

INTER-OFFICE MEMO

TO:	Manager of Parks		
FROM:	Parks Athletic Field Operations M	lanager	
DATE:	October 02, 2013	FILE:	6140-20/Softball City

## RE: Softball City Facility Renovation Schedule and Cost Estimate

The decision on the location for the 2016 International Softball Federation (ISF) Women's World Softball Championship is expected at the end of October. If the Surrey bid is successful, field and facility renovations will need to begin as soon as March 2014 in order for the site infrastructure to be ready to host this prestigious event.

Below is a physical timeline for the field renovations and adjacent structural improvements including, backstops, dugouts and field perimeter fencing that require upgrading as highlighted in the "<u>Softball City Facility Assessment</u>" completed in early 2013.

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ACTIVITY / DATE	Hay 2015		here her and or and		water or 2014 Hast 2016	
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BD#1,2,3,4 Field Turfgrass Renos						
BD#1 and #2 Infield Reno						
BD#3 and #4 Infield Reno						
BD#1 to #4 Infield Sod Work						
Irrigation Renovation						
Home Run Fencing						
Backstop & Foulline Fencing						
Hardscaping Renovations						
<b>Building Renovations</b>						

The infield and outfield renovations will need to start in May of 2014. This will allow Parks staff sufficient time to accommodate the scope of this project within the overall workload of regular maintenance activities. Other renovations upgrades should occur based on this timeline.

Below are the estimated costs associated with each of the project sub components, as well as the funding timetable requirements for 2014, 2015, and 2016. Infield and outfield

renovations, in addition to soft landscaping, will be completed with Parks staff. Hard landscaping including the chain link fencing upgrades will be completed by approved contractors.

Sub Project Category	2014	2015	2016	Totals
Chainlink Fencing (4) Ball Diamonds	\$400,000		na foran un el beren de anten	\$400,000
Sports Fields and Soft Landscape	\$100,000	\$40,000	\$10,000	\$150,000
Hard Landscaping Upgrades		\$70,000		\$70,000
Sports Field Lighting Repairs		\$60,000		\$60,000
Parking Lot Repairs		\$50,000		\$50,000
Building Interior Upgrades		\$50,000		\$50,000
Building Structural Repairs		\$30,000		\$30,000
Elevator (Accessability Upgrade)			\$15,000	\$15,000
Pedestrian Walkway Upgrades			\$5,000	\$5,000
-	\$500,000	\$300,000	\$30,000	\$830,000

This base level funding as outlined will provide a refreshed and highly functional venue for both players and spectators for the 2016 event. In addition, Softball City is considered one of the premier Softball facilities in British Columbia and these renovations will ensure its stature remains intact into the future.

With respect to the renovation timelines, it is very important that work begin in 2014 in order to stage the majority of the renovations during the offseason of play of 2014-15 and 2015-16. This will minimize lost revenues for the operator, as well as dislocation to the user groups.

Hugh Norris Parks Athletic Facility Operations Manager

Attachment: Appendix A - Aerial photo of Softball City within South Surrey Athletic Park

\\file-server3\annex\park-rec\parks\sportsfields\athletic community development\parks\softball city\2013\parks report (jan 2013)\softball city facility renovation schedule and cost estimate oct 2013 v2.docx KMP 11/13/11 21 25 AM à-



Appendix A - Aerial photo of Softball City within South Surrey Athletic Park

## Cartagena Expenses for Mayor Dianne Watts

Dates: October 20 – 26, 2013

Item	Expense
Flight & Travel Insurance	\$3605.00
Hotel	\$1489.64
Parking at YVR	\$193.00
Per Diem (7 days)	\$315.00
Total Expenses	\$5,602.64

MARLIN TRAVEL SCOTT 72 SHOPPING CENTRE 7299-120TH ST. DELTA, B.C. V4C 6P5 B.C REG. # 1922 GST Reg#: R104515846 Branch: 481101 Agent: SHARON CAMPAGNARO Tel: 604-590-1521

To: MRS DIANNE LYNN WATTS



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Date:	October 08, 2013
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Our Reference:	SWA0049482N YPJWAS

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## C O N F I R M A T I O N STATEMENT OF ACCOUNT

For MRS DIANNE LYNN WATTS

Itinerary static least of the factor of the second s

Flight: 702

05:45 PM

08:39 PM

Saturday, October 19, 2013

ALASKA AIRLINES From: VANCOUVER BC To: LOS ANGELES CA Stops: SEAT 9C CONFIRMED

ݼ Air

COPA AIRLINES From: LOS ANGELES CA To: PANAMA CITY Stops: Arrival: 20Oct13 SEAT 2E CONFIRMED Flight: 303 11:39 PM 08:08 AM

