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**AGENDA**  
**OMAK CITY COUNCIL MEETING**  
**Zoom Meeting**  
**Monday, August 3, 2020 – 7:00 PM**

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**A. CALL TO ORDER**

**B. FLAG SALUTE**

**C. CITIZEN COMMENTS**

1. Michael Porter, Omak School District Superintendent
2. Peter Rutherford, MD, Chief Executive Officer, Confluence Health

**D. CORRESPONDENCE AND MAYOR'S REPORT**

1. Proclamation – September as Childhood Cancer Awareness Month

**E. CONSENT AGENDA:**

1. Approval of minutes from July 20, 2020
2. Approval of Claims & Payroll

**F. OLD BUSINESS:**

1. Res. 31-2020 – Authorize RCO YAF Grant Application – Skate Park 
2. Res. 32-2020 – Authorize RCO WWRP Grant Application – Skate Park 

**G. NEW BUSINESS:**

1. Res. 48-2020 – Appr. Chg. Order No. 1 – Selland Construction – Airport Water Project 
2. Res. 49-2020 – Appr. Sole Source Purch – Grit Removal Parts - Kusters – Water Corporation 
3. Res. 50-2020 – Appr. Purchase of Right of Way and Construction Easements – Engh Rd Proj. 
4. Res. 51-2020 – Appr. Purchase of PubWorks Modules & Hardware 
5. Res. 52-2020 – Appr. COVID-19 Policy 

**H. OTHER BUSINESS:**

1. Council Committee Reports
2. Staff Reports

 **Action by City Council**

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In accordance with the "Stay Home, Stay Healthy" order from Governor Inslee, our Council Meeting will be conducted using Zoom Meetings (information on next page).  
If you need support, contact the City Clerk in advance of the meeting by calling 509-826-1170 or e-mail [clerk@omakcity.com](mailto:clerk@omakcity.com) for assistance.

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**City of Omak is inviting you to a scheduled Zoom meeting.**

<https://us02web.zoom.us/j/88579705466?pwd=L09VdFFHamxkdUxWL0VjaFBnUnpBdz09>

Meeting ID: 885 7970 5466

Passcode: 386138

One tap mobile

+12532158782,,88579705466#,,,,,0#,,386138# US (Tacoma)

+13462487799,,88579705466#,,,,,0#,,386138# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 885 7970 5466

Passcode: 386138

Find your local number: <https://us02web.zoom.us/j/88579705466?pwd=L09VdFFHamxkdUxWL0VjaFBnUnpBdz09>



**PROCLAMATION**

**WHEREAS**, pediatric cancer is the leading cause of death by disease in children; and

**WHEREAS**, 1-in-285 children in the United States will be diagnosed by their 20<sup>th</sup> birthday; and

**WHEREAS**, 80 percent of childhood cancer cases are diagnosed only after the disease has metastasized and spread to other parts of the body; and

**WHEREAS**, two-thirds of childhood cancer patients will have long-lasting chronic conditions as a result of the treatment they go through; and

**WHEREAS**, there has been a twenty-four percent increase in pediatric cancer cases over the last forty years, equal to forty-three children per day or 15,780 children a year diagnosed with cancer in the United States; and

**WHEREAS**, the National Cancer Institute recognized the unique research needs of childhood cancer and increased funding to conduct this research; and

**WHEREAS**, researchers and healthcare professionals work diligently to dedicate their expertise to treat and cure children with cancer; and

**WHEREAS**, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure for all childhood cancers;

**NOW THEREFORE**, I, Cindy Gagné, Mayor of the City of Omak, do hereby declare September 2020 to be

**“Childhood Cancer Awareness Month”**

In Omak, Washington, and I encourage all people in our city to join me in this special observance.

**SIGNED** this 3<sup>rd</sup> day of August 2020

\_\_\_\_\_  
Cindy Gagné, Mayor



# MEMORANDUM

To: Omak City Council  
Cindy Gagnè, Mayor

From: Todd McDaniel, Administrator

Date: August 3, 2020

Subject: Resolution 31-2020, Authorize YAF Application with RCO

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The Attached Resolution 31-2020, Authorizing a Youth Athletic Facility Grant Application with the Washington State, Recreation and Conservation Office, is forwarded for your consideration.

This application is one of two applications that are going out the Washington State Recreation and Conservation Office for Skate Park Construction. Grindline Skateparks was hired to design and provide bid documents for this project in 2018. With this phase of the project complete we should be very competitive in the RCO's selection process.

Local Match	\$	17,395
RCO YAF	\$	350,000
RCO WWRP	\$	<u>51,070</u>
	\$	418,465 Total

Although no match is required under the new grant program, we have included the design cost we have incurred to date as match. This may make the project rate better by identifying that we are close to Shovel Ready.

Because we have two applications in on this project there are a couple scenarios that could take place, depending what gets awarded, one, the other or both. If YAF gets awarded and WWRP does not, we would have the option to reject YAF offer or accept and find the additional match to make of the WWRP shortfall.

I approve this resolution and urge it adoption



**RESOLUTION NO. 31-2020**

**A RESOLUTION OF THE OMAK CITY COUNCIL AUTHORIZING A YOUTH ATHLETIC GRANT APPLICATION WITH THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE**

**WHEREAS**, Youth Athletic Facilities (YAF) grants are available through the Recreation and Conservation Office (RCO) that can fund improvements identified in the current Omak Parks and Recreation Plan; and

**WHEREAS**, an Applicant Resolution/Authorization form is required to initiate the application for RCO grants; and

**WHEREAS**, this application designates City authorized representatives and identifies grant application requirements and local match; and

**WHEREAS**, a draft application for Project # 20-1712 DEV, Omak Eastside Park Skatepark Upgrade has been prepared for submittal and attached hereto as "Exhibit A."

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Omak authorizing the submittal of the Youth Athletic Grant, attached hereto as Exhibit "A" to the Recreation and Conservation Office. The Mayor is authorized to execute all necessary documents to effect the submittal of this application.

**INTRODUCED AND APPROVED** by the City Council of the City of Omak this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

**PROJECT: 20-1712 DEV, OMAK EASTSIDE PARK SKATEPARK UPGRADE**

Sponsor: Omak City of Program: YAF - Large Status: Application Returned

### Parties to the Agreement

#### PRIMARY SPONSOR

City of Omak  
**Address** PO Box 72  
**City** Omak **State** WA **Zip** 98841  
**Org Type** City/Town  
**Vendor #** SWV0007412-00  
**UBI**

**Date Org created**

**Org Notes**

[link to Organization profile](#)

Org data updated

#### SECONDARY SPONSORS

No records to display

### Project Contacts

Contact Name Primary Org	Project Role	Work Phone	Work Email
<a href="#">Brian Carpenter</a> Rec. and Conserv. Office	Project Manager	(360) 867-8523	<a href="mailto:Brian.Carpenter@rco.wa.gov">Brian.Carpenter@rco.wa.gov</a>
<a href="#">Ken Mears</a> Omak City of	Project Contact	(509) 826-1170	<a href="mailto:publicworks@omakcity.com">publicworks@omakcity.com</a>
<a href="#">Todd McDaniel</a> Omak City of	Lead Entity Contact	(509) 826-1170	<a href="mailto:admin@omakcity.com">admin@omakcity.com</a>
<a href="#">Kurt Danison</a>	Planner	(509) 322-4037	<a href="mailto:kdanison@ncidata.com">kdanison@ncidata.com</a>

### Worksites & Properties

- # **Worksite Name**
- #1 Omak Eastside Park

Development	Property Name
✓	Omak Eastside Park

# Project Application Report - 20-1712

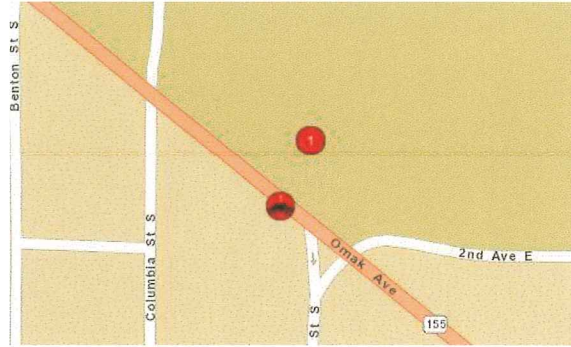
## Worksite Map & Description

### Worksite #1: Omak Eastside Park

#### WORKSITE ADDRESS

Street Address 19 S. Columbia

City, State, Zip Omak WA 98841



## Worksite Details

### Worksite #1: Omak Eastside Park

#### SITE ACCESS DIRECTIONS

From Wenatchee - travel north up US 97 approximately 90 miles, take the first Omak exit (Dayton Street) then proceed to stop sign on Omak Avenue (SR 155). The Omak Visitors Center as well as Eastside Park is straight across Omak Avenue and with three access different points off of Omak Avenue. From Oroville - travel south down US 97 approximately 45 miles, take the Omak exit (Dayton Street) south of the Okanogan River Bridge proceed to stop sign on Omak Avenue (SR 155). The Omak Visitors Center as well as Eastside Park is straight across Omak Avenue and with three different points off of Omak Avenue.

#### Questions

#1: Identify the source of funds (i.e. federal grant, Conservation Futures, local appropriations, private land donation, etc.) that was originally used to acquire the property.

A portion of the property, primarily the Stampede Arena and shoreline area was acquired from the U.S. Government through a grant in 1918. The balance of the property, including the worksites for Phase I projects, were purchased from Tribal members in the mid-forties with another 35 acres acquired in 1964.

#2: Give street address for this worksite if available.

19 S. Columbia, Omak, Washington 98841

# Project Application Report - 20-1712

## Project Location

### RELATED PROJECTS

#### Projects in PRISM

PRISM Number	Project Name	Current Status	Relationship Type	Notes
18-1551 D	Omak Eastside Park Redevelopment - Phase 1	Legislative Alternate	Current Phase	

#### Related Project Notes

Application is basically the same as the 2018 with the significant exception that the City has a set of "ready-to-bid" development plans prepared by Grindline.

#### Questions

#1: Is the project on State Owned Aquatic Lands? Please contact the Washington State Department of Natural Resources to make a determination. [Aquatic Districts and Managers](#)

No

## Property Details

Property: Omak Eastside Park (Worksite #1: Omak Eastside Park)

✓Development

#### LANDOWNER

Name City of Omak  
Address PO Box 72  
City Omak  
State WA Zip 98841  
Type Local

#### CONTROL & TENURE

Instrument Type Sponsor owned property (deed)  
Timing Existing  
Term Length Perpetuity  
# Yrs  
Expiration Date  
Note



# Project Application Report - 20-1712

## Project Proposal

### Project Description

Omak's Eastside Park Skatepark Upgrade project involves removal of the existing skate park (RCO #99-1002), repurposing as a pickleball court, and replacement with a new and substantially improved facility. This project is the first phase of a multi-phased effort to redevelop Omak's Eastside Park.

Eastside Park is a 76.6-acre destination park located on the Colville Indian Reservation in East Omak. The park, which contains a variety of outdoor recreation opportunities, has been the focus of numerous planning efforts that resulted in a Master Plan adopted in 2012. The Master Plan identified the location for a new substantially upgraded skating facility. The recently adopted 2020 update to the Omak Park and Recreation Plan affirmed that replacement of the existing skatepark with a relocated inground, concrete and steel facility as a top priority.

Subsequent work on continued development of Eastside Park will include removal of the existing skate park slab and fencing and paved roadways followed by, filling, grading, irrigating, and planting the currently undeveloped areas. The overall goal is to complete a baseball/softball quadplex. Replacement of the skatepark in a new location that fits the overall park plan, allows the City to address a top priority, and provides the ability for the City of Omak to move forward with the overall development/redevelopment project.

### Project Questions

#1: Are overhead utility lines present at the site, and if so explain how they will be relocated or buried.

No

#2: Describe any required mitigation as a result of the action in this proposal. Will mitigation occur on this site or another location?

All disturbed areas will be revegetated with plant materials suitable for intended post project use.

#3: Describe the nature of any existing rights-of-way, easements, reversionary interests, etc. to the project area.

None.

#4: Is any part of the scope of work included in this application required as mitigation for another project or action? E.g. FERC relicensing, Habitat Conservation Plan, legal settlement, etc. If yes, explain:

No

#5: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

The City intends to apply to the WWRP - Local Parks program for a matching grant for this project.

## Evaluation Criteria

## Project Application Report - 20-1712

#1: NEED AND NEED SATISFACTION What is the community's need for the proposed youth athletic facility? To what extent will the project satisfy the needs in the service area?

Eastside Park, the work site for the proposed project, is within the boundary of the Reservation for the Confederated Colville Tribes, an area that has been identified as underserved, a community in need, within a county in need. In addition, the area was declared a Federal Disaster Area following the wildfires of 2015.

