



Special Meeting of the Spokane Park Board Finance Committee

Tuesday, December 12, 2017, 3:00 p.m. – 5:00 p.m.

City Hall Conference Room 2B

808 W. Spokane Falls Blvd., Spokane, Washington
Mark Buening – Parks & Recreation Finance/Budget Director

Kelley, Ross – Chairperson
Sumner, Nick
Gilman, Greta
Salvatori, Steve
Fagan, Mike – Council Liaison

A special meeting of the City of Spokane Park Board Finance Committee will be held at 3:00 p.m. on Tuesday, **December 12, 2017**, City Hall Conference Room 2B, second floor, City Hall, 808 W. Spokane Falls Boulevard, Spokane, Washington. The Conference Room 2B call-in number is (509) 625-6019. Please use only after prior arrangements have been made with the Committee Chairperson.

The meeting will be conducted in a standing committee format for the Finance Committee of the City of Spokane Park Board. Because a quorum of the Park Board may be present, the standing committee meeting will be conducted as a committee of the whole board.

The meeting will be open to the public, with the possibility of moving into executive session only with the members of the Park Board and appropriate staff. Discussion will be limited to appropriate officials and staff. Public testimony may be taken at the discretion of the committee chair.

Agenda

Action Items:

1. Resolution for the potential use of Stabilization Fund.

Discussion Items:

1. None

Standing Report Items:

1. November Financials – *Mark Buening*
2. Information Technology Project Plan update – *Jason Conley*

Contract Items from Other Committees:

1. Bartlett Tree Experts contract extension (\$132,355.13)
2. Walker Construction change order #9/Looff Carousel (no cost extension)
3. CH2M Hill Engineers change order #9/Howard Street South Channel Bridge (no cost extension)
4. T. LaRiviere Equipment and Excavation, Inc./Howard Street South Channel Bridge (no cost extension)
5. 2018 Contracts for ten Recreation Centers (\$647,773)
6. Pilot Cross Country Skiing Program on Indian Canyon Golf Course Property
7. Robert Half Accountemps contract change order (\$9,499.80)

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The City Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jsaxon@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

CITY OF SPOKANE PARK BOARD

RESOLUTION

A Resolution to approve the utilization of up to Three Hundred Thousand dollars (\$300,000), if required, from the Park Fund Revenue Stabilization Account to support Riverfront Park revenue shortages resulting from impacts of park construction during the 2017 budget year:

WHEREAS, in 2017 City began construction on the voter approved redevelopment bond which resulted in closures of revenue producing programs, restricted event and pedestrian access, and created additional indirect operational cost increases;

WHEREAS, 2017 Riverfront Park actual revenue is expected to be materially less than forecasted in the annual budget. Budgeted revenue is \$1,047,000 as compared to a revised expectation of \$850,000;

WHEREAS, the revenue shortfall did not result from pricing services or offering discounts below the cost recovery goal or mismanagement;

WHEREAS, major renovation of grounds and facilities increased unanticipated expenses such as non-boned supported furnishing, fixtures, and equipment (FFE) purchases, expenses associated with closure, moving and disposal of items from old facilities, renovation of red wagon meadow, carrousel restoration, and additional temporary-seasonal staffing to support a greater than expected events schedule;

WHEREAS, the revenue forecast prior to the adoption of the 2017 budget anticipated the Skate Ribbon to open earlier than currently scheduled;

WHEREAS, the Skyride will not re-open in fiscal year 2017 as initially forecasted due to service delays in completing required 5 and 10 year preventative maintenance;

NOW THEREFORE, IT IS HEREBY RESOLVED that the Park Board approves an appropriation of Three Hundred Thousand dollars (\$300,000) from the Park Fund Revenue Stabilization Account to support the 2017 Riverfront Park budget.

Dated this 12th day of December 2017.

