



Special Meeting of the Spokane Park Board Finance Committee Minutes

3 p.m. Tuesday, Feb. 11, 2020

Pavilion conference room, Riverfront Park

Spokane, Washington

Mark Buening – Parks Finance/Budget Director

Committee Members:

X Bob Anderson – Chair
X Greta Gilman
X Gerry Sperling
Jamie SiJohn (absent)

Additional Park Board members:

Jennifer Ogden
Garrett Jones

Guests:

Parks Staff:

Mark Buening
Jason Conley
Megan Qureshi
Jennifer Papich
Mark Poirier
Nick Hamad
Jonathan Moog
Al Vorderbrueggen
Josh Oakes

Summary

- The committee approved to recommend the Park Board accept the Aquatics chemical value blanket with Oxarc in the amount not to exceed \$103,000, including freight and tax, with the option to review for five years.
- The committee approved to recommend the Park Board accept the use of funds from the major repair reserve fund to cover the cost of replacing two water heaters at Riverfront Park Skate Ribbon in the about of \$36,028.48, tax inclusive.
- The committee approved to recommend the Park Board adopt a resolution authorizing the use of excess Riverfront Park bond proceeds on other capital projects within the Park System.
- The committee reviewed a draft resolution which calls for the separation of the Parks capital facilities project funds from its general operating funds. The goal for separating the two budgets is to improve Parks ability to plan, implement and track capital projects while enhancing the accuracy of tracking its operating costs.
- Mark Buening presented revisions to the monthly financial report format. The format changes are designed to simplify the report to reflect a clear and concise monthly financial picture.

The next regularly scheduled meeting is 3 p.m. March 10, 2020, in the **Pavilion conference room, Riverfront Park.**

MINUTES

The meeting was called to order at 3:03 p.m. by committee chair Bob Anderson.

Action items:

1. [Aquatics chemical value blanket with Oxarc in the amount not to exceed \\$103,000 \(including freight and tax\)](#) – *Josh Oakes* presented the proposed aquatics chemical value blanket for 2020. Two bid responses were received in response to the request for proposal; one from Oxarc, and the other from Pure Water Aquatics. Mr. Oakes provided the bid comparison pricing sheet for the various pool chemicals. Based on the submitted bids, Oxarc came in as the low bidder. If approved, Oxarc will supply Parks with pool chemicals for 2020 in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.

Motion 1: Bob Anderson moved to recommend the Park Board approve granting Oxarc the pool chemical value blanket in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.

Greta Gilman seconded.

Bob Anderson designated Jennifer Ogden as an alternate Finance Committee member for absent committee member Jamie SiJohn.

The motion passed with unanimous consent (4-0 vote).

The committee recommended the item be presented to the Park Board as a consent agenda item.

2. [Water heater replacement from major repair reserve/Riverfront Park \(\\$36,028.48, tax inclusive\)](#) – *Jonathan Moog* presented a proposal to utilize funds from the major repair reserve to cover the cost of replacing two water heaters at Riverfront Park Skate Ribbon in the amount of \$36,028.48, tax inclusive. Mr. Moog explained the water heaters suffered hard water damage within a week of each other after two years' of service. City plumbers determined repair is not feasible and considered both pieces of equipment a total loss. Hot water is needed for maintaining ice for skating and is required by the Health District for food service sanitation. Immediate replacement was considered an emergency because of the immediate threat posed to the performance of essential functions at the Ribbon. The new water heaters, which have already been purchased, have a 15-year warranty. Pursuant to Parks major repair and replacement reserve policy, this request to utilize the reserve funds meets the following criteria: (1) replacement of a significant mechanical capital asset; (2) funding meets the intended use for similar equipment; and, (3) equipment is a replacement rather than a new capital asset. The policy specifies in order to use funds from the major repair account, the expenditure must be approved by the appropriate committee, in this case Riverfront Park Committee, and approved by the Finance Committee before coming before the Park Board for final approval. The RFP Committee approved the action item at its Feb. 10 committee meeting.

Motion 2: Bob Anderson moved to recommend the Park Board approve the use of funds from the major repair reserve to cover the cost of replacing two water heaters at Riverfront Park Skate Ribbon in the amount of \$36,028.48, tax inclusive.