**BUSINESS CLASS** 

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舒 Insurance

TRANSAT TRAVEL INSURANCEFrom:VANCOUVERBCEffective:19Oct131AIRFARE CANCELLATIONPLEASEKEEPPOLICYIN A SAFEPLACE

Policy Number: TDC0261333 To: CARTAGENA Until: 27Oct13

Sunday, October 20, 2013

To: MRS DIANNE LYNN WATTS

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Date:	October 08, 2013
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Our Reference:	SWA0049482N YPJWAS

# C O N F I R M A T I O N STATEMENT OF ACCOUNT

Itinerary Sunday, October 20, 2013		
🛹 Air		
COPA AIRLINES From: PANAMA CITY To: CARTAGENA Stops: SEAT 15C CONFIRMED	Flight: 686 11:22 AM 12:27 PM	U CLASS
Saturday, October 26, 2013 🛹 Air		
COPA AIRLINES From: CARTAGENA To: PANAMA CITY Stops: SEAT 19D CONFIRMED	Flight: 160 09:39 AM 10:48 AM	U CLASS
< Air		
COPA AIRLINES From: PANAMA CITY To: LOS ANGELES CA Stops: SEAT 3E CONFIRMED	Flight: 472 11:42 AM 04:48 PM	BUSINESS CLASS
🛶 Air		
ALASKA AIRLINES From: LOS ANGELES CA To: VANCOUVER BC Stops: SEAT 18C CONFIRMED	Flight: 701 08:50 PM 11:52 PM	T CLASS
Item INSURANCE POLICY COST FOR ROUNDTRIP TICKET TO CARTEGENA	Cost Cost 110.00 3280.00	Tax         Pax         Nts           0.00         1         1         110.00           215.00         1         1         3495.00



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 Date:
 October 08, 2013

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 Our Reference:
 SWA0049482N YPJWAS

## C O N F I R M A T I O N STATEMENT OF ACCOUNT

									Pax Nts		
						Charges:				3605.00	
					Less P	Previous Pag	yment	s:		3605.00	
					Balan	ce Due:				0.00	
AS	DISCUSSED	ALL	INSURANCES	HAVE	BEEN	OFFERED	AND	AIRFARE	CANCELLATION	INSURANCE	

AS DISCUSSED ALL INSURANCES HAVE BEEN OFFERED AND AIRFARE CANCELLATION INSURANCE HAS BEEN PURCHASED. PLEASE REMEMBER TO CARRY ALL PROPER ID INCLUDING A VALID PASSPORT WHICH SHOULD BE VALID FOR AT LEAST 6 MONTHS PAST YOUR RETURN DATE. THANK YOU..SHARON Compañia Hotelera Cartagena de Indias, S.A. NIT 890- 401427-1



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NIT / Pass	:	QK105559
Arrival	:	21.10.13
Departure	:	26.10.13

Hilton Cartagena, 26-OCT-13 02:52:43

Segun acuerdo 30 del 31/Dic/01 del Distrito de Cartagena, a partir del 1/Enero/02, somos Autoretenedores del ICA, por lo tanto absténgase de praticarnos retención por este concepto

Factura de venta N	o GF -
Account Client	:
Room number	: 1015
Adults/Children Page 1 of 1	: 1 /0
Membership No. Cashier No.	: HH 137158471 : 19

INFORMATION INVOICE

Date	Description		Debit Credi
21.10.13	Package		534,000) (mant
21.10.13	A/P - Contrib.Cotelco		3,240
22.10.13	LAS CHIVAS Tips	001153420131022095043	14
22.10.13 <i>³</i>	Package		534,000 1 mart
22.10.13	A/P - Contrib.Cotelco		3,240
23.10.13	A/P - Contrib.Cotelco MINIBAR Beverage	Room# 1015 : CHECK# 0098227	42,401 - FLEC BUSH
23.10.13	ROOM SERVICE	Room# 1015 : CHECK# 0044855	29,601
23.10.13	Package	reactive Busies the Refressments	534,000 1 maint
23.10.13	A/P - Contrib.Cotelco	feartwe pushes	3,240
24.10.13	Package	Refressmens	534,000 1 1 Sout
24.10.13	A/P - Contrib.Cotelco	0	3,240
25.10.13	LAS CHIVAS Tips	001183520131025072703	4
25.10.13		Room# 1015 : CHECK# 0098324	15,800 - Persona
25.10.13	Package	ч. Т	534,000 Inight
25.10.13	A/P - Contrib.Cotelco		3,240

