



Special Meeting of the Spokane Park Board Finance Committee Minutes

Tuesday, May 8, 2018, 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:

Chris Wright – Chairperson
Gilman, Greta (*call in*)
Salvatori, Steve
Gerry Sperling

Additional Park Board:

Guest(s):

Parks Staff:

Leroy Eadie
Mark Buening
Megan Qureshi
Jon Moog
Jennifer Papich
Al Vorderbrueggen
Fianna Dickson
Carl Strong
Jason Conley
Garrett Jones

Summary

1. Approve value blanket order in the amount of \$60,000 for the purchase of Toro park and golf course equipment and repair and equipment parts from Western Equipment Distributer, Inc., (sole source) on an as needed basis through the end of 2022. Motion passed unanimously.
2. April Financials were given by Mark Buening covering each Operating Division to comparing figures to last year during the same time period.
3. Information Technology Project Plan Update was given by Jason Conley. The new CivicRec software will be used at the Loof carrousel and Witter Pool at the end of the week.
4. Discussion took place on the pros and cons of providing Park Board Members with a computer, laptop or tablet for committee and Park Board purposes.
5. Megan Qureshi stated that there hasn't been a SIP withdrawal as the official authority to draw was given the night before by City Council. The interest rate has not been locked in and Mr. Conley asserted that we will have access to the money as soon as we lock in the rate but don't expect to need to until this fall.

MINUTES

The meeting was called to order at 3:00 p.m. by Chairperson, Chris Wright. Introductions were made.

Action Items:

1. Approve value blanket order in the amount of \$60,000 for the purchase of Toro park and golf course equipment and repair and equipment parts from Western Equipment Distributer, Inc., (sole source) on an as needed basis through the end of 2022.

Carl Strong explained that this is a sole source procurement processes with legal and purchasing. There is a 2016 resolution naming Western Equipment Distributer, Inc. as our sole source. This action item is to re-establish the value blanket. Chris Wright asked how long a sole source designation last in which Mr. Strong replied that he believed it is every 5 years.

MOTION 1:

Chris Wright motioned to approve the value blanket

Greta Gilman seconded

Motion passes unanimously

Discussion Items:

1. None

Standing Report Items:

1. April Financials were given by Mark Buening as he reviewed each Operating Division with the Committee also comparing figures to last year during the same time period. April YTD actuals, starting with Urban Forestry, expenditures are over revenue by \$173,678 mostly due to contracts dealing with SpokCanapy which is expected to be reimbursed by Utilities; Recreation has increased revenue over this time last year with expenditures over revenue by \$179,880; Riverfront Park has expenditures over revenue by \$399,360; Park Operations has expenditures over revenue by \$964,695; Administration has revenue over expenditures by \$3,042,172; Parks Fund 1400 was updated just prior to the meeting and passed out. The revised tabulations show that we changed the financial report to reflect the financial report rollup as things were flipped between inter-department services and services and charges. Salaries, wages and benefits are up over last year but still within budget. The big increases in supplies are reflecting the expenditures in Riverfront Park. Looking at the interdepartmental services, there is a big increase primarily due to centrally budget charges for instance our City indirect costs charges are up \$31,000 over last year as well as two new categories we are now being charged for and they are Centralized Purchasing at \$18,000 and My Spokane at \$37,000. Worker's Comp and IT expenses have also increased significantly over last year. Overall these net out to approximately \$92,000 increase in interdepartmental services when comparing to last year. These expenses are budgeted. Parks Fund 1400 has revenue over expenditures by \$1,045,073; Golf Fund has revenue over expenditure by \$119,444. Fund 1950 – Park Cumulative Reserve Fund shows a remaining balance of \$1,644,290.42 and Riverfront Park Redevelopment Project shows a remaining budget balance of \$12,346,931 after actual expenditures and reserve for encumbrances. Garrett Jones mentioned that in June we should show an increase of 4 to 7 million dollars to the Riverfront Park Redevelopment Project due to reimbursement for the South Howard Street Bridge.
2. Information Technology Project Plan Update was given by Jason Conley. Mr. Conley spoke briefly on CivicRec stating that by the end of the week, the gift shop at the carousel and Witter Pool will be using the new system. It was brought up again about providing Park Board Members with a computer, laptop or tablet. Mr. Conley has been given a quote and stated that it's affordable but our IT has strict restrictions on I-pads and will not allow to connect to the City network which is what

is really needed. Leroy Eadie explained it would be a savings on all the paper copies and staff time and that the members would have any updates immediately as they would have real-time access to the information. Additional discussion took place on the pros and cons. Park Board Members were reminded about updating their passwords.