Park Board President

November 2017

	Monthly Comparison					Year-to-Date Comparison				2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in %
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference			
Revenue:												
Program Revenue	54,000	30,499	1,159	674	\$ (485)	71,688	65,779	23,501	\$ (42,279)	147.8%	43.5%	-104.30%
General Fund Transfer	66,000	(50,000)	-	-	\$ -	66,000	66,000	116,000	\$ 50,000	100.0%	175.8%	75.76%
Grants Receivable	10,000	7,765	-	-	\$ -	8,972	117,060	2,235	\$ (114,825)	89.4%	22.4%	-67.01%
TOTAL REVENUE:	\$ 130,000	\$ (11,736)	\$ 1,159	\$ 674	\$ (485)	146,660	248,839	\$ 141,736	\$ (107,104)	103.0%	109.0%	5.99%
Expenditures:												
Salaries and Wages	404,300	35,829	31,011	32,412	\$ (1,401)	305,501	329,643	368,471	\$ (38,829)	90.1%	91.1%	1.04%
Personnel Benefits	125,913	23,791	7,869	9,745	\$ (1,876)	81,228	84,946	102,122	\$ (17,176)	93.3%	81.1%	-12.24%
Supplies	30,550	1,463	1,699	699	\$ 1,000	24,269	26,155	29,087	\$ (2,932)	84.8%	95.2%	10.43%
Services and Charges	256,350	131,631	12,532	15,891	\$ (3,359)	79,661	100,460	124,719	\$ (24,259)	58.4%	48.7%	-9.73%
Interdepartment Svcs	800	800	-	-	\$ -	-	-	-	\$ -			
Intergovernment Svcs	-	-	-	-	\$ -	-	-	-	\$ -			
Subtotal Op. Exp.	\$ 817,913	\$ 193,514	\$ 53,111	\$ 58,747	\$ (5,636)	490,658	541,204	\$ 624,399	\$ (83,196)	82.0%	76.3%	-5.69%
Capital Outlay	200,501	105,931	13,101	-	\$ 13,101	8,544	102,443	94,570	\$ 7,873	25.8%	47.2%	21.34%
Transfers Out	2,641	-	-	-	\$ -	27,000	8,000	2,641	\$ 5,359	100.0%	100.0%	
TOTAL EXPENDITURES:	\$ 1,021,055	\$ 299,445	\$ 66,212	\$ 58,747		526,202	651,647	\$ 721,611		61.2%	70.7%	9.45%
Total Funding: (Rev. less Exp.)	\$ (891,055)		\$ (65,053)	\$ (58,073)		\$ (379,541)	\$ (402,808)	\$ (579,875)				

**City of Spokane - Parks & Recreation
Recreation
Financial Report
November 2017**

	Monthly Comparison					Year-to-Date Comparison				2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in %
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference			
Revenue:												
Program Revenue	1,458,500	(52,641)	26,625	35,478	\$ 8,853	1,474,753	1,428,783	1,511,141	\$ 82,358	95.3%	103.6%	8.29%
General Fund Transfer	-	-	-	-	\$ -	-	-	-	\$ -			
Grants Receivable	701,000	701,000	-	-	\$ -	-	-	-	\$ -			
TOTAL REVENUE:	\$ 2,159,500	\$ 648,359	\$ 26,625	\$ 35,478	\$ 8,853	1,474,753	1,428,783	\$ 1,511,141	\$ 82,358	64.9%	70.0%	5.03%
Expenditures:												
Salaries and Wages	1,276,632	(153,123)	65,161	66,039	\$ (878)	1,230,033	1,262,264	1,429,755	\$ (167,492)	99.3%	112.0%	12.69%
Personnel Benefits	259,365	(20,311)	18,526	15,137	\$ 3,389	238,875	276,579	279,676	\$ (3,096)	101.6%	107.8%	6.20%
Supplies	297,800	10,813	6,016	10,852	\$ (4,836)	259,013	287,869	286,987	\$ 883	95.6%	96.4%	0.77%
Services and Charges	1,394,862	116,521	124,124	83,781	\$ 40,343	1,156,224	1,251,057	1,278,341	\$ (27,284)	90.0%	91.6%	1.63%
Interdepartment Svcs	-	-	-	-	\$ -	81,771	9,507	-	\$ 9,507	12.3%		-12.34%
Intergovernment Svcs	5,200	788	3,861	776	\$ 3,085	4,555	4,583	4,412	\$ 171	58.4%	84.8%	26.47%
Subtotal Op. Exp.	\$ 3,233,859	\$ (45,312)	\$ 217,689	\$ 176,585	\$ 41,104	2,970,471	3,091,859	\$ 3,279,171	\$ (187,312)	93.2%	101.4%	8.25%
Capital Outlay	1,197,866	515,959	(17,963)	19,166	\$ (37,129)	90,658	128,666	681,907	\$ (553,241)	8.2%	56.9%	48.77%
Transfers Out	15,513	-	-	-	\$ -	52,764	70,500	15,513	\$ 54,987	100.0%	100.0%	
TOTAL EXPENDITURES:	\$ 4,447,238	\$ 470,647	\$ 199,725	\$ 195,751		3,113,893	3,291,025	\$ 3,976,591		66.2%	89.4%	23.17%
Total Funding: (Rev. less Exp.)	\$ (2,287,738)		\$ (173,100)	\$ (160,272)		\$ (1,639,139)	\$ (1,862,242)	\$ (2,465,450)				

