



## **Special Meeting of the Spokane Park Board Finance Committee Minutes**

Tuesday, September 6, 2016, 3:00 p.m. – 5:00 p.m.

### **City Hall Conference Room 2B**

808 W. Spokane Falls Blvd., Spokane, Washington

Mark Buening – Budget Finance Director

#### **Committee Members:**

X Traver, Susan – Chairperson  
X Kelley, Ross  
X Van Voorhis, Ken  
X Pendergraft, Lauren (Telephonically)  
X Sumner, Nick  
Gilman, Greta (Absent Excused)  
X Mumm, Candace – Council Liaison

#### **Parks Staff:**

Leroy Eadie  
Mark Buening  
Garrett Jones  
Al Vorderbrueggen  
Jon Moog  
Jason Conley  
Fianna Dickson  
Carl Strong

#### **Guest(s):**

Hal McGathery

## **Summary**

- Witter Pool Deck Repair Contract with Cameron-Reilly, LLC for \$404,321 was approved unanimously.
- Mark Buening, the new Budget Finance Director for Parks and Recreation, was introduced.
- Proposed 2017 Park and Recreation Budget was discussed at length including proposed positions that may be added and removed.
- Susan Traver explained that each Committee will do an action item to the Finance Committee; not an action item out of Committee going directly to Park Board. The 2017 Budget will come directly from Finance Committee to the Park Board.

The next regularly scheduled meeting is October 11, 2016, at 3:00 p.m. in **City Hall Conference Room 2B**

## MINUTES

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

### Action Items:

1. Approve Witter Pool Deck Repair Contract with Cameron-Reilly, LLC for \$404,321 – Carl Strong started the conversation by explaining the Cameron-Reilly, LLC was the only respondent from the solicitation process. If approved by the Finance Committee, work would start on September 20<sup>th</sup> and expected to be complete within 30 days. The Recreation Committee has already approved up to \$51,200 for the project management; testing and surveying to make sure it's done correctly. Mr. Strong gave a history of how the decking has sunk over the past several years and although remediation has been done, the big pipes that are part of the return system have moved so much that something must be done or Witter Pool won't be opening. The plan includes digging down as much as 12 feet on the east side of the pool, reset all the large pipes, backfilling with a CDF controlled density fill then replacing the deck and electrical. Leroy Eadie stated that we're still working with our Legal team on how we may recover some of this.

Susan Traver pointed out that the excess fund balance shows where we have \$400,000 set aside and already approved. This was already an anticipated expense and we have it covered in our budget for this year.

Ken Van Voorhis motioned to recommend to the Park Board for approval of the contract in the amount of \$404,321 for Witter Pool Deck Repair from Cameron-Reilly, LLC.

Seconded by Ross Kelley

Motion passed unanimously

### Discussion Items:

1. Proposed 2017 Park and Recreation Budget – Ms. Traver briefed the Committee and Staff that due to the staff shortage in Parks, she had asked Leroy Eadie to extend this out another month so that we will now go through the second-third draft run of the 2017 Budget for the overall Park Fund. Next month this will also go to the Committees where they will look at it and do an action item to the Finance Committee next month. In the October meeting, the Finance Committee will vote whether to forward the 2017 Park and Recreation Budget to the Spokane Park Board Committee. We will be looking at the overall budget with good information and fairly detailed.

Mr. Eadie first introduced Mark Buening, the new Budget Finance Director for Parks and Recreation, then continued by reviewing the 2017 Parks and Recreation Draft Budget; Positions added and removed. This year Parks Planning was pulled out of Park Operations and made it its own section in Administration. Strategically, Parks Planning, under Garrett Jones leadership, would be looking at everything we're doing in Parks and Recreation as well as now overseeing the RFP Redevelopment Project. In the 2017 Budget, we want to solidify that in our budget structure with appropriate positions. None of the proposed added or deleted positions are exempt positions. Mr. Eadie continued by explaining what the responsibility would be for each additional position and how it would benefit Parks and Recreation. We currently have 82 FTEs (full time employees) and in 2017 we are proposing 85 FTEs but with decreased temp/seasonal positions and funding and prior to any positions being eliminated. The Committee discussed job descriptions being provided.

