

SPOKANE PARK BOARD

Park Board Study Session – August 13, 2015, 3:55 P.M.
City Hall Conference Room 5A

NOTES

1. **Roll Call:** *Leroy Eadie*

Chris Wright, President; Susan Traver, Vice President; Leroy Eadie, Secretary; Ross Kelley, Ken Van Voorhis, Andy Dunau, Lauren Pendergraft, Nick Sumner, Ted McGregor, Tony Madunich, Carl Strong, Garrett Jones, Jason Conley, Jeff Bailey, Angel Spell and Sari Luciano.

2. **Discussion Items:**

- A. Cumulative Designated and Undesignated Reserve Funds and the Transfers from the Operating Budget – Sari Luciano went over the 1950 fund regarding the cumulative reserve with details for the transfers from the operating budget. Leroy gave examples of what is considered undesignated and designated. Ms. Luciano continued explaining that transfers out include \$327,000 to the cumulative reserve and is part of the operating budget; \$22,700 is transferred to special assessment per debt and goes back to a long term refund bond which matures in 2030. Mr. Eadie stated that one of the primary areas that these transfers are going into is the fleet replacement which will also include equipment. One challenge is getting a real clear inventory of all the vehicles and equipment and what the replacement schedules are. Angel Spell spoke on Urban Forestry, explaining the history and that now it is now a part of the Park Fund including fleet replacement. In the future, there will also be a new line item in the cumulative reserve account for replacement of turf.
- B. Location and Amount Revenue Stabilization Fund - Leroy Eadie led the discussion explaining that this \$300,000 fund does not show in the cumulative reserves but instead in the Park Fund, making it easier to access it without doing an Emergency Budget Ordinance (EBO). A policy has been created, addressing the use of and repayment of the Revenue Stabilization Fund.
- C. More detail and explanation on why the salary category increased in the 2016 budget – including funding for a Communications and Marketing Director – Leroy Eadie explained that the overall salary and wages went from \$1.3 up to \$1.7 an increase of approximately \$419,000. For 2016, the Marketing Communications Director is budgeted at \$96,000, and the Finance Director position was not included in the 2015 adopted budget but is included in the 2016 budget, (both positions budgeted to allow for step increases). The increase also includes Project employees associated with the Bond Project. Although Parks & Recreation will be reimbursed out of Bond dollars for project employees, they are included in the budget line item of salaries and wages for the 2016 budget. Regarding the Marketing Communications Director, the CEO has drafted a job description but has not moved on it, as Parks & Rec was holding off until an update on Nancy Goodspeed was clear. In the most recent update, Ms. Goodspeed is initially returning on a part time basis, but considerations for Outreach and the Parks & Recreation Advertising agency (contract expires at the end of this year so the RFQ will need to be ready) need to be kept mind. In this RFQ, the Outreach associated with the Bond and Marketing and Communications needs have been combined.

Additional discussion revolved around the pros and cons of such positions being exempt or classified.

- D. Explanation/discussion on Golf Fund Revenues – Leroy Eadie voiced two scenarios; one based on the improvement of Indian Canyon and believing the improved revenue trend to continue while the second acknowledges the improvement but sticking with the past revenue trend forward. Mr. Eadie believes the improved trend will continue but that there is one matter to consider and that is the RFQ going out for a new golf pro. Ms. Luciano spoke with regards to the numbers and looking at the historical actuals, trend line and 3 year average, she believes the lower 2016 revenue is still highly conservative. The other golf courses have been covering Indian Canyon for past several years but this year, it has not been the case. Ms. Luciano continued, reasoning that fees will be raised but that she’s still waiting for needed feed-back from the golf pros.

3. **Adjournment**

- A. The meeting adjourned at 5:00 p.m.
- B. Next Joint City Council/Park Board Study Session: September 10, 2015, 3:30 p.m. City Council Briefing Center.