



Special Meeting of the Spokane Park Board Finance Committee

3 p.m. Tuesday, Feb. 11, 2020

Pavilion conference room, Riverfront Park
Spokane, Washington

Mark Buening – Parks Finance/Budget Director

Committee members:

Bob Anderson – Chair
Greta Gilman
Gerry Sperling
Jamie SiJohn

A special meeting of the City of Spokane Park Board Finance Committee will be held at 3 p.m. on Tuesday, Feb. 11, 2020, Pavilion conference room, Riverfront Park, 574 N. Howard St., Spokane Washington.

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. [Oxarc aquatics chemical value blanket \(not to exceed \\$103,000, including freight and tax\) – Josh Oakes](#)
2. [Water heater replacement from major repair reserve/Riverfront Park \(\\$36,028.48, tax inclusive\) – Kevin Sharrai](#)
3. [Resolution authorizing the use of excess bond proceeds on other capital projects within the Park System – Garrett Jones](#)

Discussion items:

1. [Parks Capital Fund resolution to create Parks Capital Fund – Nick Hamad](#)
2. Financial report format revisions – *Mark Buening*

Contract items from other committees:

1. Design Workshop, Inc., consulting contract for Parks and Public Open Space Master Plan/Park System (\$240,030, non-taxable service) – Land Committee
2. Ditches Unlimited, Inc. construction change order #3/Manito Park Mirror Pond rehabilitation project (\$113,679.62, tax inclusive) – Land Committee
3. Freight Way, Inc., contract amendment (\$6,500, tax inclusive) – Riverfront Park
4. LaRiviere, Inc., revised construction contract/North bank playground (\$9,262,949.39, tax inclusive) – Riverfront Park
5. CXT, Inc., prefabricated restroom purchase agreement/West Havermale (\$113,559.72, tax inclusive) – Riverfront Park
6. F.A. Bartlett Tree Experts tree work contract amendment #7/ West Havermale (\$16,020.42, tax inclusive) – Riverfront Park

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. 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 erahrclerks@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.

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	Feb. 11, 2020		
Requester	Josh Oakes	Phone number: 509-363-5407	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Oxarc aquatics chemical value blanket (not to exceed \$103,000, including freight and tax)		
Begin/end dates	Begins: 04/01/2020	Ends: 12/31/2020	<input type="checkbox"/> Open ended
Background/history: Chemicals are needed to maintain water balance at the City pools. The previous value blanket expired 12/31/2019 and bid responses were collected for the 2020 season. There were two bid responses, one from Oxarc, and the other from Pure Water Aquatics. Attached is the bid comparison pricing sheet for the various chemicals. Based on the bids, Oxarc came in as the low bidder. If approved, the City will purchase chemical supplies from Oxarc annually in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
Motion wording: Move to approve granting Oxarc the pool chemical value blanket in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Josh Oakes Grant Management Department/Name: _____ <div style="text-align: right;"> Jennifer Papich - Recreation Thea Prince - Purchasing </div>			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$103,000, including tax and freight Budget code: 1400-54150-35203			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input checked="" type="checkbox"/> UBI: 328-037-121 Business license expiration date: 9-30-2020 </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Reference Number	Description	UOM	Quantity	OXARC	Pure Water Aquatics
#1	CALHYPO 100 LB BUCKETS (NO 50 LB BUCKETS)	Buckets	5	\$1,176.25	\$933.35
#2	SODIUM THIOSULFATE 50 LB BAGS	Bags	20	\$559.26	\$1,045.00
#3	MURATIC ACID 4 GAL BOTTLES/BOX	BOX	20	\$600.00	\$539.00
#4	SODIUM BICARBONATE 50 LB BAGS	BAG	300	\$7,353.60	\$5,577.00
#5	SODIUM HYPOCHLORITE 12.5% - 40% 55 GAL	BARRELS	50	\$8,452.50	\$8,065.50
#6	MURATIC ACID 55 GAL	BARRELS	20	\$4,950.00	\$5,220.00
#7	CALCIUM CHLORIDE 50 LB BAGS	BAGS	96	\$2,363.04	\$2,592.00
#8	CYANURIC ACID 50 LB BAGS	BAGS	18	\$1,791.83	\$1,659.60
#9 BULK DELIVERY	SODIUM HYPOCHLORITE - 12/5%	GALLONS	17,000.00	\$40,970.00	\$93,330.00
#10 BULK DELIVERY	HYDROCHLORIC ACID - 15%	GALLONS	8,000.00	\$24,800.00	\$94,000.00
#11	Delivery Fee - if any	ea	1	\$0.00	
Total				\$93,016.48	\$212,961.45