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	Total	2,774,020	0	
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		Base Gravada 16%	0	
		Base Gravada 10%	0	
Ę		Base Impo Consumo 8%	242,318	
		IVA 16%	0	
I		IVA 10%	0	
		Impuesto Consumo 8%	19,384	
		Total Impuestos	19,384	
		Exentos	2,480,000	
		Terceros	32,318	
Signature:		TOTAL FACTURADO	2,774,020	
		Menos Abonos	0	
		NETO A PAGAR	2,774,020	

\$1,529.17

Somos Grandes Contribuyentes Resolución No 2509 del 03/12/93. Agentes Retenedores de IVA.

Hotel Hilton Cartagena Avenida Almirante Brion, El Laguito Cartagena de Indias Colombia - Sur América E-mail : CTGHITWFOM@hilton.com Tel.:(575) 6650660 Fax: (575) 6652211

Resolución DIAN No. 60000071491 del 23/10/2012 Num. Hab. de GF: 549.848 al 700.000

Pails

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VAN RUVER INTERNATIONAL AIRPORT 318 POF 06 SET 10127267383 NEW YVE. CA SCH 176-7739 PARE NOWYVE, CA Rep. # 2717 107. 1/13 00:17 L# 6 A# 1 Txn# 11001 10/19/13 15:42 In 10/27/13 00:17 Out 141 853104 ≥ari⊧ude \$ 151.91 STE THE LON \$ 31.90 3ST \$ 9.19 Id. Fee \$ 193.00 \$ 193.00-VISA KNARNNANNA 🔜 Chan Be Due 0.00 5 THAFT YOU PST PARKING SALES TAX) 21% 351 17%

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MARLIN TRAVEL SCOTT 72 SHOPPING CENTRE 7299-120TH ST. DELTA, B.C. V4C 6P5 B.C REG, # 1922 GST Reg#: R104515846 Branch: 481101 Agent: SHARON CAMPAGNARO Tel: 604-590-1521

To: MR TARINDER SINGH GILL

s.22

 Date:
 October 08, 2013

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 Our Reference:
 SGI0049483N NWJUHM

## C O N F I R M A T I O N STATEMENT OF ACCOUNT

For MR TARINDER SINGH GILL

Itinerary Saturday, October 19, 2013 🐝 Air		
ALASKA AIRLINES From: VANCOUVER BC To: LOS ANGELES CA Stops: SEAT 23C CONFIRMED	Flight: 702 05:45 PM 08:39 PM	T CLASS
COPA AIRLINES From: LOS ANGELES CA To: PANAMA CITY Stops: Arrival: 200ct13 SEAT 4B CONFIRMED	Flight: 303 11:39 PM 08:08 AM	BUSINESS CLASS
<b>Insurance</b> TRANSAT TRAVEL INSURANCE From: VANCOUVER BC Effective: 19Oct13 I AIRFARE CANCELLATION PLEASE KEEP POLICY IN A SAFE PLACE	Policy Number To: Until:	r: TDC0261337 CARTAGENA 27Oct13

#### Sunday, October 20, 2013

#### -To: MR TARINDER SINGH GILL

 Date:
 October 08, 2013

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 Our Reference:
 SGI0049483N NWJUHM

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Itinerary		
Sunday, October 20, 2013		
🐗 Air		
COPA AIRLINES	Flight: 686	U CLASS
From: PANAMA CITY	11:22 AM	
To: CARTAGENA	12:27 PM	
Stops:		
SEAT 20D CONFIRMED		
Saturday, October 26, 2013		
🛹 Air		
COPA AIRLINES	Flight: 160	UCLASS
From: CARTAGENA	09:39 AM	
To: PANAMA CITY	10:48 AM	
Stops:		
SEAT 21D CONFIRMED		
< Air		
COPA AIRLINES	Flight: 472	BUSINESS CLASS
From: PANAMA CITY	11:42 AM	
To: LOS ANGELES CA	04:48 PM	
Stops:		
SEAT 4B CONFIRMED		
≼ Air		
ALASKA AIRLINES	Flight: 701	T CLASS
From: LOS ANGELES CA	08:50 PM	
To: VANCOUVER BC	11:52 PM	
Stops:		
SEAT 25D CONFIRMED		
	Cost	
Item	Cost	Tax Pax Nts
INSURANCE POLICY	110.00	0.00 1 1 110.00
COST FOR ROUNDTRIP TICKET TO CARTEGENA	3280.00	215.00 1 1 3495.00



