customer agree as follows:

1. As of the Third Addendum Effective Date, the Equipment/Hardware Configuration table set forth in the Connect Service Schedule on the first page of the Agreement is amended by adding the Additional Equipment identified below and the related Connect Services Fees and One-Time Fees for the Additional Equipment:

Additional Equipment/Hardware Configuration:	
Qty. 5 HC5/SC5 Double Stations with Message Panels and HC Foot Pedal	
Additional Equipment Connect Services Fees:	
Total Annual System Cost	\$10,410.00
Additional Equipment One-Time Fees:	
Shipping Charges	\$1,270.00
5 Boxes of HC Bags (Box of 50)	\$167.50
2 Boxes of SC Bags (Box of 100)	\$98.00
Existing Equipment Connect Services Fees:	
Total Annual System Cost	\$122,260.92
Existing and Additional Equipment Total Aggregate Monthly System Cost	\$132,670.92

1. The Initial Term of the Agreement with respect to the Additional Equipment shall be sixty (60) months, commencing upon the delivery of the Additional Equipment, as the same may be extended or renewed pursuant to the terms and conditions of the Agreement. The Initial Term with respect to the Existing Equipment remains as stated in the Agreement and is unchanged by this Third Addendum.
2. Except as modified by this Third Addendum, the Agreement remains unmodified and in full force and effect.

Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this Third Addendum to the Agreement to be executed as of the Third Addendum Effective Date.

Customer: CITY OF SPOKANE, WASHINGTON

BIG BELLY SOLAR, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Spokane Park Board

Briefing Paper



Committee	Riverfront Park		
Committee meeting date	March 8, 2021		
Requester	Berry Ellison	Phone number: 509-625-6276	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	OPR 2020-0285		
Item title: (Use exact language noted on the agenda)	LaRiviere Inc./North bank playground change order #10 (\$154,299.54, tax inclusive) from administrative reserve and project contingency.		
Begin/end dates	Begins: 3/12/2021 Ends: 06/30/2021 <input type="checkbox"/> Open ended		
Background/history: Value-added improvements including: Splash pad permit-required design changes; Haul & export contaminated soils; Replace half of seeded lawn area with sod; Add concrete sidewalks at parking lot connection to trail; Add Exterior lighting to restroom canopy; Add bollards at electrical transformer; Add electrical boxes adjacent to 5 floodlights; Seal & fill cracks on "Dino Bone" sculpture; Add pull strings to IT/Communications conduits; Extended general conditions to April 30, 2021; Place and shape soil near Lilac Butterfly; Add pressure relief valve to M&O plumbing system; Paint entrance curbs red; Credit for reduced fencing and add thicker baseboard to M&O Bldg warehouse area; M&O Roofing credit for minor modification; and Tax credits on deductive change orders.			
Motion wording: Move to approve LaRiviere Inc. north bank playground change order #10 in the amount of \$154,299.54, tax inclusive, from administrative reserve and project contingency.			
Approvals/signatures outside Parks: <input checked="" type="radio"/> Yes <input type="radio"/> No If so, who/what department, agency or company: LaRiviere Inc. Name: Matt James Email address: mattj@lariviere.co Phone: 208-683-2646			
Distribution: Parks – Accounting JLBrown@spokanecity.org Parks – Pamela Clarke DIarnold@spokanecity.org Requester: Berry Ellison PatrickMcCord@HillInt.com Grant Management Department/Name: Matt@LaRiviere.co			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: Budget code: \$154,299.54 (Redevelopment Bond) 3346 49577 94000 56301 48118			
Vendor: <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input checked="" type="checkbox"/> UBI: 602-764-461 Business license expiration date: 7/31/2021 <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)			

**CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
CHANGE ORDER NO. 10**

NAME OF CONTRACTOR: LaRiviere, Inc

PROJECT TITLE: North Bank Playground

PROJECT NUMBER: 5188-19

=====

DESCRIPTION OF CHANGE:

Item 1: PCO 35 Splash Pad design changes	\$ 12,109.15
Item 2: PCO 41 Add sod in lieu of seed REV 1	\$ 25,295.26
Item 3: PCO 54 Exterior lighting at public restrooms	\$ 4,688.31
Item 4: PCO 56 Add boxes and concrete at 5 floodlights	\$ 2,309.54
Item 5: PCO 57 Pull strings REV 1	\$ 980.92
Item 6: PCO 59 Grading at Butterfly	\$ 8,757.08
Item 7: PCO 60 Paint curbs at entrance	\$ 452.73
Item 8: PCO 62 Haul remaining export material	\$ 44,649.34
Item 9: PCO 63 COP 18 Add concrete and bollards at south driveway	\$ 700.90
Item 10: PCO 64 Add bollards at transformer	\$ 2,702.03
Item 11: PCO 65 COP 17 Dinosaur bone sealer and crack filler	\$ 0.00
Item 12: PCO 66 Extend general conditions through 4/30/21	\$ 50,000.00
Item 13: PCO 67 Add PRV and bypass at M&O	\$ 5,677.92
Item 14: PCO 68 Roofing credit for substitute panel	\$ (2,068.58)
Item 15: PCO 69 Fence credit/add baseboard	\$ 947.54
Item 16: PCO 70 WSST credit on deductive change orders	\$ (2,902.60)

=====

TOTAL AMOUNT: \$ 154,299.54

CONTRACT SUM (INCLUDES SALES TAX)	
ORIGINAL CONTRACT SUM (INCLUDE ALTERNATES)	\$ 8,454,218.46
NET AMOUNT OF PREVIOUS CHANGE ORDERS	\$ 904,530.28
CURRENT CONTRACT AMOUNT	\$ 9,358,748.74
CURRENT CHANGE ORDER (INCLUDES SALES TAX)	\$ 154,299.54
REVISED CONTRACT SUM	\$ 9,513,048.28

CONTRACT COMPLETION DATE	
ORIGINAL CONTRACT COMPLETION DATE	11/16/20
CURRENT COMPLETION DATE	06/30/21
REVISED COMPLETION DATE	NA

Contractor's Acceptance: _____ Date: _____

City Approval: _____ Date: _____

Attest: _____ City Clerk

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

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 035 Splash Pad Design Changes

Scope of change: Revisions From Budget To Final Splash Pad Design

Credits From Original Budget:

Landscaping Allowance
Original Pipe and Drain Budgets
Steel Gate - No longer requested
TPC Installation Oversight - Splash pad installation by LaRiviere will be inspected by Water Odyssey including complete functional testing, startup and owner training.