Jennifer Ogden seconded.

The motion passed with unanimous consent (4-0 vote).

The committee recommended the item be presented to the Park Board as a consent agenda item.

3. [Resolution authorizing the use of excess bond proceeds on other capital projects](#) – *Garrett Jones* presented a proposed resolution authorizing the use of excess Riverfront Park bond proceeds on other capital projects within the Park system. Mr. Jones provided background on the \$64.3 million in obligation bonds which the City sold in 2015 to support the redevelopment of Riverfront Park. All of

those funds must be encumbered, committed or expended within five years of the bond issuance which would be March 27, 2020. The bond proceeds have already been spent or encumbered by the terms of the bond covenant and IRS regulations. The interest earnings from the bond must be utilized in the same way as the bond proceeds. The bond language spelled out if the five bond projects were committed and completed, then any remaining bonds funds can be used for other capital projects within Riverfront Park or within the Park system. The proposed resolution will allow any interest earnings, after the Riverfront Park redevelopment project is completed, may be utilized for other capital project needs within the City Park system.

Motion 3: Bob Anderson moved to recommend a resolution to give the Park Board authority to use remaining proceeds from the 2015 Park bond for other capital needs in the Park system.

Gerry Sperling seconded.

The motion passed with unanimous consent (4-0 vote).

Discussion items:

1. [Parks capital fund resolution to create a Parks capital fund](#) – *Nick Hamad* presented a draft resolution authorizing the separation of the Parks capital fund from its general operating fund. Park staff has been reviewing how non-bond capital projects are managed specifically relating to cash flow, budget and tracking. At this time, those projects are comingled with the operating funds. The goal of this resolution is to improve the accuracy, reliability and flexibility of the Parks capital improvement program. In accordance with the Growth Management Act (GMA), Parks is required to create a Capital Improvement Program (CIP) which consists of a six-year plan for financing capital plan and identifying sources of public money for those purposes. By separating the CIP funds, it is believed Parks can improve its ability to plan, implement and track capital projects; while enhancing the accuracy of tracking its operating costs. Mark Buening explained the Parks current financial system is not capable of conducting true capital budgeting which involves multiple-year budgeting. In contrary, operations budgeting involves one-year budgeting. Mr. Hamad explained a resolution is not technically required as Parks does not have a policy on how the 1400 Park Fund is budgeted. The benefit of the resolution would be to clarify the reasoning for separating the two funds. Mr. Hamad envisions the next step would be to bring this resolution, including revisions from the committee, to the Park Board next month for consideration. Following approval of the resolution, the appropriate policies and procedures would need to be developed and in place by July 2020. This would allow staff a couple of months to include it in the 2021 budgeting plans.

2. [Financial report format revisions](#) – *Mark Buening* presented format revisions to the monthly financial report. Revisions involve simplifying the report to reflect a clear and concise, monthly financial picture. Greta Gilman suggested the financial report show each department's actuals/budgeted amount broken down by month. She felt this would be a helpful comparison for the Finance Committee to review since there are so many seasonal programs in Parks. There was a consideration of comparing the averages on a month-to-month basis. The group discussed the format desired for the monthly financial report provided to the entire Park Board. Mr. Buening explained this high-level report to the full board only reflects operating expenditures. The committee agreed they would like to see the presented new format for the next Finance Committee meeting. Mark Buening will bring a few financial report mockups for the Finance Committee and Parks staff to review.

Contract items from other committees: The following action items were not discussed:

1. Design Workshop, Inc., consulting contract for Parks and Public Open Space Master Plan/Park System (\$240,030, non-taxable service) – Land Committee

2. Ditches Unlimited, Inc., construction change order #3/Manito Park Mirror Pond rehabilitation project (\$113,679.62, tax inclusive) – Land Committee
3. Freight Way, Inc., contract amendment (\$6,500, tax inclusive) – Riverfront Park
4. LaRiviere, Inc., revised construction contract/North bank playground (\$9,262,949.39, tax inclusive) – Riverfront Park
5. CXT, Inc., prefabricated restroom purchase agreement/West Havermale (\$113,559.72, tax inclusive) – Riverfront Park
6. F.A. Bartlett Tree Experts tree work contract amendment #7/ West Havermale (\$16,020.42, tax inclusive) – Riverfront Park

Adjournment: The meeting was adjourned at 4:24 p.m.