The skate park in Omak's Eastside Park is the only such facility within the City's service area. The only other skate park in Okanogan County is located in Tonasket 30 miles to the north. Omak's first skate park, built in the early 1990's out of wood with donations and volunteers, was the first formal outdoor skate park in Okanogan County and Colville Reservation. The original facility was the subject of a successful RCO rehabilitation project in 2000 (RCO Project 99-1002) and was subsequently rebuilt in 2005. The 2000 rehabilitation was needed primarily due to design and construction of the original park, while the 2005 reconstruction resulted from materials unable to withstand the harsh climate in North Central Washington. Over the past 13 years, due to limited resources and the growing desire to replace the facility with a long lasting concrete and steel facility, the City has worked hard to keep the facility safe and open in order to address user demand for the facility. As time has passed, a combination of use and weathering has once again left the facility with limited functionality so the time has come for an upgraded facility. As a result, relocation and replacement of the facility has been identified as the priority project for Eastside Park.

The existing skate park, even with its limited and high maintenance wooden ramps and features still draws youth from throughout the service area and is estimated to see from 4-6 hours of use per day during the spring, summer and fall months. Area youth have proven a skatepark matters to them, and they will use it no matter what. The City feels it is time to reward and support their dedication by building a facility they can use, rather than missing time and features due to maintenance needs.

With a service area covering Omak and the Colville Reservation containing a population of an estimated 9,900 people, 47% of which are under the age of 34, it is estimated that at least 400 youth within the service area skate at least once a year. The Colville Confederated Tribes report that there are 2,434 enrolled tribal members within the Omak District with 860 under the age of 25.

The proposed project directly addresses two of the goals of the Washington State Recreation and Conservation Plan: it sustains the legacy of Eastside Park as a place with a variety of recreational opportunities; and, it encourages youth to get outside.

#2: DESIGN AND COST ESTIMATE How well is the project designed? How reasonable are the cost estimates, do they accurately reflect the scope of work, and are there enough funds to implement the proposed projects?

This grant request is based on an adopted design and cost estimate prepared by Grindline, a Seattle area firm specializing in skate parks. Following the unsuccessful YAF grant request in 2018 the City advertised for the services of a qualified firm to assist the City in the formal planning, design and permitting process needed to construct a new facility. Grindline completed this effort in August, 2019 and the City has accepted the design and is now ready for construction.

The City's design calls for a 5,300 sq ft, \$418,465 concrete facility with both above and below grade features. The final design for the project is the product of a process that involved the local skating community, citizens, organizations, staff and elected officials which allowed for refinement of the preliminary 2018 design to fit within the funding available. The City's desire is to eliminate the costs associated with ongoing maintenance and limited opportunities presented by the existing skate park and replace it with low maintenance surfaces that include a wider variety of ramps and features.

Relocation of the facility will create a much better recreational experience and improved risk management with the planned location surrounded by grass and trees, in close proximity to the tennis and basketball courts, not to mention being located closer to Omak Ave/SR155 for improved visibility, interest and ready access to the paved pathway through the park and the City's sidewalk system.

#3: SUSTAINABILITY Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

The primary focus of this effort to establish a skate park for the greater Omak community is creation of a skating facility constructed of concrete that will stand up to decades of use, thus eliminating the practice of the past two decades of repair and replacement of wooden ramps and features. The site of the planned facility is presently lawn area which requires irrigation, fertilization and other maintenance, which will be replaced by 5,300 sq ft +/- of hard surface with minimal maintenance needs. Surrounding permeable landscaping will allow infiltration of the small amount of stormwater generated.



## Project Application Report - 20-1712

#4: FACILITY MANAGEMENT Does the applicant have the ability to operate and maintain the facility?

The City of Omak owns Eastside Park and has had a Parks Department to manage and maintain the park since its acquisition and development over 60 years ago. The Department currently has one fulltime employee with two seasonal employees during the busy spring, fall and summer months. In addition to these employees, the City also deploys public works personal and resources as required for infrastructure maintenance and improvements. In 2019, the City's Parks Department and Public Works personnel performed over 3,972 hours of labor in the park and expended \$93,312 on needed equipment, supplies and materials.

In addition, the Parks Department coordinates with the Omak School District and baseball, T-ball, soccer and softball league coaches and organizations as to their plans and needs as well as with City front office staff on scheduling of facilities for games and other events.

#5: AVAILABILITY When the project is complete, how often will it be available for competitive youth sports in a calendar year?

While the facility will be available for use year-round, primary use will be during the spring, summer and fall months with open hours from dawn to dusk, the same as the rest of Eastside and other City Parks. Special events using the the skate park, as with all other facilities in the park may be reserved at the Omak City Hall.

#6: READINESS TO PROCEED What is the timeline for completing the project? Will the sponsor be able to complete the project within 3 years?

The City has a "ready-to-bid" design. With the ground in City ownership and permitting limited to Grade and Fill, SEPA Checklist and Cultural Resource Consultation and possible cultural resources survey, the project, if funded could be ready to go to bid for construction as early as the spring of 2021 with completion by December 31, 2021, well within the three-year period. For planning purposes, the City assumes that it is likely that construction will not take place until 2022, depending on the timing of grant award and contracting.

#7: PROJECT SUPPORT AND PARTNERSHIPS To what extent do users and the public support the project?

The project is a high priority in the City of Omak Comprehensive Park and Recreation Plan (2020) as one of the key projects that must be done for future phases of the Eastside Park Master plan to move forward. The City is expressing its support through this application and the resolution attached hereto and the Confederated Tribes of the Colville Reservation Parks Department strongly supports the City's efforts in Eastside Park.

## Development Metrics

Worksite: Omak Eastside Park (#1)

GENERAL SITE IMPROVEMENTS

## Project Application Report - 20-1712

### Install signs/kiosk

Total cost for Install signs/kiosk			\$1,220
Number of kiosks		New	Renovate
		0	0
Number of interpretive signs/displays		0	0
Number of permanent entrance signs		1	0
	<p><b>Note:</b> A permanent entrance for the Skatepark will be designed and erected including credit to funding sources and those making donations.</p>		
Number of electronic signs		0	0
Project involves installation of informational signs (yes/no)	Yes		

### Landscaping improvements

Total cost for Landscaping improvements			\$24,267
Acres of landscaped area			0.15
Select the landscape features			Drainage Grass/turf Irrigation Trees/shrubs

### SITE PREPARATION

#### General site preparation

Total cost for General site preparation			\$61,151
Acres of site preparation			0.30
Buildings / structures to be demolished			Removal of existing skating infrastructure (1999), repurpose slab/fence for temporary pickleball court. In-kind service provided by city.
Select the site preparation activities			Demolition General site prep activities Mobilization

### SKATING FACILITIES

#### Roller rink development

Total cost for Roller rink development			\$308,432
Number of roller rinks		New	Renovate
		1	0
Lighting provided for evening use (yes/no)	No		

### CULTURAL RESOURCES

#### Cultural resources

Total cost for Cultural resources			\$5,000
	<p><b>Note:</b> The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.</p>		
Acres surveyed for cultural resources			0.30

### PERMITS

#### Obtain permits

Total cost to Obtain permits			\$1,000
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### ARCHITECTURAL & ENGINEERING



## Project Application Report - 20-1712

### Architectural & Engineering (A&E)

Total cost for Architectural & Engineering (A&E)

\$17,395

**Note:** City selected Grindline through a request for qualifications process. Grindline completed the design and engineering for the project and have provided the City with a set of "ready-to-bid" plans for the new skate park.

## Overall Project Metrics

### PROGRAM OUTCOMES

Youth Served	202
Youth Served by the development or renovation project	400

### SITES IMPROVED

Project acres renovated	0.30
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### COMPLETION DATE

Projected date of completion	12/31/2022
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**Note:** Actual construction and completion dates dependent on timing of grant award and contract signing. The City intends to begin construction of the park as soon as practical following grant contract signing, but the timing will be weather dependent.

## Development Cost Estimates

### Worksite #1: Omak Eastside Park

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.
General Site Improvements	Install signs/kiosk	\$1,220	
	Landscaping improvements	\$24,267	
Permits	Obtain permits	\$1,000	
Site Preparation	General site preparation	\$61,151	
Skating Facilities	Roller rink development	\$308,432	
	Subtotal:	\$401,070	
Admin, Architecture, and Engineering		\$17,395	
	Total Estimate For Worksite:	\$418,465	

### Summary

Total Estimated Costs Without AA&E:	\$401,070
Total Estimated AA&E:	\$17,395
Total Estimated Development Costs:	\$418,465

## Project Application Report - 20-1712

### Cost Summary

	Estimated Cost	Project %	Admin/AA&E %
<u>Development Costs</u>			
Development	\$401,070		
Admin, Architecture, and Engineering	\$17,395		4.34 %
<b>SUBTOTAL</b>	<b>\$418,465</b>	<b>100.00 %</b>	
Total Cost Estimate	\$418,465	100.00 %	

### Funding Request and Match

#### FUNDING PROGRAM

YAF - Large	\$350,000	83.64 %
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#### SPONSOR MATCH

Category	Amount	Project %
Appropriation - Local	\$17,395	
Grant - RCO WWRP	\$51,070	
<b>Match Total:</b>	<b>\$68,465</b>	<b>16.36 %</b>
<b>Total Funding Request:</b>	<b>\$418,465</b>	<b>100.00 %</b>

### Cultural Resources

#### Worksite #1: Omak Eastside Park

#1: Provide a description of the project actions at this worksite (acquisition, development and/or restoration activities that will occur as a part of this project)

The project includes removal of existing skate park infrastructure and construction of new 5,300 sq ft in ground concrete skate park with metal rails and features.

#2: Describe all ground disturbing activities (length, width and depth of disturbance and equipment utilized) that will take place in the Area of Potential Effect (APE). Include the location of any construction staging or access roads associated with your project that will involve ground disturbance.

Ground disturbing activities include excavation and grading for the new 5,300 sq ft skate park. The new facility will require excavations to a depth of no more than 6 ft in a portion of the area with the balance of the excavations less than 1 foot in depth.

#3: Describe any planned ground disturbing pre-construction/restoration work. This includes geo-technical investigation, fencing, demolition, decommissioning roads, etc.

Cultural resources investigations - primarily shovel tests.

#4: Describe the existing project area conditions. The description should include existing conditions, current and historic land uses and previous excavation/fill (if depths and extent is known, please describe).

Current area is irrigated lawn with minor elevation changes in the project area.

## Project Application Report - 20-1712

#5: Will a federal permit be required to complete the scope of work on the project areas located within this worksite?

No

#6: Are you utilizing Federal Funding to complete the scope of work? This includes funds that are being shown as match or not.

No

#7: Do you have knowledge of any previous cultural resource review within the project boundaries during the past 10 years?

Yes

#7a: Summarize the previous cultural resource review; including lead agency and date of review, reference name and numbers, etc. If RCO, include the prior phase grant number. NOTE: Do not provide any site-specific information considered confidential. Attach previous surveys or other reference documents.

Eastside Park has been the subject of three cultural resource surveys over the past decade. One of the studies covered a portion of the worksite (near the existing skate park) and the City has contracted with the Colville Tribes to review and survey the area in the vicinity of the current skate park (to be removed) as well as the location of the new facility.

#8: Is the worksite located within an existing park, wildlife refuge, natural area preserve, or other recreation or habitat site?

Yes

#8a: Please name the area and specify when the site was established.

Omak Eastside Park, established between 1918 and 1964

#9: Are there any structures over 45 years of age within this worksite? This includes structures such as buildings, tidegates, dikes, residential structures, bridges, rail grades, park infrastructure, etc.

No

#10: Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.

The worksite consists of two locations within Omak Eastside Park; the existing skate park (to be removed) is located within an undeveloped portion of the park, and the location of the new skate park. The new facility will be located in a lawn area between the tennis and basketball courts. The area is used for overflow camping during the Omak Stampede.

### Project Permits

Permits and Reviews	Issuing Organization	Applied Date	Received Date	Expiration Date	Permit #
Archeological & Cultural Resources (EO 05-05)	DAHP	05/18/2020			
		<b>Note:</b> EZ 1 form sent to DAHP on 5/18, response was that RCO will initiate consultation upon grant award.			
Clear & Grade Permit	City/County	05/18/2020	06/10/2020	06/10/2022	#0694
SEPA	Local or State	05/18/2020	05/20/2020	06/10/2022	
		<b>Note:</b> SEPA checklist for project completed and submitted for Clear and Grade Permit. DNS published on May 20, 2020, comment/appeal period ended on June 10, 2020. No appeals, comment from CCT History Department.			



