



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

Tuesday, November 8, 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:

X Traver, Susan – Chairperson  
X Kelley, Ross  
Van Voorhis, Ken (*abs. excused*)  
Pendergraft, Lauren (*abs. excused*)  
X Sumner, Nick  
X Gilman, Greta  
Mumm, Candace – Council Liaison  
(*abs. excused*)

### Parks Staff:

Leroy Eadie  
Garrett Jones  
Mark Buening  
Megan Qureshi  
Jon Moog  
Fianna Dickson  
Angel Spell

### Guest(s):

Danielle Arnold

## Summary

- The request to approve the EBO with TD & H Engineering, in the amount of \$51,200, be forwarded to City Council for approval passed unanimously.
- October Financial Report was given by Mark Buening.
- Garrett Jones briefly went over the 2016 Capital Project and Replacement Plan explaining that they are investing in software which would enable enhanced tracking on projects.
- Mark Buening, along with Danielle Arnold, came up with a high level report showing the budget of each of the RFP Bond project component areas; what has been expended and the contractual commitments as well as the budget balance as to date.
- Jason Conley was unable to present Information Technology Projects report but a handout was provided.

The next regularly scheduled meeting is December 6, 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.

**Action Items:**

1. Request approval of EBO in the amount of \$51,200 for contract with TD & H Engineering for project management, inspection and administrative services of the Witter Pool deck construction project. Mr. Eadie explained that the EBO for the actual Witter Pool deck repairs has been completed and approved that this EBO has to do with TD & H Engineering who will be overseeing those repairs. Susan Traver asked if the additional \$51 thousand was in addition to the previous amount of \$404 thousand and Mark Buening affirmed.

**Motion 1:** Ross Kelly moved to approve the EBO with TD & H Engineering, in the amount of \$51,200, be forwarded to City Council for approval.

Nick Sumner seconded

Motion carries unanimously

**Discussion Items:**

1. None

**Standing Report Items:**

1. October Financial Report – Prior to giving October's Financial report, Mark Buening introduced Megan Qureshi, who is the Parks new Accountant II. Starting with Urban Forestry revenue is favorable with a little unfavorable in salary and wages but ended the month in a favorable showing compared to the last two year averages. Recreation had a slightly unfavorable revenue picture with greater than anticipated expenditures in salaries, wages and benefits ending with a slightly unfavorable net revenue expenditure; compared to the last two years has ended favorable at the end of October. Riverfront Park revenues have been down considerably however so are the expenditures so overall the financial picture is favorable. Jon Moog also noted that next month there are expected additional expenses with challenges such ice maintenance compressors as well as our furnaces in the Pavilion to get our facilities up and running. A question was asked regarding revenue from the Chinese Lantern Festival and Mr. Moog stated our take was approximately \$15,000 with 8% of sales. Mr. Eadie commended Jon Moog on a job well done with keeping within his budget especially since it was a rough summer. Park Operation shows an overall favorable revenue as well and salaries, wages and benefits due to current vacancies and overall favorable. Administration shows a slight unfavorable revenue over the past two years which is being offset by some favorable trends in salary and benefit savings; overall the program is showing a positive trend. The overall Park Fund is showing a slightly downward trend in revue but everything else is showing favorable with savings across the board. Over the last two years, the Park Fund is about one-half million dollars to the good. Mr. Eadie explained that we are above the 7% reserve approved on by the Park Board. The Golf Fund had a bad October revenue month; hoping with the nice weather November has brought will make up for that. Despite the bad weather, the Golf Fund still ended on a favorable trend. A suggestion of having a monthly budget portrayed in the reports was discussed as a change to the reporting system currently being done. It was also suggested that tracking pre-season sales be included for the following year's budget. Mr. Buening asked the Board Members to please email him with any other requests regarding how they would like to view the financials. Greta Gilman requested to see a spreadsheet (with formulas) showing where all the figures come from and how they roll up into the financial reports.

Leroy Eadie suggested that an explanation of what the 1950 Cumulative Reserve Fund be given. Mr. Buening explained that the Cumulative Reserve Fund is a totally separate accounting fund and there are monies in here that come from different sources but the biggest chunk of it is for money that is transferred from the Parks Fund to the Cumulative Reserve Fund to purchase vehicles and computers; basically budgeted transfers that go from the Parks Fund to this fund where it's accumulated for inventory replacement of vehicles, computers, printers, as well as other purposes,

with categories listed as undesignated, designated and restricted. The ending balance for October is \$2.4 million after expenditures of \$430.6 thousand.