The next regularly scheduled meeting is 3 p.m. March 10, 2020, in the **Pavilion conference room, Riverfront Park.**

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	Feb. 11, 2020		
Requester	Josh Oakes	Phone number: 509-363-5407	
Type of agenda item	<input checked="" type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Oxarc aquatics chemical value blanket (not to exceed \$103,000, including freight and tax)		
Begin/end dates	Begins: 04/01/2020	Ends: 12/31/2020	<input type="checkbox"/> Open ended
Background/history: Chemicals are needed to maintain water balance at the City pools. The previous value blanket expired 12/31/2019 and bid responses were collected for the 2020 season. There were two bid responses, one from Oxarc, and the other from Pure Water Aquatics. Attached is the bid comparison pricing sheet for the various chemicals. Based on the bids, Oxarc came in as the low bidder. If approved, the City will purchase chemical supplies from Oxarc annually in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
Motion wording: Move to approve granting Oxarc the pool chemical value blanket in the amount not to exceed \$103,000, including tax and freight, with the option to renew for five years.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Josh Oakes Grant Management Department/Name: _____ <div style="text-align: right;"> Jennifer Papich - Recreation Thea Prince - Purchasing </div>			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$103,000, including tax and freight Budget code: 1400-54150-35203			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input checked="" type="checkbox"/> UBI: 328-037-121 Business license expiration date: 9-30-2020 </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

Reference Number	Description	UOM	Quantity	OXARC	Pure Water Aquatics
#1	CALHYPO 100 LB BUCKETS (NO 50 LB BUCKETS)	Buckets	5	\$1,176.25	\$933.35
#2	SODIUM THIOSULFATE 50 LB BAGS	Bags	20	\$559.26	\$1,045.00
#3	MURATIC ACID 4 GAL BOTTLES/BOX	BOX	20	\$600.00	\$539.00
#4	SODIUM BICARBONATE 50 LB BAGS	BAG	300	\$7,353.60	\$5,577.00
#5	SODIUM HYPOCHLORITE 12.5% - 40% 55 GAL	BARRELS	50	\$8,452.50	\$8,065.50
#6	MURATIC ACID 55 GAL	BARRELS	20	\$4,950.00	\$5,220.00
#7	CALCIUM CHLORIDE 50 LB BAGS	BAGS	96	\$2,363.04	\$2,592.00
#8	CYANURIC ACID 50 LB BAGS	BAGS	18	\$1,791.83	\$1,659.60
#9 BULK DELIVERY	SODIUM HYPOCHLORITE - 12/5%	GALLONS	17,000.00	\$40,970.00	\$93,330.00
#10 BULK DELIVERY	HYDROCHLORIC ACID - 15%	GALLONS	8,000.00	\$24,800.00	\$94,000.00
#11	Delivery Fee - if any	ea	1	\$0.00	
Total				\$93,016.48	\$212,961.45

RECEIVED

AGENDA SHEET FOR PARK BOARD MEETING OF: Dec. 13, 2018



Submitting Division: Parks & Recreation
 Contact Person: Josh Oakes
 Phone No.: 509-363-5407

Department: ☐ Finance ☐ Operations ☒ Recreation/Golf ☐ Riverfront Park
 Committee: ☐ Finance ☐ Golf ☐ Land ☒ Recreation ☐ Riverfront ☐ UFTC
 Type of contract: ☐ New ☐ Renewal ☐ Amendment ☐ Extension ☐ Other
 Beginning date: 3/1/2019 Expiration date: 12/31/2019 Open ended ☐

CLERKS' FILE	OPR 2013-0232
RENEWAL	
CROSS REF	
ENG	
BID	
REQUISITION	

AGENDA WORDING:

Oxarc supplies chemicals needed to maintain water balance at the City pools. This is the second one-year renewal of the initial three year Value Blanket that expired 12/31/2018. Value Blanket is worth \$102,927.79

BACKGROUND:

(Attach additional sheet if necessary)

Attached is the pricing sheet for the various chemicals the City would purchase from Oxarc.