Mr. Eadie continued by reviewing and breaking down the various preliminary 2017 budgets beginning with the overall Parks Fund. The total 1400 Parks fund is budgeted for \$5.6 million in revenue and \$13.3 million in net transfers; and total fund operating expenditures are budgeted at

\$16.1 million and \$2.0 million in capital transfers resulting in a net gain in fund balance of \$774,854. The various Program budgets were described as follows: The Administration 2017 budget reflects a total of \$15.7 million of revenue and transfers in and a total of \$7.5 million in expenditures and capital transfers for a net of \$8.2 million. Recreation is budgeted at \$1.5 million in revenue with budgeted expenditures at \$3.2 million and overall program expenditures exceeding program revenues by \$1.7 million. Riverfront Park is budgeted at \$1.0 million in revenue with budgeted expenditures at \$1.6 million and overall program expenditures exceeding program revenues by \$.6 million. There was some discussion that Riverfront Park negate the \$105,000 that is scheduled to go into the Fleet Replacement Fund. Park Operations is budgeted for \$190,000 in revenues and budgeted expenditures at \$4.6 million and overall program expenditures exceeding program revenues by \$4.5 million. Urban Forestry is budgeted for \$120,000 in revenues and transfers, and budgeted expenditures at \$756,489 and overall program expenditures exceeding program revenues by \$636,489. The Golf Fund is budgeted for \$3.7 million in revenues and transfers, and budgeted expenditures at \$3.6 million with a projected net gain in fund balance of \$62,165. Mr. Eadie expressed that there may be additional tweaks for next month but shouldn't be dramatically different than what has been shown today.

Susan Traver explained that each Committee will do an action item to the Finance Committee; not an action item out of Committee going directly to Park Board. The 2017 Budget will come directly from Finance Committee to the Park Board.

**Standing Report Items:**

1. August Financial Report – Not Available
2. Information Technology Project Plan Update – No updates given.

**Contract Items from Other Committees:** These items were not discussed.

1. Approval Project Management and Testing Contract of \$51,200 for Witter Pool Deck Project
2. Howard Street Bridge South Supplemental Contract #5 (\$70,749)
3. Loof Carrousel Utility MOU (\$275,000)

Meeting adjourned at 4:40 p.m.

The next regularly scheduled meeting is October 11, 2016, at 3:00 p.m. in **City Hall Conference Room 2B**.

## **2017 Parks and Recreation Draft Budget**

### **Positions Added and Removed**

#### **Positions Added**

Parks Manager	1 FTE	\$98,280
Trails Manager	1 FTE	\$72,150
Marketing Assistant	.8 FTE	\$46,839
Gardner I	1 FTE	\$45,240
Program Specialist	.6 FTE	\$28,600
Golf Manager (Golf Fund)	1 FTE	\$81,432
<b>Total</b>	<b>5.4 FTE</b>	<b>\$372,541 (including benefits)</b>

#### **Positions Eliminated (vacant positions currently)**

Community Affairs Coordinator	1 FTE	\$68,770
Park Caretaker	1 FTE	\$43,420
Grounds Foreperson	.5 FTE	\$27,632
<b>Total</b>	<b>2.5 FTE</b>	<b>\$139,822 (including benefits)</b>

#### **Net Positions**

**+2.9 FTE (these positions are funded by elimination of temp seasonal funding, elimination of permanent positions, minor decreased capital outlay, and golf revenue increases)**

**2016 = 82 FTE**

**2017 = 85 FTE (but with decreased temp seasonal positions and funding)**

**Note: this is before any positions are eliminated in RFP, which is anticipated**

City of Spokane - Parks & Recreation  
Fund 1400  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 5,032,047</b>	<b>\$ 6,951,266</b>	<b>\$ 3,519,417</b>	<b>\$ 5,567,866</b>
Salaries & Wages	6,738,932	7,672,548	3,901,455	7,134,879
Personnel Benefits	1,805,576	2,452,442	1,144,763	2,439,822
Supplies	989,737	981,764	488,713	714,800
Services & Charges	4,228,774	3,766,020	1,873,810	3,367,644
Intergovernmental Prof Services	57,021	64,425	25,266	26,125
Interfund Services	2,138,568	2,481,803	1,226,676	2,257,802
Reserve for Budget Adjustment	-	125,000	-	125,000
<b>Expenditures</b>	<b>15,958,608</b>	<b>17,544,002</b>	<b>8,660,683</b>	<b>16,066,072</b>
<b>Net Revenue</b>	<b>(10,926,561)</b>	<b>(10,592,736)</b>	<b>(5,141,266)</b>	<b>(10,498,206)</b>
Transfers In	12,911,514	13,505,508	7,819,562	13,808,971
Transfers Out	(622,964)	(512,958)	(245,845)	(501,958)
<b>Net Transfers</b>	<b>12,288,550</b>	<b>12,992,550</b>	<b>7,573,717</b>	<b>13,307,013</b>
<b>Net Operations</b>	<b>1,361,989</b>	<b>2,399,814</b>	<b>2,432,451</b>	<b>2,808,807</b>
Capital Outlay	(734,890)	(2,358,500)	(328,712)	(2,034,223)
<b>Net Revenue Over Expenditures</b>	<b>\$ 627,099</b>	<b>\$ 41,314</b>	<b>\$ 2,103,739</b>	<b>\$ 774,584</b>

City of Spokane - Parks & Recreation  
Park Fund Grants  
2017 Preliminary Budget

	2015 Actuals	2016 Budget	2016 Thru July	2017 Budget
<b>Revenue</b>	<b>\$ 4,880</b>	<b>\$ 1,012,000</b>	<b>\$ 30,492</b>	<b>\$ 891,000</b>
Salaries & Wages	-	-	-	-
Personnel Benefits	-	-	-	-
Supplies	-	-	-	-
Services & Charges	15,646	10,000	-	10,000
Intergovernmental Prof Services	-	-	-	-
Interfund Services	-	-	-	-
Reserve for Budget Adjustment	-	-	-	-
<b>Expenditures</b>	<b>15,646</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b>Net Revenue</b>	<b>(10,766)</b>	<b>1,002,000</b>	<b>30,492</b>	<b>881,000</b>
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>(10,766)</b>	<b>1,002,000</b>	<b>30,492</b>	<b>881,000</b>
Capital Outlay	(138,971)	(1,021,000)	(15,429)	(881,000)
<b>Net Revenue Over Expenditures</b>	<b>\$ (149,737)</b>	<b>\$ (19,000)</b>	<b>\$ 15,063</b>	<b>\$ -</b>

2017 Grants

	Revenue	Expenditure	Net
DNR - USDA	10,000	(10,000)	-
RCO - Adaptive Ball Field	476,000	(476,000)	-
RCO-YAF - Adaptive Ball Field	225,000	(225,000)	-
RCO - Mirror Pond	180,000	(180,000)	-
	<u>891,000</u>	<u>(891,000)</u>	<u>-</u>

City of Spokane - Parks & Recreation  
Administration  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 49,104</b>	<b>\$ 952,936</b>	<b>\$ 428,257</b>	<b>\$ 1,979,936</b>
Salaries & Wages	1,271,746	1,997,038	981,443	2,258,391
Personnel Benefits	348,568	894,129	292,716	899,677
Supplies	176,484	93,900	45,002	95,800
Services & Charges	982,936	425,687	579,189	534,477
Intergovernmental Prof Services	21,554	21,150	11,771	11,500
Interfund Services	2,138,568	2,404,853	1,217,226	2,217,052
Reserve for Budget Adjustment	-	125,000	-	125,000
<b>Expenditures</b>	<b>4,939,855</b>	<b>5,961,757</b>	<b>3,127,347</b>	<b>6,141,897</b>
<b>Net Revenue</b>	<b>(4,890,751)</b>	<b>(5,008,821)</b>	<b>(2,699,090)</b>	<b>(4,161,961)</b>
Transfers In	12,845,514	13,439,508	7,753,562	13,742,971
Transfers Out	(304,000)	(218,458)	(51,345)	(198,458)
<b>Net Transfers</b>	<b>12,541,514</b>	<b>13,221,050</b>	<b>7,702,217</b>	<b>13,544,513</b>
<b>Net Operations</b>	<b>7,650,763</b>	<b>8,212,229</b>	<b>5,003,128</b>	<b>9,382,552</b>
Capital Outlay	(12,920)	(75,000)	(27,473)	(1,153,223)
<b>Net Revenue Over Expenditures</b>	<b>\$ 7,637,843</b>	<b>\$ 8,137,229</b>	<b>\$ 4,975,655</b>	<b>\$ 8,229,329</b>