## Project Application Report - 20-1712

### Attachments

#### Required Attachments

7 out of 8 done

- Applicant Resolution/Authorizations ✓
- Control & Tenure Documentation ✓
- Map: Area of Potential Effect (APE) ✓
- Map: Athletic Facility ✓
- Map: Boundary map – Draft ✓
- Photo ✓
- Site Plan: Development site plan ✓
- Visuals ✓

#### PHOTOS (JPG, GIF)

Photos (JPG, GIF)



# 425499

#### PROJECT DOCUMENTS AND PHOTOS

Project Documents and Photos

File Type	Attach Date	Attachment Type	Title	Person	File Name, Number Associations	Shared
	07/17/2020	Application Review Report	Grant Manager Comments Report, 20-1712D(rtnd 07/17/20 17:49:	BrianC	Grant Manager Comments Report - 20-1712 (rtnd 07-17-2020_17-49-33).pdf, 438913	✓
	07/17/2020	Project Application Report	Project Application Report, 20-1712D (sub 07/17/20 16:44:40)	BrianC	Project Application Report - 20-1712 (submitted 07-17-2020_16-44-40).pdf, 438912	✓
	06/17/2020	Presentation notes	RCO YAF Evaluation Criteria and Script.docx	KurtD	RCO YAF Evaluation Criteria and Script.docx, 434441	✓
	06/17/2020	Evaluation: Project presentation - Tech Review Mtg	2020 YAF Presentation.pptx	KurtD	2020 YAF Presentation.pptx, 434440	✓
	05/28/2020	Project Application Report	Project Application Report, 20-1712D (submitted 05/28/20 13:	ToddM	Project Application Report - 20-1712 (submitted 05-28-2020_13-23-56).pdf, 429463	✓
	05/12/2020	Photo	2020 RCO YAF New Skate Park Site Photo.jpg	KurtD	2020 RCO YAF New Skate Park Site Photo.jpg, 425499	✓
	05/12/2020	Visuals	2020 RCO YAF Existing Skate Park and Planned location Photos	KurtD	2020 RCO YAF Existing Skate Park and Planned location Photos.docx, 425498	✓
	05/12/2020	Map: Boundary map – Draft	2020 RCO Project Boundary Map.pdf	KurtD	2020 RCO Project Boundary Map.pdf, 425496	✓
	05/12/2020	Site Plan: Development site plan	2020 RCO YAF SKATEPARK PLANS FINAL.pdf	KurtD	2020 RCO YAF SKATEPARK PLANS FINAL.pdf, 425492	✓
	05/06/2020	Map: Athletic Facility	2020 Athletic facilities Map.pdf	KurtD	2020 Athletic facilities Map.pdf, 424760	✓
	05/06/2020	Map: Area of Potential Effect (APE)	2020 RCO APE Map.pdf	KurtD	2020 RCO APE Map.pdf, 424730	✓
	05/06/2020	Control & Tenure Documentation	2020 1959 Property Deed - new skate park.pdf	KurtD	2020 1959 Property Deed - new skate park.pdf, 424725	✓
	05/06/2020	Control & Tenure Documentation	2020 Planned Skate Park Parcel.pdf	KurtD	2020 Planned Skate Park Parcel.pdf, 424715	✓
	05/06/2020	Control & Tenure Documentation	2020 Existing Skate Park Parcel.pdf	KurtD	2020 Existing Skate Park Parcel.pdf, 424714	✓

### RCO Staff Scores



## Project Application Report - 20-1712

Criteria	Score	Score Range	Basis	Applicant Challenge	RCO Response
GMA Preference	0	-1.0 to 0.0	In Compliance with GMA		
Proximity to People (City/County)	0	0.0 to 1.0	Not in city with required population or county with required population density		

### Application Status

Application Due Date: 06/01/2020

Status Name	Status Date	Submitted By	Submission Notes
Application Returned	07/17/2020	Brian Carpenter	The greatest needs for improvement are Attachments (design), Development Cost Estimates (verified costs and match), and Evaluation Criteria. The latter is a strong start; effort and writing skill are apparent, so I am sure the final version will turn out well. The main thing is to focus on the positives and vision for an improved future. Let's go over the numbers some more, and then we can talk about the presentation in as much detail as you like. Also, we need to see drawings for the park master plan and the skatepark surroundings. You can upload the whole thing for reference, but you'll want some standalone docs for the drawings. This is a good project, and I look forward to working with you to make this as strong as possible. Please see the Grant Manager Comments section for more info, and let me know if you have any questions or ideas to discuss.
Application Submitted	07/17/2020	Brian Carpenter	This draft submitted by RCO staff following change in grant program for eligibility.
Preapplication	05/04/2020		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them. (Brian Carpenter, 07/17/2020)

Date of last change: 07/21/2020

## 20-1712, Dev, Omak City of Omak Eastside Park Skatepark Upgrade, RCO Grant Request: \$350,000

### BASICS

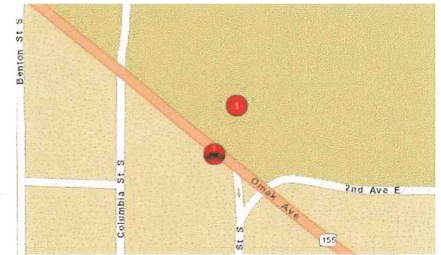
### FUNDING

#### Costs

RCO	\$350,000	84%
Sponsor Match	\$68,465	16%
<b>Total</b>	<b>\$418,465</b>	<b>100%</b>

#### Sponsor Match Breakdown

Appropriation - Local	\$17,395
Grant - RCO WWRP	\$51,070
<b>Total</b>	<b>\$68,465</b>



Minimum match required  
10.00%

### DESCRIPTION

Omak's Eastside Park Skatepark Upgrade project involves removal of the existing skate park (RCO #99-1002), repurposing as a pickleball court, and replacement with a new and substantially improved facility. This project is the first phase of a multi-phased effort to redevelop Omak's Eastside Park.

Eastside Park is a 76.6-acre destination park located on the Colville Indian Reservation in East Omak. The park, which contains a variety of outdoor recreation opportunities, has been the focus of numerous planning efforts that resulted in a Master Plan adopted in 2012. The Master Plan identified the location for a new substantially upgraded skating facility. The recently adopted 2020 update to the Omak Park and Recreation Plan affirmed that replacement of the existing skatepark with a relocated inground, concrete and steel facility as a top priority.

Subsequent work on continued development of Eastside Park will include removal of the existing skate park slab and fencing and paved roadways followed by, filling, grading, irrigating, and planting the currently undeveloped areas. The overall goal is to complete a baseball/softball quadplex. Replacement of the skatepark in a new location that fits the overall park plan, allows the City to address a top priority, and provides the ability for the City of Omak to move forward with the overall development/redevelopment project.

### LOCATION

#### County, City, Water bodies

City Areas: Omak  
County: Okanogan

### METRICS/COSTS

#### DEVELOPMENT METRICS

**Worksite: Omak Eastside Park (#1)**

## Project Factsheet

### COSTS

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.
General Site Improvements	Install signs/kiosk	\$1,220	
	Landscaping improvements	\$24,267	
Permits	Obtain permits	\$1,000	
Site Preparation	General site preparation	\$61,151	
Skating Facilities	Roller rink development	\$308,432	
	<b>Subtotal:</b>	<b>\$401,070</b>	
Admin, Architecture, and Engineering		\$17,395	
	<b>Total Estimate For Worksite:</b>	<b>\$418,465</b>	

### METRICS

#### GENERAL SITE IMPROVEMENTS

##### Install signs/kiosk

Total cost for Install signs/kiosk	\$1,220
Number of kiosks	New: 0, Renov: 0
Number of interpretive signs/displays	New: 0, Renov: 0
Number of permanent entrance signs	New: 1, Renov: 0

Note: A permanent entrance for the Skatepark will be designed and erected including credit to funding sources and those making donations.



## Project Factsheet

Number of electronic signs	New: 0, Renov: 0
Project involves installation of informational signs (yes/no)	Yes
<b>Landscaping improvements</b>	
Total cost for Landscaping improvements	\$24,267
Acres of landscaped area	0.15
Select the landscape features	Drainage Grass/turf Irrigation Trees/shrubs

### SITE PREPARATION

#### General site preparation

Total cost for General site preparation	\$61,151
Acres of site preparation	0.30
Buildings / structures to be demolished	Removal of existing skating infrastructure (1999), repurpose slab/fence for temporary pickleball court. In-kind service provided by city.
Select the site preparation activities	Demolition General site prep activities Mobilization

### SKATING FACILITIES

#### Roller rink development

Total cost for Roller rink development	\$308,432
Number of roller rinks	New: 1, Renov: 0
Lighting provided for evening use (yes/no)	No

### CULTURAL RESOURCES

#### Cultural resources

Total cost for Cultural resources	\$5,000
Acres surveyed for cultural resources	0.30
Note: The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.	

### PERMITS

## Project Factsheet

### Obtain permits

Total cost to Obtain permits \$1,000

### ARCHITECTURAL & ENGINEERING

#### Architectural & Engineering (A&E)

Total cost for Architectural & Engineering (A&E) \$17,395

Note: City selected Grindline through a request for qualifications process. Grindline completed the design and engineering for the project and have provided the City with a set of "ready-to-bid" plans for the new skate park.

**Total Development Cost** \$418,465

## PERMITS

Permit Name	Received	Comment
Clear & Grade Permit	Yes	
Archeological & Cultural Resources (EO 05-05)	No	EZ 1 form sent to DAHP on 5/18, response was that RCO will initiate consultation upon grant award.
SEPA	Yes	SEPA checklist for project completed and submitted for Clear and Grade Permit. DNS published on May 20, 2020, comment/appeal period ended on June 10, 2020. No appeals, comment from CCT History Department.

## PROJECT PROPOSAL

### PROPOSAL QUESTIONS

#1: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

The City intends to apply to the WWRP - Local Parks program for a matching grant for this project.

### EVALUATION CRITERIA QUESTIONS



## Project Factsheet

### #1: NEED AND NEED SATISFACTION What is the community's need for the proposed youth athletic facility? To what extent will the project satisfy the needs in the service area?

Eastside Park, the work site for the proposed project, is within the boundary of the Reservation for the Confederated Colville Tribes, an area that has been identified as underserved, a community in need, within a county in need. In addition, the area was declared a Federal Disaster Area following the wildfires of 2015.

The skate park in Omak's Eastside Park is the only such facility within the City's service area. The only other skate park in Okanogan County is located in Tonasket 30 miles to the north. Omak's first skate park, built in the early 1990's out of wood with donations and volunteers, was the first formal outdoor skate park in Okanogan County and Colville Reservation. The original facility was the subject of a successful RCO rehabilitation project in 2000 (RCO Project 99-1002) and was subsequently rebuilt in 2005. The 2000 rehabilitation was needed primarily due to design and construction of the original park, while the 2005 reconstruction resulted from materials unable to withstand the harsh climate in North Central Washington. Over the past 13 years, due to limited resources and the growing desire to replace the facility with a long lasting concrete and steel facility, the City has worked hard to keep the facility safe and open in order to address user demand for the facility. As time has passed, a combination of use and weathering has once again left the facility with limited functionality so the time has come for an upgraded facility. As a result, relocation and replacement of the facility has been identified as the priority project for Eastside Park.

The existing skate park, even with its limited and high maintenance wooden ramps and features still draws youth from throughout the service area and is estimated to see from 4-6 hours of use per day during the spring, summer and fall months. Area youth have proven a skatepark matters to them, and they will use it no matter what. The City feels it is time to reward and support their dedication by building a facility they can use, rather than missing time and features due to maintenance needs.

With a service area covering Omak and the Colville Reservation containing a population of an estimated 9,900 people, 47% of which are under the age of 34, it is estimated that at least 400 youth within the service area skate at least once a year. The Colville Confederated Tribes report that there are 2,434 enrolled tribal members within the Omak District with 860 under the age of 25.

The proposed project directly addresses two of the goals of the Washington State Recreation and Conservation Plan: it sustains the legacy of Eastside Park as a place with a variety of recreational opportunities; and, it encourages youth to get outside.



## Project Factsheet

**#2: DESIGN AND COST ESTIMATE** How well is the project designed? How reasonable are the cost estimates, do they accurately reflect the scope of work, and are there enough funds to implement the proposed projects?

This grant request is based on an adopted design and cost estimate prepared by Grindline, a Seattle area firm specializing in skate parks. Following the unsuccessful YAF grant request in 2018 the City advertised for the services of a qualified firm to assist the City in the formal planning, design and permitting process needed to construct a new facility. Grindline completed this effort in August, 2019 and the City has accepted the design and is now ready for construction.

The City's design calls for a 5,300 sq ft, \$418,465 concrete facility with both above and below grade features. The final design for the project is the product of a process that involved the local skating community, citizens, organizations, staff and elected officials which allowed for refinement of the preliminary 2018 design to fit within the funding available. The City's desire is to eliminate the costs associated with ongoing maintenance and limited opportunities presented by the existing skate park and replace it with low maintenance surfaces that include a wider variety of ramps and features.