City of Spokane - Parks & Recreation

Riverfront Park

Financial Report

November 2017

	Monthly Comparison					Year-to-Date Comparison						
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in %
Revenue:												
Program Revenue	1,047,000	279,343	57,830	27,568	\$ (30,262)	2,883,640	2,795,047	767,657	\$ (2,027,389)	86.7%	73.3%	-13.33%
General Fund Transfer	-	-	-	-	\$ -	-	-	-	\$ -			
Grants Receivable	-	-	-	-	\$ -	-	-	-	\$ -			
TOTAL REVENUE:	\$ 1,047,000	\$ 279,343	\$ 57,830	\$ 27,568	\$ (30,262)	2,883,640	2,795,047	\$ 767,657	\$ (2,027,389)	86.7%	73.3%	-13.33%
Expenditures:												
Salaries and Wages	745,382	(174,735)	90,503	72,844	\$ 17,659	1,516,756	1,426,888	920,117	\$ 506,771	87.6%	123.4%	35.88%
Personnel Benefits	386,439	126,878	24,329	20,004	\$ 4,326	304,948	307,349	259,561	\$ 47,788	79.8%	67.2%	-12.61%
Supplies	183,250	44,093	16,967	13,161	\$ 3,806	324,034	315,104	139,157	\$ 175,947	80.7%	75.9%	-4.81%
Services and Charges	464,891	38,145	74,695	33,935	\$ 40,761	687,863	667,440	426,746	\$ 240,694	80.4%	91.8%	11.37%
Interdepartment Svcs	-	-	-	-	\$ -	-	-	-	\$ -			
Intergovernment Svcs	10,700	(1,380)	957	489	\$ 468	28,131	28,598	12,080	\$ 16,518	80.7%	112.9%	32.17%
Subtotal Op. Exp.	\$ 1,790,662	\$ 33,001	\$ 207,452	\$ 140,432	\$ 67,020	2,861,732	2,745,378	\$ 1,757,661	\$ 987,717	83.9%	98.2%	14.21%
Capital Outlay	205,083	70,344	3,805	1,451	\$ 2,354	25,576	45,607	134,739	\$ (89,133)	18.4%	65.7%	47.26%
Transfers Out	223,834	104,219	-	-	\$ -	106,200	-	119,615	\$ (119,615)		53.4%	53.44%
TOTAL EXPENDITURES:	\$ 2,219,579	\$ 207,564	\$ 211,257	\$ 141,883		2,993,507	2,790,984	\$ 2,012,015		77.1%	90.6%	13.50%
Total Funding: (Rev. less Exp.)	\$ (1,172,579)		\$ (153,427)	\$ (114,315)		\$ (109,867)	\$ 4,062	\$ (1,244,357)				

**City of Spokane - Parks & Recreation
Park Operations
Financial Report
November 2017**

	Monthly Comparison					Year-to-Date Comparison				2016 YTD	2017 YTD	
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	% of Annual Budget	% of Annual Budget	Change in %
Revenue:												
Program Revenue	190,430	55,793	3,694	569	\$ (3,125)	162,706	183,415	134,637	\$ (48,778)	84.4%	70.7%	-13.73%
General Fund Transfer	-	-	-	-	\$ -	-	-	-	\$ -			
Grants Receivable	180,000	144,019	-	35,981	\$ 35,981	-	-	35,981	\$ 35,981		20.0%	19.99%
TOTAL REVENUE:	\$ 370,430	\$ 199,811	\$ 3,694	\$ 36,550	\$ 32,856	162,706	183,415	\$ 170,619	\$ (12,797)	46.2%	46.1%	-0.11%
Expenditures:												
Salaries and Wages	2,398,801	230,198	182,994	187,489	\$ (4,495)	1,958,844	2,058,534	2,168,603	\$ (110,070)	85.5%	90.4%	4.90%
Personnel Benefits	844,810	115,106	68,647	62,279	\$ 6,368	711,662	732,297	729,704	\$ 2,593	78.9%	86.4%	7.47%
Supplies	179,500	47,742	6,025	14,762	\$ (8,737)	138,880	161,803	131,758	\$ 30,045	85.0%	73.4%	-11.63%
Services and Charges	1,090,436	53,541	116,086	80,386	\$ 35,699	938,705	974,456	1,036,895	\$ (62,439)	93.6%	95.1%	1.44%
Interdepartment Svcs	-	-	-	-	\$ -	869	2	-	\$ 2			
Intergovernment Svcs	-	-	-	-	\$ -	-	-	-	\$ -			
Subtotal Op. Exp.	\$ 4,513,547	\$ 446,586	\$ 373,752	\$ 344,916	\$ 28,836	3,748,960	3,927,092	\$ 4,066,961	\$ (139,869)	86.0%	90.1%	4.11%
Capital Outlay	1,164,896	1,164,896	102,506	8,839	\$ 93,667	451,703	271,096	-	\$ 271,096	20.2%		-20.22%
Transfers Out	25,526	-	-	-	\$ -	133,000	116,000	25,526	\$ 90,474	100.0%	100.0%	
TOTAL EXPENDITURES:	\$ 5,703,969	\$ 1,611,482	\$ 476,258	\$ 353,755		4,333,663	4,314,187	\$ 4,092,487		71.6%	71.7%	0.12%
Total Funding: (Rev. less Exp.)	\$ (5,333,539)		\$ (472,564)	\$ (317,205)		\$ (4,170,957)	\$ (4,130,772)	\$ (3,921,868)				