RECOMMENDATION:

Approve the one-year renewal of the Oxarc Pool Chemical Value Blanket for 2019

ATTACHMENTS: Include in packets. See back of Agenda Sheet for specific supporting document requirements.

Attached is the Purchase Requisition and quote

SIGNATURES:

Requester - Josh Oakes
 Dept. Manager Jennifer Papich
 Director of Parks & Rec - Leroy Eadie
 Parks Accounting - Megan Qureshi
 Legal Dept. - Pat Dalton

DISTRIBUTION:

Parks: Accounting
 Parks: Pamela Clarke
 Budget Manager:
 Requester:

PARK BOARD ACTION:

APPROVED BY THE SPOKANE PARK BOARD

President
 Dec. 13, 2018

<u>Fiscal Impact</u>	<u>Budget Account</u>
Expenditure:	
\$102,927.79	1400-54100-76200-53203
Revenue:	



Existing vendor



New vendor – If so, please include vendor packet



Supporting documents:



Quotes/Solicitation (RFP, RFQ, RFB)



W-9 (for new contractors/consultants/vendors) ACH Forms



Contractor is on the City's A&E Roster City of Spokane



(for new contractors/consultants/vendors) Insurance



Spokane Business registration expiration date: _____



Certificate (minimum \$1 million in General Liability)

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.	5 buckets	CALHYPO 100 lb buckets <u>(No 50 lb buckets)</u>	\$225.75	\$1,128.75
2.	20 bags	SODIUM THIOSULFATE 50 lb bags	\$25.00	\$500.00
3.	20 boxes	MURATIC ACID 4 gal bottles/box	\$30.00	\$600.00
4.	20 bags	SODA ASH 50 lb bags	\$21.15	\$423.00
5.	300 bags	SODIUM BICARBONATE 50 lb bags	\$24.00	\$7,200.00
6.	50 barrels	SODIUM HYPOCHLORITE 12.5% - 40% 55 gal	\$169.05	\$8,452.50
7.	20 barrels	MURATIC ACID 55 gal	\$247.50	\$4,950.00
8.	96 bags	CALCIUM CHLORIDE 50 lb bags	\$18.50	\$1,776.00
9.	18 bags	CYANURIC ACID 50 lb bags	\$90.75	\$1,633.50
		<u>BULK DELIVERY</u>		
10.	17,900 gallons	SODIUM HYPOCHLORITE – 12.5%	\$2.41	\$43,139
11.	8000 gallons	HYDROCHLORIC ACID – 15%	\$3.10	\$24,800.00
SUB TOTAL:				\$94,602.75
WA SALES TAX (8.8 %)				\$8,325.04
GRAND TOTAL:				\$102,927.79
Delivery Fee – \$25.00 per stop list if delivery fee is per stop or how delivery fee is charged/calculated				

Spokane Park Board

Briefing Paper



Committee	Finance Committee		
Committee meeting date	Feb. 11, 2020		
Requester	Jonathan Moog	Phone number: 625-6243	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other		
City Clerks file (OPR or policy #)	ADMIN LGL 2018-0014		
Item title: (Use exact language noted on the agenda)	Water heater replacement from major repair reserve/Riverfront Park (\$36,028.48, tax inclusive)		
Begin/end dates	Begins: 02-13-2020	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: 2 of 2 commercial grade hot water heaters at the Skate Ribbon failed due to hard water damage within a week of each other after two years of service. Repair is not feasible and considered a total loss by city plumbers. The water heaters are out of warranty. Hot water is required for maintaining ice in safe condition for skating and by the Health District related to food service sanitation. Immediate replacement was considered an emergency because of the immediate threat posed to the performance of essential functions at the Skate Ribbon. Pursuant to Parks Major Repair and Replacement Reserve Policy, funding of \$36,028.48 is requested as it meets the following criteria: (1) Replacement of a significant mechanical capital asset; (2) Funding meets the intended use for similar equipment; and, (3) Equipment is a replacement rather than a new capital asset. The policy specifies if funds from the Major Repair and Replacement Account are approved by the appropriate committee (in this case RFP), it shall be presented as an action item at the next Finance Committee meeting. The RFP Committee approved the purchase at its Feb. 10 committee meeting.			
Motion wording: Approve \$36,028.48 from the Major Repair and Replacement Reserve to replace two water heaters at the Riverfront Park Skate Ribbon			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Jonathan Moog Grant Management Department/Name: _____			
Fiscal impact: <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue Amount: \$36,028.48 Budget code: 1950-54920-94000-56401			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			