Revisions From Original Budget:

Added SP drain and requirement to use maintenance minimizer model.
Additions of pipe drain manifold, skid drains, cleanouts and actual pipe purchase.
Furnish & Install Startup Chemicals & Media
Planting revisions
Boulder revisions
Added QCV

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$1,386.21
Total Charges for Material - from page two (2)	\$8,894.24
Total Charges for Equipment - from page two (2)	\$552.00
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$10,832.45
Bond -	\$135.41
Liability Insurance -	\$119.16
Builders Risk Insurance -	\$32.50
TOTAL	\$11,119.51
Washington State Sales Tax 8.9%	\$989.64
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$12,109.15

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/16/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 041 Sod Upcharge REV1

Scope of change:

Contractor requested to replace hydroseed with SOD at lawn areas.

Highlighted areas on attached drawings will remain hydroseed as specified.
All other lawn areas will receive SOD.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$10,760.32
Total Charges for Material - from page two (2)	\$11,868.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$22,628.32
Bond -	\$282.85
Liability Insurance -	\$248.91
Builders Risk Insurance -	\$67.88
TOTAL	\$23,227.97
Washington State Sales Tax 8.9%	\$2,067.29
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$25,295.26

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/22/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 054 Canopy Lighting REV1

Scope of change:

Contractor requested to add lighting under the restroom canopy

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$278.91
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$3,915.10
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$4,194.01
Bond -	\$52.43
Liability Insurance -	\$46.13
Builders Risk Insurance -	\$12.58
TOTAL	\$4,305.15
Washington State Sales Tax 8.9%	\$383.16
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$4,688.31

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/8/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 056 Uplighting Adder

Scope of change:

Installation instructions for owner furnished uplighting require J-boxes, concrete and gravel drain sections that were not known to the electrical contractor when initially priced. Electrical contractor requesting a change for the additional components of the installation.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$0.00
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$2,066.04
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$2,066.04
Bond -	\$25.83
Liability Insurance -	\$22.73
Builders Risk Insurance -	\$6.20
TOTAL	\$2,120.79
Washington State Sales Tax 8.9%	\$188.75
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$2,309.54

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 12/18/20

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 057 Pull Strings REV1

Scope of change:

Provide pull strings in IT conduits not required by contract documents.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$0.00
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$877.50
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$877.50
Bond -	\$10.97
Liability Insurance -	\$9.65
Builders Risk Insurance -	\$2.63
TOTAL	\$900.75
Washington State Sales Tax 8.9%	\$80.17
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$980.92

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/11/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 059 Butterfly Grading

Scope of change:

Move excess soil from the playground site to the butterfly area and grade.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$3,759.35
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$4,074.45
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$7,833.80
Bond -	\$97.92
Liability Insurance -	\$86.17
Builders Risk Insurance -	\$23.50
TOTAL	\$8,041.39
Washington State Sales Tax 8.9%	\$715.68
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$8,757.08

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/19/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 060 Curb Marking

Scope of change:

Contractor requested to paint curbs red along North River Drive to indicate no parking

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$0.00
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$405.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$405.00
Bond -	\$5.06
Liability Insurance -	\$4.46
Builders Risk Insurance -	\$1.22
TOTAL	\$415.73
Washington State Sales Tax 8.9%	\$37.00
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$452.73

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/21/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 062 Impacted Soil Disposal

Scope of change:

Dispose of remaining impacted soil to Waste Management Graham Road Facility

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$5,322.87
Total Charges for Material - from page two (2)	\$27,400.43
Total Charges for Equipment - from page two (2)	\$7,218.55
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$39,941.85
Bond -	\$499.27
Liability Insurance -	\$439.36
Builders Risk Insurance -	\$119.83
TOTAL	\$41,000.31
Washington State Sales Tax 8.9%	\$3,649.03
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$44,649.34

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/25/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 063 COP 18 Sidewalk

Scope of change:

COP requests contractor to adjust grades and place ADA compliant sidewalk in place of asphalt at the south entrance to the parking lot.

Owner to furnish and place traffic control planter.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$697.02
Total Charges for Material - from page two (2)	\$166.75
Total Charges for Equipment - from page two (2)	\$40.25
Total Allowable Charges for Subcontractors - from page two (2)	(\$277.02)
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$627.00
Bond -	\$7.84
Liability Insurance -	\$6.90
Builders Risk Insurance -	\$1.88
TOTAL	\$643.62
Washington State Sales Tax 8.9%	\$57.28
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$700.90

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/27/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 064 Transformer Bollards

Scope of change:

Add (3) 8" bollards at transformer per Avista requirements.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$1,255.65
Total Charges for Material - from page two (2)	\$1,121.25
Total Charges for Equipment - from page two (2)	\$40.25
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$2,417.15
Bond -	\$30.21
Liability Insurance -	\$26.59
Builders Risk Insurance -	\$7.25
TOTAL	\$2,481.20
Washington State Sales Tax 8.9%	\$220.83
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$2,702.03

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/27/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 065 COP 17 Bone Sculpture

Scope of change:

COP 17 requests epoxy crack injection and staining of the bone sculpture

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$139.52
Total Charges for Material - from page two (2)	\$80.50
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$810.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$1,030.02
Bond -	\$12.88
Liability Insurance -	\$11.33
Builders Risk Insurance -	\$3.09
TOTAL	\$1,057.31
Washington State Sales Tax 8.9%	\$94.10
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$1,151.41

Contract Pricing Certification:

\$0.00

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 1/27/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____ Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 066 Extended General Conditions REV1

Scope of change:

Extended general conditions for additional 4 month project duration.

Contract extended from November 16 to May 1st. No work in February

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$33,587.20
Total Charges for Material - from page two (2)	\$11,139.25
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$44,726.45
Bond -	\$559.08
Liability Insurance -	\$491.99
Builders Risk Insurance -	\$136.16
TOTAL	\$45,913.68
Washington State Sales Tax 8.9%	\$4,086.32
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$50,000.00

Contract Pricing Certification:

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

LaRiviere Submitted by: _____

Matt Nason, Project Manager

Date Submitted: _____

2/25/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.