RECEIVED

AGENDA SHEET FOR PARK BOARD MEETING OF: Dec. 13, 2018



Submitting Division
Parks & Recreation

Contact Person
Josh Oakes

Phone No.
509-363-5407

Department: ☐ Finance ☐ Operations ☒ Recreation/Golf ☐ Riverfront Park

Committee: ☐ Finance ☐ Golf ☐ Land ☒ Recreation ☐ Riverfront ☐ UFTC

Type of contract: ☐ New ☐ Renewal ☐ Amendment ☐ Extension ☐ Other

Beginning date: 3/1/2019 Expiration date: 12/31/2019 Open ended ☐

CLERKS' FILE	OPR 2013-0232
RENEWAL	_____
CROSS REF	_____
ENG	_____
BID	_____
REQUISITION	_____

AGENDA WORDING:

Oxarc supplies chemicals needed to maintain water balance at the City pools. This is the second one-year renewal of the initial three year Value Blanket that expired 12/31/2018. Value Blanket is worth \$102,927.79

BACKGROUND:

(Attach additional sheet if necessary)

Attached is the pricing sheet for the various chemicals the City would purchase from Oxarc.

RECOMMENDATION:

Approve the one-year renewal of the Oxarc Pool Chemical Value Blanket for 2019

ATTACHMENTS: Include in packets. See back of Agenda Sheet for specific supporting document requirements.

Attached is the Purchase Requisition and quote

SIGNATURES:

Requester - Josh Oakes

Dept. Manager Jennifer Papich

Director of Parks & Rec - Leroy Eadie

Parks Accounting - Megan Qureshi

Legal Dept. - Pat Dalton

DISTRIBUTION:

Parks: Accounting _____
Parks: Pamela Clarke _____
Budget Manager: _____
Requester: _____

PARK BOARD ACTION:

APPROVED BY THE SPOKANE PARK BOARD

President

Dec. 13, 2018

<u>Fiscal Impact</u>	<u>Budget Account</u>
Expenditure:	
\$102,927.79	1400-54100-76200-53203
Revenue:	



Existing vendor



New vendor – If so, please include vendor packet



Supporting documents:



Quotes/Solicitation (RFP, RFQ, RFB)



W-9 (for new contractors/consultants/vendors) ACH Forms



Contractor is on the City's A&E Roster City of Spokane



(for new contractors/consultants/vendors) Insurance



Spokane Business registration expiration date: _____



Certificate (minimum \$1 million in General Liability)

