



Special Meeting of the Spokane Park Board Finance Committee Minutes

Tuesday, December 12, 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:

Kelley, Ross – Chairperson

Sumner, Nick *absent*

Gilman, Greta *absent excused*

Salvatori, Steve *called in*

Fagan, Mike - Council Liaison *absent*

Additional Park Board:

Guest(s):

Parks Staff:

Leroy Eadie

Jason Conley

Mark Buening

Al Vorderbrueggen

Fianna Dickson

Garrett Jones

Summary

1. Resolution for the potential use of Stabilization Fund. Ross Kelley moved to approve the resolution for the potential use of up to \$300,000 of the stabilization fund be sent to the Park Board for consideration on Thursday. Motion passed.
2. Ross Kelley requested a discussion item be added for the January meeting regarding the 7% reserve to create an account for high cost equipment.
3. November Financials were given by Mark Buening.
4. Information Technology Project Plan Update was given by Jason Conley. Mr. Conley went over the new adopted Administrative Policy pointing out specifically page 4, 5.4, which applies to City employees', volunteer's – which includes Park Board members, and elected officials, stating that Park Board members need to be using their City of Spokane email accounts for City of Spokane business. A kick-off call is expected on the 21st of December for CivicPlus and we should have a better of idea then when we can expect to implement the new software.
5. Robert Half Accountemps contract change order (\$9,499.80) will be included as an action item for the January Finance Committee meeting.
6. Correction was made regarding Pilot Cross Country Skiing Program on Indian Canyon Golf Course Property under "Contract Items from Other Committees" to clarify that this is not a contract.
7. Mr. Conley will look into to make sure we are using the correct conference call in number for meetings.

The next regularly scheduled meeting is January 9, 2018, 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. Introductions were made.

Action Items:

1. Resolution for the potential use of Stabilization Fund. Mark Buening explained that this is a resolution requesting Park Board's approval, if necessary, to use up to \$300,000 in our revenue stabilization fund in the beginning of the year due to the programmatic impacts of Riverfront Park. The amount is uncertain at this point but this is the last opportunity, per policy, to ask for the use of the stabilization fund. Leroy Eadie went on to explain that the RFP Committee reported a \$54,000 weekend and that's a good indication that it's going to be a solid month in December but we're also running quite a few expenses. There's a good chance we may not need to but it really depends on how this month washes out. Mr. Buening emphasized, that as a precaution, we're asking for the ability to use money from the stabilization fund.

MOTION 1:

Ross Kelley moved to approve the resolution for the potential use of up to \$300,000 of the stabilization fund be sent to the Park Board for consideration on Thursday.

Steve Salvatori seconded

Motion passed

2. Desautel Hege 2018 contract extension. Ross Kelley introduced this as an action item but due to the fact this was not properly noted in the Finance Committee Meeting Agenda, all conversation and motion is hereby nullified and will be presented as an action item on the Finance Committee Meeting Agenda in January.

Discussion Items:

1. None for current meeting.
2. Ross Kelley requested a discussion item be added for the January meeting regarding the 7% reserve to create an account for high cost equipment.

Standing Report Items:

1. November Financials were given by Mark Buening. Mr. Buening explained that many of the same trends, particularly last month in the fourth quarter continued in through November. Starting with Urban Forestry, YTD shows expenditures over revenues at \$579,875; Recreation YTD shows expenditures over revenue at \$2,465,450; Riverfront Park YTD shows expenditures over revenue at \$1,244,357; Park Operations YTD shows expenditures over revenue at \$3,921,868; Administration YTD shows revenue over expenditures at \$8,280,601; Parks Fund – 1400 YTD shows expenditures over revenue by \$637,167. Mr. Buening hopes that the use of the stabilization funds will not be necessary, however, due to the uncertainties of revenues derived from Riverfront Park that will not be clear until the close of 2017. Golf Fund YTD shows expenditures over revenue at \$80,395 as weather has been a challenge in 2017. Mr. Conley noted that pre-sale revenues were doing well and have slightly exceeded last year at this point in time, however these revenues cannot be booked until 2018. The pre-sale revenues in 2016 was over \$60,000.
2. Information Technology Project Plan Update was given by Jason Conley. Mr. Conley stated that the biggest thing for the Park Board is that at the end of November, the City of Spokane adopted a new Administrative Policy: City -and Personally- Owned Communication Devices (Including Cell Phones) and City –and Personally- owned Email and Social Media Accounts. Mr. Conley pointed out specifically page 4, 5.4, which applies to City employees', volunteer's – which

includes Park Board members, and elected officials. It boils down that you need to be using your City of Spokane email accounts for City of Spokane business. He also thanked the Park Board for passing the contract with CivicPlus, mentioning that he was able to encompass every amendment. A kick-off call is expected on the 21st of December with our new assigned account representative and we should have a better of idea of when we can expect to implement the new software.

Contract Items from Other Committees:

1. Robert Half Accountemps contract change order (\$9,499.80). Mark Buening explained that we had a temporary accountant that filled in during Megan Qureshi's absence and needed to keep him on a little longer so he could assist RFP with some of their procurements. It is before the Park Board since it exceeds the 10% of the contract. This item will be listed as an action item in January.
2. Pilot Cross Country Skiing Program on Indian Canyon Golf Course Property was covered under the Recreation Committee but is not a contract and should not have been listed under "Contract Items from Other Committees".

Additional conversation took place regarding the conference call in phone number as the number listed on the agenda was incorrect. Mr. Conley stated he will take the lead on this and work with our IT to make sure we are using the correct conference call in number.

Meeting adjourned at 3:50 p.m.

The next regularly scheduled meeting is January 9, 2018, at 3:00 p.m. in **City Hall Conference Room 2B**.

Information Technology Projects

Status Report December 12, 2017

Golf Software:

- No updates at this time.

Capital Program Software:

- No updates at this time.

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. **Park Board members are now required to use City e-mail accounts per policy ADMIN 5600-17-06. See attached policy.**

Urban Forestry Tree Permits:

- No updates at this time

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	6/26/17-6/30/17
✓ <i>Staff De-brief of demos</i>	7/12/17
✓ <i>Reference Checks</i>	7/12/17-9/15/17
✓ Negotiate Contract/Legal Review	9/18/17-10/20/17
✓ Finance Committee	11/07/17
✓ Contract Award @ Park Board	11/09/17
Kick-off call with CivicPlus	12/21/17