Project: North Bank Playground

PCO 067 RFI72 Added PRV

Scope of change:

RFI#72 requests pricing to add a PRV and bypass to the domestic water system in the M&O building.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$117.76
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$4,961.52
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$5,079.28
Bond -	\$63.49
Liability Insurance -	\$55.87
Builders Risk Insurance -	\$15.24
TOTAL	\$5,213.88
Washington State Sales Tax 8.9%	\$464.04
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$5,677.92

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/3/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 068 Roofing Credit

Scope of change:

Credit for reduced labor costs associated with wider approved roof panels.

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	(\$1,899.52)
Total Charges for Material - from page two (2)	\$0.00
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	(\$1,899.52)
TOTAL	(\$1,899.52)
Washington State Sales Tax 8.9%	(\$169.06)
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	(\$2,068.58)

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/11/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 069 Fence Credit & Baseboard

Scope of change:

Credit for approved 6 foot fence & gate in place of 8 foot.

Remove rubber base and install pressure treated 2x6 baseboard to cover foundation insulation.
2x6 to be plain wood - no paint

RECAP OF CHANGE ORDER PRICING DETAIL

Total Charges for Labor and Labor Burden - from page two (2)	\$1,233.89
Total Charges for Material - from page two (2)	(\$386.25)
Total Charges for Equipment - from page two (2)	\$0.00
Total Allowable Charges for Subcontractors - from page two (2)	\$0.00
Total Allowable Charges for time impacts - from page two (2)	\$0.00
Subtotal	\$847.64
Bond -	\$10.60
Liability Insurance -	\$9.32
Builders Risk Insurance -	\$2.54
TOTAL	\$870.10
Washington State Sales Tax 8.9%	\$77.44
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	\$947.54

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/16/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____

Contractor: LARIVIERE INC.
Project: North Bank Playground
PCO 070 Credit Sales Tax

Scope of change:

Sales Tax Credits For Previous Deductive Change Orders.

PCO-007 - COP 6 Door & Fixture Changes	-\$11,766.55
PCO-008 - ROW Curb	-\$3,200.50
PCO-009 - Sorm Water Changes	-\$1,359.56
PCO-033 - COP 9 Storm Water Revisions	-\$4,797.35
PCO-040 - COP 2 Landscape & Hardscape Revisions	-\$9,989.51
PCO-044 - Credit Air Barrier Testing	-\$1,500.00
TOTAL	-\$32,613.47
WSST 8.9%	-\$2,902.60

RECAP OF CHANGE ORDER PRICING DETAIL

TOTAL	\$0.00
Washington State Sales Tax 8.9%	(\$2,902.60)
TOTAL CHARGES FOR CHANGE ORDER PER CONTRACT	(\$2,902.60)

Contract Pricing Certification:

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

LaRiviere Submitted by: 
Matt Nason, Project Manager

Date Submitted: 2/17/21

Recommended for Payment by: _____ Date Approved: _____

Owner Approved by: _____

Date Approved: _____



riverfront
SPOKANE

2021/2022 sponsorship opportunities



Topic Overview



1. 2021 community engagement activity
2. Overview of sponsorship opportunities
3. Insight into the sponsorship valuation process
4. Make Connections

2021 programs & events

Community Programs & Special Events



Spring Market at the Pavilion

farmers market

Timeframe: Apr – May / Phase 1

Number of Events: 6

Estimated Attendance: 9,500

Category: All Ages



Riverfront Moves

fitness series

Timeframe: Mar – Sept / Phase 2

Number of Events: 32

Category: All Ages / Millennials



Riverfront Story Walk

walking story time

Timeframe: TBD / Phase 1

Number of Events: Outdoor display

Estimated Attendance: 15,000+

Category: Children & Families



Pavilion Light Show

Timeframe: Year round (Fri-Sun) / Phase 1

Number of Events: 156

Estimated Attendance: 62,400

Category: All Ages

Spring Scramble

easter egg scavenger hunt

Timeframe: Mar – Apr / Phase 1

Number of Events: N/A

Estimated Attendance: 500+

Category: Children & Families



Story Time at the Carousel

Timeframe: Sept – Dec / Phase 3

Number of Events: 8

Estimated Attendance: 1,200

Category: Children & Families



2021 programs & events, cont.

Community Programs & Special Events



Riverfront Eats

food truck series

Timeframe: June – Aug / Phase 2

Number of Events: 14

Estimated Attendance: 8,400

Category: Professionals / All Ages



Fall Fest

downtown festival & beer garden

Number of Events: 1 / Phase 3-4

Estimated Attendance: 4,500

Category: All Ages

Rollerglow at the Pavilion

roller skating at the Pavilion

Timeframe: June – Sept / Phase 3

Number of Events: 8

Estimated Attendance: 5,300



Movies at the Pavilion

free outdoor movie series

Timeframe: July – Aug / Phase 3

Number of Events: 8

Estimated Attendance: 8,400

Category: Children & Families



Pavilion Summer Concert Series

Timeframe: Aug - Sept / Phase 4

Number of Events: 5-10

Estimated Attendance: 17,500+



4th of July Drive-In Fireworks

drive-in fireworks

Timeframe: July / Phase 1-4

Number of Events: 1

Estimated Attendance: 5,500

Category: All Ages

2021 programs & events, cont.

Community Programs & Special Events



Winter Market at the Pavilion

Timeframe: Nov – Dec / Phase 1-4

Number of Events: 6

Estimated Attendance: 9,500

Category: All Ages



Riverfront Trail of Lights

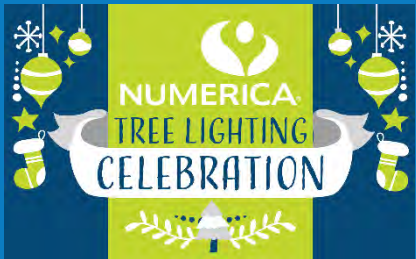
park-wide holiday light activation

Timeframe: Nov – Dec / Phase 1-4

Number of Events: Ongoing display

Estimated Attendance: 25,000+

Category: All Ages



Numerica Tree Lighting

spokane's tree lighting

Timeframe: Nov / Phase 4

Event Attendance: 4,500

Category: All Ages



New Year's Eve Fireworks

fireworks celebration

Timeframe: Dec / Phase 4

Number of Events: 1

Category: All Ages



Light up the Night

community tree walk

Timeframe: Dec / Phase 3-4

Number of Events: outdoor display

Estimated Attendance: 25,000+

Category: All Ages



Enchanted Garden Drive-Thru Holiday Lights @ Manito Park

drive-thru holiday lights

Timeframe: December / Phase 1-4

Estimated Attendance: 66,000

Category: All Ages

2021 programs & events, cont.