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	5 buckets	CALHYPO 100 lb buckets <u>(No 50 lb buckets)</u>	\$225.75	\$1,128.75
2.	20 bags	SODIUM THIOSULFATE 50 lb bags	\$25.00	\$500.00
3.	20 boxes	MURATIC ACID 4 gal bottles/box	\$30.00	\$600.00
4.	20 bags	SODA ASH 50 lb bags	\$21.15	\$423.00
5.	300 bags	SODIUM BICARBONATE 50 lb bags	\$24.00	\$7,200.00
6.	50 barrels	SODIUM HYPOCHLORITE 12.5% - 40% 55 gal	\$169.05	\$8,452.50
7.	20 barrels	MURATIC ACID 55 gal	\$247.50	\$4,950.00
8.	96 bags	CALCIUM CHLORIDE 50 lb bags	\$18.50	\$1,776.00
9.	18 bags	CYANURIC ACID 50 lb bags	\$90.75	\$1,633.50
		<u>BULK DELIVERY</u>		
10.	17,900 gallons	SODIUM HYPOCHLORITE – 12.5%	\$2.41	\$43,139
11.	8000 gallons	HYDROCHLORIC ACID – 15%	\$3.10	\$24,800.00
SUB TOTAL:				\$94,602.75
WA SALES TAX (8.8 %)				\$8,325.04
GRAND TOTAL:				\$102,927.79
Delivery Fee – \$25.00 per stop list if delivery fee is per stop or how delivery fee is charged/calculated				

Spokane Park Board

Briefing Paper



Committee	Finance Committee		
Committee meeting date	Feb. 11, 2020		
Requester	Jonathan Moog	Phone number: 625-6243	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	Cross reference: ADMIN LGL 2018-0014		
Item title: (Use exact language noted on the agenda)	Water heater replacement from major repair reserve/Riverfront Park (\$36,028.48, tax inclusive)		
Begin/end dates	Begins: 02-13-2020	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: 2 of 2 commercial grade hot water heaters at the Skate Ribbon failed due to hard water damage within a week of each other after two years of service. Repair is not feasible and considered a total loss by city plumbers. The water heaters are out of warranty. Hot water is required for maintaining ice in safe condition for skating and by the Health District related to food service sanitation. Immediate replacement was considered an emergency because of the immediate threat posed to the performance of essential functions at the Skate Ribbon. Pursuant to Parks Major Repair and Replacement Reserve Policy, funding of \$36,028.48 is requested as it meets the following criteria: (1) Replacement of a significant mechanical capital asset; (2) Funding meets the intended use for similar equipment; and, (3) Equipment is a replacement rather than a new capital asset. The policy specifies if funds from the Major Repair and Replacement Account are approved by the appropriate committee (in this case RFP), it shall be presented as an action item at the next Finance Committee meeting. The RFP Committee approved the purchase at its Feb. 10 committee meeting.			
Motion wording: Approve \$36,028.48 from the Major Repair and Replacement Reserve to replace two water heaters at the Riverfront Park Skate Ribbon.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Jonathan Moog Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$36,028.48 Budget code: 1950-54920-94000-5640			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	Feb. 11, 2020		
Requester	Garrett Jones	Phone number:	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Resolution authorizing the use of excess bond proceeds on other capital projects within the Park System		
Begin/end dates	Begins: 02-13-2020	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: The City sold \$64,300,000 of bonds in 2015 to support the redevelopment of Riverfront Park. These proceeds from the bond issue have been substantially drawn down and will have either been spent or encumbered by the terms of the bond covenant and IRS regulations. The interest earnings from the bond must be utilized in the same way as the bond proceeds; however, this resolution will allow any interest earnings remaining, after the Riverfront Park redevelopment project is completed, to be utilized for other capital project needs within the City Park system. This usage is allowable under the terms of the bond covenant.			
Motion wording: To approve a resolution to use remaining 2015 Park Bond proceeds for other capital needs in the Park system as approved by the Park Board.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

CITY OF SPOKANE
PARK BOARD RESOLUTION

WHEREAS, the City sold \$64.3 million of bonds to support redevelopment of Riverfront Park in Spokane, Washington, in 2015, and

WHEREAS, the proceeds from that bond sale have been substantially drawn down and will have been spent or encumbered in a timely manner as required by IRS Regulations and the Tax Certificate issued by the City, and

WHEREAS, the proceeds from the bonds were appropriately invested and Parks is now in possession of the earnings off of the bonds, which earnings must be expended properly, and