City of Spokane - Parks & Recreation

	Monthly Comparison					Year-to-Date Comparison				2016 YTD	2017 YTD	Change in %
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	% of Annual Budget	% of Annual Budget	
Revenue:												
Program Revenue	1,006,936	445,359	16,255	1,035	\$ (15,219)	34,890	516,735	561,577	\$ 44,842	93.5%	55.8%	-37.68%
General Fund Transfer	13,743,971	1,058,152	1,033,808	1,057,152	\$ 23,343	11,857,398	12,405,700	12,685,819	\$ 280,120	92.3%	92.3%	-0.01%
Grants Receivable	-	-	-	(35,981)	\$ (35,981)	-	-	-	\$ -			
TOTAL REVENUE:	\$ 14,750,907	\$ 1,503,511	\$ 1,050,063	\$ 1,022,206	\$ (27,857)	11,892,288	12,922,435	\$ 13,247,396	\$ 324,961	89.8%	89.8%	0.02%
Expenditures:												
Salaries and Wages	2,229,196	680,844	131,533	151,677	\$ (20,143)	1,157,104	1,608,016	1,548,352	\$ 59,665	75.5%	69.5%	-6.01%
Personnel Benefits	688,758	179,754	40,565	50,685	\$ (10,120)	317,870	466,523	509,004	\$ (42,481)	76.8%	73.9%	-2.95%
Supplies	76,450	17,754	1,654	1,083	\$ 570	64,219	62,434	58,696	\$ 3,738	73.0%	76.8%	3.80%
Services and Charges	635,726	140,013	26,076	34,189	\$ (8,113)	423,975	529,875	495,713	\$ 34,162	67.3%	78.0%	10.69%
Interdepartment Svcs	2,199,987	169,860	383,083	300,790	\$ 82,294	2,046,408	2,234,215	2,030,127	\$ 204,089	92.9%	92.3%	-0.61%
Intergovernment Svcs	11,500	(7,184)	(3,105)	65	\$ (3,169)	21,302	10,627	18,684	\$ (8,057)	50.2%	162.5%	112.22%
Subtotal Op. Exp.	\$ 5,841,617	\$ 1,181,041	\$ 579,806	\$ 538,488	\$ 41,318	4,030,878	4,911,691	\$ 4,660,576	\$ 251,115	81.4%	79.8%	-1.57%
Capital Outlay	1,671,127	1,441,205	1,211	146,195	\$ (144,984)	12,920	40,726	229,922	\$ (189,196)	20.6%	13.8%	-6.89%
Transfers Out	99,927	23,629	-	-	\$ -	192,000	51,345	76,298	\$ (24,953)	20.3%	76.4%	56.10%
TOTAL EXPENDITURES:	\$ 7,612,671	\$ 2,645,875	\$ 581,017	\$ 684,682		4,235,798	5,003,761	\$ 4,966,796		77.1%	65.2%	-11.88%
Total Funding: (Rev. less Exp.)	\$ 7,138,236		\$ 469,046	\$ 337,523		\$ 7,656,490	\$ 7,918,674	\$ 8,280,601				

City of Spokane - Parks & Recreation

Parks Fund -- 1400

Financial Report

November 2017

	Monthly Comparison					Year-to-Date Comparison						
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in %
Revenue:												
Program Revenue	3,756,866	758,352	105,563	65,324	\$ (40,238)	4,627,677	4,989,760	2,998,514	\$ (1,991,246)	90.1%	79.8%	-10.27%
General Fund Transfer	13,809,971	1,008,152	1,033,808	1,057,152	\$ 23,343	11,923,398	12,471,700	12,801,819	\$ 330,120	92.3%	92.7%	0.35%
Grants Receivable	891,000	852,784	-	-	\$ -	8,972	117,060	38,216	\$ (78,844)	8.3%	4.3%	-4.00%
TOTAL REVENUE:	\$ 18,457,837	\$ 2,619,287	\$ 1,139,371	\$ 1,122,476	\$ (16,895)	\$ 16,560,047	17,578,519	\$ 15,838,550	\$ (1,739,970)	85.9%	85.8%	-0.12%
Expenditures:												
Salaries and Wages	7,054,311	619,012	501,203	510,460	\$ (9,257)	6,168,238	6,685,344	6,435,299	\$ 250,046	85.7%	91.2%	5.57%
Personnel Benefits	2,305,285	425,218	159,936	157,850	\$ 2,086	1,654,582	1,867,694	1,880,067	\$ (12,373)	81.8%	81.6%	-0.23%
Supplies	767,550	121,866	32,361	40,557	\$ (8,196)	809,948	853,365	645,684	\$ 207,681	85.5%	84.1%	-1.38%
Services and Charges	3,842,265	479,851	353,513	248,182	\$ 105,331	3,287,525	3,523,287	3,362,414	\$ 160,873	83.5%	87.5%	4.02%
Interdepartment Svcs	2,200,787	170,660	383,083	300,790	\$ 82,294	2,129,048	2,243,725	2,030,127	\$ 213,598	90.4%	92.2%	1.86%
Intergovernment Svcs	27,400	(7,776)	1,714	1,329	\$ 384	53,988	43,808	35,176	\$ 8,631	68.0%	128.4%	60.38%
Subtotal Op. Exp.	\$ 16,197,598	\$ 1,808,831	\$ 1,431,810	\$ 1,259,168	\$ 172,642	\$ 14,103,329	15,217,223	\$ 14,388,767	\$ 828,456	85.2%	88.8%	3.60%
Capital Outlay	4,439,473	2,709,551	102,658	175,650	\$ (72,992)	589,400	588,537	1,729,922	\$ (1,141,385)	15.7%	39.0%	23.31%
Transfers Out	367,441	127,848	-	-	\$ -	510,964	245,845	239,593	\$ 6,252	44.9%	65.2%	20.34%
2015 Windstorm	327,228	209,793	3,000	2,725	\$ 275	-	(39,516)	117,435	\$ (156,951)	-11.3%	35.9%	47.21%
TOTAL EXPENDITURES:	\$ 21,331,740	\$ 4,856,023	\$ 1,537,468	\$ 1,437,543		\$ 15,203,693	16,012,089	\$ 16,475,717		71.1%	77.2%	6.10%
Total Funding: (Rev. less Exp.)	\$ (2,873,903)		\$ (398,097)	\$ (315,067)		\$ 1,356,354	\$ 1,566,431	\$ (637,167)				