Community Programs & Special Events



Spo-Candy Crawl

halloween scavenger hunt

Timeframe: October / Phase 1-4

Number of Events: Ongoing

Category: Children & Families



Inclusion Matters

inclusivity educational program

Timeframe: Year round / Phase 4

Number of Events: N/A

Category: Children & Families

Other Sponsorship Opportunities

- Pavilion Naming Rights
- Free Ice Skating/Carrousel Rides
- Historic Tours
- Skate with the Chiefs
- Free Ice Skating Lessons
- Monday Fun-Day
- Customized Events & Co-productions

Sample Sponsorship Assets

- On-site promotions
- Year-round presence at Riverfront Park
- Sampling, exhibit, product display and signage
- Media
- Co-productions and cross-promotions
- Recognition in event marketing collateral
- Recognition/collaboration in social media marketing
- Hospitality and special events
- Complimentary attraction tickets & venue rentals
- Grassroots marketing



riverfront moves



riverfront eats



movies in the park



fall fest



story time at the carousel



winter market at the pavilion





digital signage



big belly ads



on-site activation

Sponsorship Sales Process



Understanding our partners goals

1. Prioritize objectives. What are the top three goals?
2. Define success. What does a successful partnership look like?
3. Establish benchmarks
4. How can we assist?
5. Evaluate success and refine as needed.

Asset Valuation



CPM Model (Cost per 1,000 Impressions)

\$10/CPM	Media Mention (TV/Radio/Newspaper)
\$5/CPM	Website Recognition/e-blast
\$5/CPM	Social Media Recognition (tag)
\$10/CPM	Social Media Co-branded message
\$20/CPM	On-site Activation
\$1 = \$1	Budget Relieving (services, products, cost savings)
TBD	Category Exclusivity (popularity of event, market)

Post-analysis Report + ROI

Sponsorship Return on Investment

Media / Advertising	Impressions	Benefit
KHQ-TV Promotional Video/Commercial	41,213	\$4,800
The Friends of Manito Event Landing Page	18,416	\$200
:15 Radio Spot	33,000	\$660
Social Media Promotions	14,664	\$300
Signage	Impressions	Benefit
On-site GOBO Projection (Logo) / Vehicle Traffic	66,000	\$1,320
Hospitality	Impressions	Benefit
Exclusive sneak preview event	N/A	\$500
Total	173,343	\$7,780

Total Impressions:
173,343

Partnership Value:
\$7,780

**Sponsorship
Investment:**
\$5,000

ROI:
55.6%

Making Connections



- Sponsorship funds support the parks' legacy and programming mission.
- Provide an elevated guest experience, offer added-value to our visitors and provide the community an informational, educational, entertaining, or cultural experience.
- Partnerships are highly customizable and are developed to align with the parks mission and fit our partner's strategic business goals.

Thank you!



Contact:

Amy Lindsey
Programming & Marketing Manager
(509) 209-6956 (cell)
alindsey@spokanecity.org

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	March 9, 2021		
Requester	Josh Oakes	Phone number:	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Endorse initial 2021 Aquatics investment and goal to expand operations as budget allows		
Begin/end dates	Begins: March 11, 2021	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: Staff will present a foundational plan for the 2021 Aquatics season that can be supported with Park's funds and staff will present goals of where the department desires to go operationally if additional funding from outside the Park's Fund is secured.			
Motion wording: Motion to Endorse initial 2021 Aquatics investment and goal to expand operations as budget allow			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requesters: Josh Oakes & Jennifer Papich Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

A Deep Dive into 2021 Aquatics

- Phase 2 guidelines allow for modified re-opening of aquatics facilities.
- We believe it is fundamentally important to provide learn-to-swim programs and aquatics access to our community.
- Historically, department revenues have supported subsidized programs like Aquatics.
- Still in the midst of the pandemic, Parks and Recreation revenue is not yet back to pre-COVID-19 levels.
- SPRD is confident that in 2021 that the Parks Fund has the capacity to support a modified Aquatics season through our core service model.
- Staff have produced a Foundational Services Model for the 2021 Aquatics Season for your review and approval.

Aquatics Re-Opening Plan

Goal:

Development of a coordinated and safe reopening strategy for our aquatics facilities to provide an equitable space for all, benefitting the emotional and physical health of our community in a fiscally responsible way.

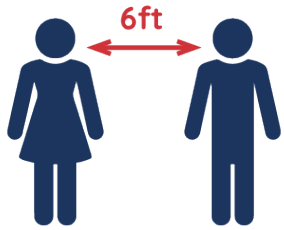
Overview:

- COVID Opening Protocols
- Foundational Services Model
- Financial Impact
- Opportunities

Water Recreation Facility Opening Conditions



- Develop a comprehensive safety plan to include COVID-19 exposure control, mitigation & recovery.



- 6 foot minimum physical distancing required for all activities
- People of the same household may occupy the same lane or section of the pool
- Implement other prevention measures such as barriers to block sneezes and coughs where physical distancing is not possible.



- Face coverings such as masks and cloth coverings are required at all times at aquatics facilities
- Face coverings may be removed when •In the water, while maintaining 6 foot physical distancing



- All aquatics facility patrons must make an appointment in advance of their attendance for all pool activities including lap swim and open swim.
- Limited capacity restrictions •50 people maximum



Program Regulations

Swim Lessons

- ✓ 6 feet of physical distancing maintained during the lesson for each participant
- ✓ Instructors must wear a face shield with cloth attachment if they need to provide close contact support to swimmers in the water
- ✓ Limit time of close contact to a max of 5 minutes for each student in each lesson
- ✓ Optional parent support for students in water as instructors are on the perimeter deck

Lap Swim & Swim Team

- ✓ Up to 2 people are allowed to occupy the same lane – pre-registration required
- ✓ Up to 2 but no more than 4 are permitted for competitive swim team practice
- ✓ No 2 swimmers are allowed to remain within 6 feet of each other during rest periods without proper physical barrier between them
- ✓ Swim meets are allowed as long as facility managers take extra precautions to hold these events safely

Open Swim

- ✓ Stay within capacity restrictions
- ✓ Free to move about the facility
- ✓ Pre-registration required

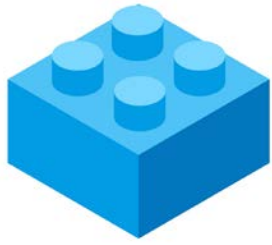
Splash Pad Regulations

Guidance

- ▶ Splash pads are able to operate in Phase 1 and 2 of Washington's reopening plan with the following restrictions.
 - ▶ Must follow the same standards as a water recreation facility. This is based on how they are permitted by the Regional Health District
 - ▶ Reservation based, capacity maximums, physical distancing, face coverings, sanitation

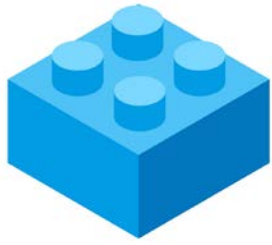
Staff Recommendation:

- These factors make it very difficult to operate splash pads, so at this time, we're focusing our limited resources on pools and free open swim, and not planning to operate splash pads.



