



**Committee Members:** Cameron, Randy – Chairperson \_\_\_  
Quigley, Jim \_\_\_  
Santorsola, Jim \_\_\_  
Traver, Susan \_\_\_  
Apple, Bob \_\_\_  
Alternate - Wright, Chris \_\_\_

**Finance Committee of the Spokane Park Board**  
**January 10, 2012, 3:00 p.m. – 5:00 p.m.**  
**City Hall Conference Room 5A**  
**808 W. Spokane Falls Blvd.**  
**Rebecca Madany – Finance/Budget Manager**

**AMENDED**

**AGENDA**

**Action Items:**

1. Approval of the 2012 Golf Fees – *Pamela McKinzie-Lewis*
2. Approval of Purchases of Goods and Services Under the Public Bid Dollar Thresholds Parks Policy – *Rebecca Madany*
3. Recommend approval of Contract with Northeast Youth Center, 3004 E. Queen, Spokane, WA for the provision of recreational services for youth from January 1, 2012 through December 31, 2012. – *Mike Aho*

**Discussion Items:**

1. 2012 Capital Plan – *Rebecca Madany*
2. Evaluate 2012 Budget Process – *Rebecca Madany*

**Standing Report Items:**

1. Roadmap to the Future Master Plan Update – *Rebecca Madany*
2. Monthly Financial Report (Preliminary December) – *Rebecca Madany*
3. 4<sup>th</sup> Qtr Budget Transfers (BT2's) – *Rebecca Madany*

**Contract Items from Other Committees:**

1. Approval of 2012 Contract with West Central Community Development Association in the sum of \$72,675.
2. Approval of 2012 Contract with Sinto Senior Activity Center in the sum of \$125,568.
3. Approval of 2012 Contract with Southside Senior Activity Center in the sum of \$106,308.
4. Approval of 2012 Contract with Hillyard Senior Activity Center in the sum of \$129,747.
5. Approval of 2012 Contract with Northeast Youth Center in the sum of \$107,085.

*Agenda Subject to Change*

**Please note:** Agenda is subject to change **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Liane Carlson at (509) 625-6703; 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [lcarslon@spokanecity.org](mailto:lcarslon@spokanecity.org). Persons who are deaf or hard of hearing may contact Liane at (509) 625-6703 through the Washington Relay Service at 7-1-1. Please contact us at least forty-eight (48) hours before

the meeting date.

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 10/03/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK		
FROM:	Dept. No.	<u>1400</u>	Dept. Title	<u>Parks</u>	
Prog	Func	Type	Type Title	Amount	
54100	76200	8490	TEMP/SEASONAL	\$ 8,700.00	

TO:	Dept. No.	<u>PARK</u>	Dept. Title	<u>PARK</u>	
Prog	Func	Type	Type Title	Amount	
54100	74213	54201	CONTRACTUAL	\$ 8,700.00	

Reason for Transfer

Aquatics to Athletics for Seatte Sounders, Skyhawks,  
and Soccer Tots contracts

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 10/11/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name ENTERTAINMENT FACILITIES

FROM: Dept. No. 0380 Dept. Title Parks

Prog	Func	Type	Type Title	Amount
52300	75280	59101	IF PROFESSIONAL SERVICES	8,000

TO: Dept. No. 0380 Dept. Title ENTERTAINMENT FACILITIES

Prog	Func	Type	Type Title	Amount
52300	75280	08490	TEMP/SEASONAL	8,000

Reason for Transfer

Use of temp/seasonal labor instead of permanent staff at Albi

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 10/11/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK	
FROM: Dept. No. <u>1400</u>		Dept. Title <u>Parks</u>		
Prog	Func	Type	Type Title	Amount
54300	76918	08490	TEMP/SEASONAL	18,000
54100	76200	08490	TEMP/SEASONAL	10,600

TO: Dept. No. <u>PARK</u>		Dept. Title <u>PARK</u>		
Prog	Func	Type	Type Title	Amount
54300	76918	54850	Other Repair /Maintenance	3,000
54300	76918	53401	Inventory Purchases	15,000
54100	75652	53201	Operating Supply	2,600
54100	75650	53201	Operating Supply	8,000

Reason for Transfer Correction to Riverfront Concession EBO and Merkel budget

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

**AUTHORIZATION FOR BUDGET TRANSFER**  
(SMC 7.09)

No. \_\_\_\_\_  
Date 11/14/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK	
FROM:	Dept. No.	1400	Dept. Title	Parks
Prog	Func	Type	Type Title	Amount
54300	73900	54201	CONTRACT SERVICES	\$ 9,000.00
54300	73900	54908	PERMIT/OTHER	\$ 1,800.00
54300	73900	54909	PRNTBINDOS	\$ 1,500.00
54300	76100	08490	TEMP SEASN	\$ 4,500.00
54300	76100	53101	OFFICE SUPPLIES	\$ 2,500.00
54300	76100	53502	MINOR EQUIP	\$ 1,000.00
54300	76100	54201	CONTRACT SERVICES	\$ 10,000.00
54300	76100	54803	EQUIP R/M	\$ 1,000.00
54300	76100	54909	PRNTBINDOS	\$ 5,000.00
54300	76913	53201	OPER SUPPLY	\$ 2,050.00
54300	76913	53502	MINOR EQUIP	\$ 2,000.00
54300	76913	54451	ADVERTISNG	\$ 2,200.00
54300	76913	54909	PRNTBINDOS	\$ 500.00
54300	76916	54451	ADVERTISNG	\$ 19,000.00
54300	76923	54201	CONTRACT SERVICES	\$ 15,000.00

TO:			PARK	
Dept. No.	PARK	Dept. Title	PARK	
Prog	Func	Type	Type Title	Amount
54300	18300	08490	TEMP SEASN	\$ 4,000.00
54300	76913	08490	TEMP SEASN	\$ 6,000.00
54300	76913	51210	OVERTIME	\$ 12,500.00
54300	76917	08490	TEMP SEASN	\$ 2,550.00
54300	76917	51210	OVERTIME	\$ 12,000.00
54300	76921	08490	TEMP SEASN	\$ 23,000.00
54300	76921	51210	OVERTIME	\$ 6,000.00
54300	76923	08490	TEMP SEASN	\$ 11,000.00

Reason for Transfe RIVERFRONT PARK 2011 TRANSFER FOR  
TEMP/SEASONAL WAGES INSTEAD OF  
OTHER BUDGETED EXPENSES

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 11/18/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			Park Fund	
<hr/>				
FROM: Dept. No.	<u>1400</u>	Dept. Title	<u>Park Fund</u>	
<hr/>				
Prog	Func	Type	Type Title	Amount
54400	76120	54909	Prntbindos	\$ 2,500.00

