



Special Meeting of the Spokane Park Board Finance Committee Minutes

Tuesday, February 7, 2017, 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
Pendergraft, Lauren *abs. excused*
X Sumner, Nick
X Gilman, Greta
Fagan, Mike – Council Liaison

Parks Staff:

Leroy Eadie
Mark Buening
Megan Qureshi
Al Vorderbrueggen
Jon Moog
Jason Conley
Fianna Dickson
Angel Spell
Nathaniel Newcomb

Guest(s):

Summary

- Motion to approved policy covering the use of the annual \$400,000 payment from the Utilities Division, was approved, with changes, and moved forward to Park Board.
- The addition of a line item for Golf Fund showing pre-sales for tracking purposes was removed as an action item but met approval from both Golf and Finance Committees.
- Motion to approve Value Blanket for Turf and Chemical not to exceed \$195,000 to be used throughout Parks/Golf passed unanimously.
- Year-to-date Bond Financials were reviewed by Mark Buening.
- Information Technology Project Plan Update was given by Jason Conley.

The next regularly scheduled meeting is March 7, 2017, 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. Megan Qureshi introduced Nathaniel Newcomb who, starting this Monday, is taking Nicole Edwards place as Accountant I. Introductions were made.

Action Items:

1. Approve policy covering the use of the annual \$400,000 payment from the Utilities Division. Susan Traver explained that members and staff both thought there was a MOU on how this money was spent when actually there was not so staff was tasked to come up with a proposed policy concerning policies and procedures for allocations of the \$400,000 plus annual 2.9% increase received from Utilities for 20 years, starting in 2015. Mr. Eadie stated there was a draft policy at one point but never went through the procedure and this one is very close to it. Mr. Eadie went through the proposed policy. Mr. Eadie did not believe a written letter to the Mayor or Utilities was necessary as it's not a requirement in the agreement; instead Urban Forester and Park Planning Manager shall report annually to the Park Board on how the funds were used the previous year. In depth discussion followed regarding wording and dollar amounts and whether or not set dollar amounts should be listed. Ms. Traver stated the reason for this policy is so that this money is tracked.

MOTION 1:

Ross Kelley motioned to approve the policy and move forward to Park Board, with changes in 3.2 to read Spokane Park Fund and Spokane Golf Fund as well as grammatical corrections and changes in 4.4 to read non-Urban Forestry Funds and remove the word "and" from 4.5.

Greta Gilman seconded

Motion passes 3-1; Susan Traver against

2. Approve the addition of a line item for Golf Fund showing pre-sales for tracking purposes. Mark Buening started the conversation by going over what the Golf Committee discussed in their meeting this morning. The pre-sales were over \$60k and were booked in January 2017. Susan Traver requested that this be deleted off the agenda as an action item. Both the Golf and Finance feel that this is a good idea. Mr. Buening also explained that he was working on some drafts of new financial reporting formats and would like to have Finance Committee Members to start thinking about that and to comment on what they would like to see in a monthly report. Ms. Traver asked to have the drafts sent to the members so they can look at them.

MOTION 2: Removed; no action taken

3. Approve Value Blanket for Turf and Chemical not to exceed \$195,000 to be used throughout Parks/Golf. Al Vorderbrueggen explained that this isn't a budget impact as the money for this has been allocated and budgeted but merely needs to have the ability to spend the money through a value blanket process. Basically this is renewing a Division wide ground chemical value blanket. The accounting department solicited bids from various businesses of which six (6) different companies responded. Some companies only responded to certain areas while others responded to a wide variety of chemicals. In the end, the purchasing department allocates each line item we can purchase from the low bidder. Mr. Vorderbrueggen verified that this value blanket is not with a certain vendor.

MOTION 3:

Ross Kelley moved to approve the value blanket, not to exceed \$195,000

Nick Sumner seconded

Motion carries unanimously

Discussion Items:

None

Standing Report Items:

1. Year-to-date Bond Financials were reviewed by Mark Buening. He pointed out that we have now encumbered the contract for the South Bank Skyride Facility so that's reflecting in financials.
2. Information Technology Project Plan Update was given by Jason Conley. A decision was made to delay the install of Club Prophet Software until after the golf show. PMWeb kick-off is scheduled for February 10, 2017. Urban Forestry is implementing the Accela software and permits are now available for use in Accela.

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

1. Carnation building asbestos removal contract/Specialty Environmental Group, LLC (\$74,263.84)
2. Sole Source resolution/Doppelmayer Gravena Group (\$200,000)

Meeting adjourned at 4:10 p.m.

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2B.