Beginning Fund Balance	\$ 4,360,402
7% Reserve Requirement	\$ (1,435,752)
Revenue Stabilization Reserve	\$ (300,000)
Other Program Reserves	\$ (285,397)
Beginning Reserves	\$ 2,339,253
Encumbrances at Month End	\$ (1,818,063)
Net Revenue (Expense)	\$ (637,167)
Reserve for Excess Fund Balance SBO	\$ (120,000)
Ending Fund Balance Reserves	\$ (235,977)

City of Spokane - Parks & Recreation
Golf Fund -- 4600
Financial Report
November 2017

		Monthly Comparison				Year-to-Date Comparison						
2017 Current Adopted Annual Budget		2017 Budget Balance	2016 November Actual	2017 November Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in %
Revenue:												
Program Revenue	3,681,270	608,563	67,787	5,942	\$ (61,845)	3,103,743	3,223,263	3,072,707	\$ (150,556)	95.3%	83.5%	-11.86%
2017 Pre-Sale Revenue		-			\$ -			60,671	\$ -	1.8%	1.6%	
Other Transfers In	45,000	-	-	-	\$ -	137,000	-	45,000	\$ 45,000		100.0%	100.00%
TOTAL REVENUE:	\$ 3,726,270	\$ (547,892)	\$ 67,787	\$ 5,942	\$ (61,845)	3,240,743	3,223,263	\$ 3,178,378	\$ (44,885)	94.4%	85.3%	-9.05%
Expenditures:												
Salaries and Wages	1,261,001	163,178	75,307	75,477	\$ 170	1,034,586	1,048,506	1,097,823	\$ (49,317)	92.2%	87.1%	-5.19%
Personnel Benefits	319,722	(46,845)	25,806	19,377	\$ (6,429)	336,212	381,626	366,567	\$ 15,059	86.0%	114.7%	28.68%
Supplies	345,020	40,457	12,144	47,779	\$ 35,636	232,358	218,809	304,563	\$ (85,754)	86.5%	88.3%	1.75%
Services and Charges	1,090,016	116,281	80,562	64,266	\$ (16,296)	732,086	801,594	973,735	\$ (172,141)	78.3%	89.3%	11.00%
Interdepartment Svcs	398,288	77,995	55,801	55,505	\$ (296)	400,544	331,331	320,293	\$ 11,038	84.8%	80.4%	-4.34%
Intergovernment Svcs	21,000	284	939	1,355	\$ 416	20,469	20,891	20,716	\$ 175	76.1%	98.6%	22.54%
Subtotal Op. Exp.	\$ 3,435,047	\$ 351,350	\$ 250,558	\$ 263,758	\$ 13,200	2,756,255	2,802,757	\$ 3,083,697	\$ (280,941)	85.6%	89.8%	4.19%
Capital Outlay	301,134	126,058	4,040	-	\$ (4,040)	103,918	208,687	175,076	\$ 33,611	59.7%	58.1%	-1.52%
Transfers Out	-	-	-	-	\$ -	11,345	-	-				
TOTAL EXPENDITURES:	\$ 3,736,181	\$ 477,408	\$ 254,597	\$ 263,758		2,871,518	3,011,443	\$ 3,258,773		83.1%	87.2%	4.14%
Total Funding:	\$ (9,911)		\$ (186,811)	\$ (257,816)		\$ 369,226	\$ 211,819	\$ (80,395)				
(Rev. less Exp.)												