<hr/>				
TO: Dept. No.	<u>1400</u>	Dept. Title	<u>Park Fund</u>	
<hr/>				
Prog	Func	Type	Type Title	Amount
54400	76120	08490	Temp/Seasonal	\$ 2,300.00
54400	76120	52110		\$ 200.00

Reason for Transfer

Use of in-house staff for marketing instead of outside printing

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER

(SMC 7.09)

No. \_\_\_\_\_

Date 11/30/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name \_\_\_\_\_ Golf Fund \_\_\_\_\_

FROM: Dept. No. 4600 Dept. Title \_\_\_\_\_ Golf Fund \_\_\_\_\_

Prog	Func	Type	Type Title	Amount
55400	94000	56301	OTHER IMPROVEMENTS	\$ 27,200

TO: Dept. No. 4600 Dept. Title \_\_\_\_\_ Golf Fund \_\_\_\_\_

Prog	Func	Type	Type Title	Amount
55400	76680	54905	JUDGEMENTS/DAMAGES	\$ 27,200

Reason for Transfer FUNDS FOR CLAIM

Requested By: \_\_\_\_\_ Approved: \_\_\_\_\_  
Department Head Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 11/30/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name JOE ALBI

FROM: Dept. No. 0380 Dept. Title JOE ALBI

Prog	Func	Type	Type Title	Amount
75280	52300	59101	IF Prof Services	\$ 13,000.00
75280	52300	08490	Temp/Seasonal	\$ 1,000.00

TO: Dept. No. 0380 Dept. Title JOE ALBI

Prog	Func	Type	Type Title	Amount
75280	52300	00770	PKRECDVMGR	\$ 800
75280	52300	05020	LABORER II	\$ 900
75280	52300	06100	IRRGNTSPEC	\$ 5,000
75280	52300	06210	EQUIP OPER	\$ 400
75280	52300	06770	PARKEQSPEC	\$ 900
75280	52300	06840	RECSUPVII	\$ 900
75280	52300	06840	FICA	\$ 1,000
75280	52300	52210	RETIREMENT	\$ 600
75280	52300	52310	MEDICAL	\$ 2,500
75280	52300	53201	OPERATING SUPPLIES	\$ 1,000.00

Reason for Transfer

for Park Staff Services charged directly to Albi  
additional funding for operating supplies

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 12/05/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name 1390 Urban Forestry

FROM: Dept. No. 1390 Dept. Title Urban Forestry

Prog	Func	Type	Type Title	Amount
54961	76950	54201	CONTRACT SERVICES	\$ 2,300.00

TO: Dept. No. 1390 Dept. Title Urban Forestry

Prog	Func	Type	Type Title	Amount
54961	76950	08490	TEMP/SEASONAL	\$ 2,300.00

Reason for Transfer

USE OF IN-HOUSE STAFF FOR PROJECTS  
NOT OUTSIDE CONTRACT

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 12/05/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK	
FROM: Dept. No. <u>1400</u>		Dept. Title <u>Parks</u>		
Prog	Func	Type	Type Title	Amount
54100	74213	54201	CONTRACT SERVICES	\$ 7,100.00
54100	75651	54701	PUBLIC UTILITIES	\$ 4,500.00
54100	74214	54201	CONTRACT SERVICES	\$ 4,000.00

TO: Dept. No. <u>PARK</u>		Dept. Title <u>PARK</u>		
Prog	Func	Type	Type Title	Amount
54100	74213	08490	TEMP/SEASONAL	\$ 7,100.00
54100	75651	08490	TEMP/SEASONAL	\$ 2,500.00
54100	75652	08490	TEMP/SEASONAL	\$ 2,000.00
54100	74214	08490	TEMP/SEASONAL	\$ 4,000.00

Reason for Transfer

USE IN-HOUSE STAFF NOT CONTRACT SERVICE!  
USE PUBLIC UTILITY SAVINGS TO FUND  
ADDITIONAL TEM/SEASONAL LABOR NEEDED  
FOR SPORTS COMPLEXES

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER

(SMC 7.09)

No. \_\_\_\_\_  
Date 12/13/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK	
FROM: Dept. No.		Dept. Title		
1400		Parks		
Prog	Func	Type	Type Title	Amount
54400	76120	54201	CONTRACT SERVICES	\$ 3,000.00
54600	76820	53201	OPERATING SUPPLIES	\$ 9,000.00
54600	76820	53502	MINOR EQUIPMENT	\$ 1,000.00
54600	76820	54706	UTILITIES	\$ 9,500.00

TO: Dept. No.		Dept. Title		
PARK		PARK		
Prog	Func	Type	Type Title	Amount
54400	76120	08490	TEMP/SEASONAL	\$ 3,000.00
54600	76820	08490	TEMP/SEASONAL	\$ 19,500.00

Reason for Transfer

Use of in-house staff for marketing projects and not outside consultant  
Use of Manito underbudget accounts to fund needed temp/seasonal labor

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER

(SMC 7.09)

No. \_\_\_\_\_

Date 12/14/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name \_\_\_\_\_ Golf Fund \_\_\_\_\_

FROM: Dept. No. 4600 Dept. Title \_\_\_\_\_ Golf Fund \_\_\_\_\_

Prog	Func	Type	Type Title	Amount
55100	94000	56701	CAPITAL OUTLAY	\$ 30,000

TO: Dept. No. 4600 Dept. Title \_\_\_\_\_ Golf Fund \_\_\_\_\_

Prog	Func	Type	Type Title	Amount
55400	76680	54701	PUBLIC UTILITIES	\$ 30,000

Reason for Transfer

Water costs for Indian Canyon -  
previously on well

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

Department Head

Approved: \_\_\_\_\_

Finance/Budget Approval

AUTHORIZATION FOR BUDGET TRANSFER  
(SMC 7.09)

No. \_\_\_\_\_  
Date 12/19/11

TO: Budget Control

You are hereby authorized to effect the following transfer of budget appropriations within:

Fund Name			PARK	
FROM: Dept. No.	<u>1400</u>	Dept. Title	<u>Parks</u>	
Prog	Func	Type	Type Title	Amount
54300	76914	54201	CONTRACT SERVICES	\$ 35,500.00

TO: Dept. No.		<u>PARK</u>	Dept. Title		<u>PARK</u>
Prog	Func	Type	Type Title	Amount	
54300	94000	56401	MACH/EQUIP	\$ 10,000.00	
54300	76913	08490	TEMP/SEASONAL	\$ 5,000.00	
54300	76917	08490	TEMP/SEASONAL	\$ 1,500.00	
54300	18300	08490	TEMP/SEASONAL	\$ 8,000.00	
54300	76100	08490	TEMP/SEASONAL	\$ 3,000.00	
54300	76914	08490	TEMP/SEASONAL	\$ 8,000.00	

Reason for Transfer

COVER TEMP SEASONAL OVERAGES  
CLUB CAR

Requested By: \_\_\_\_\_  
Department Head

Approved: \_\_\_\_\_  
Finance/Budget Approval

**DRAFT 1-5-12 rym**

CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN
TITLE: <b>PURCHASES OF GOODS AND SERVICES UNDER THE PUBLIC BID DOLLAR THRESHOLDS</b> EFFECTIVE DATE: REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 This document sets forth the City of Spokane Parks and Recreation Department's policy and procedure for obtaining quotes for purchases of goods, personal services, architectural and engineering services, public works and service/repairs under the public bid dollar thresholds.

