SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 24, 2015
CITY HALL
22710 E. COUNTRY VISTA DRIVE
7:00 P.M.

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. AGENDA APPROVAL

6. CITIZEN COMMENTS

7. CITY ADMINISTRATOR REPORT

- Update on Liberty Lake Ball Field

8. ACTION ITEM

A. General Business

i. Authorize staff to purchase Ball Field restroom from the State Contract for $67,209.21, authorize staff to enter into contract with the City's On Call contractor for $39,458.10 for site preparation, and purchase/installation of the lift station, and authorize a $5,300 contingency to be managed by staff. Total authorization is $111,967.31.

9. SECOND READ ORDINANCES

Ordinance No. 216-A – Amending the 2015 Budget for $143,000 to fund Pavillion Park Project

10. CITIZEN COMMENTS

11. ADJOURNMENT

The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the City at 755-6700 with 24-hours advance notice for special accommodations.

ACTION ITEMS

AGENDA ITEM NO.: 8Ai

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT: Ball Fields Restroom **FOR THE AGENDA OF:** March 24, 2015

DEPT. HEAD APPROVAL: **DEPT. OF ORIGIN:**

EXHIBIT: Contractor Estimate, CXT Cost/Order Sheet

EXPENDITURE REQUIRED:	Yes
BUDGETED:	Yes

SUMMARY STATEMENT

After discussion with council and review of our storage needs our restroom and storage project was scaled back to $136,000. The best way to obtain a restroom that will serve our needs is from the State Contract and with a small lift station. Our On Call contractor will be installing the lift station and prepping the site for the restroom install. The restroom will be installed between the fields just to the south of the new transformer and electrical panels. The restroom will be installed and operational within 12 weeks.

The restroom with sales tax will cost $67,209.21. The lift station with sales tax is $23,370.50. The estimated cost for prep of the restroom site and installation of the lift station (including sales tax) will cost $16,087.60, but will be billed to the City on a time and materials basis by our On Call contractor.

The total amount being authorized for the restroom install is $111,967.31.

A separate agenda bill will be coming to Council at a later date for the storage facility at the ball fields.

RECOMMENDED ACTION

1. Authorize staff to purchase the restroom from the State Contract for $67,209.21.
2. Authorize staff to enter into contract with our On Call contractor for the site preparation and lift station furnishing/install.
   NOTE: Our On Call contractor will invoice the City on a time and materials basis in accordance with the existing contract. The estimated amount for the lift station and preparation work is $39,458.10.
3. Authorize staff to use $5,300 (5% of the construction cost) as a contingency to execute the work in a timely manner.

Peplinski Excavation Inc.

8919 N. Ormond Ct.
Newman Lake, WA 99025

Phone: (509) 226-5150
Fax: (509) 226-5192

Changed to $10,000 per conversation with Peplinski on 3-13-15

3-11-15

Andrew

Ground work for CXT Bldg

Includes

Electrical	~~$5,000.00~~
Pump Lift Station	21,500.00
Water Ln Domestic	2,000.00
Drain Lns To Pump Station	1,500.00
Pump Pad + Gravel	1,800.00

$10,000
$21,000
$2,000
$1,500
$1,800
$36,300
Sales Tax $3,158.10
Total $39,458.10

By CXT, not included in estimate sent to Council

Set CXT Bldg

Includes

Grave
Transport Bldg To Site
Finish work inside + out 5175.00

State of Washington
Contract #00213

CXT Incorporated
3808 North Sullivan Road Bldg. #7
Spokane, WA 99216
Federal Tax ID #91-1498605A

Denali Toilet Building

Cost Work Sheet and Order Form

Complete One Form per Unit Ordered

Site name and Address (or closest cross street) Liberty Lake Ballfields, 23900 E Boone Av

City (or closest town) Liberty Lake, WA, 99019

Contact Phone number: 509-755-6730 Fax: Email Address: astaples@libertylakewa.gov

Accepted By:_____ Date:_____

Unit Price of Flush Toilet and Placement

Flush toilet with horizontal lap or board & batt upper wall texture, simulated stone lower wall texture, and simulated shake roof, vitreous china fixtures, galvanized painted doors and frames, electrical package, Sacrificial antigrafitti sealer. **$48,000.00** $48,000

One-Way Transportation Cost, (between Spokane, WA and the site) **$3,192.00** $ 3,192

Added Cost Options:

- Final Connection to Utilities - **$2,000.00** $ 2,000
- Roof Options (Delta Rib or Exposed Aggregate)- **$882.00** $_____
- Two-Tone Color Scheme - **$245.00** $ 245
- Stainless Steel Fixtures - **$1,666.00** $ 1,666
- Electric Hand Dryers - **$2,058.00** $_____
- Electronic Flush Valves w/o Urinal - **$931.00** $_____
- Electronic Lavatory Faucets - **$931.00** $_____
- 30-Gallon Electric Water Heater - **$735.00** $_____
- 4 Gallon Electric Water Heater - **$989.00** $_____
- Tile Floors in Restrooms - **$2,450.00** $_____
- VandlShield XT Sealer - **$2,793.00** $ 2,793
- Marine Package for Extra Corrosion Resistance - **$3,185.00** $_____
- Fiberglass Entry and Chase Doors and Frames - **$3,381.00** $_____
- Magnetic Door Locks (not chase door) - **$3,052.00** $_____
- Exterior Mounted ADA Drinking Fountain - **$2,646.00** $ 2,646
- Skylight (each) - **$417.00** $ 834
- Marine Grade Skylight (each) - **$1,372.00** $_____
- Exterior Frostproof Hose Bib with Box - **$377.00** $_____
- Paper Towel Dispenser - **$83.00 EA** $_____
- Toilet Seat Cover Dispenser - **$73.00 EA** $_____
- Sanitary Napkin Disposal - **$47.00 EA** $_____
- CXT Wastebasket - **$37.00 EA** $_____
- Paint Touch up Kit - Single Color - $**39.00** $_____
- Paint Touch up Kit - Two Tone Color - **$49.00** $_____

***Options Continued on Page 2**

- Optional Restroom Section - $**51,192.00***** $_____
- Optional Shower Section - $**63,092.00** $_____
  (Includes 80 gallon WH, Shower Fixtures, & 2 Lavs)
- Optional Concession Section - $**58,292.00** $_____
  (Includes Concession Door w/Sliding Window, 3 Compartment Sink, & Vitreous Sink)
- Optional Storage Section - **$46,792.00** $_____

Add: WA Management Fee in the amount of 0.74% of building cost, not including shipping. **$** 454

Total Cost per Unit **$** 61,830

****Note: When choosing the optional Restroom Section please double the cost for the restroom options chosen above (if any).**

No Cost Options: Mark with "X": ***For Two Tone color- R=Roof, W=Exterior Walls***

___Sage Green***	___Amber Rose	___Liberty Tan	___Berry Mauve
___Toasted Almond	___Oatmeal Buff	W_Buckskin	___Rosewood
___Sun Bronze	___Golden Beige	___Mocha Carmel	___Malibu Taupe
___Sand Beige	___Natural Honey	___Salsa Red	R__Java Brown
___Pueblo Gold	___Cappuccino Cream	___Coca Milk	___Raven Black
___Granite Rock	___Georgia Brick	___Western Wheat	___Nuss Brown
___Rich Earth	___Charcoal Grey		

***Signage:**
___Men
___Women
X__Unisex

Roof:	**Top Section of Building:**	**Bottom Section of Building:**
_X__Cedar Shake	_X__Board and Batt	_X_Round River Rock
	___Horizontal Lap	___ Napa Valley Stone
		___ Flag Stone

Rock Color Selection:
__ Basalt _X_ Mtn Blend ___Natural Grey ____ Romana

**Building includes "Restroom" sign(s) in braille & roman letters.

State Contract Specialist: LeAnna Sandy @ 360-407-9408
CXT Territory Salesman: Eric Kuester @ 509-994-9900
CXT Inside Sales Manager: Ali Cairns @ 509-892-3238

SECOND READ

ORDINANCE

AGENDA ITEM NO.: 9

BUSINESS OF THE CITY COUNCIL, LIBERTY LAKE, WASHINGTON

SUBJECT:
Budget Amendment 216-A

FOR THE AGENDA OF: March 24, 2015

DEPT. OF ORIGIN: Administrative Services

EXHIBIT:
Ordinance
Exhibits A & B
Presentation from 2-17-2015

DEPT. HEAD APPROVAL: RJ Stevenson

EXPENDITURE REQUIRED:	**No**
BUDGETED:	**This is a Budget Amendment for appropriations**

SUMMARY STATEMENT

On February 17th, 2015, City Council moved to finance the improvements at Pavillion Park that included a larger women's bathroom, more storage, and a concession stand while adjusting the scope to the Liberty Lake Ball Field restroom and storage. The improvements require a budget amendment. The funds identified to use are from REET 2 (Fund 311) for $143,000.

RECOMMENDED ACTION

1. Adopt Ordinance 216-A.

ORDINANCE NO. 216A
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

AN ORDINANCE AMENDING ORDINANCE NO. 216 PASSED BY THE CITY COUNCIL ON DECEMBER 16, 2014, ENTITLED "AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2015, THROUGH DECEMBER 31, 2015, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS".

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Liberty Lake for the purpose of making appropriations of the total estimated revenues for each separate fund and the aggregate totals for all such funds combined;

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes in certain appropriations;

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance 216 was passed by the City Council;

WHEREAS, the City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance 216;

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. The following accounts contained in the 2015 Budget are hereby amended as set forth in Exhibit "A".