Foundational Services Model Approach

- Developed an Aquatics program plan based on our core service model
- A program that Parks Fund can confidently support with no outside funding sources.
- With learn-to-swim programs being a top priority



Foundational Services Model

At A Glance

Witter Aquatics Center Pre-Season: May 10 – June 18

Lap Swim & Private Swim Team Rentals

Regular Season: June 21 – July 4 (2wks)

Adult Lap Swim ~ Aqua Ducks Swim Team & Swim Lessons

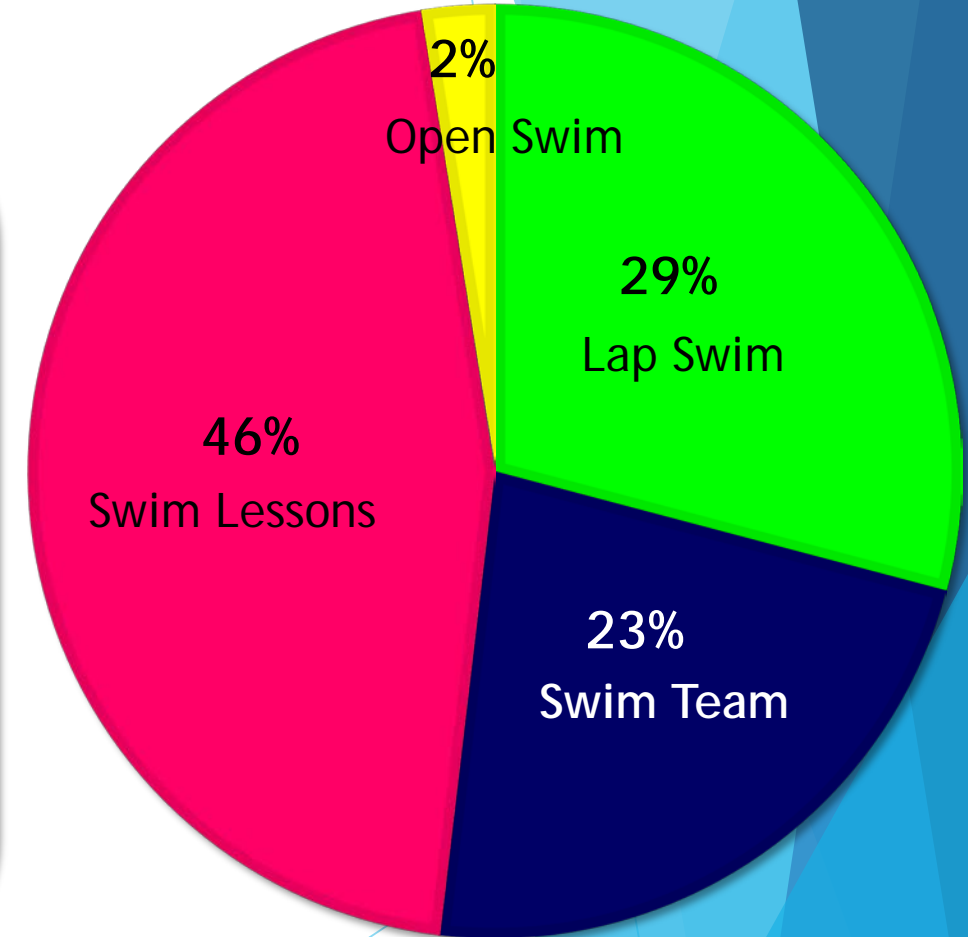
Regular Season: July 5 – August 13 (6wks)

Adult Lap Swim ~ Aqua Ducks Swim Team & Swim Lessons

AND 1 hour of open swim per week at each facility

Witter Aquatics Center Post-Season: August 16 – Sept. 3

Lap Swim & Private Swim Team Rentals



Foundational Services Model Financials

- 12,996 maximum visitor capacity
- \$387,770 staffing & operating costs
- \$143,376 potential gross revenue
(\$106,440 Swim Lessons | \$27,936 Lap Swim | \$9,000 Aqua Ducks Swim Team)
- \$244,394 Park Fund investment

An Approach To Build On

- Additional program investments outside of the Parks Fund would allow for:
 - *Increased Open Swim Time*
 - *Potentially a longer season at the Aquatics Facilities*
 - *Increase maximum visitor capacity*



Ultimate 2021 Aquatics Goal

Witter Aquatics Center Pre-Season: May 10 – June 18

Lap Swim & Private Swim Team Rentals

Regular Season: June 21 – July 4 (2wks)