1.2 TABLE OF CONTENTS

- SECTION 1 GENERAL
- SECTION 2 DEPARTMENTS/DIVISIONS AFFECTED
- SECTION 3 REFERENCES
- SECTION 4 DEFINITIONS
- SECTION 5 POLICY
- SECTION 6 PROCEDURE
- SECTION 7 RESPONSIBILITIES
- SECTION 8 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy and procedure shall apply to all employees, regular or temporary, in the City of Spokane Parks and Recreation Department.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.  
Rules of the Park Board Section 14, General Operating Policies and Procedures,  
Rulings, and Appeals  
RCW 39.04.190

4.0 DEFINITIONS

4.1 "Department" means the City of Spokane Parks and Recreation Department.

4.2 "Director" means the Director of Parks and Recreation.

5.0 POLICY

5.1 It is the policy of the City of Spokane Parks and Recreation Department to provide for the fair and equitable treatment of persons who deal with the Department procurement system; to maximize economy in procurement activities; and to foster effective broad-based competition in the purchase of goods, the acquisition of services and the performance of public works.

6.0 PROCEDURE

See Appendices

7.0 RESPONSIBILITIES

The Director of Parks and Recreation is responsible for administering this policy.

8.0 APPENDICES

City of Spokane Parks and Recreation Department Purchasing Procedures

APPROVED BY:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Parks and Recreation

\_\_\_\_\_  
Date

**CITY OF SPOKANE  
PARKS AND  
RECREATION  
DEPARTMENT**

**PURCHASING  
PROCEDURES**

Effective -----

## 1.0 GENERAL.

### 1.1 PURPOSE.

This document establishes procedures for use by City of Spokane Parks and Recreation Department staff in the purchase of goods, acquisition of services and performance of public works, the cost of which is under the public bid limits.

This document does not create any enforceable rights or causes of actions in third parties.

### 1.2 GOALS.

The Department's contracting and purchasing goals include:

- Maximizing the quality and integrity of the Department's purchasing system;
- Maximizing the purchasing value of Department funds;
- Providing a uniform Department-wide purchasing system to the extent practical and feasible; and,
- Assuring fair and equitable treatment of individuals/firms who deal with the Department's purchasing system.

### 1.3 SCOPE

These procedures apply to the lease and purchase of goods; the acquisition of personal services, including architectural and engineering design services, and public works projects. The procedures do not apply to the sale or lease of real property.

### 1.4 CONTROLLING LAWS

All procurements shall comply with appropriate federal, state, and local laws and regulations. To the extent that any federal or state laws, regulations, grants, or funding requirements vary from these procedures, they should be followed. Contact the City Attorney's Office regarding questions of potential conflicts.

### 1.5 PROPER AUTHORIZATION

Only authorized individuals, pre-approved in writing by the Director may obligate the Department to acquire goods and services. Individuals making procurements on behalf of the Department without proper authorization shall be personally liable to the vendor and the Department, and shall be subject to disciplinary action up to and including discharge.

Employees will be required to sign an authorization agreement prior to being allowed to make procurements.

Individuals making procurements on behalf of the Department and who do not follow proper procedures, including obtaining purchase order/contract before receipt of goods

may be personally liable to the vendor and the Department, and shall be subject to disciplinary action up to and including discharge.

~~There are several categories of procurements that need special authorizations;~~

- ~~• Electronic data processing hardware, software and systems — approval by Management Information Services~~
- ~~• Telecommunication systems — approval by Management Information Services for Fleet Services Radio Shop, as appropriate~~
- Vehicles ???

## 2.0 ETHICAL CONDUCT

Employees making procurements for the Department shall conduct themselves in an ethical manner as follows:

- They will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs them.
- They will behave with impartiality, fairness, openness, integrity, and professionalism in their dealings with suppliers.
- They will excuse themselves from participation in any situation where a conflict of interest may be involved.
- They will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- They will not seek or dispense personal favors that are in conflict with their professional responsibility.
- They will strive to obtain the maximum ultimate value of each dollar of expenditure.
- They will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.
- They will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.
- They will follow the policies and procedures of the City of Spokane and the Department, using reasonable care and granted authority.

## 3.0 PURCHASING GUIDANCE

### 3.1 ANTICIPATED COST

The anticipated annual need (any twelve month period) for a particular good, service or public work should be used to determine the appropriate quote process or whether or

not the procurement should be publicly bid. Closely related goods will be considered as one purchase on an annual basis when determining which process applies.

### 3.2 TOTAL COST AND QUANTITY

The total cost and quantity of goods, services or public works, including any applicable taxes, freight, or set-up charges, shall be considered when determining the appropriate purchasing process or public bid requirements.

Example:

If one pump is to be purchased now at an estimated cost including sales tax and delivery of \$8,959, but a total of three pumps are expected to be purchased during the year at an aggregate cost of \$26,877 (\$8,959.00 times three), then the procurement of the first pump falls within the "\$20,000 - Bid Limits" category.

### 3.3 MULTI-PHASE PROGRAMS

If the total overall objective of any specific program over a twelve month period of time is to be completed in phases, the total accumulated cost for all phases will be considered when determining the appropriate purchasing process.

Example:

A golf course is fertilized three times a year, and the material cost for each fertilizing is \$9,000 (including tax and freight). The three-phase program then has a total material cost of \$27,000, and should be handled as a purchase within the "\$20,000 - Bid Limits" category. Delivery times may be established for each phase.

### 3.4 MULTI-DEPARTMENT REQUIREMENTS

To the extent practical, the requirements of separate departments and divisions for the same goods or services will be considered together when determining the appropriate purchasing process.

Example:

All City departments require miscellaneous paper products such as toilet paper, hand towels, garbage can liners, etc. Each department should provide an estimate of its needs to the Accounting Department - Purchasing Division so it can aggregate the requirements to obtain the best price/delivery from vendors.

