



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

Tuesday, May 9, 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 Kelley, Ross – Chairperson  
Traver, Susan *abs. excused*  
Sumner, Nick *abs. excused*  
X Gilman, Greta *call in*  
X Salvatori, Steve  
Fagan, Mike – Council Liaison

### Parks Staff:

Leroy Eadie  
Garrett Jones  
Mark Buening  
Megan Qureshi  
Jason Conley  
Jennifer Papich  
Jeff Bailey

### Guest(s):

## Summary

1. Motion to approve the contract amendment with Bacon Concrete not to exceed \$85,000 to install additional sidewalks at Audubon Park and District 3 parks passed unanimously.
2. Motion to approve the Value Blanket Order in the amount of \$70,000 for the purchase of Toro park and golf course equipment, repair and replacement parts from Turf Star/Western Equipment Distributors, Inc. on an as-needed basis through May 11, 2018 passed unanimously.
3. Motion to approve the Value Blanket Order/Concessions Supply in the amount of \$35,000 to our pools and other locations through April 30, 2018 passed unanimously.
4. April Financials were given by Mark Buening.
5. Information Technology Project Plan Update was given by Jason Conley.

The next regularly scheduled meeting is June 6, 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, Ross Kelley.

### **Action Items:**

1. Contract amendment with Bacon Concrete not to exceed \$85,000 to install an additional sidewalk at Audubon Park. (School Radar Funds). Garrett Jones presented background stating last year they were able to identify \$210,000 for Safe Routes to School sidewalk repairs and new infrastructure. Pointing to the attached map, he explained they were able to provide a new sidewalk next to Finch Elementary down to the corner of Milton and Northwest Blvd. The City Council, spearheaded by Council Member Stratton, was able to find additional funding allowing the sidewalk to extend along Northwest Blvd. This additional funding will be utilizing school radar funds up to \$85,000. Mr. Eadie also explained that this is a unit priced contract which gives us flexibility. The bid came in at only \$46,000 which allows us to look at the possibility of new infrastructure at Shadle Park along Belt which would connect the Library, Glover Elementary, and Shadle Park High School. In the last couple of months, we've already installed 4,700 linear feet of new sidewalk. Ross Kelley suggested amending the motion to state, "Contract amendment with Bacon Concrete not to exceed \$85,000 to install additional sidewalks at Audubon Park and District 3 parks."

### **MOTION 1:**

Ross Kelley motioned to approve the contract amendment with Bacon Concrete not to exceed \$85,000 to install additional sidewalks at Audubon Park and District 3 parks.

Steve Salvatori seconded

Motion passed unanimously

2. Value Blanket Order in the amount of \$70,000 for the purchase of Toro park and golf course equipment, repair and replacement parts from Turf Star/Western Equipment Distributors, Inc. on an as-needed basis through May 11, 2018. Garrett Jones briefed the Finance Committee that this is an annual approval for purchasing procurement for Toro equipment only. We don't have generic equipment and Toro is the sole source for replacement parts for our mowers and equipment.

### **MOTION 2:**

Ross Kelley moved to approve the Value Blanket Order in the amount of \$70,000 for the purchase of Toro park and golf course equipment, repair and replacement parts from Turf Star/Western Equipment Distributors, Inc. on an as-needed basis through May 11, 2018.

Steve Salvatori seconded

Motion passed unanimously

3. Value Blanket Order/Concessions Supply in the amount of \$35,000. Jeff Bailey explained to the Committee that this is the second of four annual renewals for Concessions Supply. This agreement would run through April 30, 2018 and would not exceed \$35,000. In the past it ran around \$48,000 but due to the redevelopment of Riverfront Park we won't have as much inventory. For the most part this will be furnishing the pools and other locations to include our Ice Ribbon and Skyride facility.

### **MOTION 3:**

Ross Kelley moved to approve the Value Blanket Order/Concessions Supply in the amount of \$35,000 to our pools and other locations through April 30, 2018.

