



Special Meeting of the Spokane Park Board Finance Committee Minutes

Tuesday, October 11, 2016, 3:00 p.m. – 5:00 p.m.

City Hall Conference Room 2B

808 W. Spokane Falls Blvd., Spokane, Washington

Mark Buening - Finance Director

Committee Members:

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

Parks Staff:

Leroy Eadie
Garrett Jones
Mark Buening
Al Vorderbrueggen
Jon Moog
Jason Conley
Fianna Dickson
Angel Spell

Guest(s):

Danielle Arnold

Summary

- EBO in the amount of \$404,320.95 with Cameron-Reilly LLC for services to repair the Witter Pool deck as outlined in Bid #4285-16 passed unanimously.
- MOU Agreement with Spokane Parks Foundation passed unanimously.
- 2017 Budget passed unanimously.
- Rotary Fountain Repair and M&O Facility Funding was discussed.
- September Financial Report was given by Mark Buening.
- No update given on Information Technology Project Plan but Susan Traver did remind the Park Board Members that Jason Conley e-mailed those who needed to update their passwords.

The next regularly scheduled meeting is November 8, 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. EBO in the amount of \$404,320.95 with Cameron-Reilly LLC for services to repair the Witter Pool deck as outlined in Bid #4285-16. Leroy Eadie explained that the Committee had already approved the use of Excess Fund Balance for the Witter Pool deck repairs as well as approving the contract but this EBO is before the Committee for approval since funds are being moved from one fund to another which requires an Emergency Budget Ordinance for the City Council to approve. Part of this process is that Park Board needs to see the EBO prior to City Council.

Motion 1: Susan Traver motioned that the Finance Committee approve the EBO in the amount of \$404,320.95 with Cameron-Reilly LLC for services to repair the Witter Pool deck as outlined in Bid #4285-16.

Ross Kelley seconded

Motion carries unanimously

2. MOU Amendment with Spokane Parks Foundation. Leroy Eadie explained that this Memorandum of Understanding with the Spokane Parks Foundation was due to expire at the end of the year. The only changes made are that we are now Parks and Recreation *Division* and updated the termination date to show December 31, 2019. All other remains the same. Susan Traver corrected the MOU as an *agreement* not an amendment. Candace Mumm expressed the need to have track changes.

Motion 2: Susan Traver motioned to approve the 2017 MOU Agreement with the Spokane Parks Foundation.

Ross Kelley seconded

Motion carries unanimously

3. 2017 Budget – Leroy Eadie gave an overview explaining that this has gone through all the committees and commended staff and Chairs on all their hard work in getting this through the process. Highlights included the Park Fund which is about \$1.9 million smaller than in 2016 by reducing our expenditures since our revenue is down due to construction activity in Riverfront Park. Recreation stayed flat; no big changes for the most part. Park Operation is mostly flat except that Parks Planning has been pulled out of Park Operation and is under Administration. There are some positions that have been eliminated with a few added; overall up 2.9 positions. Some temp/seasonal dollars will be moved into permanent positions that shows up in Urban Forestry and Marketing/Communications. General Fund contribution is up \$300,000, showing a positive trend. Golf budget has grown about \$300,000 in both revenue and expenditures which balances. The increase includes hiring a Golf Manager, increase in supplies, and having a start-up fund for the following season. Mr. Eadie went over the 2017 positions added and removed, explaining the savings by not hiring temp/seasonals and enabling work to be completed more efficiently. Mr. Eadie continued going through each 2017 preliminary program's expected revenues less expenditures (see attachments) showing that the Park & Recreation Fund has a balance budget. The Golf Fund's expected revenue minus expenditures showing a net positive of \$62 thousand dollars. The 2017 Capital Project and Replacement Plan (CIP) was reviewed and matched up with the 6 year CIP forecast. Additional discussion took place regarding the new civil service positions and what the job descriptions might incorporate. Mr. Eadie assured that each new position will be watched to verify that the position is meeting goals and realizing the future needs may change. There was some discussion around developing performance measures for the new positions, especially the Trails Manager. Mr. Eadie had no objection to this suggestion.