City of Spokane - Parks & Recreation  
Recreation  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 1,523,339</b>	<b>\$ 1,499,000</b>	<b>\$ 1,026,871</b>	<b>\$ 1,458,500</b>
Salaries & Wages	1,295,432	1,271,168	694,704	1,274,377
Personnel Benefits	256,241	254,234	166,854	263,173
Supplies	276,673	286,260	167,926	287,300
Services & Charges	1,364,041	1,311,446	555,975	1,293,267
Intergovernmental Prof Services	4,691	7,850	9	5,200
Interfund Services	-	76,950	9,450	16,950
Reserve for Budget Adjustment	-	-	-	-
<b>Expenditures</b>	<b>3,197,078</b>	<b>3,207,908</b>	<b>1,594,918</b>	<b>3,140,267</b>
<b>Net Revenue</b>	<b>(1,673,739)</b>	<b>(1,708,908)</b>	<b>(568,047)</b>	<b>(1,681,767)</b>
Transfers In	25,000	-	-	-
Transfers Out	(52,764)	(70,500)	(70,500)	(70,500)
<b>Net Transfers</b>	<b>(27,764)</b>	<b>(70,500)</b>	<b>(70,500)</b>	<b>(70,500)</b>
<b>Net Operations</b>	<b>(1,701,503)</b>	<b>(1,779,408)</b>	<b>(638,547)</b>	<b>(1,752,267)</b>
Capital Outlay	(73,798)	(190,000)	(99,000)	-
<b>Net Revenue Over Expenditures</b>	<b>\$ (1,775,301)</b>	<b>\$ (1,969,408)</b>	<b>\$ (737,547)</b>	<b>\$ (1,752,267)</b>



City of Spokane - Parks & Recreation  
Riverfront Park  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 3,126,177</b>	<b>\$ 3,225,600</b>	<b>\$ 1,866,197</b>	<b>\$ 994,000</b>
Salaries & Wages	1,668,133	1,636,507	852,413	778,565
Personnel Benefits	333,001	378,640	191,753	297,952
Supplies	349,596	382,574	158,800	121,650
Services & Charges	772,372	833,932	373,539	286,736
Intergovernmental Prof Services	30,776	35,425	13,486	9,425
Interfund Services	-	-	-	-
Reserve for Budget Adjustment	-	-	-	-
<b>Expenditures</b>	<b>3,153,878</b>	<b>3,267,078</b>	<b>1,589,991</b>	<b>1,494,328</b>
<b>Net Revenue</b>	<b>(27,701)</b>	<b>(41,478)</b>	<b>276,206</b>	<b>(500,328)</b>
Transfers In	-	-	-	-
Transfers Out	(106,200)	(100,000)	-	(105,000)
<b>Net Transfers</b>	<b>(106,200)</b>	<b>(100,000)</b>	<b>-</b>	<b>(105,000)</b>
<b>Net Operations</b>	<b>(133,901)</b>	<b>(141,478)</b>	<b>276,206</b>	<b>(605,328)</b>
Capital Outlay	(25,578)	(82,500)	(38,988)	-
<b>Net Revenue Over Expenditures</b>	<b>\$ (159,479)</b>	<b>\$ (223,978)</b>	<b>\$ 237,218</b>	<b>\$ (605,328)</b>