3. Golf SIP Update. Megan Qureshi stated that there hasn't been a withdrawal as the official authority to draw was given the night before by Council. Mr. Conley went on to explain that the Council approved the loan based on the resolution of the Park Board but we haven't yet locked in the loan rate which is an important detail. It hasn't been locked in as yet and the "timer" hasn't started to mark our first payment installment. We've been encouraged to wait until we actually need the money because it would take off the financial burden of making a payment before any draw. Impact fees from the golf courses will be used for the payment; depending on if Park Board takes action and agrees, giving us a little buffer before we need to make a draw. Mr. Conley asserted that we will have access to the money as soon as we lock in the rate.

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

1. Garco change order #3/Pavilion and Promenade (\$206,125) –RFP
2. Colvico budget amendment/ Recreational Rink amusement ride (\$5,538.40)- RFP
3. Contractors Northwest Inc. change order #18/North Bank budget reallocation (\$43,119.09) – RFP

Meeting adjourned at 4:12 p.m.

The next regularly scheduled meeting is June 11, 2018, at 3:00 p.m. in **City Hall Conference Room 2B.**

SPD
06-24-16

Perm

AGENDA SHEET FOR PARKBOARD MEETING OF: JUNE 9, 2016

Submitting Division
Parks & Recreation

Contact Person
Tony Madunich

Phone No.
363-5458

DEPARTMENT

- ☐ Finance
- ☒ Operations
- ☐ Recreation/Golf
- ☐ Riverfront Park
- ☐ Parks & Recreation

COMMITTEE

- ☐ Riverfront
- ☐ Golf
- ☐ Recreation
- ☒ Land
- ☐ Urban Forestry
- ☐ Finance

CLERK'S FILE OPR 2016-0385
RENEWS _____
CROSS REF _____
ENG _____
BID _____
REQUISITION _____

AGENDA WORDING:

Resolution declaring Western Equipment Distributors, Inc. as sole source for Toro park and golf course maintenance equipment repair and replacement parts.

RECEIVED

JUN 23 2016

BACKGROUND:

(Attach additional sheet if necessary)

CITY CLERK'S OFFICE

Western Equipment Distributors, Inc is the exclusive local authorized dealer for Toro brand repair and replacement parts used on park and golf course maintenance equipment. Other dealers are not allowed to sell these parts in the Spokane area. This Resolution supports a Value Blanket Purchase Order authorized under OPR 2016-0385

RECOMMENDATION:

Approve Resolution

Fiscal Impact:

Expenditure:


Revenue:


Budget Account:

ATTACHMENTS: Include in Packets:
On file for Review in Office of City Clerk

Resolution

SIGNATURES:


Requestor - Tony Madunich


Dept. Mgr. - Tony Madunich


Purchasing - Thea Prince


Parks Accounting - Nicole Edwards


Legal Dept. -


Director of Parks and Recreation

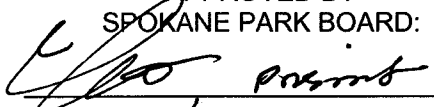
DISTRIBUTION:

Parks: Nicole Edwards
Parks: Pamela Clarke
Parks: Sari Luciano
Parks: Lori Harvey

Budget Manager: Tim Dunivant
Requester: Tony Madunich

PURCHASING: THEA PRINCE

PARK BOARD ACTION:

APPROVED BY
SPOKANE PARK BOARD:

June 9, 2016

RESOLUTION

A resolution declaring Western Equipment Distributors, Inc. a sole source for Toro park and golf course equipment repair and replacement parts.

WHEREAS, the City of Spokane Parks and Recreation Division has a considerable amount of Toro brand maintenance equipment used at parks and golf courses for which repair and replacement parts are necessary; and


WHEREAS, many repair and replacement parts are only available from Toro and use of any other brand other than genuine Toro parts could void equipment warranties; and

WHEREAS, Western Equipment Distributors, Inc. is the exclusive local authorized dealer for commercial Toro equipment and parts and other dealers are not allowed by Toro to sell in the Spokane area; and

WHEREAS, a Value Blanket Purchase Order in an amount not to exceed \$70,000 annually has been established with Park Board approval, Now, Therefore,

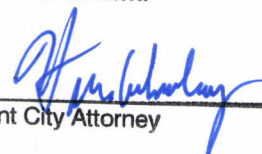
BE IT RESOLVED by the Spokane Park Board for the City of Spokane that Western Equipment Distributors, Inc. is declared a sole source for Toro commercial equipment repair and replacement parts during the duration of the previously approved value blanket order.

