



Special Meeting of the Spokane Park Board Finance Committee

Tuesday, August 11, 2015, 3:00 p.m. – 5:00 p.m.

City Hall Conference Room 3B

808 W. Spokane Falls Blvd., Spokane, Washington
Sari Luciano – Parks Finance & Budget Director

Committee Members:

X Traver, Susan – Chairperson
X Dunau, Andy
X Kelley, Ross
X Van Voorhis, Ken
X Pendergraft, Lauren (arrived at 3:30)
X Sumner, Nick
Allen, Mike – Council Liaison

Additional Park Board Members:

Sam Selinger
Preston Potratz

Parks Staff:

Sari Luciano
Leroy Eadie
Jason Conley
Garrett Jones
Sam Song
Tony Madunich
Angel Spell

Guest(s):

Hal McGlathery

Summary

- 2016 Budget was covered by Sari Luciano and Leroy Eadie.
- Capital Projects were discussed and spreadsheet reviewed showing the different anticipated projects and cost for 2016.
- Policy & Procedure for Waste Water Revenue was initiated by Susan Traver, Chair, wanting to provide guidance to Parks and Recreation Staff and Park Board on how these dollars are to be used and allocated in the annual budgeting processes.
- ACA Discussion updates were given by Mr. Eadie.
- Leroy Eadie gave an update on Riverfront Park Bond expenditures. To date, \$282,157.60 has been spent.
- Sari Luciano went over July's Financial Report.
- Jason Conley gave an update on the Golf Software explaining that on-line tee times went live July 29, 2015. Approval was given for each Park Board Member to have a City of Spokane email account.
- Chris Wright asked for input from Board Members on the 8% Allocation/Fieldhouse agreement.

The next regularly scheduled meeting is September 8, 2015, at 3:00 p.m. in **City Hall Conference Room 3B**

MINUTES

The meeting was called to order at 3:00 p.m. by Chairperson, Susan Traver. Introductions were made.

Action Items:

None

Discussion Items:

1. 2016 Budget was covered by Sari Luciano, starting with Golf's revenue and expenses, followed by Park Fund. Ms. Luciano stated that Park Fund administration over-head has been reduced by approximately \$238,000 but that these figures may change as City Accounting is still running calculations. Leroy Eadie further explained that ACA's actual impact this year is about \$360,000 but have budgeted \$403,000 for 2016, to allow for unanticipated costs or plans chosen in 2016. Discussion took place regarding revenue impacts to Riverfront Park next year. Mr. Eadie stated that the 2016 budget has taken that into consideration.
 - a. Capital Projects were discussed and spreadsheet reviewed showing the different anticipated projects and cost for 2016. Mr. Eadie also covered what is going on currently in 2015. He informed the Committee Members that Theresa Sanders, City Administrator, commented that she would like to see all asphalt projects consolidated and taken care of by the Streets Department to include Parks & Recreation. That would mean better efficiencies rather than us doing individual small contracts. Additional discussion included quick briefs with different department's anticipated 2016 budget.
 - b. Policy & Procedure for Waste Water Revenue was initiated by Susan Traver, Chair, who would like to see a policy and procedure in place for the annual \$400,000 of Utility monies coming to Parks and Recreation. This policy is to provide guidance to Parks and Recreation Staff and the Park Board on how these dollars are to be used and allocated in the annual budgeting process going forward.
2. ACA discussion update was given by Mr. Eadie. When he presented the question of "Where in the City's general budget can we get assistance with the cost encumbered by Parks and Recreation" to City Administration, the information provided was that "there are no dollars to help Parks & Recreation with this matter, and the expense needs to be accounted for within the budget." Per Mr. Eadie, "Parks & Recreation has budgeted as requested and will be looking closely at what opportunities there are for creating permanent part-time positions. It may not make the dollar amount less but it may force us to look at permanent part-time positions which may be more efficient for us as an organization. Directors of HR and Civil Service as well as Ms. Sanders have committed to helping us facilitate that process, although not soon enough for the 2016 impact."

Standing Report Items:

1. RFP Master Plan Finance – Leroy Eadie gave an update on expenditures. To date, \$282,157.60 has been spent which also includes internal staffing involved with the Park Bond.
2. July Financial Report – Sari Luciano went over each Division's financial report individually before going on to the over-all Park Fund report. Starting with Urban Forestry, it is reported favorable in both revenue and expenditures as with Park Operations. Recreation, Riverfront Park, and Administration are unfavorable in revenue but over-all favorable with net revenue. Golf's revenue is up but so is expenditure but over-all favorable.
3. Information Technology Project Plan Update – Jason Conley gave an update on the Golf Software explaining that on-line tee times went live July 29, 2015. Approval was given for each

Park Board Member to have a City of Spokane email account. Research into computers recommends a Dell Latitude laptop priced at \$1,645.

4. 8% Allocation/Fieldhouse Update – Chris Wright ask for a list of things the Board Members would like out of this agreement by way of messages to take to this conversation. Currently, the 8% is based on expenditures. We could look at it as based on revenues and how it will be done; Ordinance or City Charter. We're just starting but per the last conversation it's been asked that the Board be prepared to sign a lease in December.

Contract Items from Other Committees:

1. Design of Public Spaces Contract - Riverfront Park

Meeting adjourned at 5:27 p.m.

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