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 Date:
 October 08, 2013

 Page:
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 Our Reference:
 SG10049483N NWJUHM

# C O N F I R M A T I O N STATEMENT OF ACCOUNT

Item	Cost Cost Tax Pax Nis	
25604	Total Charges:	3605.00
	Less Previous Payments:	3605.00
	Balance Due:	0.00
AS DISCUSSED ALL INSURANCES HAVE	BEEN OFFERED AND AIRFARE CANCELLATION	INSURANCE

HAS BEEN PURCHASED. PLEASE REMEMBER TO CARRY ALL PROPER ID INCLUDING A VALID PASSPORT WHICH SHOULD BE VALID FOR AT LESAT 6 MONTHS PAST YOUR RETURN DATE. THANK YOU..SHARON

**EXPENSE CLAIM** 

## **CITY OF SURREY**

# Claimant's Name Tarinder Gill Claimant's COS Employee No. Image: Signal Signal

#### Additional Comments

#### Instructions:

Enter the expense claim online and save as status "DRAFT"

Tape all receipts to 8.5"x11" paper

Scan & upload the taped receipts against the online claim expense as demonstrated using the Document button

Print out this expense form and attach the physical receipts

Submit the online expense claim in FMS by changing status to "READY" and selecting Save

Send the hardcopy of the printout form and the receipts via inter-office mail to COS Finance - Tax Assessment

Expense Type	Description of Expense	Date of Transaction	kms (applicable for vehicle reimbursements)	Transaction Currency	Amount in Transaction Currency	In Consdian	Employce Name	GL Account	COS Únit	Fund.	Workorder No,
	Hilton Cartagena - 5 nights @ \$305.69 (2686,200 COP @ exchange rate of .000569)	21/10/2013	0.00	CAD	1,528.45	1,528.45	Tarinder Gill	685000	10229	100	1001022
	7 days of Breakfasts at \$12 per day	20/10/2013	0.00	CAD	84.00		Tarinder Gill	685000	10229	100	1001022
	7 days of Incidentals at \$18 per day	20/10/2013	00,0	CAD	126.00		Tarinder Gill	685000	10229	100	1001022
	7 days of Lunches at \$15 per day	20/10/2013	0.00	CAD	105.00		Tarinder Gill	685000	10229	100	1001022

TOTAL 1,843.45

EXPENSE REIMBURSEMENT WILL BE INCLUDED IN YOUR BI-WEEKLY PAYROLL DEPOSIT. PLEASE REFER TO THE PEOPLESOFT PAY ADVICE FOR PAYMENT CONFIRMATION.

Signature of Claimant & Date

Signature of Reporting Manager & Date

## **CITY OF SURREY**

## **EXPENSE CLAIM**

Claimant's Name	Tarinder Gill	
Claimant's COS Employee No.		s.22
Person entering the expense on behalf of claimant	<b>Christine Lindemere</b>	
Transaction No.	40002113	
Status of submission at time of print out	Draft	
Purpose of Claim	Vchicle Mileage for Interna from the airport	tional Softball Congress in Cartagena - trip to and
Additional Comments	Vehicle trips included from from home to airport and re parking fees.	home to the Airport and return for departing and eturn upon arrival home (4 trips) i nstead of paying

#### Instructions:

Enter the expense claim online and save as status "DRAFT"

Tape all receipts to 8.5"x11" paper

Scan & upload the taped receipts against the online claim expense as demonstrated using the Document button

Print out this expense form and attach the physical receipts

Submit the online expense claim in FMS by changing status to "READY" and selecting Save

Send the hardcopy of the printout form and the receipts via inter-office mail to COS Finance - Tax Assessment

Expense Type	•	Date of Transaction	kms (applicable for vehicle reimbursements)	Transaction Currency	Amount in Transaction Currency	Amount in Canadian Dollars	Employee Name	GL Account	COS Unit	Fund.	Workorder No.
MILEMC	Home to airport and back on departure and home to airport and back for arrival	19/10/2013	168.00	CAD	90 72	90.72	Tarinder Gıll	685003	10229	100	1001022
					TOTAL	90.72					

#### EXPENSE REIMBURSEMENT WILL BE INCLUDED IN YOUR BI-WEEKLY PAYROLL DEPOSIT. PLEASE REFER TO THE PEOPLESOFT PAY ADVICE FOR PAYMENT CONFIRMATION.

Signature of Claimant & Date

Signature of Reporting Manager & Date