Relocation of the facility will create a much better recreational experience and improved risk management with the planned location surrounded by grass and trees, in close proximity to the tennis and basketball courts, not to mention being located closer to Omak Ave/SR155 for improved visibility, interest and ready access to the paved pathway through the park and the City's sidewalk system.

**#3: SUSTAINABILITY** Will the project result in a quality, sustainable, recreational opportunity while protecting the integrity of the environment?

The primary focus of this effort to establish a skate park for the greater Omak community is creation of a skating facility constructed of concrete that will stand up to decades of use, thus eliminating the practice of the past two decades of repair and replacement of wooden ramps and features. The site of the planned facility is presently lawn area which requires irrigation, fertilization and other maintenance, which will be replaced by 5,300 sq ft +/- of hard surface with minimal maintenance needs. Surrounding permeable landscaping will allow infiltration of the small amount of stormwater generated.

**#4: FACILITY MANAGEMENT** Does the applicant have the ability to operate and maintain the facility?

The City of Omak owns Eastside Park and has had a Parks Department to manage and maintain the park since its acquisition and development over 60 years ago. The Department currently has one fulltime employee with two seasonal employees during the busy spring, fall and summer months. In addition to these employees, the City also deploys public works personal and resources as required for infrastructure maintenance and improvements. In 2019, the City's Parks Department and Public Works personnel performed over 3,972 hours of labor in the park and expended \$93,312 on needed equipment, supplies and materials. In addition, the Parks Department coordinates with the Omak School District and baseball, T-ball, soccer and softball league coaches and organizations as to their plans and needs as well as with City front office staff on scheduling of facilities for games and other events.

## Project Factsheet

**#5: AVAILABILITY** When the project is complete, how often will it be available for competitive youth sports in a calendar year?

While the facility will be available for use year-round, primary use will be during the spring, summer and fall months with open hours from dawn to dusk, the same as the rest of Eastside and other City Parks. Special events using the the skate park, as with all other facilities in the park may be reserved at the Omak City Hall.

**#6: READINESS TO PROCEED** What is the timeline for completing the project? Will the sponsor be able to complete the project within 3 years?

The City has a "ready-to-bid" design. With the ground in City ownership and permitting limited to Grade and Fill, SEPA Checklist and Cultural Resource Consultation and possible cultural resources survey, the project, if funded could be ready to go to bid for construction as early as the spring of 2021 with completion by December 31, 2021, well within the three-year period. For planning purposes, the City assumes that it is likely that construction will not take place until 2022, depending on the timing of grant award and contracting.

**#7: PROJECT SUPPORT AND PARTNERSHIPS** To what extent do users and the public support the project?

The project is a high priority in the City of Omak Comprehensive Park and Recreation Plan (2020) as one of the key projects that must be done for future phases of the Eastside Park Master plan to move forward. The City is expressing its support through this application and the resolution attached hereto and the Confederated Tribes of the Colville Reservation Parks Department strongly supports the City's efforts in Eastside Park.

## Project Factsheet

# ATTACHMENTS

### RELEVANT DOCUMENTS

File Type	Attach Date	Attachment Type	Title
	05/12/2020	Visuals	<a href="#">2020 RCO YAF Existing Skate Park and Planned location Photos</a>
	05/12/2020	Site Plan: Development site plan	<a href="#">2020 RCO YAF SKATEPARK PLANS FINAL.pdf</a>
	05/06/2020	Map: Athletic Facility	<a href="#">2020 Athletic facilities Map.pdf</a>





## Applicant Resolution/Authorization

Organization Name (sponsor) City of Omak

Resolution No. or Document Name 31-2020

Project(s) Number(s), and Name(s) 20-1712 Omak Eastside Park Skatepark Upgrade

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Cindy Gagne, Mayor
Project contact (day-to-day administering of the grant and communicating with the RCO)	Ken Mears, Public Works Director Todd McDaniel, City Administrator
RCO Grant Agreement (Agreement)	Cindy Gagne, Mayor
Agreement amendments	Cindy Gagne, Mayor
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Cindy Gagne, Mayor

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property



acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only—If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only—If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title Mayor Cindy Gagne Date 8/3/20

On File at: Omak City HALL

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: Omak City Hall, 2 n. Ash, Omak WA, 98841 Date: 8/3/2020

Washington State Attorney General's Office

Approved as to form  2/13/2020  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.





## MEMORANDUM

To: Omak City Council  
Cindy Gagnè, Mayor

From: Todd McDaniel, Administrator

Date: August 3, 2020

Subject: Resolution 32-2020, Authorize WWRP Grant Application with RCO

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The Attached Resolution 32-2020, Authorizing a Washington Wildlife and Recreation Program Grant Application with the Washington State, Recreation and Conservation Office, is forwarded for your consideration.

This application is one of two applications that are going out the Washington State Recreation and Conservation Office for Skate Park Construction. Grindline Skateparks was hired to design and provide bid documents for this project in 2018. With this phase of the project complete we should be very competitive in the RCO's selection process.

Local Match	\$	0
RCO WWRP	\$	<u>418,465</u>
	\$	418,465 Total

Match is not required under the new grant program. Because we have two applications in on this project there are a couple scenarios that could take place, depending what gets awarded, one, the other or both. We anticipate that if WWRP is funded along with the YAF, the RCO would then split the cost of the project between the two grants. The City would still have the \$17,395 match for the YAF.

I approve this resolution and urge its adoption

**RESOLUTION NO. 32-2020**

**A RESOLUTION OF THE OMAK CITY COUNCIL AUTHORIZING A WASHINGTON WILDLIFE AND RECREATION PROGRAM GRANT APPLICATION WITH THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE**

**WHEREAS**, Washington Wildlife and Recreation Program (WWRP) grants are available through the Recreation and Conservation Office (RCO) that can fund improvements identified in the current Omak Parks and Recreation Plan; and

**WHEREAS**, an Applicant Resolution/Authorization form is required to initiate the application for RCO grants; and

**WHEREAS**, this application designates City authorized representatives and, identifies grant application requirements and local match; and

**WHEREAS**, a draft application for Project # 20-1772 DEV, Omak Eastside Park Skate Park Upgrade has been prepared for submittal and attached hereto as Exhibit "A".

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Omak that the Recreation and Conservation Office Applicant Resolution/Authorization, attached hereto as Exhibit "A", is approved. The Mayor is authorized to execute all necessary documents to effect the submittal of this application.

**INTRODUCED AND APPROVED** by the City Council of the City of Omak this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney



PROJECT: 20-1772 DEV, OMAK EASTSIDE PARK SKATEPARK UPGRADE  
Sponsor: Omak City of Program: WWRP - Local Parks Status: Application Returned

### Parties to the Agreement

#### PRIMARY SPONSOR

City of Omak  
Address PO Box 72  
City Omak State WA Zip 98841  
Org Type City/Town  
Vendor # SWV0007412-00

UBI

Date Org created

Org Notes

[Link to Organization profile](#)

Org data updated

#### SECONDARY SPONSORS

No records to display

### Project Contacts

Contact Name Primary Org	Project Role	Work Phone	Work Email
<a href="#">Brian Carpenter</a> Rec. and Conserv. Office	Project Manager	(360) 867-8523	<a href="mailto:Brian.Carpenter@rco.wa.gov">Brian.Carpenter@rco.wa.gov</a>
<a href="#">Ken Mears</a> Omak City of	Project Contact	(509) 826-1170	<a href="mailto:publicworks@omakcity.com">publicworks@omakcity.com</a>
<a href="#">Todd McDaniel</a> Omak City of	Lead Entity Contact	(509) 826-1170	<a href="mailto:admin@omakcity.com">admin@omakcity.com</a>
<a href="#">Kurt Danison</a>	Planner	(509) 322-4037	<a href="mailto:kdanison@ncidata.com">kdanison@ncidata.com</a>

### Worksites & Properties

- # Worksite Name
- #1 Omak Eastside Park - new skate park site

Development	Property Name
✓	Omak Eastside Park

# Project Application Report - 20-1772

## Worksite Map & Description

### Worksite #1: Omak Eastside Park - new skate park site

#### WORKSITE ADDRESS

Street Address 19 S. Columbia

City, State, Zip Omak WA 98841



## Worksite Details

### Worksite #1: Omak Eastside Park - new skate park site

#### SITE ACCESS DIRECTIONS

From Wenatchee - travel north up US 97 approximately 90 miles, take the first Omak exit (Dayton Street) then proceed to stop sign on Omak Avenue (SR 155). The Omak Visitors Center as well as Eastside Park is straight across Omak Avenue and with three different points off of Omak Avenue. From Oroville - travel south down US 97 approximately 45 miles, take the Omak exit (Dayton Street) south of the Okanogan River Bridge proceed to stop sign on Omak Avenue (SR 155). The Omak Visitors Center as well as Eastside Park is straight across Omak Avenue and with three different points off of Omak Avenue.

#### Questions

#1: Identify the source of funds (i.e. federal grant, Conservation Futures, local appropriations, private land donation, etc.) that was originally used to acquire the property.

A portion of the property, primarily the Stampede Arena and shoreline area was acquired from the U.S. Government through a grant in 1918. The balance of the property, including the worksites for Phase I projects, were purchased from Tribal members in the mid-forties with another 35 acres acquired in 1964.

#2: Give street address for this worksite if available.

19 S. Columbia, Omak, Washington 98841

# Project Application Report - 20-1772

## Project Location

### RELATED PROJECTS

#### Projects in PRISM

PRISM Number	Project Name	Current Status	Relationship Type	Notes
18-1551 D	Omak Eastside Park Redevelopment - Phase 1	Legislative Alternate	Current Phase	2018 Application to YAF not funded

#### Related Project Notes

Application is basically the same as the 2018 with the significant exception that the City has a set of "ready-to-bid" development plans prepared by Grindline.

#### Questions

#1: Does the project site or project boundary lie within the urban growth area boundary of a city or town with a population of 5,000 or more? If yes, name the community and attach one map called Population Proximity Map under the Attachment Tab in PRISM.

The City of Omak's population is less than 5,000 and the project lies entirely within the corporate limits, within the boundary of the Colville Tribe's Reservation.

#2: Is the project on State Owned Aquatic Lands? Please contact the Washington State Department of Natural Resources to make a determination. **Aquatic Districts and Managers**

No

## Property Details

Property: Omak Eastside Park (Worksite #1: Omak Eastside Park - new skate park site)

✓ Development

#### LANDOWNER

Name City of Omak  
Address PO Box 72  
City Omak  
State WA Zip 98841  
Type Local

#### CONTROL & TENURE

Instrument Type Sponsor owned property (deed)  
Timing Existing  
Term Length Perpetuity  
# Yrs  
Expiration Date  
Note



# Project Application Report - 20-1772

## Project Proposal

### Project Description

Omak's Eastside Park Skatepark Upgrade project involves removal of the existing skate park (RCO #99-1002), repurposing as a pickleball court, and replacement with a new and substantially improved facility. This project is the first phase of a multi-phased effort to redevelop Omak's Eastside Park.

Eastside Park is a 76.6-acre destination park located on the Colville Indian Reservation in East Omak. The park, which contains a variety of outdoor recreation opportunities, has been the focus of numerous planning efforts that resulted in a Master Plan adopted in 2012. The Master Plan identified the location for a new substantially upgraded skating facility. The recently adopted 2020 update to the Omak Park and Recreation Plan affirmed that replacement of the existing skatepark with a relocated inground, concrete and steel facility as a top priority.

Subsequent work on continued development of Eastside Park will include removal of the existing skate park slab and fencing and paved roadways followed by, filling, grading, irrigating, and planting the currently undeveloped areas. The overall goal is to complete a baseball/softball quadplex. Replacement of the skatepark in a new location that fits the overall park plan, allows the City to address a top priority, and provides the ability for the City of Omak to move forward with the overall development/redevelopment project.

### Project Questions

#1: When will the project be completed and made available to the public for outdoor recreation uses? Please note that funding may not be awarded for about one year from application submittal and it may take one or more years for you to complete the project.

As the City has ready-to-build plans for the project, it is anticipated that construction will start within 60 days of grant award and be completed within 6 months of awarding the construction bid to a qualified contractor. So if grant funds are available in June, the facility will be ready for public use by the end of December.

#2: Are overhead utility lines present at the site, and if so explain how they will be relocated or buried.  
No

#3: Describe any required mitigation as a result of the action in this proposal. Will mitigation occur on this site or another location?

All disturbed areas will be revegetated with plant materials suitable for intended post project use.

#4: Describe the nature of any existing rights-of-way, easements, reversionary interests, etc. to the project area.

None.

