



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

3 p.m. Tuesday, April 9, 2019

City Conference Room Lobby – Tribal, first floor City Hall

808 W. Spokane Falls Blvd., Spokane, Washington

Mark Buening - Finance Director

Committee Members:

X Bob Anderson – Chair
Greta Gilman – AE
X Gerry Sperling

Additional Park Board:

Nick Sumner - President
Jennifer Ogden – Vice
President

Guest: None

Parks Staff:

Garrett Jones
Mark Buening
Jason Conley
Megan Qureshi
Jonathan Moog

Summary

- No action items were presented during the committee meeting.
- An update on the Revenue Task Force was provided by Jason Conley and mark Buening.
- The March financials were presented by Mark Buening who reviewed each operating division.

The next regularly scheduled meeting is 3 p.m. May 7, 2019, in the **City Conference Room Lobby – Tribal, first floor City Hall.**

MINUTES

The meeting was called to order at 3 p.m. by committee chair Bob Anderson.

Action items: None

Discussion items:

1. Revenue task Force – *Jason Conley and Mark Buening* discuss how the Revenue Task Force is focusing on activities that produce the largest amounts of revenue. The task force is also attempting to uncover areas where revenue should be collected but is not at this time. Jason gave the example of the parking lot on Post Street across from City Hall; City Council has been suing the lot as parking, but Parks has not received any revenue from that, and there is no documentation of any agreement being made. Another example that Jason provided was an agreement for a portion of a parking lot that a hotel near Finch Arboretum utilizes, but Parks has never billed for it. He advises the committee that he has instructed Edward, an administrative support clerk, to investigate more possible contracts that Parks has not billed for. Jason also stated that the task force is focusing on the salaries that Parks is paying out, but reminds the committee that due to the labor intensive force necessary for maintenance, that the salaries are going to be higher than some other departments.

Standing report items:

1. March financials – *Mark Buening* presented an overview of the March financials. Urban Forestry is status quo with last year at the same time. Recreation has a new software that handles revenue differently than accounting has in the past. Revenue for Recreation shows \$44,000 less than last year at the same time, but some of this may be due to the new software program that defers revenues until certain activities occur. Expenditures is higher than the previous year due to the payment of utilities that did not occur at this time last year. Riverfront Park revenues are up around \$200,000 compared to the same time last year, while expenditures are up around \$200,000 compared to the same time last year. Utilities were a large portion of the expenditures, and wages increased due to activities increasing in the park. Park Operations revenues are status quo with last year, but expenditures have increased due to utilities charges, and temp/seasonal wage increases as well. Administration has a revenue increase of about \$700,000 over last year at the same time due to the early booking of the transfer from the waste water utility. There is also a big increase in services and charges related to the purchase of the settlement of the Carnation Property. There is also an increase in salaries and wages due to increased numbers of temp/seasonal workers at Riverfront Park. Park Fund revenues are about \$870,000 over last year. Expenditures are about \$1 million over last year due to salaries and benefits increases, and the Carnation Property accounts for about half of that expenditure number. Parks had around \$2.3 million in encumbrances. Parks has also used about \$966,000 of the reserve fund.

Contract items from other committees: These items were not discussed.

1. 2019 Asphalt Park Pathways and Site Furnishings Contract (\$177,430) – Land Committee
2. Dutch Jake's Park Playground Equipment Purchase (\$101,533.19) – Land Committee
3. US Pavilion Folding Chairs and carts (\$93,087.72) – Riverfront Park
4. Garco Construction Change Order #14 (\$118,284.00) – Riverfront Park
5. Cameron Reilly Construction Change Order #1 for Avista Access (\$31,057.00) – Riverfront Park
6. Big Belly Solar Refuse & Recycle Bins for Promenade (\$2,710.00 and Annual Lease \$18,204) (Non-Bond) – Riverfront Park

Adjournment: The meeting adjourned at 4:42 p.m.

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