2. Capital Program Report –Garrett Jones briefly went over the 2016 Capital Project and Replacement Plan explaining that they are investing in software which would enable enhanced tracking on projects. Mr. Jones highlighted on some current and rollover projects, requesting not going into detail now but waiting until January so he can give a presentation on what has been done this year.
3. Bond Project Financial Report – Mark Buening explained the importance of coming up with a reporting mechanism on the RPF Bond. High level reporting showing expenditures and contractual commitments through the end of October. The report shows the budget of each of the project component areas; what has been expended and the contractual commitments as well as the budget balance as to date. Danielle Arnold explained that she is our compliance person and look at our contracts regarding RCW's and IRS codes. Ms. Arnold shared that so far, everything looks fine. Mr. Eadie thanked both Mark Buening and Danielle Arnold for all their hard work on this. The Board Members were asked to review what has been proposed and to make any comments or suggestions.
4. Information Technology Project Plan update – Jason Conley was unable to present this report but a handout was given. It was discussed that the biggest piece is the hiring a person who will focus just on IT within Parks, Operations and Golf.

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

1. Arborist services amendment – Northwest Plant Health Care, Inc. (\$128,625)
2. Approval for contract with Western States Construction, Inc., in the amount of \$55,000.00 plus tax and fees, for Finch Arboretum's Woodland Center restroom remodel.

Meeting adjourned at 4:00 p.m.

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# Riverfront Park Redevelopment Project