Beginning Fund Balance	\$ 347,992
Less 7% Reserve Requirement	\$ (258,383)
Beginning 2017 Excess Reserves	\$ 89,609
2017 YTD Change in Cash	\$ (80,395)
Encumbrances at Month End	\$ (57,224)
2017 YTD Available Cash	\$ (48,010)

CITY OF SPOKANE ADMINISTRATIVE POLICY	ADMIN 5600-17-06 LGL 2009-0022 (Replaces ADMIN 0040-10-06)
TITLE: CITY- AND PERSONALLY-OWNED COMMUNICATION DEVICES (INCLUDING CELL PHONES) AND CITY- AND PERSONALLY-OWNED EMAIL AND SOCIAL MEDIA ACCOUNTS EFFECTIVE DATE: June 10, 2009 REVISION EFFECTIVE DATE: November 30, 2017	

1.0 GENERAL

- 1.1 The purpose of this policy is to provide guidelines regarding City- and personally-owned communication devices and accounts, including computers, cell phones, tablets, City-issued hard-wired desk phones, and City- and personally-owned email and social media accounts. This policy enables the City of Spokane to meet its fiduciary and open-government responsibilities to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is sometimes an apparent need to communicate when access to a City-owned communication device or email account is unavailable. Communication devices are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner. At the same time, preservation, efficient organization, and ready accessibility of, records generated by City employees, volunteers and elected officials in the course of their duties is a compelling governmental need. Consequently except in exceptional circumstances detailed in this Policy, personally-owned communication devices, and/or email and social media accounts, should not be used for work-related communications or postings.

Employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
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- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions, departments, employees, and elected officials.

3.0 REFERENCES

Chapter 42.56 RCW – Public Records Act
RCW 46.61.667 – Wireless Communications Device or Handheld Mobile Telephone
RCW 46.61.668 – Text Messaging While Driving
Chapter RCW 40.14 – Preservation and Destruction of Public Records
Chapter 434-615 WAC – Custody of Public Records
ADMIN 5300-13-05 IT Equipment
ADMIN 0620-05-054 Telephone Usage
ADMIN 0620-05-055 Email

4.0 DEFINITIONS

- 4.1 "Communication Device" is any device that is used, by any measure, to send or receive voice or data transmissions, whether wired or not, and includes but is not limited to landline and cell telephones, pagers, computers (desktops and portable laptops), portable tablets, and similar devices with communication capability. For purposes of this Policy, "Communication Device" does not include the City's two-way radio devices.
- 4.2 "City-Owned Wireless Communication Device" (or "City-Owned WCD") is a cell telephone, portable tablet, or portable computer, owned by the City and issued to a City employee or elected official.
- 4.3 "Desk Phone" is a landline telephone provided by the City for employee use. This device will electronically record voicemails from callers to the phone, which voicemails are saved to the City's computerized media storage system.
- 4.4 "Public Record" is 1) any writing; 2) that contains information relating to the conduct of government or the performance of any governmental or proprietary function; and 3) that is prepared, owned, used or retained by the City regardless of physical form or characteristics.
- 4.5 "Transitory Records" are public records that only document information of temporary, short-term value, and the records are: 1) not needed as evidence of a business transaction; and 2) not covered by a more specific record series. Transitory records are retained until they are no longer needed for City business and then they may be destroyed, except a transitory record must be preserved if a Public Records Act request calling for disclosure of the record is pending.
- 4.6 "Non-Transitory Records" are all public records that are not transitory records.

5.0 POLICY

It is the intention of the City to strictly curtail and limit the number of City-Owned WCDs with internet and/or data capability. When internet or data capability is warranted, the City will issue a WCD with that capability.

- 5.1 Employees who receive a City-Owned WCD must acknowledge in writing that no privacy interests exist in the device provided. This includes but is not limited to any and all voicemails, text messages, emails, call history, social media postings, and internet activity and downloads. The City has the right to inspect City-Owned WCD at any time without notice. A loaner WCD may be provided during the inspection period. Upon being notified that an employee's City-Owned WCD must be searched pursuant to a public records request, the employee/official will take steps to assure that records on the device are not destroyed and will promptly make arrangements with the Innovation and Technology Services Division (ITSD) or TARU to have that device searched for responsive records.

Employees in possession of a City-Owned WCD will sign an Employee Acknowledgment [Appendix 1] affirming that this Policy has been read by the Employee, and the Employee agrees to comply with it as a condition of receiving the City-Owned WCD.

- 5.2 The determination of which WCD and plan is appropriate for each employee to receive will be made by the ITSD, except for Police and Fire department employees, whose WCD and plan will be determined by their respective departments. This determination will be made by taking into account the employee's individual job duties and related communication needs. These needs will be determined by consulting with the department/division head and when necessary, the employee. Based on these individual needs, it will be the responsibility of ITSD/Police/Fire to procure the most cost effective alternative of City-Owned WCD and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
- 5.3 The use of a communication device, whether owned by the employee or the City, creates a record of the number dialed or the number of the caller. When the device is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. Similarly, any communication relating to City business that is preserved or saved on a communication device or in an email or social media account, whether owned by the employee, elected official, or the City, is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act.