### 3.5 TRADE-INS

The value of a trade-in will not be included when determining the appropriate quote process. However, the trade-in price may be considered when determining the most favorable quote after quotes have been solicited.

## 4.0 PROCUREMENT GUIDELINES

### 4.1 AWARD OF PURCHASE ORDER / CONTRACT

When purchases and contracts are obtained by competitive quotes, the purchases and contracts shall be awarded to the firm / individual submitting the most favorable quote that meets the requirements and criteria set forth in the request for quotes. The most favorable quote is normally the lowest responsive quote by a responsible firm.

Submitted quotes must substantially comply with the City's procedures or quote specifications to be considered as "responsive". Whether or not a quote is responsive is to be decided on a case-by-case basis given the individual facts of each quote. The test of whether a quote has a material irregularity is whether or not it gives a vendor a substantial advantage or benefit not enjoyed by other vendors submitting quotes. There is much more flexibility in dealing with the issue of responsiveness with quotes than with formal sealed bids. Questions should be directed to the City Attorney's Office.

When determining whether a quote is most favorable and a firm / individual is "responsible", the following factors are to be considered:

- price, including the cost of the good over its expected life if so indicated in the request for quotes
- conformity of the goods, public work and/or services quoted with the request for quotes
- ability, capacity and skill of the firm / individual to provide the good or perform the contract
- character, integrity, reputation, judgment, experience, and efficiency of the firm / individual
- whether the firm / individual can perform the contract within the time specified
- quality of performance on previous contracts
- previous and existing compliance by the firm / individual with laws relating to the contract
- servicing resources, capability and capacity
- lack of uniformity or interchangeability, if such factors are important
- energy efficiency of the good over its expected life
- any other information that may have a bearing of the decision to award the contract

In addition, for public works contracts, the firm / individual must be registered as a licensed contractor with the State of Washington.

### 4.2 CANCELLATION

The Department may cancel a Request for Quotes / Proposals, or reject any and all quotes / proposals in whole or in part, at its sole discretion and option before the actual order is made or contract signed.

### 4.3 QUOTE SPECIFICATIONS

The specifications in the Request for Quotes should clearly and accurately describe the technical requirements for the good or service to be purchased. The specifications should not contain features that unduly restrict competition. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used. It is the responsibility of the vendor to demonstrate to the Department's satisfaction that its product is "equal" to that specified. Requests for approval of substitutions must be made with sufficient time to allow the Department to adequately review the substitution request, including time for vendors to respond to questions and requests for additional information or clarification. The Department has no obligation to accept proposed substitutions or hire outside experts to evaluate proposed substitutions. Acceptance of a substitute product proposed as an "equal" to that specified will be made in writing and, if made prior to award, other firms / individuals will be notified if practical and convenient.

### 4.4 PUBLIC WORKS QUOTES

Employees should use the standardized public works Request for Quotes form when soliciting quotes for public works (e.g., building construction or repair). Public works contractors are required to pay prevailing wages to their employees. It is important to make sure the correct wage rates are included in the request for quotes as the rates change on a periodic basis. Public works contracts also have special performance bonding and payment retainage requirements. Questions regarding how to use the standardized public works Request for Quotes form should be directed to the City Attorney's Office.

### 4.5 PURCHASING CREDIT CARDS

Most departments have a purchasing credit card that can be used to acquire small, low-cost items for which a purchase order is either impractical or not available. Only specific employees in each department are authorized to use the cards. Use of purchasing credit cards shall be in accordance with City Policy ADMIN 0040-05-02.

### 4.6 PETTY CASH

The purchase of small incidental items may be made using petty cash in accordance with the City's Cash Management Policy & Procedures Manual

## 5.0 EMERGENCIES

"Emergency" means unforeseen circumstances beyond the control of the Department that either: (a) present a real immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Competitive quotes / proposals are usually not required when an emergency exists. However, in making emergency purchases, an

effort shall be made to include as much competition that is practical under the circumstances

The Department buyer shall document the facts that constitute the emergency and specify the necessary procurement and its costs. The documentation shall be kept on file in the Department.

If the cost of the emergency procurement is greater than the appropriate procurement threshold for department action, contact immediately the Accounting Department - Purchasing Division or City Attorney's Office as appropriate.

## 6.0 SOLE SOURCE OR PROPRIETARY PROCUREMENTS

“Sole sources” are purchases, public works and services that are clearly and legitimately limited to a single source of supply; or involve special facilities or market conditions.

Occasions may arise when competition among potential vendors is not possible for a particular procurement. The Department buyer shall document the facts that constitute the sole source, specify the necessary procurement and its costs on the special form provided by the Accounting Department - Purchasing Division. The documentation shall be kept on file in the Department.

If the cost of the sole source procurement is greater than the appropriate procurement threshold for department action, contact immediately the Accounting Department - Purchasing Division or City Attorney's Office as appropriate.

## 7.0 PURCHASES OF GOODS

### 7.1 GENERAL

“Purchasing” means the purchasing, lease-purchasing, leasing, or other acquisition or disposition of any goods. “Goods” means all things which are movable at the time of being identified in the purchase order / contract.

Examples of purchased goods include leases of equipment and the buying of vehicles.

The public bid limit for purchases is adjusted each January based on the average of the previous July national CPI-W and CPI-U Consumer Price Indices. The public bid limit for purchases in the year 2012 is \$45,900 within a twelve month period. Purchases above this amount are to be procured through a formal written public bid process through the Accounting Department - Purchasing Division. Purchases below this amount shall follow these quote procedures.

## 7.2 PROCUREMENT PROCESS

PURCHASES OF GOODS		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	MAJOR ACTIVITIES
\$1 – \$750	Not Required	<ul style="list-style-type: none"> <li>Seeking competition is recommended, but not required for this dollar range.</li> <li>Award is based on buyer experience and knowledge of the market in achieving maximum quality at minimum cost.</li> </ul>
\$751 - \$20,000	3 Informal Quotes (Using Department)	<ul style="list-style-type: none"> <li>Informal quotes shall be obtained by telephone, fax, email or internet (if phone, document conversation).</li> <li>Contact at least three vendors. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>Vendors located within the City should be considered.</li> <li>Be sure that technical information defines acceptable quality.</li> <li>Insure vendors are quoting on equal and comparable items, etc.</li> <li>Provide all vendors the same information</li> </ul>
\$20,001 – Bid Limits	3 Written Quotes (Purchasing Division only)	<ul style="list-style-type: none"> <li>Prepare written document/letter including at a minimum,; description and quantity of goods required and desired delivery.</li> <li>Contact at least three vendors. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>Vendors located within the City should be considered.</li> <li>Be sure that technical information defines acceptable quality.</li> <li>Insure vendors are quoting on equal and comparable items, etc.</li> <li>Provide all vendors the same information.</li> <li>Vendors shall submit formal written responses.</li> </ul>