Section 2. The explanations of the amendments are listed in Exhibit "B".

Section 3 . Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall be in full force and effective (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of _____ 2015.

_____
Mayor, Steve Peterson

ATTEST:

_____
Ann Swenson, City Clerk

APPROVED AS TO FORM:

_____
City Attorney, Sean Boutz

City if Liberty Lake
2014 Budget Amendment
Exhibit A

OBJECTIVE #1: Appropriate monies to increase the storage space and women's restroom at Pavallion Park and construct an attached Concession Stand. Amend the structure at Liberty Lake Ballfields

	Revenue and Other Sources			Expenditures			Ending Fund Balance	
	Original Budget	Adjustment	Proposed	Original Budget	Adjustment	Proposed	Original Budget	Proposed
FUND								
311 REET 2 - Special Capital Project Fund	570,750.00	-	570,750.00	120,000.00	143,000.00	263,000.00	450,750.00	307,750.00

Exhibit B

City of Liberty Lake
Proposed Budget Amendments for 2015
Line item detail of Budget Amendment

Line Items affected	Account Title	2015 ORIGINAL BUDGET	2015 PROPOSED AMENDMENT	Description	
REET 2 - Special Capital Projects Fund					
Expenditures					
594 76 62 03	Capital Expenditures - Buildings & Structures Pavillion Park Restroom Storage	-	143,000.00	Increase by $143K for Restroom/Storage Facility/Concession Stand	
		-	**143,000.00**	**143,000.00**	**Total Expenditures**

NOTES:

Original Budget for Ballfield Restroom	$	245,000	REET 1 (Fund 310)

New Budget

Ballfield Restroom & Pre-fab storage	$	136,000	REET 1 (Fund 310)
Pavillion Park Restroom/Storage/Concession Stand	$	252,000	REET 1 (Fund 310) & REET 2 (Fund 311)
Total	**$**	**388,000**	Total Amended Budget

City Maintenance Facilities
Equipment, Storage and Tools

Facilities

Background

- 11/18/14 Storage Needs at Ball Fields
- 12/16/14 $5K for est. @ Pavillion Park
- 1/20/15 Pavillion Park facility discussion
  - Storage Expansion
  - Restroom Expansion
  - Concession Stand
- 2/3/14 1990's Pavillion Park – Master Plan

Questions to Consider

Feedback from our Grounds Crew & Park/Rec.

- What do we have for Storage currently?
- How do we manage winter & summer activities?
- Do we need a Central Storage or Decentralized Storage?

Current Storage – Pavillion Park

- Shared FOPP storage (FOPP uses room with restroom plumbing)



Current Storage – Pavillion Park

- Ticket booth storage



Current Storage – Pavillion Park

- Maintenance room storage



Current Storage – Rocky Hill Barn

- Work space/overflow storage area





Current Storage – City Hall Maint.



- City Hall maintenance (middle bays)



Current Storage – City Hall Maint.

- City Hall maintenance shop (third bay, shared with CHILL/Rec.)



Current Storage – City Hall Maint.

- City Hall maintenance shop (exterior)







Questions to Consider

- What do our needs look like for the next 10 years?
- What would optimize our Crew's production?
- What would best serve our Parks and Facilities?
- What would best meet the needs of our Park Users and event sponsors?

Goal and Purpose

- Efficiency of tasks, labor and equipment usage
  - *Efficiencies include fuel, man hours, equip. hours*
- Safety and cleanliness related to organization of equipment
  - *Everything in its proper place*
- Care and **accountability** per each onsite facility for 25 major pieces of equipment, plus multiple large attachments, tools, parts
  - *Dedicated employees overseeing each facility=better care*
- Room to grow
  - *Growing at a rate of approx. 5 large pieces/yr.*

Staff's recommendation

The Road Map

- City Hall Facility
  - Trailhead
  - Police/Library
  - Town Square
- Rocky Hill Facility
- Pavillion Park Facility
- Liberty Lake Ball Fields

The Logistics



Pavillion Park – Project Options

- The Project
  - Scope:
    - Expansion of existing Women's Restroom, storage area – $160,000
    - Concession Area $56,000
    - Electrical Outlets for Events $6,000

      Subtotal $222,000
  - Soft Costs:
    - Design & Procurement $10,000
    - Contingency $20,000

      TOTAL $252,000

Summary

- 2015 Approved Budget
  - Liberty Lake Ball Fields $245,000
  - Total $245,000
- Alternative to Consider
  - Ball Field Restrooms/Pre-Fab Storage $136,000
  - Pavillion Park – Improvements $252,000
  - Total $388,000

Note: Removed Rocky Hill Barn from this presentation.