#5: Is this project scope part of a larger effort not reflected in the project application? If so, briefly describe the larger effort, funding amount(s) and source(s).

This project represents the first phase in the planned three phase redevelopment of Omak's Eastside Park. Subsequent phases entail reorganization of existing ballfields, removal of several existing roadways, the grading a presently undeveloped area in center of park and installing irrigation and planting of grass for multi-purpose playfields, construction of a new restroom and relocation of the existing veterans memorial. Project and cost details for the subsequent phases are still be developed.

#6: Do you plan to restrict or limit general public availability or use of the site in any way? If yes, describe the type of restriction, the portion of the project area that will be restricted (an illustrative map may be requested), and the reason(s) the public will be restricted.

No

#7: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

The City intends to apply to the Youth Athletic Field - Large program for a matching grant for this project.

## Project Application Report - 20-1772

### Development Metrics

**Worksite: Omak Eastside Park - new skate park site (#1)**

#### GENERAL SITE IMPROVEMENTS

##### Install signs/kiosk

Total cost for Install signs/kiosk			\$1,220
Number of kiosks		New 0	Renovate 0
Number of interpretive signs/displays		0	0
Number of permanent entrance signs		1	0
<b>Note:</b> A permanent entrance for the Skatepark will be designed and erected including credit to funding sources and those making donations.			
Number of electronic signs		0	0
Project involves installation of informational signs (yes/no)	Yes		

##### Landscaping improvements

Total cost for Landscaping improvements			\$24,267
Acres of landscaped area			0.15
Select the landscape features			Drainage Grass/turf Irrigation Trees/shrubs

#### SITE PREPARATION

##### General site preparation

Total cost for General site preparation			\$61,151
Acres of site preparation			0.30
Number of trail miles for site preparation			0
Buildings / structures to be demolished			Removal of existing skating infrastructure (1999), repurpose slab/fence for temporary pickleball court. In Kind service provided by the City
Select the site preparation activities			Demolition General site prep activities Mobilization

#### SKATING FACILITIES

##### Skatepark development

Total cost for Skatepark development			\$308,432
Number of skate parks		New 1	Renovate 0
Square feet of skate park			5,300
Lighting provided for evening use (yes/no)	No		
Select the skate park type			Combination flat track w/bowls
Select the skill level the skatepark is designed for			Intermediate

#### CULTURAL RESOURCES



## Project Application Report - 20-1772

### Cultural resources

Total cost for Cultural resources	\$5,000
<p><b>Note:</b> The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.</p>	
Acres surveyed for cultural resources	0.30
Number of trail miles surveyed for cultural resources	0

### PERMITS

#### Obtain permits

Total cost to Obtain permits	\$1,000
Number of permits required for implementation of project	3

### ARCHITECTURAL & ENGINEERING

#### Architectural & Engineering (A&E)

Total cost for Architectural & Engineering (A&E)	\$17,395
<p><b>Note:</b> City selected Grindline through a request for qualifications process. Grindline completed the design and engineering for the project and have provided the City with a set of "ready-to-bid" plans for the new skate park.</p>	

## Overall Project Metrics

### SITES IMPROVED

Project acres developed	0.30
Project acres renovated	0

### COMPLETION DATE

Projected date of completion	12/31/2022
<p><b>Note:</b> Actual construction and completion dates dependent on timing of grant award and contract signing. The City intends to begin construction of the park as soon as practical following grant contract signing, but the timing will be weather dependent.</p>	



## Project Application Report - 20-1772

### Development Cost Estimates

#### Worksite #1: Omak Eastside Park - new skate park site

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.
General Site Improvements	Install signs/kiosk	\$1,220	
	Landscaping improvements	\$24,267	
Permits	Obtain permits	\$1,000	
Site Preparation	General site preparation	\$61,151	
Skating Facilities	Skatepark development	\$308,432	
	Subtotal:	\$401,070	
Admin, Architecture, and Engineering		\$17,395	
	Total Estimate For Worksite:	\$418,465	

#### Summary

Total Estimated Costs Without AA&E:	\$401,070
Total Estimated AA&E:	\$17,395
Total Estimated Development Costs:	\$418,465

### Cost Summary

	Estimated Cost	Project %	Admin/AA&E %
<u>Development Costs</u>			
Development	\$401,070		
Admin, Architecture, and Engineering	\$17,395		4.34 %
SUBTOTAL	\$418,465	100.00 %	
Total Cost Estimate	\$418,465	100.00 %	

### Funding Request and Match

#### FUNDING PROGRAM

WWRP - Local Parks	\$418,465	100.00 %
--------------------	-----------	----------

#### SPONSOR MATCH

Category	Amount	Project %
Appropriation - Local	\$0	
Grant - RCO YAF	\$0	
Match Total:	\$0	
Total Funding Request:	\$418,465	100.00 %

### Cultural Resources

## Project Application Report - 20-1772

### Worksite #1: Omak Eastside Park - new skate park site

#1: Provide a description of the project actions at this worksite (acquisition, development and/or restoration activities that will occur as a part of this project)

The project includes removal of existing skate park infrastructure and construction of new 5,300 sq ft in ground concrete skate park with metal rails and features.

#2: Describe all ground disturbing activities (length, width and depth of disturbance and equipment utilized) that will take place in the Area of Potential Effect (APE). Include the location of any construction staging or access roads associated with your project that will involve ground disturbance.

Ground disturbing activities include excavation and grading for the new 5,300 sq ft skate park. The new facility will require excavations to a depth of no more than 6 ft in a portion of the area with the balance of the excavations less than 1 foot in depth.

#3: Describe any planned ground disturbing pre-construction/restoration work. This includes geo-technical investigation, fencing, demolition, decommissioning roads, etc.

Cultural resources investigations - primarily shovel tests.

#4: Describe the existing project area conditions. The description should include existing conditions, current and historic land uses and previous excavation/fill (if depths and extent is known, please describe).

Current area is irrigated lawn with minor elevation changes in the project area.

#5: Will a federal permit be required to complete the scope of work on the project areas located within this worksite?

No

#6: Are you utilizing Federal Funding to complete the scope of work? This includes funds that are being shown as match or not.

No

#7: Do you have knowledge of any previous cultural resource review within the project boundaries during the past 10 years?

Yes

#7a: Summarize the previous cultural resource review; including lead agency and date of review, reference name and numbers, etc. If RCO, include the prior phase grant number. NOTE: Do not provide any site-specific information considered confidential. Attach previous surveys or other reference documents.

Eastside Park has been the subject of three cultural resource surveys over the past decade. One of the studies covered a portion of the worksite (near the existing skate park) and the City has contracted with the Colville Tribes to review and survey the area in the vicinity of the current skate park (to be removed) as well as the location of the new facility.

#8: Is the worksite located within an existing park, wildlife refuge, natural area preserve, or other recreation or habitat site?

Yes

#8a: Please name the area and specify when the site was established.

Omak Eastside Park, established between 1918 and 1964

#9: Are there any structures over 45 years of age within this worksite? This includes structures such as buildings, tidegates, dikes, residential structures, bridges, rail grades, park infrastructure, etc.

No

## Project Application Report - 20-1772

#10: Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.

The worksite consists of two locations within Omak Eastside Park; the existing skate park (to be decommissioned and converted to pickleball court) is located within an undeveloped portion of the park, and the location of the new skate park. The new facility will be located in a lawn area between the tennis and basketball courts. The area is used for overflow camping during the Omak Stampede.

### Project Permits

Permits and Reviews	Issuing Organization	Applied Date	Received Date	Expiration Date	Permit #
Clear & Grade Permit	City/County	05/18/2020	06/10/2020	06/10/2022	#0694
Cultural Assessment [Section 106]	DAHP	05/18/2020			
		<b>Note:</b> EZ 1 form sent to DAHP on 5/18, response was that RCO will initiate consultation.			
SEPA	Local or State	05/18/2020	05/20/2020	06/10/2020	
		<b>Note:</b> SEPA checklist for project completed and submitted for Clear and Grade Permit. DNS published on May 20, 2020, comment/appeal period ended on June 10, 2020			



## Project Application Report - 20-1772

### Attachments

#### Required Attachments

5 out of 6 done

Applicant Resolution/Authorizations	
Control & Tenure Documentation	✓
Map: Area of Potential Effect (APE)	✓
Map: Boundary map – Draft	✓
Photo	✓
Site Plan: Development site plan	✓

#### PHOTOS (JPG, GIF)

Photos (JPG, GIF)



# 425449

#### PROJECT DOCUMENTS AND PHOTOS

Project Documents and Photos

File Type	Attach Date	Attachment Type	Title	Person	File Name, Number Associations	Shared
	07/17/2020	Application Review Report	Grant Manager Comments Report, 20-1772D(rtnd 07/17/20 17:51:	BrianC	Grant Manager Comments Report - 20-1772 (rtnd 07-17-2020_17-51-27).pdf, 438914	✓
	06/17/2020	Evaluation: Project presentation - Tech Review Mtg	2020 WWRP Presentation.pptx	KurtD	2020 WWRP Presentation.pptx, 434447	✓
	06/17/2020	Evaluation: Presentation script	RCO WWRP Evaluation Criteria and Script.docx	KurtD	RCO WWRP Evaluation Criteria and Script.docx, 434444	✓
	05/28/2020	Project Application Report	Project Application Report, 20-1772D (submitted 05/28/20 13:	ToddM	Project Application Report - 20-1772 (submitted 05-28-2020_13-21-39).pdf, 429460	✓
	05/12/2020	Visuals	2020 RCO WWRP Existing Skate Park and Planned location Photo	KurtD	2020 RCO WWRP Existing Skate Park and Planned location Photos.docx, 425462	✓
	05/12/2020	Site Plan: Development site plan	2020 RCO WWRP SKATEPARK PLANS FINAL.pdf	KurtD	2020 RCO WWRP SKATEPARK PLANS FINAL.pdf, 425453	✓
	05/12/2020	Photo	2020 RCO WWRP New Skate Park Site Photo.jpg	KurtD	2020 RCO WWRP New Skate Park Site Photo.jpg, 425449	✓
	05/12/2020	Map: Boundary map – Draft	2020 RCO WWRP Project Boundary Map.pdf	KurtD	2020 RCO WWRP Project Boundary Map.pdf, 425448	✓
	05/12/2020	Map: Area of Potential Effect (APE)	2020 RCO WWRP APE Map.pdf	KurtD	2020 RCO WWRP APE Map.pdf, 425447	✓
	05/12/2020	Control & Tenure Documentation	2020 RCO WWRP Planned Skate Park Parcel.pdf	KurtD	2020 RCO WWRP Planned Skate Park Parcel.pdf, 425446	✓
	05/12/2020	Control & Tenure Documentation	2020 RCO WWRP Existing Skate Park Parcel.pdf	KurtD	2020 RCO WWRP Existing Skate Park Parcel.pdf, 425445	✓
	05/12/2020	Control & Tenure Documentation	2020 RCO WWRP 1959 Property Deed - new skate park.pdf	KurtD	2020 RCO WWRP 1959 Property Deed - new skate park.pdf, 425444	✓

### RCO Staff Scores

Criteria	Score	Score Range	Basis	Applicant Challenge	RCO Response
GMA Preference	0	-1.0 to 0.0	In Compliance with GMA		
Proximity to People (City)	0	0.0 to 1.5	Omak - 4940		
Proximity to People (County)	0	0.0 to 1.5	Okanogan County - 8.03		

## Project Application Report - 20-1772

### Application Status

Application Due Date: 06/01/2020

Status Name	Status Date	Submitted By	Submission Notes
Application Returned	07/17/2020	Brian Carpenter	Let's go over the numbers some more, and then we can talk about the presentation in as much detail as you like. Also, we need to see drawings for the park master plan and the skatepark surroundings. You can upload the whole thing for reference, but you'll want some standalone docs for the drawings. This is a good project, and I look forward to working with you to make this as strong as possible. Please see the Grant Manager Comments section for more info, and let me know if you have any questions or ideas to discuss.
Application Submitted	05/28/2020	Todd McDaniel	
Preapplication	05/11/2020		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them. (Todd McDaniel, 05/28/2020)

Date of last change: 07/21/2020

20-1772, Dev, Omak City of  
Omak Eastside Park Skatepark Upgrade, RCO Grant Request: \$418,465

## BASICS

## FUNDING

### Costs

RCO	\$418,465	100%
<b>Total</b>	<b>\$418,465</b>	<b>100%</b>

### Sponsor Match Breakdown

Appropriation - Local	\$0
Grant - RCO YAF	\$0
<b>Total</b>	<b>\$0</b>



Minimum match required  
10.00%

## DESCRIPTION

Omak's Eastside Park Skatepark Upgrade project involves removal of the existing skate park (RCO #99-1002), repurposing as a pickleball court, and replacement with a new and substantially improved facility. This project is the first phase of a multi-phased effort to redevelop Omak's Eastside Park.