## 7.3 PURCHASE REQUISITION PROCESS

The purchase requisition in FMSII is the first procedural step for the purchase of goods. If the purchase is over \$20,000.00 (including sales tax and freight), the purchase requisition will be handled by the Accounting Department - Purchasing Division. If the purchase is from \$751.00 to \$20,000 (including sales tax and freight), the first step is to obtain quotes following the procedure in section 7.2 above. After receiving the quotes, the purchase requisition will need to be entered in FMSII and it will need to be approved by the Director or designee. After the purchase requisition has been approved, a purchase order shall be entered using the approved purchase requisition as a reference document in FMSII. The purchase order number shall be given to the vendor when the order is placed by the Department. The vendor shall put the purchase order number on all invoices pertaining to that order. When the Department is placing the order with the vendor, it needs to make sure that the estimated quote amount includes freight/shipping and that the "bill-to" address is correct so the invoice is mailed directly to the

Department. When entering the purchase order into the FMSII system, it is the Department's responsibility to choose the correct vendor and make sure the purchase order represents a "complete" picture of the purchase. The purchase order must be approved by the Director or designee for the submitting department. If the purchase order is \$5,000.00 (including sales tax and freight) or more or if the vendor requires a written purchase order, an "Official" Purchase Order" shall be printed (using the instructions in the FMSII Manual) and mailed or faxed to the vendor. After the product has been received in the Department, a receiver document will need to be entered into FMSII and the invoice sent to the Accounting Department – Purchasing Division for payment.

## 8.0 PERSONAL SERVICES

### 8.1 GENERAL

"Personal service" means the furnishing of labor, time, or effort by a person as an independent contractor, not involving the delivery of a specific end product. It includes professional or technical consultants hired to accomplish a specific study or project task, and services provided to accomplish routine, continuing and necessary functions.

Examples of personal services include speakers, accounting, appraisals, and security services. Architectural, engineering, and surveying services are covered in section 9.0.

Building maintenance service contracts (e.g., window washing, janitorial, etc.) require the payment of state prevailing wages to the employees. They do not require a performance bond or payment retainage.

The public bid limit for personal services is adjusted each January based on the average of the previous July national CPI-W and CPI-U Consumer Price Indices. The public bid limit for personal services for 2012 is \$45,900 within a twelve month period.

Personal services greater than annual bid limit are to be procured through a formal written public bid or proposal process through the Accounting Department - Purchasing Division. Personal services below this amount shall follow these quote procedures.

### 8.2 PROCUREMENT PROCESS

PERSONAL SERVICES		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	MAJOR ACTIVITIES
\$1 –\$10,000	Not Required	<ul style="list-style-type: none"> <li>Seeking competition is recommended, but not required for this dollar range.</li> <li>Award is based on buyer experience and knowledge of the market in achieving maximum quality at minimum cost.</li> </ul>
\$10,001 – Bid Limits	3 Written Quotes or Proposals (Using Department)	<ul style="list-style-type: none"> <li>Prepare written document / letter including at a minimum: description of services required, project schedule, request for individual/ firm's qualifications, request for costs or fees, and due date for responses.</li> </ul>

		<ul style="list-style-type: none"> <li>• Contact at least three individuals / firms. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>• Individuals / firms located within the City should be considered.</li> <li>• Insure individuals / firms are quoting on equal and comparable information.</li> <li>• Individuals / firms shall submit formal written responses.</li> </ul>
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### 8.3 CONTRACT PROCESS.

Refer to the City Policy ADMIN 0500-10-01 "Minor Contract Authorization" to determine the appropriate process to follow for contract preparation and execution. Personal service contracts up to \$3,000 may be paid for by purchase order without a written contract. Contracts over the minor contract dollar authorization threshold require Park Board approval before becoming effective.

## 9.0 ARCHITECTURAL, ENGINEERING AND SURVEYING SERVICES

### 9.1 GENERAL

Professional architectural, engineering and surveying services for which the estimated fee for the project is \$50,000 or less may be selected from either the annual pre-advertised list or by a Request for Qualifications / Proposals for the specific project. The pre-advertised list is maintained by the Accounting Department - Purchasing Division.

Professional architectural, engineering and surveying services for which the estimated fee will be more than \$50,000 for the project are to be procured by a Request for Qualifications / Proposals process (RFQ/P). Professional services below this amount shall follow these procedures.

### 9.2 ANNUAL PRE-ADVERTISED LIST

The Department may review the submitted statements of qualifications and performance data on file in the Accounting Department - Purchasing Division. The Department shall then conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Selection of the most highly qualified firm shall be based on established criteria to provide the services required for the proposed project.

The Department shall negotiate a contract with the selected firm at a fair and reasonable price. The Department shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided in determining what is a fair and reasonable price. If the Department is unable to negotiate a satisfactory contract with the selected firm, it shall

terminate negotiations in writing, select another firm and continue the process until an agreement is reached or the process is terminated

### 9.3 REQUEST FOR QUALIFICATIONS / PROPOSALS

The project's requirements may be published in any form of media reasonably likely to attract sufficient numbers of potential proposers. The announcement should state the general scope and nature of the project or work for which the services are required and the contact information of a Department representative who can provide further details. The using department shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Selection of the most qualified firm shall be based on established criteria to provide the services required for the proposed project.

The Department shall negotiate a contract with the selected firm at a fair and reasonable price. The Department shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the services to be provided in determining what is a fair and reasonable price. If the Department is unable to negotiate a satisfactory contract with the selected firm, it shall terminate negotiations in writing, select another firm and continue the process until an agreement is reached or the process is terminated

### 9.4 CONTRACT PROCESS

Refer to the City Policy ADMIN 0500-10-01 "Minor Contract Authorization" to determine the appropriate process to follow for contract preparation and execution. Architect, engineer and surveyor contracts up to \$3,000 may be paid for by purchase order voucher without a written contract. Contracts over the minor contract dollar authorization threshold require Park Board approval before becoming effective.

## 10.0 PUBLIC WORKS

### 10.1 GENERAL

"Public work" is all work, construction, alteration, repair, improvement or demolitions to public property performed at the cost of the Department. Contractors on all public works, regardless of cost, are required to pay their employees state prevailing wages. Federal wage rates are applicable to public work contracts of \$2,000 or more with federal funding. The City monitors compliance with prevailing wages on its public works contracts of more than \$5,000 for state or local funded contracts and \$2,000 or more for federally funded contracts. Public works contracts require a one hundred percent (100%) performance bond and five percent (5%) payment retainage. However, on contracts of \$35,000 or less, the contractor may opt for a fifty percent (50%) payment retainage in lieu of the performance bond.