5.4 Personally-Owned Communication Devices and Email and Social Media Accounts

This section of this Policy applies to all City employees', volunteers', and elected officials' usage of their personally-owned electronic communication devices and email and social accounts for work-related purposes.

Without limitation, these include the following devices and/or accounts and types of communications:

Types of Devices/Accounts:

Personally-owned:

- Computers (desktop and portable)
- Cellular telephones and pagers
- Portable "Tablets"
- Email accounts (e.g., @gmail.com, @hotmail.com, @comcast.net, etc., accounts)
- Social media accounts (e.g., Facebook, Instagram, Twitter, etc., accounts)

Types of Communications Sent/Received via Personally-Owned Devices/Accounts:

- Emails
- Voice telephone conversations
- Voicemails
- Text messages and text-like messages (traditional text and SMX messages, and "text-like" messages, such as those sent/received via apps like WhatsApp, GroupMe, Facebook Instant Messaging, etc.)
- Postings to personally-owned social media accounts

This Policy does not apply to communications using the City's two-way radio devices.

It is the policy of the City of Spokane that all work-related written communications (including without limitation email, text and text-like messages, social media postings, etc.) and all work-related verbal communications that do not occur in person (including without limitation voice telephone conversations and voicemails), be sent, received, or posted, using only City-owned/issued communication devices and email and social media accounts. A City employee, volunteer or elected official shall therefore use his or her personally-owned communication devices, and email and social media accounts, for personal purposes and not for work purposes.

Exceptions:

If necessary or in circumstances beyond the control of the City representative, a City employee, volunteer or elected official may use his

or her personally-owned communication device to make a work-related communication, in the following two circumstances only:

- a) To place a work-related phone call using his/her personally-owned cell or landline telephone, but if leaving a voice mail upon doing so, s/he may leave a voice mail only if that voice mail is saved to the City's computerized media storage system.
- b) To send/receive an email using his/her personally-owned device, if the email account s/he uses is her/City-issued email account and the email is therefore saved to the City's computerized media storage system.
- c) In attempts to prevent or respond to an emergency threatening imminent injury to person or property, and use of a City-owned/issued communication device is not reasonably available; provided that in each such case, the employee or elected official doing so shall assure an exact duplicate of the communication is copied without unreasonable delay to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication.

If, beyond his or her reasonable control, a City employee, volunteer or elected official receives a work-related email, voicemail, text or text-like message, via his or her personally-owned communication device or email account, s/he shall take such steps as are reasonably necessary and without unreasonable delay, to assure an exact duplicate of the communication is copied to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication. Once the employee, volunteer or elected official assures this duplicate has been saved, the employee/official shall delete the communication from his/her personally-owned device or account.

Upon request by the City's Public Records Officer, City employees, volunteers and elected officials shall provide a declaration under penalty of perjury certifying s/he has complied with the provisions of this Policy related to personally-owned communication devices and email and social media accounts.

City employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

All public records saved on a personally-owned communication device or account, for which a duplicate has not been saved to the City's computerized media storage system, despite the provisions of this Policy, must be retained by the employee based on their function and content in accordance with Washington State Local Records Committee guidelines which can be accessed at <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>. Examples

of public records include but are not limited to non-transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected official's personally-owned cell phone, and transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected official's personally-owned cell phone, if the transitory record is within the scope of a pending Public Records Act request to the City.

If a public records request is made for written or voicemail communications or social media postings, all City employees, volunteer and elected officials who have used a personally-owned communication device or email or social media account for work-related purposes, during the time period specified by the records request, must conduct a good faith search for responsive records. The employee must sign a declaration under penalty of perjury that the personal device(s)/account(s) was (were) searched by him or her and that all responsive records have been provided to the City.

Upon terminating City service, employees, volunteers, and elected officials who have used their personally-owned communication devices and/or email or social media accounts for work-related purposes must search all such communication devices and/or email or social media accounts that they used for such purposes, and provide a copy of all records that pertain to City business and have not been previously duplicated to purged from the device(s) or account(s) under the above provisions of this Policy.

City employees shall be permitted to use their personally-owned communication devices to access their City-issued e-mail account through the City's Outlook Web Access application, or other applications provided that all e-mails are captured by the Enterprise Vault system.

Transitory Records

- 5.5 If an employee is unsure whether a record is transitory, a supervisor should be consulted to ensure proper procedures are followed.
- 5.6 Personnel issue communications are often transitory (e.g. "I will be out sick today"; "I will be late for my shift today"; "Please change tomorrow's meeting time to 10:30 a.m."). A written communication or voicemail of this nature does not require retention unless it is within the scope of a pending Public Records Act request to the City. (As relates to transitory records concerning personnel attendance/timeliness matters, the employee must follow-up the written communication or voicemail with a leave request as soon as possible after returning to work.)
- 5.7 If an employee, volunteer, or elected official needs to communicate in writing on a work-related matter, whether the communication is transitory or non-transitory,

s/he shall email using only his/her City-issued email account or text using a City-Owned WCD to do so.