Invoice

P.O. Box 5887
20715 50th Avenue West
Lynnwood, WA 98046-5887
425-774-1441 Ph / 425-774-3234 Fax

Invoice Number: 0283295-IN
Invoice Date: 01/31/20
Order Number: 0209378
Salesperson: MCM
PSI Job Number: 3981165
Ship Date: 01/28/20
Customer Number: 0017996

Sold To:

City of Spokane
Parks & Recreation
2304 E Mallon Avenue
Spokane, WA 99202

RECEIVED
FEB 03 2020
PARK OPERATIONS

Ship To:

City of Spokane - Parks & Rec
Ice Ribbon - Riverfront Park
610 W Spokane Falls Blvd
Spokane, WA 99201

Job Name: Ice Ribbon Water Heater

P.O. Number: PP-012977-000

Ship VIA		F.O.B.		Freight Terms		Payment Terms	
ALPINE		SHIPPING POINT		FFA		Net 30 Days	
Item Number	Unit	Ordered	Shipped	Back Ordered	MFG Code	Price	Amount
50L 130A 146609	EACH	2	2	0	PVII	15,922.00	31,844.00
PVI Conquest 500MBH 130Gal CSD-1 FYSP							
*M8410-COM	EACH	1	1	0	PVII	1,240.00	1,240.00
PVI Aquasolve							
Commercial Scale Control System							

Received on:

FEB 11 2020
Parks Accounting

Tracking Numbers:

Net Invoice: 33,084.00
Less Discount: 0.00
Freight: 0.00
Sales Tax: 2,944.48
Invoice Total: 36,028.48

Spokane Park Board

Briefing Paper



Committee	Finance		
Committee meeting date	Feb. 11, 2020		
Requester	Garrett Jones	Phone number:	
Type of agenda item	<input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action		
Type of contract/agreement	<input checked="" type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other		
City Clerks file (OPR or policy #)			
Item title: (Use exact language noted on the agenda)	Resolution authorizing the use of excess bond proceeds on other capital projects within the Park System		
Begin/end dates	Begins: 02-13-2020	Ends:	<input checked="" type="checkbox"/> Open ended
Background/history: In 2015, the City sold \$64.3 million of bonds to support the redevelopment of Riverfront Park. These proceeds from the bond issue have been substantially drawn down and will have either been spent or encumbered by the terms of the bond covenant and IRS regulations. The interest earnings from the bond must be utilized in the same way as the bond proceeds; however, this resolution will allow any interest earnings remaining, after the Riverfront Park redevelopment project is completed, to be utilized for other capital project needs within the City Park system. This usage is allowable under the terms of the bond covenant.			
Motion wording: To approve a resolution to use remaining 2015 Park Bond proceeds for other capital needs in the Park system as approved by the Park Board.			
Approvals/signatures outside Parks: <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: Name: _____ Email address: _____ Phone: _____			
Distribution: Parks – Accounting Parks – Pamela Clarke Requester: Garrett Jones Grant Management Department/Name: _____			
Fiscal impact: <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____			
Vendor: <input type="radio"/> Existing vendor <input type="radio"/> New vendor Supporting documents: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> Contractor is on the City's A&E Roster - City of Spokane <input type="checkbox"/> UBI: _____ Business license expiration date: _____ </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors) <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors) <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) </div> </div>			

CITY OF SPOKANE
PARK BOARD RESOLUTION

WHEREAS, the City sold \$64.3 million of bonds to support redevelopment of Riverfront Park in Spokane, Washington, in 2015, and