Eastside Park is a 76.6-acre destination park located on the Colville Indian Reservation in East Omak. The park, which contains a variety of outdoor recreation opportunities, has been the focus of numerous planning efforts that resulted in a Master Plan adopted in 2012. The Master Plan identified the location for a new substantially upgraded skating facility. The recently adopted 2020 update to the Omak Park and Recreation Plan affirmed that replacement of the existing skatepark with a relocated inground, concrete and steel facility as a top priority.

Subsequent work on continued development of Eastside Park will include removal of the existing skate park slab and fencing and paved roadways followed by, filling, grading, irrigating, and planting the currently undeveloped areas. The overall goal is to complete a baseball/softball quadplex. Replacement of the skatepark in a new location that fits the overall park plan, allows the City to address a top priority, and provides the ability for the City of Omak to move forward with the overall development/redevelopment project.

## LOCATION

### County, City, Water bodies

City Areas: Omak  
County: Okanogan

## METRICS/COSTS

### DEVELOPMENT METRICS

**Worksite: Omak Eastside Park - new skate park site (#1)**



## Project Factsheet

### COSTS

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$5,000	The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.
General Site Improvements	Install signs/kiosk	\$1,220	
	Landscaping improvements	\$24,267	
Permits	Obtain permits	\$1,000	
Site Preparation	General site preparation	\$61,151	
Skating Facilities	Skatepark development	\$308,432	
	<b>Subtotal:</b>	<b>\$401,070</b>	
Admin, Architecture, and Engineering		\$17,395	
	<b>Total Estimate For Worksite:</b>	<b>\$418,465</b>	

### METRICS

#### GENERAL SITE IMPROVEMENTS

##### Install signs/kiosk

Total cost for Install signs/kiosk	\$1,220
Number of kiosks	New: 0, Renov: 0
Number of interpretive signs/displays	New: 0, Renov: 0
Number of permanent entrance signs	New: 1, Renov: 0

Note: A permanent entrance for the Skatepark will be designed and erected including credit to funding sources and those making donations.

## Project Factsheet

Number of electronic signs	New: 0, Renov: 0
Project involves installation of informational signs (yes/no)	Yes

### Landscaping improvements

Total cost for Landscaping improvements	\$24,267
Acres of landscaped area	0.15
Select the landscape features	Drainage Grass/turf Irrigation Trees/shrubs

### SITE PREPARATION

#### General site preparation

Total cost for General site preparation	\$61,151
Acres of site preparation	0.30
Number of trail miles for site preparation	0
Buildings / structures to be demolished	Removal of existing skating infrastructure (1999), repurpose slab/fence for temporary pickleball court. In Kind service provided by the City

Select the site preparation activities	Demolition General site prep activities Mobilization
--	--

### SKATING FACILITIES

#### Skatepark development

Total cost for Skatepark development	\$308,432
Number of skate parks	New: 1, Renov: 0
Square feet of skate park	5,300
Lighting provided for evening use (yes/no)	No
Select the skate park type	Combination flat track w/bowls
Select the skill level the skatepark is designed for	Intermediate

### CULTURAL RESOURCES

#### Cultural resources



## Project Factsheet

Total cost for Cultural resources	\$5,000
<p style="margin: 0;">Note: The Colville Tribes History Department has provided comments on the SEPA checklist for the project and has recommended some shovel testing and to have a tribal archeologist on-site to monitor during excavation. The City has contracted with the Tribes in the past for projects in Eastside Park and intends to follow through with this project.</p>	

Acres surveyed for cultural resources	0.30
Number of trail miles surveyed for cultural resources	0

### PERMITS

#### Obtain permits

Total cost to Obtain permits	\$1,000
Number of permits required for implementation of project	3
	<i>Optional</i>

### ARCHITECTURAL & ENGINEERING

#### Architectural & Engineering (A&E)

Total cost for Architectural & Engineering (A&E)	\$17,395
<p style="margin: 0;">Note: City selected Grindline through a request for qualifications process. Grindline completed the design and engineering for the project and have provided the City with a set of "ready-to-bid" plans for the new skate park.</p>	

<b>Total Development Cost</b>	<b>\$418,465</b>
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### PERMITS

Permit Name	Received	Comment
SEPA	Yes	SEPA checklist for project completed and submitted for Clear and Grade Permit. DNS published on May 20, 2020, comment/appeal period ended on June 10, 2020
Clear & Grade Permit	Yes	
Cultural Assessment [Section 106]	No	EZ 1 form sent to DAHP on 5/18, response was that RCO will initiate consultation.

## PROJECT PROPOSAL



## Project Factsheet

### PROPOSAL QUESTIONS

#1: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

The City intends to apply to the Youth Athletic Field - Large program for a matching grant for this project.

## Project Factsheet

# ATTACHMENTS

## RELEVANT DOCUMENTS

File Type	Attach Date	Attachment Type	Title
	05/12/2020	Site Plan: Development site plan	<a href="#">2020 RCO WWRP SKATEPARK PLANS FINAL.pdf</a>

# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Ken Mears, Public Works Director

Date: August 3rd, 2020

Subject: **Resolution No. 48-2020** Approving Change Order No.1 with Selland Construction, Inc.

---

The attached Resolution 48-2020, A Resolution for the City of Omak Council Approving Change Ordere No. 1 to the contract between Selland Construction, Inc. and the City of Omak for the Omak Municipal Airport Project, is forwarded for your consideration.

Attached is Change Order No. 1 for the Omak Airport Water Project. This change order is for the need to relocate the electrical panel "VFD-AW". The contractor was advised that it needed additional clearance from the water transmission piping, therefor requiring the panel to be moved, causing extra work. There are more details under the "Change Description" of the attached change order. The cost of the change is \$7,180.32.

I support this Resolution and request Council approval.



**RESOLUTION NO. 48-2020**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING CHANGE ORDER NO. 1 TO THE CONTRACT BETWEEN SELLAND CONSTRUCTION, INC. AND THE CITY OF OMAK FOR THE OMAK MUNICIPAL AIRPORT WATER PROJECT**

**WHEREAS**, the City of Omak awarded the contract for the Airport Water Project to Selland Construction, Inc. by Resolution 18-2020; and

**WHEREAS**, there was a change in site conditions resulting in the need for relocation of the electrical panel; and

**WHEREAS**, representatives of the City of Omak, Selland Construction, Inc. and the City's consultants, J-U-B Engineering, Inc., have negotiated this Change Order to resolve the issue encountered reasonably.

**NOW, THEREFORE, BE IT RESOLVED** by the Omak City Council, that Change Order No.1 to the contract for Omak Airport Water Project, a copy of which is attached hereto as Exhibit "A", is now approved and the Mayor is authorized to execute said Change Order for and on behalf of the City.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

# EXHIBIT A

## Change Order

<b>Contract Number:</b> JUB #70-19-028	<b>Contract Title:</b> Omak Municipal Airport Water Infrastructure	<b>Federal Aid Number:</b> N/A
<b>Change Order Number:</b> 1	<b>Change Order Description:</b> Relocation of electrical panel "VFD-AW"	<b>Date:</b> 7/7/2020
<b>Prime Contractor/Design-Builder:</b> Selland Construction, Inc.		

Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications


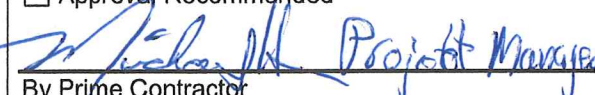
Proposed by Contractor

**Change Description:**

The well pump VFD panel (VFD-AW) required relocation to provide a 30"x42" clear working space as required by code. The clear working space in front of the original panel location was obstructed by the above ground portion of the water piping containing the flow meter. Relocation of the VFD panel required shifting the telemetry panel (TP-AW) to the west and relocating the chlorine booster pump VFD beneath the well pump VFD. In addition, conduit routing was revised and a uni-strut support for the well pump VFD was constructed.

<b>Verbal Approval Given By:</b> Alex DelRiccio (J-U-B ENGINEERS, Inc.)	<b>Verbal Approval Date:</b> 6-18-2020	<b>Working Days +/-:</b> +0 calendar days
---	---	--

<b>Original Contract Amount:</b> \$974,827.11	<b>Current Contract Amount:</b> \$974,827.11	<b>Est. Net Change This C.O.:</b> +\$7,180.32	<b>Est. Contract Amount After C.O.:</b> \$982,007.43
--	---	--	---

<input checked="" type="checkbox"/> Approval Recommended <input type="checkbox"/> Approved  <hr/> Project Engineer  7-14-2020 <hr/> Date	Approved <hr/> Approving Authority per C.A. Agreement <hr/> Date
<input type="checkbox"/> Approval Recommended  <hr/> By Prime Contractor  7/14/2020 <hr/> Date	Approved <hr/> Signature _____ Date _____ <hr/> Representing

# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Ken Mears, Public Works Director

Date: August 3rd, 2020

Subject: Resolution 49-2020 Sewer Treatment Plant Fine Screen Parts Purchase.

---

The attached Resolution No. 49-2020, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING A SOLE SOURCE PURCHASE OF FINE SCREEN AND GRIT REMOVAL PARTS FOR THE SEWAGE TREATMENT PLANT FROM KUSTERS-WATER CORPORATION; is forwarded for your consideration.

We are requesting the Sole Source purchase of these parts to have available as needed allowing us to keep the fine screen drum operational at all times. These specific parts sometimes take weeks to arrive, which is the reason to have these parts at the location. This purchase is funded in the 2020 Budget.

I support this Resolution and Urge its adoption.



**RESOLUTION NO. 49-2020**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING A SOLE SOURCE PURCHASE OF FINE SCREEN AND GRIT REMOVAL PARTS FOR THE SEWAGE TREATMENT PLANT FROM KUSTERS-WATER CORPORATION**

**WHEREAS**, the parts for the grit removal system are vital to the operations of the sewage treatment plant; and

**WHEREAS**, the sewer treatment plant needs to restock maintenance supplies for the grit removal system; and

**WHEREAS**, Kusters-Water Corporation is the sole authorized distributor of these parts in our region.

**NOW, THEREFORE, BE IT RESOLVED BY THE OMAK CITY COUNCIL OF OMAK, WASHINGTON**, that the sole source purchase of replacement parts with Kusters-Water Corporation, a copy of the quote attached hereto as Exhibit "A", is approved.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SIGNED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney



## Quotation: SP-04105-20

Customer Number: 193688

Page: 1 of 2

**Customer:**

JESUS ARCINIEGA  
CITY OF OMAK  
P. O. BOX 72  
ATTN: ACCOUNTS PAYABLE

OMAK, WA 98841  
USA

Phone: 509-826-2383  
JESUS@OMAKCITY.COM

Fax:

**Quotation**

**Date:** 3/11/2020  
**Expiration:** 7/23/2020  
**Terms:** NET 30 DAYS FREIGHT PREPAID & ADDED TO INVOICE  
**FOB:** ORIGIN  
**Leadtime:** 8 Weeks

**Quote Specifications**

REF KW JOB# WT55577

ICDS 10/6

Line No	Qty	Part ID# Description	Unit Price	Extended Price
1	1	B782234 BEARING, PLAIN 60MM FOR BOTTOM BEARING ASSEMBLY	470.00	\$470.00
4	1	A122754 O-RING FOR BOTTOM BEARING CAP	2.00	\$2.00
5	1	B770846 RING, LANTERN FOR BOTTOM BEARING ASSEMBLY	110.00	\$110.00
6	1	A110616 PACKING, 3 RING SET FOR BOTTOM BEARING ASSEMBLY	130.00	\$130.00
7	1	A600200 PLUG, PIPE 304SS, HEX HEAD FOR BOTTOM BEARING CAP	3.00	\$3.00
8	125	A117699 CABLE, HEAT TRACE SELF REGULATING	14.00	\$1,750.00

VM-09\_0



# Quotation: SP-04105-20

Customer Number: 193688

Page: 2 of 2

Line No	Qty	Part ID# (Cust Part #) Description	Unit Price	Extended Price
11	6	C784475 WHEEL, IDLER	385.00	\$2,310.00
12	68	A771086 SHOE, WEAR INCLUDES THE FOLLOWING MOUNTING HARDWARE IN 304SS:  FHSS 5/16-18 X 1-1/4 (136) 5/16 L/W (136) 5/16-18 HEX NUT (136)	20.00	\$1,360.00

**Quotation Total (US Dollars): \$6,135.00**

## AUTHORIZED SIGNATURES

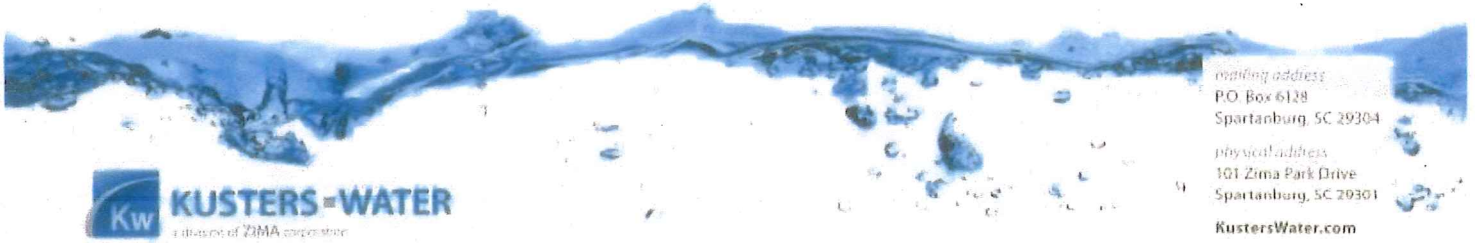
Customer Acceptance

  
GEORGE KELLUM

1. All prices are stated in US Dollars.
2. Minimum order of \$50 required.
3. Quote is valid for 30 days from the date of the quote.
4. Any applicable Banking fees, Sales, Use, Excise or other Taxes or Duties shall be paid by the buyer directly to the appropriate authority. If Tax Exempt, an Exempt Certificate must be sent with the Purchase Order.
5. A Purchase Order issued to Kusters Water, PO. Box 6128, Spartanburg, SC 29304, is required for Order Entry.
6. An estimated shipping date will be confirmed at the time of order placement based on the current manufacturing load at that time.