"Public work maintenance" is defined as work done by contract to keep existing facilities in good usable, operation condition. Public work maintenance contracts require the payment of state prevailing wages to the contractor's employees. They do not require a

performance bond or payment retainage. The City monitors compliance with prevailing wages on its public work maintenance contracts of more than \$5,000. Examples of public work maintenance include HVAC maintenance, pavement sealing, etc.

Questions regarding public work contracts and public work maintenance contracts should be directed to the City Attorney’s Office.

Public work or public work maintenance greater than the appropriate public bid limits are to be procured through a formal written public bid process. Public work or public work maintenance less than the bid amounts shall follow these quote procedures.

The City recently adopted the small works roster and limited public works process which may be used as an alternative to the public bid and these quote procedures in certain instances. Questions should be directed to the Accounting Department – Purchasing Division. See City Policy ADMIN 0040-11-09.

## 10.2 PROCUREMENT PROCESS

<b>PUBLIC WORKS</b>		
<b>DOLLAR THRESHOLD</b>	<b>COMPETITIVE PROCESS</b>	<b>MAJOR ACTIVITIES</b>
\$1 – \$5,000	Not Required	<ul style="list-style-type: none"> <li>Seeking competition is recommended, but not required for this dollar range.</li> <li>Award is based on buyer experience and knowledge of the market in achieving maximum quality at minimum cost.</li> </ul>
<u>Public Works &amp; Public Work Maintenance</u>  \$5,001 - \$25,000 (single craft/trade) \$5,001 - \$40,000 (multiple craft/trade)	3 Informal Quotes (Using Department)	<ul style="list-style-type: none"> <li>Informal quotes can be obtained by telephone, fax or email (if phone, document phone conversation). Due to legal requirements for prevailing wages, performance bond and retainage, it is preferred to have a written request for quotes, unless dealing with a contractor who has done business with the City before and who is aware of the legal requirements.</li> <li>Contact a minimum of three contractors. At least two contractors shall be on the City's vendor registration list. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>Contractors located within the City should be considered.</li> <li>Insure contractors are quoting on equal and comparable information.</li> </ul>
<u>Public Works &amp; Public Work Maintenance:</u>  \$25,001 - \$45,000 (single craft/trade) \$40,001 - \$90,000 (multiple craft/trade)	3 Written Quotes (Using Department)	<ul style="list-style-type: none"> <li>Prepare a written request for written quotes, including at a minimum: description of project, public work legal requirements, timetable, etc.</li> <li>Contact a minimum of three contractors. At least two contractors shall be on the City's vendor registration list. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>Contractors located within the City should be considered.</li> <li>Insure contractors are quoting on equal and comparable information.</li> </ul>

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|--|--|--|
|  |  | • Contractors shall submit formal written responses. |
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### 10.3 CONTRACT PROCESS

Public work and public work maintenance projects up to \$5,000 in cost (including labor, materials and tax) may be processed on a purchase order. If the contractor insists on a written contract, the contract will need to be processed in accordance with City procedures.

Public work and public work maintenance projects more than \$5,000 in cost (including labor, materials and tax) shall be processed by a written contract. Once a contractor has been selected to provide public work or public work maintenance services for the Department, a request, including a copy of the written quotation from the selected contractor, shall be made to the City Attorney's Office to prepare a written contract. The Department shall also submit documentation of its procurement process to the City Attorney's Office before a contract can be prepared. The Department shall review the draft contract and if satisfactory, forward it to the person / firm for approval and signature. Contracts at or under the minor contract dollar authorization threshold shall be processed in accordance with the City's Policy ADMIN 0500-10-01. Contracts over the minor contract dollar authorization threshold require Park Board approval before becoming effective.

## 11.0 SERVICE / REPAIR ORDERS

### 11.1 GENERAL

Service / Repair Orders are a form of purchase order and are a means for the department to create an order for one-time (not on-going) repairs and services to equipment and/or facilities. They will have a fixed quantity and a fixed price per unit.

Examples of procurements suitable for a service / repair order include:

- Maintenance service or repair of City equipment / vehicles, on-site or off-site
- Performance of tests, on-site or off-site
- Performance of inspections (e.g., fire extinguishers, alarm systems, equipment)
- Repair to facilities (plumbing, carpentry, etc.) up to \$5,000
- Short term rental of equipment or goods up to \$45,900
- Public works and public works maintenance up to \$5,000

Other than as listed above, service / repair work greater than \$45,900 shall be procured through a formal written public bid or proposal process. Service / repair work less than \$45,900 shall follow these quote procedures.

Repairs to facilities, public works and public work maintenance over \$5,000 shall be procured in accordance with article 10 of this policy.

## 11.2 PROCUREMENT PROCESS

SERVICE/REPAIR ORDERS OTHER THAN FACILITY REPAIRS, PUBLIC WORKS OR PUBLIC WORK MAINTENANCE		
DOLLAR THRESHOLD	COMPETITIVE PROCESS	MAJOR ACTIVITIES
\$1 – \$2,000	Not Required	<ul style="list-style-type: none"> <li>Seeking competition is recommended, but not required for this dollar range.</li> <li>Award is based on buyer experience and knowledge of the market in achieving maximum quality at minimum cost.</li> </ul>
\$2,001 - \$10,000	3 Informal Quotes (Using Department)	<ul style="list-style-type: none"> <li>Informal quotes can be obtained by telephone, fax or email (if phone, document phone conversation).</li> <li>Contact at least three individuals / firms. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>One of the individuals / firms to be located within City limits.</li> <li>Describe the services desired and request price, schedule and qualifications to perform work.</li> <li>Insure individuals / firms are quoting on equal and comparable information.</li> </ul>
\$10,001 – Bid Limits	3 Written Quotes (Purchasing Division)	<ul style="list-style-type: none"> <li>Prepare written document / letter including at a minimum: description of services required, project schedule, request for individual / firm's qualifications, request for costs and due date for responses.</li> <li>Contact at least three individuals / firms. If three potential sources are not known, record the lack of competition and document that price is fair and reasonable. Endeavor to contact two vendors on the City's vendor registration list.</li> <li>One of the individuals / firms to be located within City limits.</li> <li>Insure individuals / firms are quoting on equal and comparable items, etc.</li> <li>Provide all vendors the same information.</li> <li>Individuals / firms shall submit formal written responses.</li> </ul>

## 11.3 SERVICE REPAIR ORDER PROCESS

When the need arises for a one-time service or repair, ~~the department Parks – Accounting~~ will create a ~~Service/Repair purchase order~~ in the FMSII system. The ~~department authorized buyer~~ will contact the vendor and make arrangements for the service/repair. It is the ~~department's authorized buyer's~~ responsibility to give the vendor the ~~Service/Repair purchase~~ order number and have the vendor put that number on all invoices pertaining to the service/repair. The service/repair order must be approved by the ~~department head Director~~ or designee ~~for the submitting department~~. After the invoice has been received for the service/repair a receiver shall be entered into the FMSII system ~~by Parks – Accounting~~. ~~And the invoice sent to the Accounting Department for payment.~~

## 12.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

Pursuant to Chapter 39.34 of the Revised Code of Washington, the City may join with the state or other governmental agencies for the purchase of material, equipment, supplies, or services by entering into written intergovernmental cooperative purchasing agreements that require compliance with each party's applicable procurement laws. If the other agency has different procurement laws than the City, the more restrictive laws will apply to the joint activity.