Greta Gillman seconded

Motions passed unanimously

**Discussion Items:**

1. None

**Standing Report Items:**

1. April Financials were given by Mark Buening. Starting with Urban Forestry, April revenue is at \$56,413, expenditures at \$63,020 with expenditures over revenue by \$6,607. A transfer of \$50,000 from Utilities to Urban Forestry for the Urban Tree Program, increased their revenue by that amount. The year-to-date actuals show expenditures over revenue by \$149,437. Recreation's revenue is at \$173,340, expenditures at \$171,820, with revenue over expenditure by \$1,519. The year-to-date actuals show expenditures over revenue by \$237,112. Riverfront Park's revenue is at \$83,532; expenditures at \$122,307, with expenditures over revenue by \$38,776. The year-to-date show expenditures over revenue by \$253,035. Park Operation's revenue is at \$2,453; expenditures at \$283,384, with expenditures over revenue by \$280,930. The year-to-date shows expenditures over revenue by \$1,021,677. Administration's revenue is \$1,058,152; expenditures at \$398,345, with revenue over expenditures by \$659,807. The year-to-date actuals show revenue over expenditures by \$3,343,947. Parks Fund's revenue is at \$1,373,891; expenditures at \$1,038,876, with revenue over expenditures showing \$335,014. The year-to-date actuals show revenue over expenditures by \$1,560,028. Golf Fund's revenue shows \$355,344; expenditures at \$191,921, with revenue over expenditures by \$163,423. The year-to-date actuals show revenue over expenditures by \$5,121. Fund 1950 – Park Cumulative Reserve Fund beginning balance was \$2,519,948, adding revenue of \$1,818, minus expenditures of \$163,492 leaves an ending balance of \$2,358,271 for April. Riverfront Park Redevelopment Project shows a year-to-date expended and committed amount of \$28,085,339 leaving a balance of \$37,839,661.
2. Information Technology Project Plan Update was given by Jason Conley. Mr. Conley said the new credit card terminals have been installed at all 4 golf courses and are fully integrated with the Club Prophet point-of-sale software. Parks is updating workflow processes to identify how the software will function. Mr. Conley went over the password resets with the Committee Members. An upgrade to the Accela software will be occurring this spring for Urban Forestry's permitting. Mr. Conley also gave updates on the estimated schedule for the replacement system for Class Software and is expecting to award the contract at the Park Board meeting in August.

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

1. Wayfinding and signage plan/Berger Partnership contract amendment (\$52,000)
2. Value blanket order/Concessions Supply (\$35,000)
3. Howard Street South Channel Bridge contract amendment/CH2M (\$TBD)

Meeting adjourned at 3:53 p.m.

The next regularly scheduled meeting is June 6, 2017, at 3:00 p.m. in **City Hall Conference Room 2B**.

# Information Technology Projects

## Status Report May 9, 2017

### Golf Software:

- New Credit Card terminals have been installed at all 4 golf courses and are fully integrated with the Club Prophet point-of-sale software. This project is complete.

### Capital Program Software:

- Parks is updating workflow processes to identify how the software will function.

### 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. **Board Action Required.**

### Urban Forestry Tree Permits:

- Urban Forestry is implementing the Accela software. Permits are now available for use in Accela, including the ability to use mobile devices to manage inspections. . Remaining tasks to fully utilize this software include:
  - An upgrade to Accela software is occurring this spring. Arborist training will occur upon completion of this update to avoid confusion.

### Replacement system for Class Software:

#### Estimated Schedule of Procurement Activities:

Issue Request for Proposal	4/25/17
Question and answer period	4/25/17-5/08/17
Proposals due	5/22/17
Evaluate Proposals	5/23/17-6/02/17
Firm Demonstrations	6/05/17-6/30/17
Negotiate Contract	7/05/15-8/04/17
Finance Committee	8/08/17
Contract Award @ Park Board	8/10/17

The City reserves the right to revise the above schedule.

<https://static.spokanecity.org/documents/administrative/purchasing/rfp/2017/rfp-4351-17-recreational-management-system.pdf>