VM-09\_0





mailing address  
P.O. Box 6128  
Spartanburg, SC 29304  
physical address  
101 Zima Park Drive  
Spartanburg, SC 29301  
KustersWater.com

July 13, 2020

City of Omak, WA

**Subject: Screenings, Grit Removal and Compactor Sole Source Letter**

To whom it may concern,

This letter is to certify that Kusters Water is the sole authorized distributor for sales and service of the XGT 200 x 270° Grit Removal System, 1210 Grit Classifier, Grit Pump and ICDS 10/6 In-Channel Drum Screen provided in 2011 on original order WT55577.

All inquiries for equipment or replacement parts should be directed to the aftermarket sales department or Pedroni & Co. LLC, the Kusters Water Representative for your area.

Should you have any questions, please feel free to contact us. Thank you for your business.

Sincerely,  
Kusters Water  
A Division of Zima Corporation

George Kellum  
Aftermarket Sales Manager  
E-mail: [george.kellum@kusterswater.com](mailto:george.kellum@kusterswater.com)  
Direct Line (864)-594-5595  
Fax Line (864)-587-5761



## MEMORANDUM

To: Omak City Council  
Cindy Gagnè, Mayor

From: Todd McDaniel, Administrator

Date: August 3, 2020

Subject: Resolution 50-2020 Purchase of ROW and Construction Easements Engh Road Project

---

The Attached Resolution 50-2020, Approving Purchase of Interest in Real Properties and Acquisition of Construction Easements for Engh Road Improvements and Authorizing Payment for Damages and Restoration of Areas Impacted by Construction Easements, is forwarded for your consideration.

The need for ROW acquisition and construction easements have been identified at three locations along the planned Engh Road project. Gray & Osborne and Epic Land Solution have provided the necessary survey, documentation, and negotiations to secure the areas that will be impacted by the project. We currently have two accepted offers that are ready to sign and record.

This project is 100 percent funded through grants from the Federal Highways Administration and a matching grant from the Transportation Improvement Board.

I approve this Resolution and urge its adoption.

**RESOLUTION NO. 50-2020**

**A RESOLUTION APPROVING THE PURCHASE OF INTEREST IN REAL PROPERTIES AND ACQUISITION OF CONSTRUCTION EASEMENTS FOR ENGH ROAD IMPROVEMENTS AND AUTHORIZING PAYMENT FOR DAMAGES AND RESTORATION OF AREAS IMPACTED BY CONSTRUCTION EASEMENTS**

**WHEREAS**, the City of Omak has determined that it is necessary to improve the Engh Road at its intersection with US 97, to provide increased traffic capacity and mobility; and

**WHEREAS**, the desired improvements along Engh Road requires that the City acquire additional road right-of-way for the project; and

**WHEREAS**, city consultants, Gray & Osborne, have identified the acquisition of the rights-of-way, and construction easements needed for the project, and

**WHEREAS**, purchase of the rights-of-way and construction easements are funded through a Surface Transportation Program grant.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON** that the Mayor is hereby authorized to take such actions, and execute all necessary documents for the acquisition of the right-of-way, temporary construction easements, and payments for damages and restoration of private property within the construction easements for the Engh Road- SR 215/ US 97 Intersection Improvement, STPUS-Z924(003) Project.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2020

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney



# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Wayne Beetchenow  
Assistant Public Works Director

Date: August 3, 2020

Subject: Resolution No. 51-2020, Approving the purchase of Pubworks Modules.

---

The attached Resolution **51-2020, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PURCHASE OF Pubworks Modules**, is forwarded for your consideration.

These will allow for accurate data collection while keeping employees separated and safe.

The purchase will be made as part of the Cares act. This purchase will be made through PubWorks. This Purchase will total \$ 8,750.00

I support this Resolution and recommend its approval.

**RESOLUTION NO. 52-2020**

**A Resolution of the Omak City Council Approving, Purchase of Pubworks Modules**

**WHEREAS**, The City of Omak has received CARES Act funding to mitigate COVID-19 safety concerns; and

**WHEREAS**, PubWorks offers mobile modules; and

**WHEREAS**, this purchase exceeds five thousand dollars, requiring Omak City Council Approval for purchase,

**NOW, THEREFORE BE IT RESOLVED** by the City of Omak, do hereby approve the purchase of the Pubworks Modules, in the amount of \$8,750.00

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**SIGNED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

## Pubworks Module information

The service request module gives us the ability to track all service requests in a single location. The status, the cost when completed and can distribute the request with all the information needed to resolve the request. location, caller and caller contact information, nature of request along with notes to the employees are all included in the request.

The on-line service request feature of the software would provide the citizens a more user friendly approach for submitting requests for services and/or repairs. Giving citizens an easy way to report while our doors are closed. The software would allow citizens to describe their requests more thoroughly because of the on-line information provided by the software for the City infrastructure. Citizens would be able to report any issues related to streets, water, sewer, parks, facilities, and storm drainage.

Pubworks Mobile will give the crew all the information stored in Pubworks to them in the field. Attributes of a asset, location on a map, pictures of previous work done. The mobile app will give the employees the ability to create and adjust maps in the field and enter information in the field helping maintain social distancing, to give us better more accurate data. Currently we have areas of the City with very little information on our infrastructure.

Inspections gives us the ability to inspect and track the integrity of our assets to give us a much better idea of what assets need our attention and help us prioritize our work. the inspection module also gives us the ability to reduce our liability risk by being proactive in taking care of issues before they are a problem. It can be used to inspect any type of asset like playground equipment, fire hydrants, sewer manholes, sidewalks, trees, and vegetation to name a few

We will need to purchase tablets to use in the field as well. The tablets will be used for other aspects as well such as reading and updating meter information in place of the current handhelds and in the RV Park to check or adjust reservations as needed.





Tracker Software Corporation  
PO Box 6502 Snowmass Village, CO 81615  
[www.PubWorks.com](http://www.PubWorks.com)

June 22, 2020

Wayne Beetchenow  
Assistant Public Works Director  
City of Omak  
Omak, WA 98841

Dear Wayne:

Thanks for the opportunity to provide you the following quote:

Charge Description	Quantity	Rate	Total	ASM*
Service Request Module	1	\$ 1,500	\$ 1,500	\$ 300/year
Online Service Requests Web Link	1	\$ 1,000	\$ 1,000	\$ 200/year
PubWorks Mobile App	1	\$ 3,500	\$ 3,500	\$ 700/year
Inspections Module	1	\$ 1,500	\$ 1,500	\$ 300/year
Set-up and training		Included	\$ 0	\$ 0
<b>Total</b>			<b>\$ 7,500</b>	<b>\$ 1,500</b>

\*Annual Support and Maintenance fee

For further information: <https://pubworks.com/products/>

Set-up and web-based training is included in the pricing for both modules.

I am confident this additional PubWorks Module will add tremendous value to the City's current use of PubWorks at a cost-effective price. Please call me with any additional questions or concerns. I look forward to hearing from you soon.

Sincerely,

*Bob Guion*

970-927-3500 office  
970-948-8100 cell  
[bob@PubWorks.com](mailto:bob@PubWorks.com)

# MEMORANDUM

To: Omak City Council  
Cindy Gagnè, Mayor

From: Todd McDaniel, Administrator

Date: August 3, 2020

Subject: Resolution 52-2020 COVID-19 Policy

---

The Attached Resolution 52-2020, Approving City of Omak COVID-19 Policy, is forwarded for your consideration.

The City of Omak has been closely monitoring the developing circumstances relating to the coronavirus (COVID-19). The City desires to be proactive in maintaining a healthy workplace for its employees and in helping prevent the spread of the virus within the community

The purpose of this plan is to provide guidance and to establish temporary and emergency measures and procedures in response to the COVID-19 pandemic, for the City's continuing operations and customer service.

I approve this resolution and urge its adoption

**RESOLUTION NO. 52-2020**  
**A RESOLUTION APPROVING CITY OF OMAK COVID-19 POLICY**

**WHEREAS**, The City of Omak has been closely monitoring the developing circumstances relating to the coronavirus; (COVID-19); and

**WHEREAS**, The City desires to be proactive in maintaining a healthy workplace for its employees and in helping prevent the spread of the virus within the community; and

**WHEREAS**, this policy provides guidance and establishes temporary and emergency measures and procedures in response to the COVID-19 pandemic

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Omak, that the City of Omak COVID-19 Policy, a copy of which is attached hereto and marked is hereby approved.

**DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney





## COVID 19 POLICY

### PREVENTATIVE AND EMERGENCY PLAN IN RESPONSE TO THE COVID-19 PANDEMIC

The City of Omak has been closely monitoring the developing circumstances relating to the coronavirus (COVID-19). The City desires to be proactive in maintaining a healthy workplace for its employees and in helping prevent the spread of the virus within the community. In this endeavor, the City needs the cooperation of all its employees.

The purpose of this plan is to provide guidance and to establish temporary and emergency measures and procedures in response to the COVID-19 pandemic, in furtherance of the City's continuing smooth and effective operations and customer service.

#### **I. Individual Employee Preventative Measures**

Employees are strongly encouraged to take individual preventative and precautionary measures to prevent the spread of the virus. Towards this end, both the Center for Disease Control and the Washington State Department of Health have posted helpful information and tips to their respective websites:

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>

<https://www.doh.wa.gov/emergencies/coronavirus>

Employees are encouraged to consult these sites, to adopt the recommended preventative measures and guidelines set forth therein and to exercise diligence and caution in preventing the spread of disease.

With respect to City employment, employees must not report to work under any of the following circumstances:

- If you seek testing for the COVID-19 virus, or test positive for the COVID-19 virus.
- If you have come into close contact (within six (6) feet and for a duration of longer than fifteen (15) minutes) of someone you know to have tested positive for the virus.
- If you and/or anyone in your household is feeling unwell and/or is showing signs of the virus (i.e., flu-like symptoms—fever of 100.4° or higher, coughing, shortness of breath, etc.), regardless of whether COVID-19 has been confirmed.
- If you and/or someone with whom you have had close contact has recently returned from an international high-risk area, as defined by CDC or World Health Organization (WHO).

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In each case, you should self-quarantine. Please consult the above-referenced resources, the Washington State Department of Health (1-800-525-0127) and/or your medical care provider for additional information and recommendations.

Employees are asked to exercise personal accountability and responsibility: when in doubt, please do not report to work. Please be advised that if you exhibit symptoms while at work, you will be sent home.

While at work, and in an effort to keep us all healthy, employees are encouraged to avoid directly touching those "high contact areas," such as door handles, refrigerator door handles, coffee pots, water coolers, etc.—rather, use paper towels or take other means to avoid direct contact. Sneeze or cough into a tissue or your elbow (if a tissue is not available). Please wash your hands thoroughly and often, especially after sneezing, blowing your nose or coughing (taking care not to directly touch high contact areas prior to washing). If you have hand sanitizer, use it frequently. Practice "social distancing," which includes avoiding shaking hands or sharing food/drink and/or electronic equipment. Avoid touching your eyes, nose, and mouth.

Daily Health & Safety Screenings are recommended to assist the employee in evaluating personal Health Conditions. The City may require Health & Safety Screenings for employees that have been exposed to COVID-19 but remain asymptomatic.