Contact the Accounting Department - Purchasing Division for more information and the list of existing agreements with other governmental agencies.

Information about available State contracts can be found at:

Washington State <http://fortress.wa.gov/ga/inet/pca/pcacont.htm>  
Washington State Central Stores: [www.ga.wa.gov/centralstores](http://www.ga.wa.gov/centralstores)

## 13.0 PROCUREMENT REPORTING

The Accounting Department - Purchasing Division shall send a monthly report of all procurements \$5,000 or more to the city administrator, city council, and chief financial officer. The City Attorney's Office shall provide a similar report for contracts.

## 14.0 VENDOR RELATIONS

### 14.1 GIFTS/ FINANCIAL INTERESTS

Section 36 of the Spokane City Charter prohibits City employees from having a financial interest in any City contract or transaction. It also prohibits City employees from having solicited or accepted a gift, favor, etc from any person involved in a City contract.

Contact the City Attorney's Office in the case of potential conflicts.

### 14.2 NEPOTISM.

Managers, supervisors, forepersons, and others with authority or practical authority shall not hire or supervise an individual / firm under contract that is a relative.

Contact the City Attorney's Office in the case of potential conflicts.

### 14.3 SAMPLES

When vendors offer samples for evaluation, they may be accepted under the following conditions:

- The sample is accepted as property of the Department.
- The product is one that is a type presently in use or is of potential use to the Department.
- Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of low value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA Product Safety Data Sheet.

#### 15.0 CONTRACTING WITH MINORITY AND WOMEN OWNED FIRMS

The Department encourages the participation of minority and women owned businesses in its procurements. The Department shall not discriminate against, nor give preferential treatment to, minority and women-owned businesses.

#### 16.0 LOCAL BUSINESS ENCOURAGEMENT

The Department shall take affirmative steps to ensure that businesses situated within the city limits of Spokane are encouraged to participate in its procurement process to the extent permitted by federal, state and local laws, regulations, grants, and these procedures.

#### 17.0 NONDISCRIMINATION

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with City procurements because of race, color, creed, marital status, familial status, religion, sex, sexual orientation, national origin, honorably discharged veteran or military status, age, the presence of any sensory, mental or physical disability or use of a service animal by a person with disabilities.

#### 18.0 MONITORING AND COMPLIANCE

The City's Finance Division will be responsible for monitoring and evaluating compliance with these procedures. The Accounting Director will first attempt to resolve departures from the procedures with the department director or the employee initiating the procurement. In the event the initial attempt to resolve the problem is unsuccessful, it will be referred to the Chief Financial Officer for further action. Further action could include disciplinary action, up to and including discharge.

#### 19.0 REVISIONS

The Director may make minor revisions, additions, or deletions to these procedures without Park Board approval.