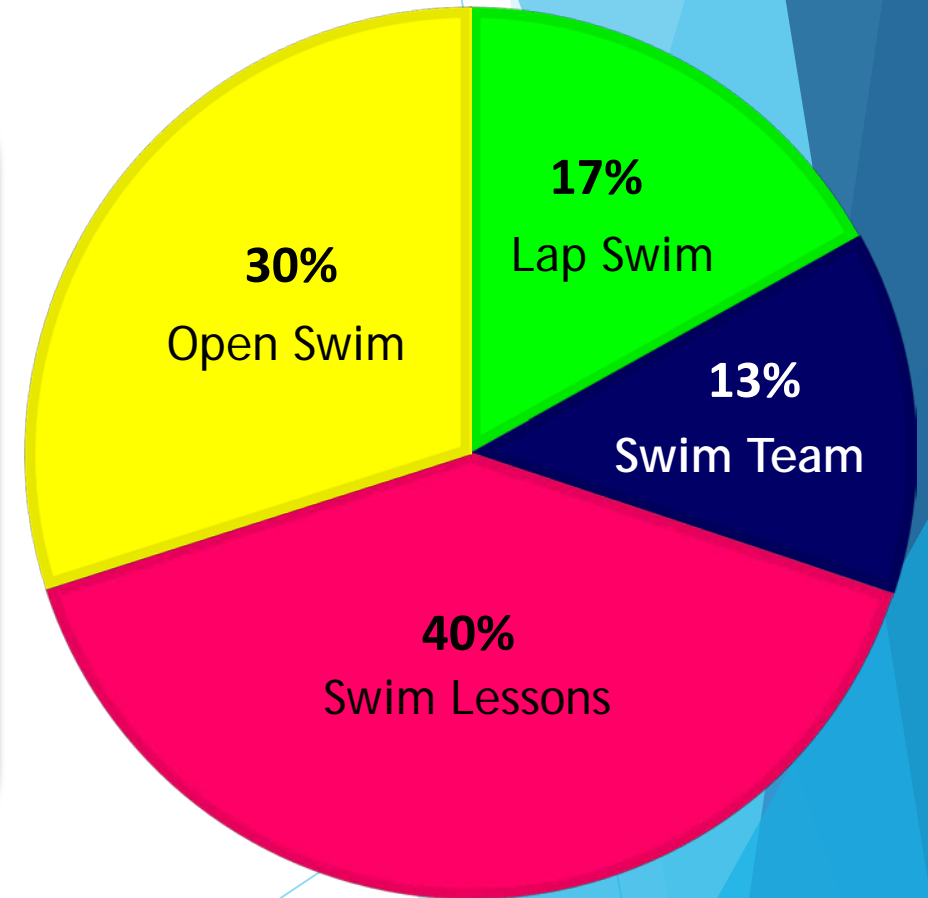
Adult Lap Swim ~ Aqua Ducks Swim Team & Swim Lessons

Regular Season: July 5 – August 27 (8wks)

- Adult Lap Swim ~ Aqua Ducks Swim Team & Swim Lessons
- 3 hrs. of afternoon open swim sessions 6 days a week @ all pools
 - 2 hrs. of evening open swim 3 days a week @ all pools

Witter Aquatics Center Post-Season: August 28 – Sept. 10

Lap Swim & Private Swim Team Rentals



Aquatics 2021 Department Goal

- 57,812 Maximum visitor capacity
- \$628,828 Staffing & operating costs
- \$202,172 Potential gross revenue
- \$213,328 Park Fund Investment
- \$213,328 Community investment

Summary & Opportunities

- The SPRD 2021 budget has the capacity to support the Aquatics Foundational Services Model
- If opportunities present themselves for additional financial support for Aquatics through entities outside of the parks fund, staff is able to increase Aquatics services accordingly building off of the Foundational Services Model.

Spokane Park Board

Briefing Paper



Committee	Bylaws		
Committee meeting date	March 2, 2021		
Requester	Pamela Clarke	Phone number: 509-625-6241	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input checked="" type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input checked="" type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)	CPR1981 0401		
Item title: (Use exact language noted on the agenda)	Park Board Bylaws amendment recommendations - 1st reading		
Begin/end dates	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: The Park Board last amended/adopted its Bylaws at the Jan. 11, 2018, board meeting. Since this time, Park Board members and staff have identified some sections which could be changed and updated to potentially better guide the board's structure and procedures. Proposed changes to the Bylaws include: 1) add the Joint Arts, and Development and Volunteer committees as committees of the Park Board; 2) edits to provide gender-neutral language; 3) minor clarification and grammatical edits; 4) clarify how proposed amendments are to be presented to the Park Board; and 5) add emergency provisions to temporarily suspend or amend bylaws, if necessary. Following the first reading scheduled for the March 11 Park Board meeting, the board will have the opportunity to take action on the proposed amendments at the April 8 Park Board meeting.			
Motion wording: N/A			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Pamela Clarke Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ Budget neutral			
Vendor: Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

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

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

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

Section 1. Definitions.

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

Section 2. Regular Meetings.

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

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

Section 3. Special Meetings.

1. Special meetings may be called, canceled, or rescheduled by the President whenever ~~he/she~~ deems the same expedient necessary 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 meeting notices ~~of meetings~~ are regularly posted.

Section 4. Annual Meetings.

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

Section 5. Quorum and Voting of Park Board.

1. Six members shall constitute a quorum for conducting business for the Park Board. In case there is no quorum present on a day set for a regular, continued, or special meeting, the Park Board members present may adjourn until a quorum is obtained or may adjourn said meeting specifying the time and place to which the meeting matter ~~was~~ will be 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~~any 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~~their vote be recorded by name. Any member may ask that votes be recorded by name. Any member may recuse themselves or abstain ~~or recuse~~ from ~~the~~ voting after stating the basis for abstention or recusal. Such basis shall be placed on the record.

CONDUCT OF BUSINESS

Section 6. Scheduling Business.

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

Section 7. Chairing Meetings.

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

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

Section 8. Minutes.

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

Section 9. Order of Business.

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

AGENDA

1. Roll Call
2. Additions or Deletions to the Agenda
3. Consent Agenda
4. Special Guests
5. Financial Report and Budget Update
6. Special Discussion/-Action Items
7. Committee Reports - Action Items

Golf ~~Committee~~

Land ~~Committee~~

Recreation ~~Committee~~

Riverfront Park ~~Committee~~

Finance ~~Committee~~

Urban Forestry Tree ~~Committee~~

Bylaws ~~Committee~~

Development and Volunteer

8. Reports

Park Board President

Liaisons ~~Reports~~

Director's ~~Report~~

9. Correspondence
10. Public Comments
11. Adjournment

12. Next Committee meeting dates

13. Next Park Board meeting dates

2. A consent agenda is presented by the Park Board President at the beginning of the Park Board meeting. Items may be moved from the consent agenda on the request of any one Park Board member. Items not moved may be adopted by general consent without debate. A Park Board member may also ask that a consent agenda item be voted on separately as part of the consent agenda. This will enable a member to abstain, recuse themselves or vote no on an item without affecting their vote on the remaining consent agenda item(s). Moved consent items may be taken up either immediately after the consent agenda or placed on the regular meeting agenda under the appropriate Park Board committee report. Consent agenda items must be distributed, as part of the regular Park Board meeting agenda, ~~within no later than~~ 48 hours ~~of prior to~~ the regular Park Board meeting and pursuant to the Open Public Meetings Act (RCW Ch. 42.30), and no items may be added to the consent agenda within 48 hours of the Park Board meeting.