Motion 3: Susan Traver motioned to approve the 2017 Budget for Park and Recreation as outlined.
Ken Van Voorhis seconded
Motion carries unanimously

Discussion Items:

1. Rotary Fountain Repair and M&O Facility Funding. Garrett Jones explained that the Rotary Fountain and M&O Facility are the two biggest assets that are not funded within our core-five bond project. After researching funding options, it came back that the City of Spokane investment pool loan program as a very viable resource that we can tap into potential funds needed now to make the necessary repairs. It also give the flexibility for future payoff. The concentration is on the Rotary Fountain because there's still some unknowns about the plans for the M&O (Maintenance and Operation) Facility. Right now there's a study being performed on our existing M&O Facility; what can we keep, how does it look and budget projections. Looking at the possibility of a \$1 million loan over 5 years and repaying the loan through our CIP program. If funding is available, a RFP will be sought for design services to look at options.

Standing Report Items:

1. September Financial Report – Mark Buening went over the financials starting with Urban Forestry stating both revenue and expenditures show favorable. Recreation shows both revenue and expenditures favorable. Riverfront Park, although revenue shows unfavorable, expenditures are favorable and favorable overall. Park Operations shows revenue and expenditures are favorable Administration is overall favorable. The Park Fund shows revenue as unfavorable but expenditures favorable and favorable overall. The Golf Fund shows unfavorable in revenue, favorable in expenses and is overall favorable.

There was a brief discussion covering the 1950 Cumulative reserve fund and balances. Mr. Buening commented that there really isn't any change with an end balance of \$2.5 million. Mr. Eadie did state that the \$277 thousand Skyride balance is projected to be spent down as part of the bond project and the work that will be done in 2017 for major maintenance on the Skyride.

2. Information Technology Project Plan Update – No update given. Susan Traver did remind the Park Board Members that Jason Conley e-mailed those who needed to update their passwords.

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

3. Contract with Cal Ripken Sr. Foundation for Mission Ability Field Project (\$560,000) ~ Carl Strong
4. Oxarc 2016 Aquatics Chemical Value Blanket Adjustment (\$6,500) ~ Carl Strong
5. Contract approval for the Manito Park Mirror Pond Renovation – Phase II (\$155,972.40) - Garrett Jones
6. CH2M Hill amendment #6 – Historic preservation plan (\$72,800) – Berry Ellison
7. Berger Partnership-CUP additional services request (\$TBD) – Berry Ellison
8. Hill International contract amendment (\$39,000) – Berry Ellison
9. Berger Partnership – CUP additional services (\$13,918) – Berry Ellison
10. Berger Partnership Loeff Carrousel/HSBS amendment – South Promenade (\$52,500) – Berry Ellison
11. Geotechnical Engineering contract amendment for soil stockpile plan (\$9,700) – Berry Ellison

Meeting adjourned at 5:01 p.m.

The next regularly scheduled meeting is November 8, 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 (Admin)	1 FTE	\$98,280
Trails Manager (Admin)	1 FTE	\$72,150
Marketing Assistant (Admin)	.8 FTE	\$46,839
Gardner I (Ops)	1 FTE	\$45,240
Program Specialist (U.F.)	.6 FTE	\$28,600
Laborer I (RFP)	1 FTE	\$60,250
Golf Manager (Golf Fund)	1 FTE	\$81,432
Total	6.4 FTE	\$432,791 (including benefits)

Positions Eliminated (vacant positions currently)

Community Affairs Coord. (Admin)	1 FTE	\$68,770
Park Caretaker (Ops)	1 FTE	\$43,420
Grounds Foreperson (Ops)	.5 FTE	\$27,632
Electromechanical Tech. (RFP)	1 FTE	\$73,044
Total	3.5 FTE	\$212,866 (including benefits)

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)

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

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 5,032,047	\$ 6,951,266	\$ 4,708,220	\$ 4,729,866
Salaries & Wages	6,738,932	7,672,548	5,674,727	7,094,808
Personnel Benefits	1,805,576	2,452,442	1,545,185	2,529,015
Supplies	989,737	981,764	793,123	668,800
Services & Charges	4,228,774	3,766,020	4,155,534	3,400,950
Intergovernmental Prof Services	57,021	64,425	37,837	27,900
Interfund Services	2,138,568	2,481,803	-	2,248,502
Reserve for Budget Adjustment	-	125,000	-	125,000
Expenditures	15,958,608	17,544,002	12,206,406	16,094,975
Net Revenue	(10,926,561)	(10,592,736)	(7,498,186)	(11,365,109)
Transfers In	12,911,514	13,505,508	10,345,280	13,808,971
Transfers Out	(622,964)	(512,958)	(186,500)	(327,639)
Net Transfers	12,288,550	12,992,550	10,158,780	13,481,332
Net Operations	1,361,989	2,399,814	2,660,594	2,116,223
Capital Outlay	(734,890)	(2,358,500)	(438,051)	(2,116,223)
Net Revenue Over Expenditures	\$ 627,099	\$ 41,314	\$ 2,222,543	\$ -