- 5.8 The City's Desk Phone system allows for callers to record a voicemail. That voicemail may be either transitory or non-transitory. There is no requirement to retain transitory voicemail messages unless the voicemail message is within the scope of a pending Public Records Act request. Non-transitory messages must be retained if subject to a retention policy.
- 5.9 The City has no method for storing or searching voicemails recorded to Desk Phones, so each individual City employee must retain voice mail records in an alternative format. Upon receipt of a non-transitory voicemail left on a Desk Phone, a City employee will promptly memorialize the substance of the voicemail in an email sent by the employee to him- or herself. The email will include the date and time the voicemail was received, the name and phone number of the caller, and the substance of the voicemail left on the employee's Desk Phone.

6.0 PROCEDURE

6.1 Determination of City-Owned WCD Eligibility

- 6.1.1 Eligibility is based on the need for frequent use of a WCD, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by his/her supervisor and department/division head.
- 6.1.2 Employees leaving City employment must turn in City-owned WCD's to the ITSD/Police/Fire department as part of their termination process. Employees transferring or promoting within the City must coordinate their prior cell phone hardware and account with ITSD, and eligibility in the new department or position must be re-established.

6.2 Determination of Phone and Plan

- 6.2.1 The need for a City-Owned WCD, and the WCD model and plan attributes, will be determined by the City.
- 6.2.2 Departments are responsible for projecting business use to the best of their ability and for communicating this estimate to ITSD. ITSD will be responsible for purchasing all City-Owned WCD and establishing plans with WCD providers – with the exception of Spokane Police Department and the Fire Department who will manage their own cellular services and equipment purchases. Departments with special needs must identify such to ITSD prior to purchase. ITSD will utilize its expertise, and

purchase the most cost-effective option of phones and plans to meet the departments' business requirements. ITSD will establish a standard menu of phones and plans. The standards will represent the options that best meet the City's business needs at the lowest cost. The same needs analysis, standard hardware and plans, and most cost-effective options will be utilized by the Police and Fire Departments for their cell phone users.

6.3 Use of WCD's

6.3.1 Except for incidental personal use, City-Owned WCDs are to be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls are to be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls are to be made during breaks. Use of a City-Owned WCD for other than City business or personal incidental use will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.

6.3.2 City employees operating a moving motor vehicle while holding a wireless communication device to his or her ear may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle, or a tow truck responding to a disabled vehicle;
- b. A moving motor vehicle using a wireless communications device in hands-free mode;
- c. A moving motor vehicle using a hand-held WCD to report illegal activity, summon medical or other emergency help, prevent injury to a person or property; or relay information that is time sensitive between a transit or for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle; or

For purposes of this section, "hands-free mode" means the use of a wireless communication device with a speaker phone, headset, or earpiece.

6.3.3 A City employee operating a moving motor vehicle, who by means of a wireless communication device, sends, reads, or writes a text message email, or other data transmission, may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle;

- b. A voice-operated global positioning or navigation system that is affixed to the vehicle and that allows the user to send or receive messages without diverting visual attention from the road or engaging the use of either hand; or
- c. A moving motor vehicle while using a wireless communication device to report illegal activity, summon medical or other emergency help, prevent injury to a person or property, or relay information that is time sensitive between a transit for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.

6.3.4 In many cases, a WCD operate as a camera or as a way to access the internet or email. Employees operating a City-owned WCD in these capacities must comply with City of Spokane policy ADMIN 0620-06-56, "Internet Access," and City of Spokane policy ADMIN 0620-05-055, "Email."

7.0 RESPONSIBILITIES

The Innovation and Technology Services Department shall administer this policy.

8.0 APPENDICES

Employee Acknowledgement – Wireless Communication Devices

APPROVED BY:


City Administrator


Director – Innovation and Technology
Services Division


City Attorney

11/15/17
Date

11/13/2017
Date

11-7-17
Date

CITY OF SPOKANE

Employee Acknowledgement – City-Owned Wireless Communication Devices [Appendix 1]

Employee Name

I affirm that I have read, understand, and agree to comply with the City Policy's provisions concerning City-Owned Wireless Communication Devices.

1. I will only conduct City business on City-Owned WCDs.
2. I understand no privacy rights exist in City-Owned WCD.
3. The City may inspect City-Owned WCDs at any time without notice.
4. Upon notification that my City-owned WCD needs to be searched pursuant to a public records request, I will take steps to assure that no records are deleted from any City-Owned WCD issued to me and will promptly make arrangements with I&TS or TARU to have the City-Owned WCD searched for responsive records.
5. I will protect my City-Owned WCD from loss, damage, or theft.
6. I understand that a violation of City policy may result in disciplinary action, up to and including termination.

Employee Signature

Date