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

Section 14. Duties of the Vice President.

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

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

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee, where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custody of all the Park Board books, documents, records, minutes and papers.
4. The Secretary shall handle correspondence of the Park Board, including responses to inquiries and provide correspondence copies to all Park Board members.
5. The Secretary shall prepare agendas and schedule business on ~~regular~~ all 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

Joint Arts

Development and Volunteer

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).
- 2.3. If a Park Board member plans to attend a committee meeting as a guest, they must notify the Parks Director, or designated staff, no less than 48-hours prior to the committee meeting.
- 3.4. The Board may reclassify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
- 4.5. The Board President may appoint ad hoc committees for specific purposes and length of time.
- 5.6. Committees should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.
- 6.7. The agenda of a regular meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30). Special meetings may only contain matters noted in the final agenda notice consistent with the Open Public Meetings Act (RCW Ch. 42.30).
- 7.8. 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.

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. Any Park Board member who attends a Park Board committee and is not a member or has not been appointed as an alternate may participate in meeting discussions.
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 and, ~~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, the Bylaws and Policies.~~

1. Proposed ~~new Rules, Bylaws and Fiscal Policies, and proposed changes in to the existing Rules, Bylaws and Fiscal Policies~~ will be presented in writing for reading and discussion at a Park Board meeting. At any time a Park Board member may submit a written proposal to the Park Board or Bylaws Committee to amend these Bylaws. The proposal shall be reviewed and discussed at the next scheduled Bylaws Committee meeting.

Unless it is deemed by the Park Board that immediate action would be in the best interest of the Park Board, the final vote for adoption shall take place not earlier than the next succeeding regular or special Park Board meeting.

2. If immediate action on a proposed ~~Rule, Bylaw or Fiscal Policy~~ is necessary, the motion for its adoption shall provide that immediate adoption is in the best interest of the Park Board. No further action is required. All new or amended Rules, Bylaws or amended Fiscal Policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

3. Rules, Bylaws and Fiscal Policies, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken.

- ~~3.4.~~ These Bylaws may be temporarily suspended or amended by a majority of the Park Board vote at any Park Board meeting.

Section 22. Adoption.

The foregoing Bylaws are hereby declared adopted at the meeting of the Spokane Park Board held this _____ day of _____, ~~2019~~2021, 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 October 2019, and are included in this Park Board Toolkit. By signing this form you acknowledge that you have read the Bylaws and understand them. A brief overview of these rules follows:

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

C. Additional Board member responsibilities include:

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

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

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

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: ~~October~~ April 2021~~19~~

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

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

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

Section 1. Definitions.

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

Section 2. Regular Meetings.

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

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

Section 3. Special Meetings.

1. Special meetings may be called, canceled or rescheduled by the President whenever deemed necessary 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 meeting notices are regularly posted.

Section 4. Annual Meetings.

1. The annual meeting shall be held at the regular February meeting of the Park Board.

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 will be 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 any Board Member. Minutes shall record the number of yeas and nays, and the names of any members abstaining. Any member may ask that their vote be recorded by name. Any member may ask that votes be recorded by name. Any member may recuse themselves or abstain from voting after stating the basis for abstention or recusal. Such basis shall be placed on the record.

CONDUCT OF BUSINESS

Section 6. Scheduling Business.

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

Section 7. Chairing Meetings.

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

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

Section 8. Minutes.

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

Section 9. Order of Business.

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

AGENDA

1. Roll Call
2. Additions or Deletions to the Agenda
3. Consent Agenda
4. Special Guests
5. Financial Report and Budget Update
6. Special Discussion/Action Items
7. Committee Reports - Action Items

Golf

Land

Recreation

Riverfront Park

Finance

Urban Forestry Tree

Bylaws

Development and Volunteer

8. Reports

Park Board President

Liaisons Director

9. Correspondence
10. Public Comments
11. Adjournment

12. Next Committee meeting dates

13. Next Park Board meeting dates

2. A consent agenda is presented by the Park Board President at the beginning of the Park Board meeting. Items may be moved from the consent agenda on the request of any one Park Board member. Items not moved may be adopted by general consent without debate. A Park Board member may also ask that a consent agenda item be voted on separately as part of the consent agenda. This will enable a member to abstain, recuse themselves or vote no on an item without affecting their vote on the remaining consent agenda item(s). Moved consent items may be taken up either immediately after the consent agenda or placed on the regular meeting agenda under the appropriate Park Board committee report. Consent agenda items must be distributed, as part of the regular Park Board meeting agenda, no later than 48 hours prior to the regular Park Board meeting and pursuant to the Open Public Meetings Act (RCW Ch. 42.30), and no items may be added to the consent agenda within 48 hours of the Park Board meeting.

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

Section 14. Duties of the Vice President.

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

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

Section 15. Duties of the Secretary.

The duties of the Secretary shall be as follows:

1. The Secretary shall perform the duties required by law and all duties properly mandated by such office.
2. The Secretary shall attend meetings of the Park Board and meetings of its committee, where requested.
3. The Secretary shall keep a true and accurate record in substance of the proceedings of the Park Board, and shall have charge and custody of all the Park Board books, documents, records, minutes and papers.
4. The Secretary shall handle correspondence of the Park Board, including responses to inquiries and provide correspondence copies to all Park Board members.
5. The Secretary shall prepare agendas and schedule business on all 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

Joint Arts

Development and Volunteer

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. If a Park Board member plans to attend a committee meeting as a guest, they must notify the Parks Director, or designated staff, no less than 48-hours prior to the committee meeting.
4. The Board may reclassify, add to, or change the number of standing committees by adopting changes to the Park Board Bylaws.
5. The Board President may appoint ad hoc committees for specific purposes and length of time.
6. Committees should be transmitted a notice of tentative business 48 hours prior to the time of said Committee meeting.
7. The agenda of a regular meeting may contain business not on the advance notice, consistent with the Open Public Meetings Act (RCW Ch. 42.30). Special meetings may only contain matters noted in the final agenda notice consistent with the Open Public Meetings Act (RCW Ch. 42.30).
8. 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.