City of Spokane - Parks & Recreation  
Park Operations  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 241,139</b>	<b>\$ 217,230</b>	<b>\$ 133,482</b>	<b>\$ 190,430</b>
Salaries & Wages	2,159,977	2,404,974	1,173,516	2,406,662
Personnel Benefits	777,852	834,439	441,145	863,420
Supplies	158,241	186,780	105,710	179,500
Services & Charges	1,023,450	1,023,595	327,123	1,085,509
<b>Expenditures</b>	<b>4,119,520</b>	<b>4,449,788</b>	<b>2,047,494</b>	<b>4,535,091</b>
<b>Net Revenue</b>	<b>(3,878,381)</b>	<b>(4,232,558)</b>	<b>(1,914,012)</b>	<b>(4,344,661)</b>
Transfers In	-	-	-	-
Transfers Out	(133,000)	(116,000)	(116,000)	(116,000)
<b>Net Transfers</b>	<b>(133,000)</b>	<b>(116,000)</b>	<b>(116,000)</b>	<b>(116,000)</b>
<b>Net Operations</b>	<b>(4,011,381)</b>	<b>(4,348,558)</b>	<b>(2,030,012)</b>	<b>(4,460,661)</b>
Capital Outlay	(483,623)	(780,000)	(104,808)	-
<b>Net Revenue Over Expenditures</b>	<b>\$ (4,495,004)</b>	<b>\$ (5,128,558)</b>	<b>\$ (2,134,820)</b>	<b>\$ (4,460,661)</b>

City of Spokane - Parks & Recreation  
Urban Forestry  
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru July	Budget
<b>Revenue</b>	<b>\$ 87,409</b>	<b>\$ 44,500</b>	<b>\$ 34,118</b>	<b>\$ 54,000</b>
Salaries & Wages	343,645	362,861	199,379	416,884
Personnel Benefits	89,914	91,000	52,295	115,600
Supplies	28,743	32,250	11,274	30,550
Services & Charges	70,330	161,360	37,984	157,655
Interfund Services	-	-	-	23,800
<b>Expenditures</b>	<b>532,631</b>	<b>647,471</b>	<b>300,933</b>	<b>744,489</b>
<b>Net Revenue</b>	<b>(445,223)</b>	<b>(602,971)</b>	<b>(266,815)</b>	<b>(690,489)</b>
Transfers In	66,000	66,000	66,000	66,000
Transfers Out	(27,000)	(8,000)	(8,000)	(12,000)
<b>Net Transfers</b>	<b>39,000</b>	<b>58,000</b>	<b>58,000</b>	<b>54,000</b>
<b>Net Operations</b>	<b>(406,223)</b>	<b>(544,971)</b>	<b>(208,815)</b>	<b>(636,489)</b>
Capital Outlay	-	(210,000)	(43,015)	-
<b>Net Revenue Over Expenditures</b>	<b>\$ (406,223)</b>	<b>\$ (754,971)</b>	<b>\$ (251,830)</b>	<b>\$ (636,489)</b>

City of Spokane - Parks & Recreation  
Golf Fund  
2017 Preliminary Budget

	2015 Actuals	2016 Budget	2016 Thru July	2017 Budget
<b>Revenue</b>	<b>\$ 3,148,529</b>	<b>\$ 3,381,270</b>	<b>\$ 2,233,748</b>	<b>\$ 3,681,270</b>
Salaries & Wages	1,115,572	1,115,875	617,345	1,204,773
Personnel Benefits	363,037	467,391	229,715	464,642
Supplies	254,195	249,130	154,496	316,920
Services & Charges	921,489	794,445	297,846	972,376
Intergovernmental Prof Services	20,650	27,450	11,113	21,000
Interfund Services	385,014	391,620	179,200	439,394
<b>Expenditures</b>	<b>3,059,957</b>	<b>3,045,911</b>	<b>1,489,715</b>	<b>3,419,105</b>
<b>Net Revenue</b>	<b>88,572</b>	<b>335,359</b>	<b>744,033</b>	<b>262,165</b>
Transfers In	312,108	-	-	-
Transfers Out	(11,345)	-	-	-
<b>Net Transfers</b>	<b>300,763</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>389,335</b>	<b>335,359</b>	<b>744,033</b>	<b>262,165</b>
Capital Outlay	(116,799)	(329,455)	(111,837)	(200,000)
<b>Net Revenue Over Expenditures</b>	<b>\$ 272,536</b>	<b>\$ 5,904</b>	<b>\$ 632,195</b>	<b>\$ 62,165</b>