City of Spokane - Parks & Recreation
Administration
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 49,104	\$ 952,936	\$ 444,634	\$ 1,006,936
Salaries & Wages	1,271,746	1,997,038	1,346,732	2,202,191
Personnel Benefits	348,568	894,129	384,863	896,104
Supplies	176,484	93,900	106,158	87,800
Services & Charges	982,936	425,687	2,168,875	490,277
Intergovernmental Prof Services	21,554	21,150	13,499	11,500
Interfund Services	2,138,568	2,404,853		2,207,752
Reserve for Budget Adjustment	-	125,000	-	125,000
Expenditures	4,939,855	5,961,757	4,020,127	6,020,624
Net Revenue	(4,890,751)	(5,008,821)	(3,575,493)	(5,013,688)
Transfers In	12,845,514	13,439,508	10,286,738	13,742,971
Transfers Out	(304,000)	(218,458)		(182,859)
Net Transfers	12,541,514	13,221,050	10,286,738	13,560,112
Net Operations	7,650,763	8,212,229	6,711,245	8,546,424
Capital Outlay	(12,920)	(75,000)	(35,161)	(1,153,223)
Net Revenue Over Expenditures	\$ 7,637,843	\$ 8,137,229	\$ 6,676,084	\$ 7,393,201

City of Spokane - Parks & Recreation
Recreation
2017 Preliminary Budget

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 1,523,339	\$ 1,499,000	\$ 1,333,690	\$ 1,458,500
Salaries & Wages	1,295,432	1,271,168	1,124,342	1,274,377
Personnel Benefits	256,241	254,234	236,796	263,173
Supplies	276,673	286,260	270,566	287,300
Services & Charges	1,364,041	1,311,446	855,914	1,293,267
Intergovernmental Prof Services	4,691	7,850	12	5,200
Interfund Services	-	76,950		16,950
Reserve for Budget Adjustment	-	-	-	-
Expenditures	3,197,078	3,207,908	2,487,630	3,140,267
Net Revenue	(1,673,739)	(1,708,908)	(1,153,940)	(1,681,767)
Transfers In	25,000	-	-	-
Transfers Out	(52,764)	(70,500)	(70,500)	(15,513)
Net Transfers	(27,764)	(70,500)	(70,500)	(15,513)
Net Operations	(1,701,503)	(1,779,408)	(1,224,440)	(1,697,280)
Capital Outlay	(73,798)	(190,000)	(132,122)	-
Net Revenue Over Expenditures	\$ (1,775,301)	\$ (1,969,408)	\$ (1,356,562)	\$ (1,697,280)

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

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 3,126,177	\$ 3,225,600	\$ 2,561,349	\$ 1,047,000
Salaries & Wages	1,668,133	1,636,507	1,255,846	794,694
Personnel Benefits	333,001	378,640	259,629	390,718
Supplies	349,596	382,574	273,083	83,650
Services & Charges	772,372	833,932	472,455	364,242
Intergovernmental Prof Services	30,776	35,425	24,326	11,200
Interfund Services	-	-	-	-
Reserve for Budget Adjustment	-	-	-	-
Expenditures	3,153,878	3,267,078	2,285,339	1,644,504
Net Revenue	(27,701)	(41,478)	276,010	(597,504)
Transfers In	-	-	-	-
Transfers Out	(106,200)	(100,000)	-	(101,100)
Net Transfers	(106,200)	(100,000)	-	(101,100)
Net Operations	(133,901)	(141,478)	276,010	(698,604)
Capital Outlay	(25,578)	(82,500)	(41,802)	-
Net Revenue Over Expenditures	\$ (159,479)	\$ (223,978)	\$ 234,208	\$ (698,604)