WHEREAS, the interest earnings off of these bonds must be spent in the same way that the proceeds from the bond sales themselves were to have been spent, and

WHEREAS, the interest earnings must be spent first on capital projects in Riverfront Park, but, if the Park Board certifies that all of those projects have been fully funded, then the Park Board may re-allocate the earnings to capital projects at other City Park properties, and

WHEREAS, all the capital projects identified for Riverfront Park have been fully funded by the proceeds from the bonds,

NOW, THEREFORE, the Park Board hereby resolves:

1. The capital projects identified as Riverfront Park Redevelopment projects to be funded by the 2015 Park Bond have been either completed or fully funded, and
2. Any remaining money from earnings from the bond proceeds may be expended on other capital projects within the Park system as approved by the Park Board.

DATED this _____ day of _____, 2020.

Park Board President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Resolution # _____

CITY OF SPOKANE
PARK BOARD RESOLUTION

A RESOLUTION to Separate Parks Division Capital Facilities Project Funds from
Parks Division General Operating Funds.

WHEREAS, in accordance with the Growth Management Act (“GMA”), the City of Spokane previously adopted ordinance No. C34747 requiring the creation and annual update of a City-Wide, Six-Year Capital Improvement Program (“CIP”), which consists of a six-year plan for financing capital facilities within projected funding capacities, clearly identifies sources of public money for such purposes, and is updated annually to address the subsequent six-year programming cycle for capital projects; and

WHEREAS, Parks and Recreation Division facilities are required to be included in the CIP; and

WHEREAS, the Parks Director desires to improve the Division’s ability to plan, implement, and track CIP projects, and has created the Parks Planning and Development Department specifically to plan and oversee implementation of Division CIP projects; and

WHEREAS, the Parks Director desires to improve the Division’s ability to plan and track the Division’s general operating costs; and

WHEREAS, the Division is actively engaged in updating the City-Wide Parks and Public Open Space Master Plan to determine capital facility and recreation program needs for the next six to ten years; and

WHEREAS, Division CIP project funds are currently combined with Division general operating funds, inhibiting the ability to accurately plan for, finance, and implement identified CIP projects; and

WHEREAS, the separation of Division CIP project funds from Division general operating funds provides the additional benefit of enhancing the accuracy of the Division’s general operating costs; and

WHEREAS, the separation of Division CIP project funds from Division operating funds improves the Division’s ability to wisely and efficiently plan, implement, and track CIP projects and enhances the accuracy of the Division’s CIP planning; and

WHEREAS, the Division cannot accurately plan for and finance CIP projects without both a long-range plan for those projects and a precise annual accounting of funds available for identified CIP projects; and

WHEREAS, financing CIP projects is uniquely different from financing general Division operations, as active projects often span multiple budget cycles, further necessitating the separation of general operating and capital facilities funds; and

WHEREAS, the use of strategic partnerships and alternative (non-Division) funds for Division CIP projects has increased significantly over the recent past and is anticipated to continue into the foreseeable future; and

WHEREAS, CIP projects utilizing strategic partnerships and alternative (non-Division) partnerships require start and stop Division funding flexibility to arrange simultaneous funding from all parties to successfully implement desired improvements; and

WHEREAS, the Park Board desires to invest its limited financial resources wisely and most efficiently to maximize funding opportunities by planning ahead to determine what capital facilities are necessary to maintain municipal levels of service, thus allowing the Parks and Recreation Division to prioritize projects, coordinate related projects, and apply successfully for a wide variety of funding sources including loan and grant opportunities;

NOW, THEREFORE,

BE IT RESOLVED by the City of Spokane Park Board that the Park Board resolves to amend the appropriate policies and procedures to separate Division capital facilities project funds from Division general operating funds and submit same to the Park Board for approval no later than the July 2020 meeting of the Park Board.

ADOPTED BY THE PARK BOARD ON _____

Park Board President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney