



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

3 p.m. Tuesday, May 7, 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  
X Greta Gilman  
X Gerry Sperling

### **Parks Staff:**

Garrett Jones  
Mark Buening  
Megan Qureshi  
Carl Strong  
Jennifer Papich  
Nick Hamad  
Mark Poirier

**Guest:** None

## **Summary**

- The Finance Committee approved the Dutch Jake's Park Renovation construction contract with Engineering Remediation Group, Inc. in the amount of \$369,754.70 including tax. The action item will proceed to the Park Board for approval on May 9<sup>th</sup>.
- Mark Buening discussed the General Fund transfer history and background.
- Mark Buening suggested changes to the financial report format.
- The April financials were presented by Mark Buening who reviewed each operating division.

The next regularly scheduled meeting is 3 p.m. June 11, 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:

1. *Nick Hamad* presented the Dutch Jake's Park Renovation construction contract with Engineering Remediation Group, Inc. in the amount of \$369,754.70 including tax. This project will include: 1.) an asphalt path that circles the entire park, 2.) a multi-use sports court, 3.) and multiple new trees to encircle the park. Other playground equipment has been purchased for the rest of the playground.

**Motion No. 1:** *Bob Anderson* moved to approve the Dutch Jake's Park Renovation construction contract in the amount of \$369,754.70.

*Greta Gilman* seconded the motion.

Motion carried unanimously.

### Discussion items:

1. General Fund Transfer History and Background – *Mark Buening* presented a 13 year history of the General Fund transfer to the Parks department. His analysis shows that Parks has consistently received 8% of previous year's expenditures from the General Fund, per City Charter. In addition to our 8%, Parks is also receiving funds for specific purposes as determined by Council- our transfer of \$66k for Urban Forestry beginning in 2014 is a current example of this.
2. Suggested Changes to Financial Report Format – *Mark Buening* asked the committee if there are changes they would like to see on the financial reports. The committee reviewed the sections of the report to verify the ability to understand each one. After questions of comparing to prior years' budgets, Mr. Buening noted the reason the financials are compared with the prior year is due to the seasonality of the Parks Department; the budget fluctuates throughout the year, thus the prior year is a better metric to compare to.

### Standing report items:

1. April financials – *Mark Buening* presented an overview of the April financials. Natural Resources is primarily status quo with last year at the same time. Revenue for Recreation shows 15% less than last month, but this is due to the new software program that defers revenues until certain activities occur. Recreation will realize these revenues during the summer when classes occur. Riverfront Park revenues are up around \$417,000 compared to the same time last year. Expenditures are up due to increased wages due to temp/seasonal positions, and more services charges. Park Operations revenues are slightly lower than this time last year, and expenditures are status quo with last year. Park Fund has \$400,000 revenues over expenditures over last year. Expenditures are about 3% over last year due to salaries and benefits increases, and the Carnation Property. Parks had around \$982,000 of non-capital encumbrances which should be expended by the end of the year. Parks expects to get \$856,000 in revenue for encumbered capital; Parks has about \$661,000 of net capital encumbrance which will be expended over multiple years. Golf fund revenues are up \$41,000 from the same time last year. Expenditures are primarily status quo with last year except for capital expenditures. Golf fund revenues over expenditures are \$140,000 compared to about \$120,000 last year.

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

1. Finch Arboretum Community Gardeners Association – *Angel Spell*

2. Women's Club Community Garden Alliance and MOU – *Angel Spell*
3. Thornton Murphy Joint Use Parking Area MOU – *Nick Hamad*
4. Garco Change Order #15 for Pavilion/Promenades \$98,411 (plus tax) – *Berry Ellison*
5. West Havermale Schematic Design – *Berry Ellison*
6. Administrative Reserve Policy for Capital Projects – *Berry Ellison*

**Adjournment:** The meeting adjourned at 4:25 p.m.

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