ADOPTED BY THE SPOKANE PARK BOARD ON JUNE 9, 2016



Park Board President

Approved as to form:


Assistant City Attorney

City of Spokane - Parks & Recreation
Parks Fund -- 1400
Financial Report
April 2018

	Monthly Comparison					Year-to-Date Comparison				2017 YTD	2018 YTD	Change in %	
	2018 Current Adopted Annual Budget	2018 Budget Balance	2017 April Actual	2018 April Actual	2017 - 2018 Monthly Difference	2016 YTD Actual	2017 YTD Actual	2018 YTD Actual	2017 - 2018 YTD Difference	% of Annual Budget	% of Annual Budget		
Revenue:													
Program Revenue	5,834,266	4,817,752	316,739	304,129	\$ (12,610)	1,209,404	831,925	1,016,514	\$ 184,589	22.1%	17.4%	-4.72%	
General Fund Transfer	14,714,578	9,724,525	1,057,152	1,094,234	\$ 37,082	4,718,137	4,823,182	4,990,053	\$ 166,871	34.9%	33.9%	-1.01%	
Grants Receivable	891,000	900,150	-	-	\$ -	5,700	-	(9,150)	\$ (9,150)		-1.0%	-1.03%	
TOTAL REVENUE:	\$ 21,439,844	\$ 15,442,427	\$ 1,373,891	\$ 1,398,363	\$ 24,472	\$ 5,933,242	5,655,108	\$ 5,997,417	\$ 342,310	30.6%	28.0%	-2.66%	
Expenditures:													
Salaries and Wages	8,642,804	6,607,418	493,741	575,438	\$ (81,698)	1,862,573	1,799,062	2,035,386	\$ (236,324)	25.7%	23.6%	-2.12%	
Personnel Benefits	2,672,535	1,981,480	159,236	182,815	\$ (23,578)	601,613	612,417	691,055	\$ (78,637)	26.6%	25.9%	-0.71%	
Supplies	1,151,818	936,063	54,648	89,609	\$ (34,960)	153,261	121,520	215,755	\$ (94,236)	15.2%	18.7%	3.58%	
Services and Charges	3,845,210	3,163,633	121,286	268,850	\$ (147,564)	813,896	606,592	681,577	\$ (74,985)	15.7%	17.7%	1.98%	
Interdepartment Svcs	2,628,152	1,942,865	186,155	266,733	\$ (80,578)	566,913	593,001	685,287	\$ (92,286)	26.9%	26.1%	-0.87%	
Intergovernment Svcs	50,100	39,028	507	1,110	\$ (603)	12,101	10,057	11,072	\$ (1,015)	36.7%	22.1%	-14.61%	
Subtotal Op. Exp.	\$ 18,990,619	\$ 14,670,486	\$ 1,015,573	\$ 1,384,555	\$ (368,982)	\$ 4,010,357	3,742,650	\$ 4,320,133	\$ (577,483)	23.1%	22.7%	-0.36%	
Capital Outlay	4,156,055	3,803,330	23,303	191,479	\$ (168,176)	173,581	229,772	352,725	\$ (122,952)	5.2%	8.5%	3.31%	
Transfers Out	640,005	640,005	-	-	\$ -	234,500	-	-					
2015 Windstorm	160,922	(118,565)	-	-	\$ -	113,414	122,658	279,487	\$ (156,830)	37.5%	173.7%	136.19%	
TOTAL EXPENDITURES:	\$ 23,947,601	\$ 18,995,256	\$ 1,038,876	\$ 1,576,034		\$ 4,531,853	4,095,080	\$ 4,952,345		19.2%	20.7%	1.48%	
Total Funding: (Rev. less Exp.)	\$ (2,507,757)		\$ 335,014	\$ (177,671)		\$ 1,401,389	\$ 1,560,028	\$ 1,045,073					

Beginning Fund Balance	\$ 3,299,917
5% Reserve Requirement	\$ (1,182,380)
Revenue Stabilization Reserve	\$ (300,000)
Other Program Reserves	\$ (285,397)
Beginning Reserves	\$ 1,532,140
Encumbrances at Month End	\$ (1,829,324)
Net Revenue (Expense)	\$ 1,045,073
Ending Fund Balance Reserves	\$ 747,889

Information Technology Projects

Status Report May 8, 2018

Golf 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. Account expiration dates attached.**

Urban Forestry Tree Permits:

- UF staff continues integration and transition support to community arborists.

Replacement system for Class Software:

Procurement/Implementation Schedule:

✓ 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
✓ Project implementation timeline	1/12/18
✓ Configuration Training	1/24/18
✓ Supervisor Systems Training	2/27/18-2/28/18
✓ Follow-up Training	3/09/18 & 3/19/18
✓ Front line user Training	4/10/18 & 4/11/18
Go Live for Carrousel/Pool openings	5/12/18

Chris 04/24/18

Nick 06/04/18

Ted 08/29/16

Greta 07/18/18

Rick 05/28/18

Steve 07/22/18

Sally 06/27/18

Jennifer 04/24/18

Gerry 07/05/18

Jamie 04/30/18

If your password has expired, you will need to call the Help Desk 625-6460 for assistance to reset.