**CITY OF SPOKANE PARKS AND RECREATION  
PROPOSED GOLF FEES  
For Fiscal Year 2012**

REVENUE TYPE	2011 FEES				OPTION #1 PROPOSED ORIGINAL NET OF TAXES				OPTION #2 (RECOMMENDED) 2011 RATE PLUS ADMISSION TAX				OPTION #3 2011 RATE PLUS SALES TAX			
	2011	SALES	ADM	TOTAL	2012	SALES	ADM	TOTAL	2012	SALES	ADM	TOTAL	2012	SALES	ADM	TOTAL
	FEE	TAX	TAX		FEE	TAX	TAX		FEE	TAX	TAX		FEE	TAX	TAX	
		8.70%	5.00%			8.70%	5.00%			8.70%	5.00%			8.70%	5.00%	
9-Hole Regular	\$ 17.59	\$ 1.53	\$ 0.88	\$ 20.00	\$ 18.47	\$ 1.61	\$ 0.92	\$ 21.00	\$ 18.47	\$ 1.61	\$ 0.92	\$ 21.00	\$ 19.12	\$ 1.66	\$ 0.96	\$ 21.74
18-Hole Junior	\$ 10.55	\$ 0.92	\$ 0.53	\$ 12.00	\$ 11.43	\$ 0.99	\$ 0.57	\$ 13.00	\$ 11.08	\$ 0.96	\$ 0.55	\$ 12.60	\$ 11.47	\$ 1.00	\$ 0.57	\$ 13.04
18-Hole Regular	\$ 23.75	\$ 2.07	\$ 1.19	\$ 27.00	\$ 24.63	\$ 2.14	\$ 1.23	\$ 28.00	\$ 24.93	\$ 2.17	\$ 1.25	\$ 28.35	\$ 25.81	\$ 2.25	\$ 1.29	\$ 29.35
Weekend Regular	\$ 25.51	\$ 2.22	\$ 1.28	\$ 29.00	\$ 26.39	\$ 2.30	\$ 1.32	\$ 30.00	\$ 26.78	\$ 2.33	\$ 1.34	\$ 30.45	\$ 27.72	\$ 2.41	\$ 1.39	\$ 31.52
Extra Play	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sunset Rate	\$ 10.55	\$ 0.92	\$ 0.53	\$ 12.00	\$ 10.55	\$ 0.92	\$ 0.53	\$ 12.00	\$ 11.08	\$ 0.96	\$ 0.55	\$ 12.60	\$ 11.47	\$ 1.00	\$ 0.57	\$ 13.04
Tournament 18-Hole	\$ 23.75	\$ 2.07	\$ 1.19	\$ 27.00	\$ 24.63	\$ 2.14	\$ 1.23	\$ 28.00	\$ 24.93	\$ 2.17	\$ 1.25	\$ 28.35	\$ 25.81	\$ 2.25	\$ 1.29	\$ 29.35
<b>Totals</b>																
9-Hole Senior Discount	\$ 13.19	\$ 1.15	\$ 0.66	\$ 15.00	\$ 13.19	\$ 1.15	\$ 0.66	\$ 15.00	\$ 13.85	\$ 1.21	\$ 0.69	\$ 15.75	\$ 14.34	\$ 1.25	\$ 0.72	\$ 16.31
18-Hole Senior Discount	\$ 15.83	\$ 1.38	\$ 0.79	\$ 18.00	\$ 16.71	\$ 1.45	\$ 0.84	\$ 19.00	\$ 16.62	\$ 1.45	\$ 0.83	\$ 18.90	\$ 17.21	\$ 1.50	\$ 0.86	\$ 19.57
9-Hole Discount	\$ 14.07	\$ 1.22	\$ 0.70	\$ 16.00	\$ 14.07	\$ 1.22	\$ 0.70	\$ 16.00	\$ 14.78	\$ 1.29	\$ 0.74	\$ 16.80	\$ 15.30	\$ 1.33	\$ 0.76	\$ 17.39
Specials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18-Hole Discount	\$ 17.59	\$ 1.53	\$ 0.88	\$ 20.00	\$ 18.47	\$ 1.61	\$ 0.92	\$ 21.00	\$ 18.47	\$ 1.61	\$ 0.92	\$ 21.00	\$ 19.12	\$ 1.66	\$ 0.96	\$ 21.74
<b>Totals</b>																
Junior Weekend	\$ 19.35	\$ 1.68	\$ 0.97	\$ 22.00	\$ 19.35	\$ 1.68	\$ 0.97	\$ 22.00	\$ 20.32	\$ 1.77	\$ 1.02	\$ 23.10	\$ 21.03	\$ 1.83	\$ 1.05	\$ 23.91
Senior Weekend	\$ 25.51	\$ 2.22	\$ 1.28	\$ 29.00	\$ 26.39	\$ 2.30	\$ 1.32	\$ 30.00	\$ 26.78	\$ 2.33	\$ 1.34	\$ 30.45	\$ 27.72	\$ 2.41	\$ 1.39	\$ 31.52
Weekend Discount Round	\$ 20.23	\$ 1.76	\$ 1.01	\$ 23.00	\$ 21.11	\$ 1.84	\$ 1.06	\$ 24.00	\$ 21.24	\$ 1.85	\$ 1.06	\$ 24.15	\$ 21.99	\$ 1.91	\$ 1.10	\$ 25.00
Weekend Multiple Play Round	\$ 14.95	\$ 1.30	\$ 0.75	\$ 17.00	\$ 15.83	\$ 1.38	\$ 0.79	\$ 18.00	\$ 15.70	\$ 1.37	\$ 0.78	\$ 17.85	\$ 16.25	\$ 1.41	\$ 0.81	\$ 18.48
Season Round Adult	\$ 12.31	\$ 1.07	\$ 0.62	\$ 14.00	\$ 13.19	\$ 1.15	\$ 0.66	\$ 15.00	\$ 12.93	\$ 1.12	\$ 0.65	\$ 14.70	\$ 13.38	\$ 1.16	\$ 0.67	\$ 15.22
Season Round Senior	\$ 11.43	\$ 0.99	\$ 0.57	\$ 13.00	\$ 12.31	\$ 1.07	\$ 0.62	\$ 14.00	\$ 12.01	\$ 1.04	\$ 0.60	\$ 13.65	\$ 12.43	\$ 1.08	\$ 0.62	\$ 14.13
Season Round Junior	\$ 4.40	\$ 0.38	\$ 0.22	\$ 5.00	\$ 5.28	\$ 0.46	\$ 0.26	\$ 6.00	\$ 4.62	\$ 0.40	\$ 0.23	\$ 5.25	\$ 4.78	\$ 0.42	\$ 0.24	\$ 5.44
10 Play Round	\$ 20.23	\$ 1.76	\$ 1.01	\$ 23.00	\$ 21.11	\$ 1.84	\$ 1.06	\$ 24.00	\$ 21.24	\$ 1.85	\$ 1.06	\$ 24.15	\$ 21.99	\$ 1.91	\$ 1.10	\$ 25.00
25 Play Round	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Weekend Season Jr	\$ 11.43	\$ 0.99	\$ 0.57	\$ 13.00	\$ 12.31	\$ 1.07	\$ 0.62	\$ 14.00	\$ 12.01	\$ 1.04	\$ 0.60	\$ 13.65	\$ 12.43	\$ 1.08	\$ 0.62	\$ 14.13
<b>Totals</b>																
Adult Discount Card	\$ 30.78	\$ 2.68	\$ 1.54	\$ 35.00	\$ 30.78	\$ 2.68	\$ 1.54	\$ 35.00	\$ 32.32	\$ 2.81	\$ 1.62	\$ 36.75	\$ 33.46	\$ 2.91	\$ 1.67	\$ 38.05
Senior Discount Card	\$ 30.78	\$ 2.68	\$ 1.54	\$ 35.00	\$ 30.78	\$ 2.68	\$ 1.54	\$ 35.00	\$ 32.32	\$ 2.81	\$ 1.62	\$ 36.75	\$ 33.46	\$ 2.91	\$ 1.67	\$ 38.05
Adult Full Season Pass	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 230.87	\$ 20.09	\$ 11.54	\$ 262.50	\$ 239.01	\$ 20.79	\$ 11.95	\$ 271.75
Senior Full Season Pass	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 230.87	\$ 20.09	\$ 11.54	\$ 262.50	\$ 239.01	\$ 20.79	\$ 11.95	\$ 271.75
Junior Full Season Pass	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 219.88	\$ 19.13	\$ 10.99	\$ 250.00	\$ 230.87	\$ 20.09	\$ 11.54	\$ 262.50	\$ 239.01	\$ 20.79	\$ 11.95	\$ 271.75
10-Play Card	\$ 202.29	\$ 17.60	\$ 10.11	\$ 230.00	\$ 202.29	\$ 17.60	\$ 10.11	\$ 230.00	\$ 212.40	\$ 18.48	\$ 10.62	\$ 241.50	\$ 219.89	\$ 19.13	\$ 10.99	\$ 250.01
25-Play Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>																
Private Cart Day	\$ 9.20	\$ 0.80		\$ 10.00	\$ 9.20	\$ 0.80	\$ -	\$ 10.00	\$ 9.66	\$ 0.84	\$ 0.48	\$ 10.98	\$ 10.00	\$ 0.87	\$ -	\$ 10.87
Private Cart Permit	\$ 229.99	\$ 20.01		\$ 250.00	\$ 229.99	\$ 20.01	\$ -	\$ 250.00	\$ 241.49	\$ 21.01	\$ 12.07	\$ 274.57	\$ 250.00	\$ 21.75	\$ -	\$ 271.75

NOT RECOMMENDED  
Option #1 Recommended