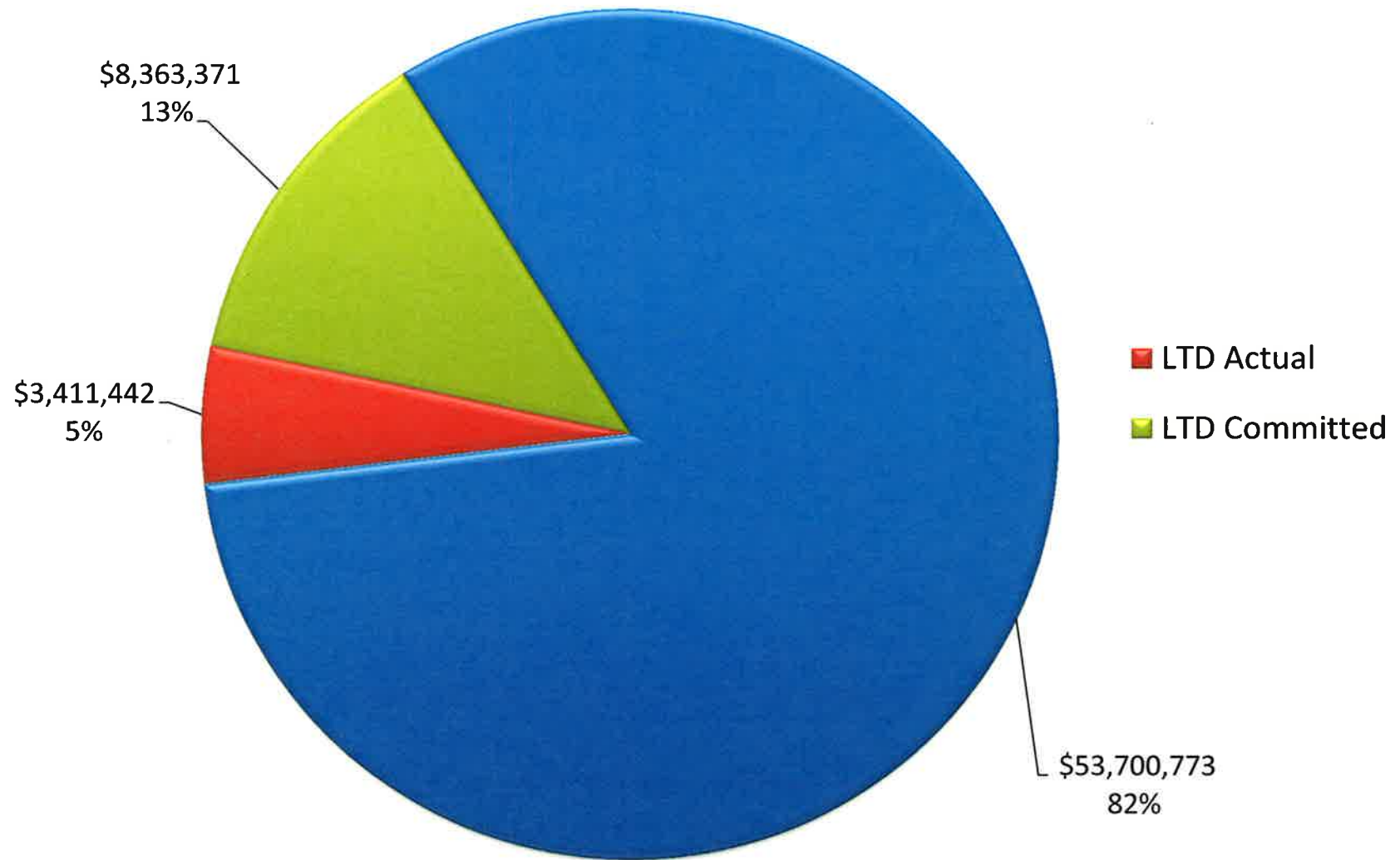
Budget Adopted May 2016

## Budget Summary

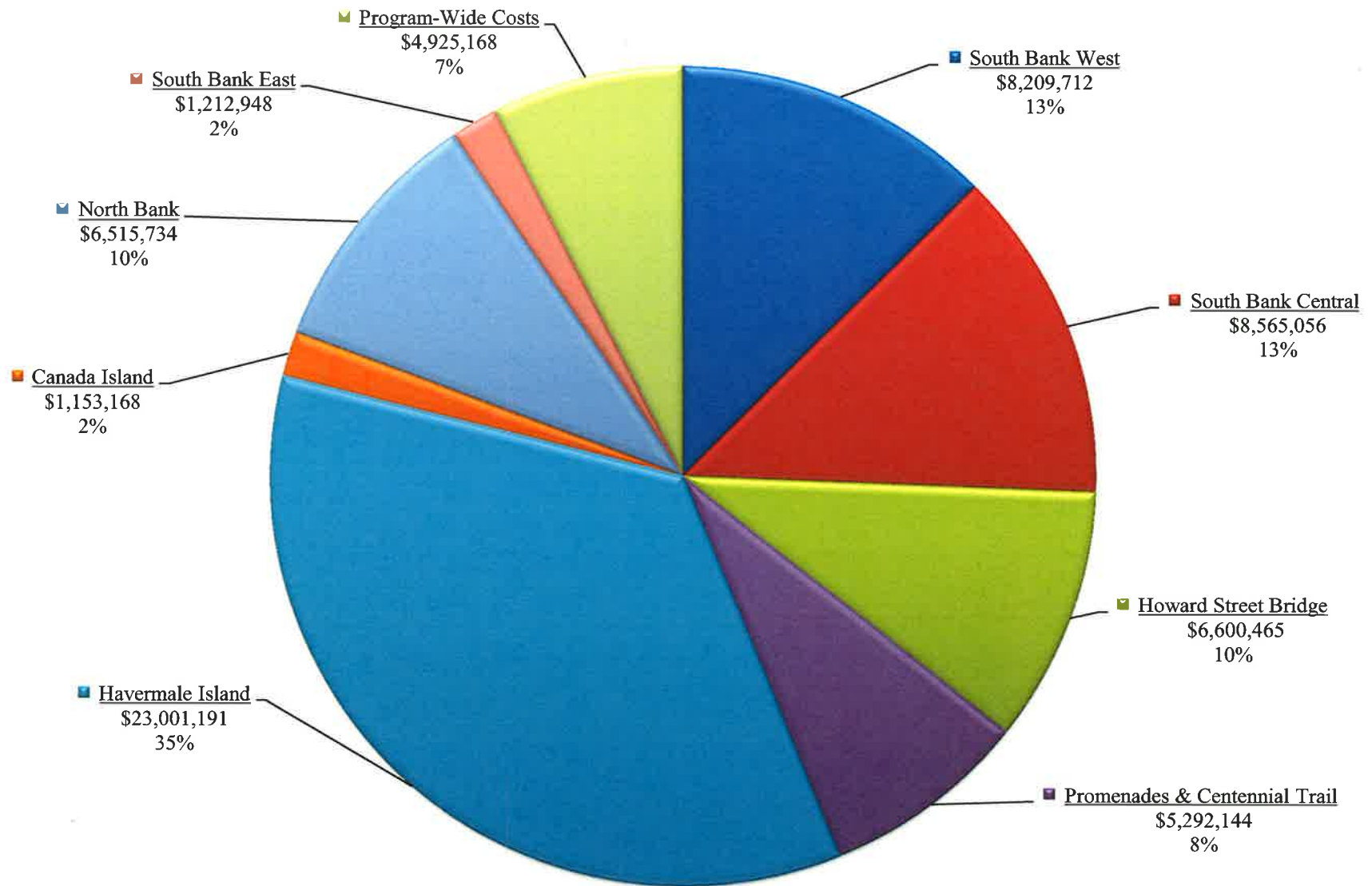
October 2016

Project Component	Budget	Expended as of Oct. 31, 2016	Committed to Date	Total of YTD Expended and Committed	Budget Balance to Date
1. South Bank West (Rec. Rink, Gondola Meadow)	\$ 8,209,712	\$ 880,060	\$ 498,616	\$ 1,378,676	\$ 6,831,036
2. South Bank Central (Looft Carrousel)	\$ 8,565,056	\$ 361,548	\$ 562,367	\$ 923,915	\$ 7,641,141
3. Howard Street South Channel Bridge	\$ 6,600,465	\$ 818,078	\$ 5,229,294	\$ 6,047,372	\$ 553,093
4. Promenades and Centennial Trail	\$ 5,292,144	\$ 4,750	\$ 6,900	\$ 11,650	\$ 5,280,494
5. Havermale Island	\$ 23,001,191	\$ 27,377	\$ 73,300	\$ 100,677	\$ 22,900,514
6. Canada Island	\$ 1,153,168	\$ -	\$ 98,600	\$ 98,600	\$ 1,054,568
7. North Bank	\$ 6,515,734	\$ 34,933	\$ 33,442	\$ 68,375	\$ 6,447,359
8. South Bank East	\$ 1,212,948	\$ 42,985	\$ -	\$ 42,985	\$ 1,169,963
9. Project-Wide Costs (Non- Specific Area)	\$ 4,925,168	\$ 1,241,711	\$ 1,860,852	\$ 3,102,563	\$ 1,822,605
<b>TOTAL</b>	<b>\$ 65,475,586</b>	<b>\$ 3,411,442</b>	<b>\$ 8,363,371</b>	<b>\$ 11,774,813</b>	<b>\$ 53,700,773</b>