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

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 241,139	\$ 217,230	\$ 164,402	\$ 190,430
Salaries & Wages	2,159,977	2,404,974	1,677,935	2,406,662
Personnel Benefits	777,852	834,439	594,515	863,420
Supplies	158,241	186,780	130,988	179,500
Services & Charges	1,023,450	1,023,595	586,098	1,085,509
Expenditures	4,119,520	4,449,788	2,989,536	4,535,091
Net Revenue	(3,878,381)	(4,232,558)	(2,825,134)	(4,344,661)
Transfers In	-	-	-	-
Transfers Out	(133,000)	(116,000)	(116,000)	(25,526)
Net Transfers	(133,000)	(116,000)	(116,000)	(25,526)
Net Operations	(4,011,381)	(4,348,558)	(2,941,134)	(4,370,187)
Capital Outlay	(483,623)	(780,000)	(146,673)	-
Net Revenue Over Expenditures	\$ (4,495,004)	\$ (5,128,558)	\$ (3,087,807)	\$ (4,370,187)

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

	2015	2016	2016	2017
	Actuals	Budget	Thru Sept.	Budget
Revenue	\$ 87,409	\$ 44,500	\$ 173,653	\$ 54,000
Salaries & Wages	343,645	362,861	269,872	416,884
Personnel Benefits	89,914	91,000	69,382	115,600
Supplies	28,743	32,250	12,328	30,550
Services & Charges	70,330	161,360	72,192	157,655
Interfund Services	-	-	-	23,800
Expenditures	532,631	647,471	423,774	744,489
Net Revenue	(445,223)	(602,971)	(250,121)	(690,489)
Transfers In	66,000	66,000	58,542	66,000
Transfers Out	(27,000)	(8,000)		(2,641)
Net Transfers	39,000	58,000	58,542	63,359
Net Operations	(406,223)	(544,971)	(191,579)	(627,130)
Capital Outlay	-	(210,000)	(66,864)	-
Net Revenue Over Expenditures	\$ (406,223)	\$ (754,971)	\$ (258,443)	\$ (627,130)

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

	2015 Actuals	2016 Budget	2016 Thru Sept.	2017 Budget
Revenue	\$ 3,148,529	\$ 3,381,270	\$ 3,010,513	\$ 3,681,270
Salaries & Wages	1,115,572	1,115,875	876,878	1,204,773
Personnel Benefits	363,037	467,391	316,658	464,642
Supplies	254,195	249,130	182,228	316,920
Services & Charges	921,489	794,445	787,299	972,376
Intergovernmental Prof Services	20,650	27,450	17,568	21,000
Interfund Services	385,014	391,620		439,394
Expenditures	3,059,957	3,045,911	2,180,631	3,419,105
Net Revenue	88,572	335,359	829,882	262,165
Transfers In	312,108	-	-	-
Transfers Out	(11,345)	-	-	-
Net Transfers	300,763	-	-	-
Net Operations	389,335	335,359	829,882	262,165
Capital Outlay	(116,799)	(329,455)	(151,031)	(200,000)
Net Revenue Over Expenditures	\$ 272,536	\$ 5,904	\$ 678,851	\$ 62,165

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

	2015 Actuals	2016 Budget	2016 Thru July	2017 Budget
Revenue	\$ 4,880	\$ 1,012,000	\$ 30,492	\$ 973,000
Salaries & Wages	-	-	-	-
Personnel Benefits	-	-	-	-
Supplies	-	-	-	-
Services & Charges	15,646	10,000	-	10,000
Intergovernmental Prof Services	-	-	-	-
Interfund Services	-	-	-	-
Reserve for Budget Adjustment	-	-	-	-
Expenditures	15,646	10,000	-	10,000
Net Revenue	(10,766)	1,002,000	30,492	963,000
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Net Transfers	-	-	-	-
Net Operations	(10,766)	1,002,000	30,492	963,000
Capital Outlay	(138,971)	(1,021,000)	(15,429)	(963,000)
Net Revenue Over Expenditures	\$ (149,737)	\$ (19,000)	\$ 15,063	\$ -

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)	-
CDBG Projects	60,000	(60,000)	-
Private / Nonprofit	22,000	(22,000)	-
	<u>973,000</u>	<u>(973,000)</u>	<u>-</u>

CITY OF SPOKANE PARKS AND RECREATION
2017 MAJOR CAPITAL PROJECT AND REPLACEMENT PLAN; **DRAFT** as of OCT 11, 2016

NO	DEPT	TYPE	DESCRIPTION	2017 PLAN	REVISIONS	REVISED PLAN	ACTUAL + ENC	REMAINING BALANCE
PARK FUND								
			ROLLOVER PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -
1			COMPUTER / HARDWARE REPLACEMENT - SYSTEM WIDE	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
2			LOCAL IMPROVEMENT DISTRICT PAYOFF - SYSTEM WIDE	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
3			MISCELLANEOUS MINOR PROJECTS - SYSTEM WIDE	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
4			PARK OPERATIONS ANNEX AND STORAGE	\$ 450,000	\$ -	\$ -	\$ -	\$ 450,000
5			PARK PLANNING NEIGHBORHOOD MATCHING FUNDS	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
6			SAFER SIDEWALKS TO SCHOOLS AND BUS STOPS	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
7			MANITO PARK FOUNTAIN AND REFLECTING POND REPAIRS	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
8			MANITO PARK MIRROR POND SEDIMENT REMOVAL	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
9			PARK OPS COMPLEX ADMIN BLDG IMPROVEMENTS	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
10			PARK RESTROOM IMPROVEMENTS	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
11			FINCH ARBORETUM MASTER PLAN	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
12			PLAYGROUND REPLACEMENTS	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
13			FINCH ARBORETUM IT INFRASTRUCTURE AND NETWORK	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
14			MISSION ADAPTIVE BALL FIELD / RESTROOM AND LIGHTING	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
15			RECREATION FACILITY RENOVATIONS	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
16			FRANKLIN SHADE / SAFETY STRUCTURES	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
17			RFP NON-BOND PROJECTS	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
18					\$ -	\$ -	\$ -	\$ -
19			AQUATIC MAJOR REPAIRS	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
20			RFP SKYRIDE MAJOR MAINTENANCE	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
21			SYNTHETIC TURF REPLACEMENT	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ 75,000
22					\$ -	\$ -	\$ -	\$ -
23					\$ -	\$ -	\$ -	\$ -
24					\$ -	\$ -	\$ -	\$ -
25				\$ -	\$ -	\$ -	\$ -	\$ -
26				\$ -	\$ -	\$ -	\$ -	\$ -
27				\$ -	\$ -	\$ -	\$ -	\$ -
			SUBTOTAL FUNDED REQUESTS		\$ -	\$ -	\$ -	\$ 1,155,000
			MANITO MIRROR POND SHORELINE IMPROVEMENTS	\$ 80,000	\$ -	\$ 80,000	\$ -	
			RFP NON-BOND PROJECTS	\$ 130,000	\$ -	\$ 130,000	\$ -	
			SE SPORTS COMPLEX RENOVATIONS	\$ 20,000	\$ -	\$ 20,000	\$ -	
				\$ -	\$ -	\$ -	\$ -	\$ -
			TOTAL PARK FUND		\$ -	\$ -	\$ -	\$ 1,155,000
GRANTS								
141			CDBG PROJECTS	\$ 60,000				\$ 60,000
142			MIRROR POND IMPROVEMENTS	\$ 180,000			\$ -	\$ 180,000
143			MISSION PARK ADAPTIVE BALL FIELD - RCO	\$ 476,000			\$ -	\$ 476,000
144			MISSION PARK ADAPTIVE BALL FIELD - RCO YAF	\$ 225,000				\$ 225,000
145			PRIVATE / NONPROFIT	\$ 22,000			\$ -	\$ 22,000
149			DNR - USDA	\$ 10,000				\$ 10,000
			TOTAL GRANT FUND	\$ -				\$ 973,000
GOLF FUND						\$ -	\$ -	\$ -
1 GOLF			MAJOR FACILITY RENOVATIONS	\$ 10,000			\$ -	\$ 10,000
2 GOLF			COURSE MAJOR RENOVATIONS	\$ 10,000			\$ -	\$ 10,000
3 GOLF			FLEET REPLACEMENT	\$ 30,000			\$ -	\$ 30,000
4 GOLF			EQUIPMENT LEASING	\$ 95,000				\$ 95,000
5 GOLF			COMPUTER REPLACEMENT	\$ 10,000				\$ 10,000
6 GOLF			EQUIPMENT REPLACEMENT	\$ 45,000			\$ -	\$ 45,000
			TOTAL GOLF FUND	\$ 200,000	\$ -			\$ 200,000
			TOTAL MAJOR PROJECT AND REPLACEMENT PLAN		\$ -			