## **II. City Preventative Measures**

### **A. Social Distancing**

In furtherance of "social distancing," the City may consider measures designed to reduce overall "direct contact," including but not limited to:

- Suspending/canceling business travel
- Suspending/canceling employee participation in group functions, such as conferences, outside trainings, social events, etc.
- Substituting teleconferences for in-person meetings
- Increasing indirect communications through telephone and email
- Reduced reception and front counter service
- Require use of masks for personal and public protection.
- Adjust shift hours or days of work

### **B. Cleaning**

The City's janitorial staff have been directed to take additional appropriate measures to clean and sanitize "high contact" areas within the City's facilities. Employees are likewise encouraged to regularly wipe down their work areas with sanitizing wipes and/or cleaners.

### **C. Alternate Work Schedules**

Per CDC recommendations, and as an accommodation to employees, the City will consider and implement, in the Mayor's discretion, alternate work schedules. Alternative schedules may include, but are not limited to, establishing 4/10 schedules, adjusting normal shift hours and/or shift days, reduced schedules, etc.

Employees who wish to request an alternate work schedule must complete and submit to their department head (Manager) that "Work Schedule/Shift Change Request" form, attached to this plan. All requests will be considered based upon the specific position and the City's operational needs.

Additionally, in the event of an emergency, the City may adjust employee schedules as needed to meet operational needs. Employees whose schedules are adjusted pursuant to this plan shall not be eligible for premium pay for hours worked outside their normal work schedule. For example, an employee working 4/10's will not receive overtime premium pay for working more than 8 hours in a shift, and employees will not receive double time premium pay for working on a weekend (call-backs and normal overtime work shall be compensated as usual).

### **D. Work from Home**

Employees whose job duties may be reasonably and practicably performed remotely, as determined by the Mayor, or the Mayor's designee, in the Mayor's or designee's discretion, may be allowed to work from home. Decisions will be



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based on not only the employee's position and City operations, but also on limitations related to VPN licensing and/or slowdown of the City's internet speed and other practical considerations.

For those employees who are eligible to work from home, priority shall be afforded to the following groups:

- Employees whom the CDC has identified as being at "higher risk" (60 years or older, pregnant or having an underlying health condition that puts them at risk).
- Employees who have a household member falling into this "higher risk" category.
- Employees whose dependent child(ren)'s school or daycare is closed due to COVID-19.

Employees who are permitted to work from home must have a plan in place that has been approved by the supervisor and Mayor, and proper arrangements must be made. Employees are expected to be productive from home, and to work their normal schedule hours. Employees must accurately track and report their time, and their remote usage may be monitored to ensure accurate time reports. Employees are reminded that falsification of time records (including a misrepresentation of time worked) is grounds for disciplinary action, up to and including termination of employment.

If there is not enough work for an employee to work their full schedule from home, the employee may be allowed to take paid time off and/or leave without pay to account for the time not worked.

Work from home arrangements shall be on a temporary and trial basis, as determined by the City, and may be revoked or amended at any time. An employee may be called back to work at any time.

### **III. City Responsive Measures**

#### **A. Work from Home/Alternate Work Schedules**

As outlined above, employees who may be required or advised to self-quarantine due to the COVID-19 virus may be permitted to work at home, as an accommodation to the employee, if reasonably feasible and practicable under the circumstances, at the Mayor's discretion.

Alternate Work Schedules may be available to accommodate an employee whose dependent child(ren)'s daycare or schools are closed due to the virus.

#### **B. City-Provided Leave**

Employees who are absent for a reason associated with the COVID-19 virus must (unless otherwise provided by law) use their accrued sick leave in connection with such absences. The City is temporarily suspending its standard practice of requiring a medical certification for sick leave absences lasting more than three days.

If the employee does not have enough accrued sick leave, the employee must (unless otherwise provided by law) use other accrued paid time off, including vacation, compensatory time, floating holidays, etc.

Once an employee has exhausted all accrued and/or advanced leave, the employee shall be placed on an unpaid leave status for the duration of any absence associated with the COVID-19 virus. The City's standard policies and procedures with respect to such unpaid leave status shall apply.

#### **C. Emergency Paid Sick Leave**

Effective April 2, 2020, the City will comply with the emergency paid sick leave provisions set forth in the Families First Coronavirus Response Act (the "Act"); provided, that the City reserves the right to exempt emergency personnel and to apply to the Department of Labor for a hardship exemption to this requirement for other essential personnel, as the Mayor deems appropriate or necessary.

All employees (subject to the City's right to seek a hardship exemption with respect to certain employees) are eligible for emergency paid sick leave if they:

1. Are subject to a local, federal, or quarantine or isolation order related to COVID-19;
2. Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;



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3. Are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. Are caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Are caring for a minor child whose school has been closed, or whose child care provider is unavailable, due to a public health emergency related to COVID-19; or
6. Are experiencing any other "substantially similar condition" specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full time employees are eligible for up to 80 hours of paid sick leave; paid sick leave for part-time employees or employees who work irregular schedules will be based on the average number of hours the employee worked for the six months prior to taking paid sick leave. Employees who have worked for the City for less than six months prior to leave are entitled to the average number of hours the employee would normally be scheduled to work over a two-week period.

Employees using emergency paid sick leave for reasons (1) – (3) above shall be paid their regular rate of pay, up to a maximum of \$511 per day and \$5,100 total. Employees using leave for reasons (4) – (6) above will be paid 2/3 of their regular rate, up to a maximum of \$200 per day and \$2,000 total.

Emergency sick leave does not carry over and may not be cashed out upon termination of employment for any reason.

An employee must complete this form to request leave under the FFCRA, whether Emergency Paid Sick Leave (EPSL) or Public Health Emergency Leave-FMLA (PHEL/FMLA). The completed form should be submitted to [*specify Human Resources or other*] as soon as reasonably practical once the need for leave arises.

#### D. Emergency Family and Medical Leave

Effective April 2, 2020, Employees who have worked for the City for at least 30 days and are unable to report to work because their minor child's school or daycare is closed due to a public health emergency, and cannot otherwise telework, are eligible for up to 12 weeks of protected Emergency Family and Medical Leave ("EFML"). The first 10 days of EFML are unpaid. However, an employee may elect, but is not required, to use any other available paid leave (including emergency paid sick leave).

After 10 days, employees will be paid 2/3 of their regular pay during the leave, up to a maximum of \$200/day and \$10,000 total. (Part-time employees and those with irregular schedules will be paid based on the average number of hours the employee worked during the prior six months—if the employee worked less than six months, the calculation will be based on the average number of hours the employee normally would have been scheduled to work).

The City reserves the right to exempt emergency personnel and/or to seek a hardship exemption from this leave requirement, as it deems appropriate or necessary.

#### E. Emergency Closure

In the event that the City's offices and/or facilities are closed, by declaration of the Mayor or other governing authority, the following shall apply during such closure:

Fair Labor Standard Act-exempt employees, including Department Heads, managers, supervisors and certain professional employees, will be generally expected to continue to perform their normal duties, and may be asked to report to work, as needed and legally permitted, to ensure the continued effective operations of the City. To the extent they are not legally permitted to report to the City's offices, exempt employees will be expected to telework, and to be generally available to their employees and to the City Administrator and Mayor during normal business hours. Exempt employees shall continue to receive their normal salary during any such closure; provided, the City's normal leave policies (as supplemented herein) shall apply to any absences/time not worked by them.

"Essential" personnel, including law enforcement/police employees, certain public works employees and other personnel identified as such by the Mayor or governing authority, as applicable, shall be expected to report to work as scheduled and to continue to perform their duties (as such duties may be altered, expanded or amended in response to the pandemic or emergency closure); provided, that the Department Head, in consultation with the Mayor, may require alternate shifts, additional PPE use, Daily Health Screening, and increased distancing for

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essential employees. Normal attendance and leave policies (as supplemented herein) shall continue to apply to these employees.

All "non-essential" personnel who can work from home, either in full or partial shifts, shall be allowed and will be expected to do so, and the Mayor and supervisor will coordinate this directly with the subject employees. These employees shall receive their regular compensation for all hours worked.

The Mayor, Department Head and/or supervisor may assign additional duties that may be performed at home to "non-essential" employees.

Immediately upon the full or partial opening of the office, the City's standard policies and procedures with respect to paid and unpaid leave shall apply, in conformity with all State and Federal leave requirements.

F. Temporary Suspension of Inconsistent Policies

To the extent the City's existing policies and procedures are inconsistent or conflict with the preventative and responsive measures taken in response to the COVID-19 pandemic, those policies and procedures are temporarily suspended, due to a declared emergency, until further notice by the Mayor.

G. Temporary Emergency Measures

The measures taken by the City in response to the COVID-19 pandemic are temporary and emergency measures and may be cancelled, revoked, amended, or changed at any time, in the City's sole discretion.

**Families First Coronavirus Response Act (FFCRA) Leave Request**

An employee must complete this form to request leave under the FFCRA, whether Emergency Paid Sick Leave (EPSL) or Public Health Emergency Leave-FMLA (PHEL/FMLA). The completed form should be submitted to [specify Human Resources or other] as soon as reasonably practical once the need for leave arises.

<b>Employee Name:</b>
<b>Contact Information During Leave:</b> E-mail address: _____ Cell phone: _____ Other: _____
<b>Date(s) of Requested Leave:</b>
<b>Reason(s) for Leave:</b> <b>I represent that I am unable to work or telework due to one or more of the following reasons (check all that apply):</b> <input type="checkbox"/> I am subject to a federal, state, or local quarantine or isolation order related to COVID-19. Government entity that issued order: _____ <input type="checkbox"/> I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Name of health care provider: _____ <input type="checkbox"/> I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis. <input type="checkbox"/> I am needed to care for an individual who is subject to a quarantine or isolation order based on a federal, state or local order or the advice of a health care provider. Government entity or health care provider that issued order or advice: _____ Name of individual needing care and relationship to me: _____ <input type="checkbox"/> I am needed to care for my child because of the closure of my child's school or unavailability of my child's childcare provider due to COVID-19; I represent that no other suitable person will be providing care for the child while I am taking leave. Name(s) and age(s) of child(ren) being cared for: _____ Name of school(s) and/or childcare provider(s): _____ If my child is over age 14 and I am needed to provide care during daylight hours, the following special circumstances exist justifying the need for care: _____ _____ _____
<b>Intermittent Leave:</b> FFCRA leave may be taken intermittently only with employer approval and where leave is taken in connection with teleworking and/or due to the need to care for a child due to school closure or unavailability of a childcare provider. Intermittent leave requests will be considered on a case-by-case basis, subject to operational needs. If you are seeking intermittent leave for one of these reasons, please specify the requested intermittent leave schedule: _____ _____ _____



**Supplementation With Accrued Leave:** During certain kinds of FFCRA leave, an employee will be paid two-thirds of regular pay (see FFCRA policy). The following shall apply to such leave (only boxes checked by employer apply):

- When using EPSL and receiving two-thirds of regular pay, employees may elect to supplement this benefit with accrued leave.  
If box is checked by employer, please indicate whether you are electing to supplement with accrued leave and, if so, which type of accrued leave you are electing to use:
  - I am not electing to supplement FFCRA benefits with my accrued leave
  - I am electing to supplement FFCRA benefits with my accrued leave as follows:  
\_\_\_\_\_
  
- When using PHEL/FMLA leave and receiving two-thirds of regular pay, employees are required to supplement this benefit with accrued leave.

**Certification**

I certify that the information I provided above is true and correct.

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

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

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### Daily Health & Safety Screening

The purpose of this form is to screen employees for signs and symptoms of COVID-19. The information will be maintained as a confidential health record.

All employees coming into the workspace must submit this form daily, as early in the day as possible or at least prior to entry into the office. You will not be allowed to work or access the space if you have not completed this form.

If you have any questions about this form or the impact of any information provided on your ability to enter the workspace, please contact anyone in the Leadership/Management Team.

**Employee Full Name –**

---

#### Health Screening Questions

In the last 72 hours, have you had any of the following symptoms?

**Cough or Shortness of Breath?**

Yes No

**Fever of 100.4 degrees or greater?**

Yes No

**Two or more of the following symptoms?**

Chills

Repeated Shaking with Chills

Muscle Pain

Headache

Sore Throat

New Loss of Taste or Smell

Nausea, diarrhea or vomiting

Yes No

**In the past 72 hours, have you come into contact with anyone who has cold or flu-like symptoms?**

Yes No

**In the past 14 days, have you tested positive or are presumptive positive for COVID-19?**

Yes No

**In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19?**

Yes No

---

Hours On-Site at the Office Today

This information is to gauge coverage needs and provide contact tracing should it become necessary.

**Intended Hours in Office** (e.g. 10am - 3pm)

---

#### Signature / Certification

By checking this box, you are offering your electronic signature to certify that you have answered this form truthfully to the best of your ability.