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. Any Park Board member who attends a Park Board committee and is not a member or has not been appointed as an alternate may participate in meeting discussions.
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 and recommendations 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 the Bylaws.

1. Proposed changes to the Bylaws will be presented in writing for reading and discussion at a Park Board meeting. At any time a Park Board member may submit a written proposal to the Park Board or Bylaws Committee to amend these Bylaws. The proposal shall be reviewed and discussed at the next scheduled Bylaws Committee meeting. 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 no earlier than the next succeeding

regular or special Park Board meeting.

2. If immediate action on a proposed Bylaw 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 or amended Bylaws shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.
3. Bylaws, as adopted or amended, shall be made a part of the minutes of the meeting at which action was taken.
4. These Bylaws may be temporarily suspended or amended by a majority of the Park Board vote at any Park Board meeting.

Section 22. Adoption.

The foregoing Bylaws are hereby declared adopted at the meeting of the Spokane Park Board held this _____ day of _____, 2021, and all previous Bylaws are hereby declared void and repealed.

Spokane Park Board

By: _____
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

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

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

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

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: April 2021

From: [Jeanne Goss](#)
To: [Spokane Parks and Recreation](#)
Subject: Hamblen Park
Date: Thursday, February 18, 2021 11:45:09 AM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Sent from my iPad

I oppose the plans of installing a water tower on the city park, Hamblen. The sheer size of the proposed water tower is HUGE. This gifted land was meant to be as it is, a small natural park.

Just constructing and installing the tower will destroy much of the land ... what a shame.

Jeanne Goss

From: [Clarke, Pamela](#)
To: [Clarke, Pamela](#)
Subject: RE: zipline
Date: Friday, February 19, 2021 2:14:54 PM

From: Mark S <mtpr70@yahoo.com>
Sent: Friday, February 12, 2021 5:48 PM
To: Conley, Jason K. <jkconley@spokanecity.org>
Subject: zipline

[CAUTION - EXTERNAL EMAIL - Verify Sender]

First off, I think the zipline over the Spokane river is a great idea!

I thought I'd share some info with you before you get to far into the zipline planning. we have been on at least 15 different ziplines all over the world while cruising and vacationing. But one one stood out and was both exceptional and comfortable. This one on a ranch in Maui Hawaii

[#1 Maui Zipline - Maui Zipline - Piiholo Ranch Zipline | Voted Best Maui Zipline | piiholozipline.com](#)

The reason I bring this up is simple. traditional ziplines secure you in a traditional repelling harness that wraps around you and up your legs into your crotch. They are very uncomfortable and not someone with any disabilities or mobility issues could use. If you look closely at the ones at Piiholo Ranch, they are much more user friendly and you sit in a very secure hang-glider seated position and is 100 times more comfortable. If you were to use this, you would increase you range of people and ages that would and could use it in piece of mind, safety, and comfort. Plus you could market it as such.

This was the first zip-line course we've been on and nothing else has come close to compare! The only other suggestion I would say is to have a short "training wheels" course in the park that ends where to the big one begins, to help make people comfortable before going "over the edge". At Piiholo there was a training run to teach you, and then you progressively get bigger runs ending with the final run. They DRIVE, in a gator vehicle up to a ledge across a ravine that is 1 mile long, way over the tops of trees. They then connect you, and then you have to jump off! It was INCREDIBLE and you are doing 60 miles per hour side by side! We have talked about that for years as one of the most epic and comfortable things we have ever done! It is expensive but we would do it again any and every time we would go back!

You really should send someone or more then one there who would be willing to do all the runs
ESPECIALLY the last one. It is VERY UNIQUE!

I think it is a great idea and would be a epic addition to Spokane!

If you would like to talk to me more about this or have questions that require details I love talking about it
and I would be glad to fill you in. If not no big deal.

Thanks

Mark

(509) 993-7137

P S I would also make it as long as possible and make it unique if possible so it stands out....

From: [MICHAEL D KOBLUK](#)
To: [Spokane Parks and Recreation](#)
Cc: [Jones, Garrett](#)
Subject: King Cole
Date: Tuesday, March 02, 2021 5:59:39 PM
Attachments: [VIDEO-2020-10-17-14-13-56.mp4](#)

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Jennifer Ogden

Dear Jennifer,

I understand that consideration is being given to honor King Cole for his enormous contributions to the City of Spokane. I totally agree with that consideration, and hope something can be finalized before 2024, which will be the 50th Anniversary of World's Fair Expo '74.

King Cole's vision and perseverance changed downtown Spokane forever. Before King arrived, two levels of railroad hid the core of our city from any view of the river and falls. Two out of date railroad stations further encroached upon the view. Railroad marshalling yards took up much of the space now graced by our downtown park. A motel and parking lot sprawled on the property, and a working laundry took up what is now called Canada Island. All of that disappeared and miraculously changed into what we now call Riverfront Park--- all due to the imagination and tireless efforts of one person---King Cole. Yes, there were many other civic leaders who took up the cause, and even put their social and political lives on the line, but only because of King Cole's vision and persuasion. He led every step of the way.

There were a number of 'miracles' that King Cole was a part of, that define his legacy. Included would be the Railroads deciding , upon the insistence of Mr. Cole and the Expo '74 Board of Directors, to leave the downtown core and to give their properties to the City of Spokane and to the World's Fair at no cost. Another would be King Cole's convincing the Bureau of International Exhibitions in Paris France, to allow a "Single Category World's Fair" to take place in Spokane, Washington. A third would be his encouraging the State's participation in the form of a permanent Opera House and Convention Center. A fourth would be the 5 million visitors to Expo '74 who enabled the World's Fair to break even financially, when other World's Fairs at the time wallowed in debt for years and years.

King's vision simply put, was to renew the core of the City by asking the Railroads to leave the downtown, by hosting an exciting World's Fair for 6 months, followed by an everlasting downtown Park along the river. He accomplished all.

I had the honor of working for and with Mr. Cole from 1972 through 1974. I was Director of Performing and Visual Arts for Expo '74. I know personally how excited and enthusiastic he could make you feel when he even hinted at his vision.

There has been some discussion of a statue in King's honor, to be placed strategically within the confines of the Park. I can agree with that concept because I believe an artist's exciting visual presentation can become a major tourist attraction rather than just a static monument. To demonstrate that possibility I have attached a short video that shows what great imaginations can accomplish.

Thank you for taking time to read this note.

Sincerely,

Mike Kobluk