## Budget Utilization Through October 2016

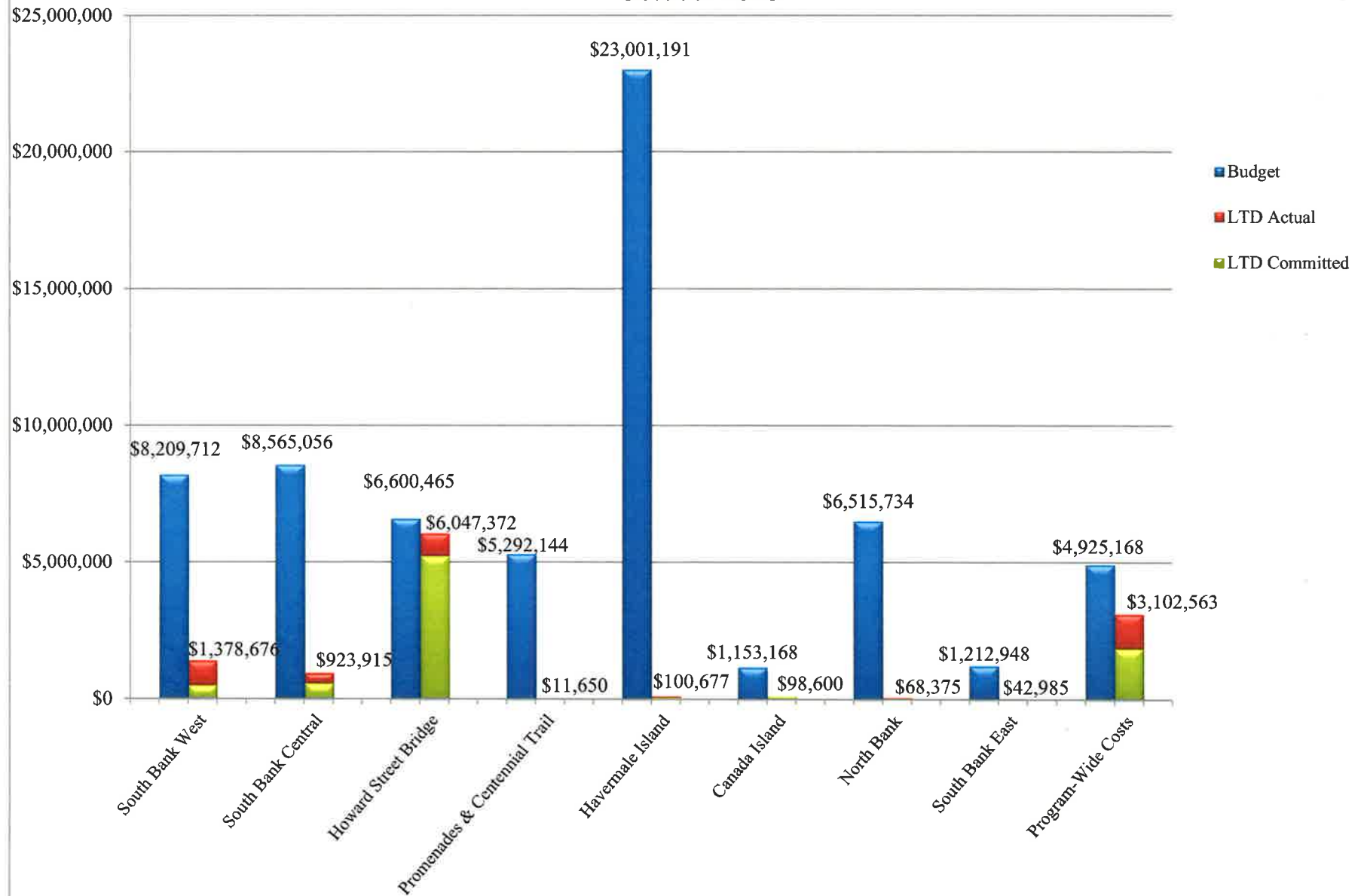


## Budget by Project





## Comparison of Budget to Actual and Committed Expenditures October 2016



# Information Technology Projects

## Status Report November 8, 2016

### Golf Software:

- I.T. and Parks are researching 3<sup>rd</sup> party payment processing companies that could be used to implement on-line pass sales to help capture pass sales revenues when the courses are closed.

### Capital Program Software:

- Software vendor PMWeb has been selected to provide a capital program software solution to the City. Contract negotiations are concluding and final contract should be signed in November.

### Board Member Computers/e-mail accounts/file storage:

City of Spokane Park Board Member e-mail accounts automatically expire every 3-months. Passwords must be reset, before the date they expire. Expiration dates are being tracked to provide the Board appropriate notification. **No Board action required this month.**

### Urban Forestry Tree Permits:

- Urban Forestry waiting to pilot the Accela software. Permits are now available for use in Accela, including the ability to use mobile devices to manage inspections. Remaining tasks to pilot this project include:
  - Development of on-line application form
  - Training for Urban Forestry staff
  - Communication with certified arborists about using the on-line application
- Timeline for completion has been modified to winter 2017.

### Replacement system for Class Software:

- Staff attended the NRPA (National Parks and Recreation Association) conference last month. 39 separate Parks and Recreation software companies were represented at the conference trade show.
- IT and Parks continue meeting to shape project scope, management and focus of a new software system. IT is currently recruiting a continuous improvement project employee with both a background in IT/park software to lead the implementation of a new point of sale system. Applications will be screened mid-November.