WHEREAS, the proceeds from that bond sale have been substantially drawn down and will have been spent or encumbered in a timely manner as required by IRS Regulations and the Tax Certificate issued by the City, and

WHEREAS, the proceeds from the bonds were appropriately invested and Parks is now in possession of the earnings off of the bonds, which earnings must be expended properly, and

WHEREAS, the interest earnings off of these bonds must be spent in the same way that the proceeds from the bond sales themselves were to have been spent, and

WHEREAS, the interest earnings must be spent first on capital projects in Riverfront Park, but, if the Park Board certifies that all of those projects have been fully funded, then the Park Board may re-allocate the earnings to capital projects at other City Park properties, and

WHEREAS, all the capital projects identified for Riverfront Park have been fully funded by the proceeds from the bonds,

NOW, THEREFORE, the Park Board hereby resolves:

1. The capital projects identified as Riverfront Park Redevelopment projects to be funded by the 2015 Park Bond have been either completed or fully funded, and
2. Any remaining money from earnings from the bond proceeds may be expended on other capital projects within the Park system as approved by the Park Board.

DATED this _____ day of _____, 2020.

Park Board President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Resolution # _____

CITY OF SPOKANE
PARK BOARD RESOLUTION

A RESOLUTION to Separate Parks Division Capital Facilities Project Funds from
Parks Division General Operating Funds.

WHEREAS, in accordance with the Growth Management Act (“GMA”), the City of Spokane previously adopted ordinance No. C34747 requiring the creation and annual update of a City-Wide, Six-Year Capital Improvement Program (“CIP”), which consists of a six-year plan for financing capital facilities within projected funding capacities, clearly identifies sources of public money for such purposes, and is updated annually to address the subsequent six-year programming cycle for capital projects; and

WHEREAS, Parks and Recreation Division facilities are required to be included in the CIP; and

WHEREAS, the Parks Director desires to improve the Division’s ability to plan, implement, and track CIP projects, and has created the Parks Planning and Development Department specifically to plan and oversee implementation of Division CIP projects; and

WHEREAS, the Parks Director desires to improve the Division’s ability to plan and track the Division’s general operating costs; and

WHEREAS, the Division is actively engaged in updating the City-Wide Parks and Public Open Space Master Plan to determine capital facility and recreation program needs for the next six to ten years; and

WHEREAS, Division CIP project funds are currently combined with Division general operating funds, inhibiting the ability to accurately plan for, finance, and implement identified CIP projects; and

WHEREAS, the separation of Division CIP project funds from Division general operating funds provides the additional benefit of enhancing the accuracy of the Division’s general operating costs; and

WHEREAS, the separation of Division CIP project funds from Division operating funds improves the Division’s ability to wisely and efficiently plan, implement, and track CIP projects and enhances the accuracy of the Division’s CIP planning; and

WHEREAS, the Division cannot accurately plan for and finance CIP projects without both a long-range plan for those projects and a precise annual accounting of funds available for identified CIP projects; and

WHEREAS, financing CIP projects is uniquely different from financing general Division operations, as active projects often span multiple budget cycles, further necessitating the separation of general operating and capital facilities funds; and

WHEREAS, the use of strategic partnerships and alternative (non-Division) funds for Division CIP projects has increased significantly over the recent past and is anticipated to continue into the foreseeable future; and

WHEREAS, CIP projects utilizing strategic partnerships and alternative (non-Division) partnerships require start and stop Division funding flexibility to arrange simultaneous funding from all parties to successfully implement desired improvements; and

WHEREAS, the Park Board desires to invest its limited financial resources wisely and most efficiently to maximize funding opportunities by planning ahead to determine what capital facilities are necessary to maintain municipal levels of service, thus allowing the Parks and Recreation Division to prioritize projects, coordinate related projects, and apply successfully for a wide variety of funding sources including loan and grant opportunities;

NOW, THEREFORE,

BE IT RESOLVED by the City of Spokane Park Board that the Park Board resolves to amend the appropriate policies and procedures to separate Division capital facilities project funds from Division general operating funds and submit same to the Park Board for approval no later than the July 2020 meeting of the Park Board.

ADOPTED BY THE PARK BOARD ON _____

Park Board President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney