



**BAINBRIDGE ISLAND METROPOLITAN PARK &  
RECREATION DISTRICT 2017 BUDGET**

**BOARD OF COMMISSIONERS**

Lee Cross

Ken Dewitt

Jay Kinney

Kirk Robinson

John T. Swolgaard

# Mission Statement

The mission of the Bainbridge Island Metropolitan Park & Recreation District is to build a healthy community through effective, sustainable stewardship of the District's parks and open space, and through the development and delivery of innovative cultural and recreation opportunities.

## District contact information

Administration Office: 7666 NE High School Rod

Bainbridge Island, WA 98110

(206) 842-2306

## BUDGET MESSAGE FROM THE EXECUTIVE DIRECTOR

It is my pleasure to present the District Budget for the 2017 calendar year. This budget reflects the District's ongoing commitment to providing excellent park and recreation services in a fiscally responsible and sustainable way.

### **2016 Accomplishments**

Three public meetings were held in 2016 to gather input from the community regarding what they would like to see at Sakai Park. Sakai Park is the District's newest park and was purchased in 2015. The meetings were well attended and resulted in a list of recommended uses for the park generated by the community. The District also put out a Request for Qualifications for a landscape architect to begin the process of planning the park.

A major renovation to Rotary Park was completed in 2016. This included two new ballfields and an inclusive barrier free playground called Owens Playground. This is the second barrier free playground in the Pacific Northwest and is extremely popular.

In response to community input, two self-contained bathrooms were installed, one at Hilltop Park and one at Hidden Cove Park. These bathrooms were designed and built by Park District staff.

The District had a hugely successful event in October, the Haunted Hayride at Battle point Park. The event had 1300 participants and was extended this year from two to three nights due to its popularity.

The District launched a new website in early August. The new design is much more user friendly and is compatible with mobile devices.

A new event is being held at Waterfront Park in December, called Winter Wonderland. This is a free event and will feature live reindeer, an ice sculpture and many family activities. The district partnered with the City of Bainbridge Island, Bainbridge Island Chamber of Commerce and Bainbridge Island Downtown Association to put on this event.

The District entered into an agreement with Kitsap County Humane Society to assist with lease law education and enforcement. Several free classes were held by the District for dog owners and an intensive and successful education program was launched.

### **2017 Financial Outlook**

Throughout the year, the District continually assesses current and future needs while implementing a fiscally sound and sustainable budget model.

The District is budgeting in 2017 an 11% increase in tax revenue. The operations portion of the increase is \$108,299 and the lid lift portion is \$393,000 allowing us to increase budget funding for acquisition and development of parks. Acquisitions will focus on the trail easements needed to continue moving towards an integrated trail system on Bainbridge Island. The projects planned for development are delineated below and are part of our Capital Improvement Fund.

Recreation classes continue to grow and develop. Program revenue is projected to increase by 2% in 2017, representing a slight fee increase as well as projected growth in participation.

Rental revenue is projected to increase by 3%, representing a concentrated effort by the District to increase the number of rentals for each facility.

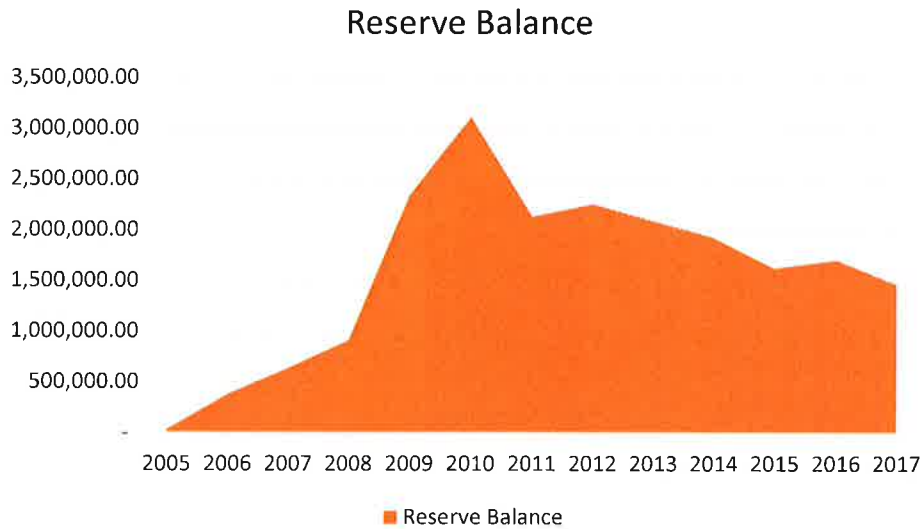
Finally, donations in the General Fund are projected to decrease slightly. Some of the projects partially funded by donations are:

- Vault mats and balance beam for the Gymnastics Program
- Large inflatable movie screen for the free summer movies in the park
- Boston Whaler (Safety Boat) for the District Sailing Program
- Drinking fountains at the Aquatics Center
- Self-contained bathroom at Gazzam Park

The District partners with many different agencies on various projects. Some of our partners are Rotary Club, Bainbridge Island Parks Foundation, PSE, Virginia Mason, Harrison Hospital and the State of Washington.

As programs increase, trails expand, and the District accepts new properties, the need for additional personnel increases as well. The 2017 budget reflects an increase in full time staff of approximately 1 FTE. These positions will include a Volunteer Specialist and an increase in custodial staff. The budget also reflects small increases in part time personnel in various areas of the organization.

A healthy reserve balance is necessary to ensure the financial health of the District. The 2017 budget reflects a balanced budget with a small addition of approximately \$16,000 to the reserve balance. The District currently has 2.5 months of operation expenses held in reserves which is approximately \$1,400,000. Throughout the year, the balance in the general fund will fluctuate but due to revenue projections is not anticipated to fall below \$1,200,000.



## CAPITAL IMPROVEMENT PROJECTS FOR 2017

### CIP 2017 Projects

#### GENERAL FUNDING

|                                   |                   |                         |
|-----------------------------------|-------------------|-------------------------|
| Aquatics Fire System              | 30,000.00         |                         |
| Aquatics Filtration System        | 11,000.00         |                         |
| Aquatics -Nakata Pool Deck Floors | 65,000.00         |                         |
| Contingency                       | 10,500.00         |                         |
| District Security                 | 5,000.00          |                         |
| Fay Electrical                    | 20,000.00         | carry forward from 2016 |
| Gideon House                      | 12,000.00         |                         |
| Hidden Cove                       | 50,000.00         | carry forward from 2016 |
| Sands Irrigation                  | 5,000.00          |                         |
| Seabold Septic                    | 30,000.00         |                         |
| <b>TOTAL GENERAL FUNDING</b>      | <b>238,500.00</b> |                         |

**LID LIFT FUNDING**

|                                |                   |
|--------------------------------|-------------------|
| Aquatics Ray Feasibility Study | 10,000.00         |
| Asphalt Improvement            | 34,000.00         |
| Dump Station (Fay)             | 10,000.00         |
| Fay Cabins                     | 19,200.00         |
| Fay Bathroom                   | 20,000.00         |
| Fort Ward Barracks Assessment  | 5,000.00          |
| Hidden Cove Dock               | 190,000.00        |
| Kids Up Phase 1                | 20,000.00         |
| Prus and ICH Floors            | 3,800.00          |
| Restroom Installation          | 10,000.00         |
| Rotary Irrigation/Landscaping  | 15,000.00         |
| Trail Upgrades and Renovation  | 10,000.00         |
| <b>TOTAL LID LIFT FUNDING</b>  | <b>347,000.00</b> |

**OTHER FUNDING**

|  |                     |                  |
|--|---------------------|------------------|
| Blakely Harbor Park Study (Jetty Bridge) | Various             | 354,000          |
| Blakely Phase 2                          | Park Foundation     | 100,000          |
| Blakely Phase 3                          | Park Foundation     | 50,000           |
| Hidden Cove Dock                         | RCO/Park Foundation | 360,000          |
| Intern House Energy Improvements         | Grant               | 5,000            |
| Sakai - Concept Plan                     | 2015 Bond           | 70,000           |
| Sakai-Improvements                       | 2015 Bond           | 70,000           |
| Train                                    | Private Donations   | 50,000           |
| <b>TOTAL OTHER FUNDING</b>               |                     | <b>1,059,000</b> |

2017 marks a year of continued dedication to serving the needs of our community. Thank you to everyone who shared their vision and ideas for the future.



Terry Lande  
Executive Director

## **GENERAL INFORMAITON**

### **Staff Organization**

The total number of full time employees projected for 2017 is 40. There are also 4 regular part time employees. Regular part time employees receive the same benefits of full time and work approximately 1700 hours per year versus 2080 hours worked by full time staff. (See attached organizational charts). The District also employs between 100 and 180 part time employees throughout the year.

### **2017 Budget Process**

September 22, 2016: Preliminary budget discussions at board meeting

October 20, 2016: Budget presentation at board meeting

November 3, 2016: First reading of the 2017 proposed budget

November 17, 2016: Second and final reading of the 2017 proposed budget

### **District Funds**

The district uses the cash basis form of accounting and fund accounting. Fund accounting emphasizes accountability versus profit and ensures that money collected for a special purpose is spent for the intended purpose. A brief explanation of each fund follows:

#### General Fund:

The general fund is the operating fund of the District. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

#### Capital Improvement Fund:

These funds account for financial resources which are designated for the acquisition, improvement or construction of general capital projects.

#### Bond Redemption Fund:

These funds account for the accumulation of resources to pay principal, interest and related cost on general long-term debt.

#### Field Turf Replacement Fund

These funds account for the accumulation of resources to conduct major maintenance and for future replacement of the Turf Fields.

Land Acquisition Fund:

This fund is designated by the board to account for financial resources which are designated for the acquisition of land for use in the furtherance of the Districts purpose.

**The District has the following fiduciary fund:**

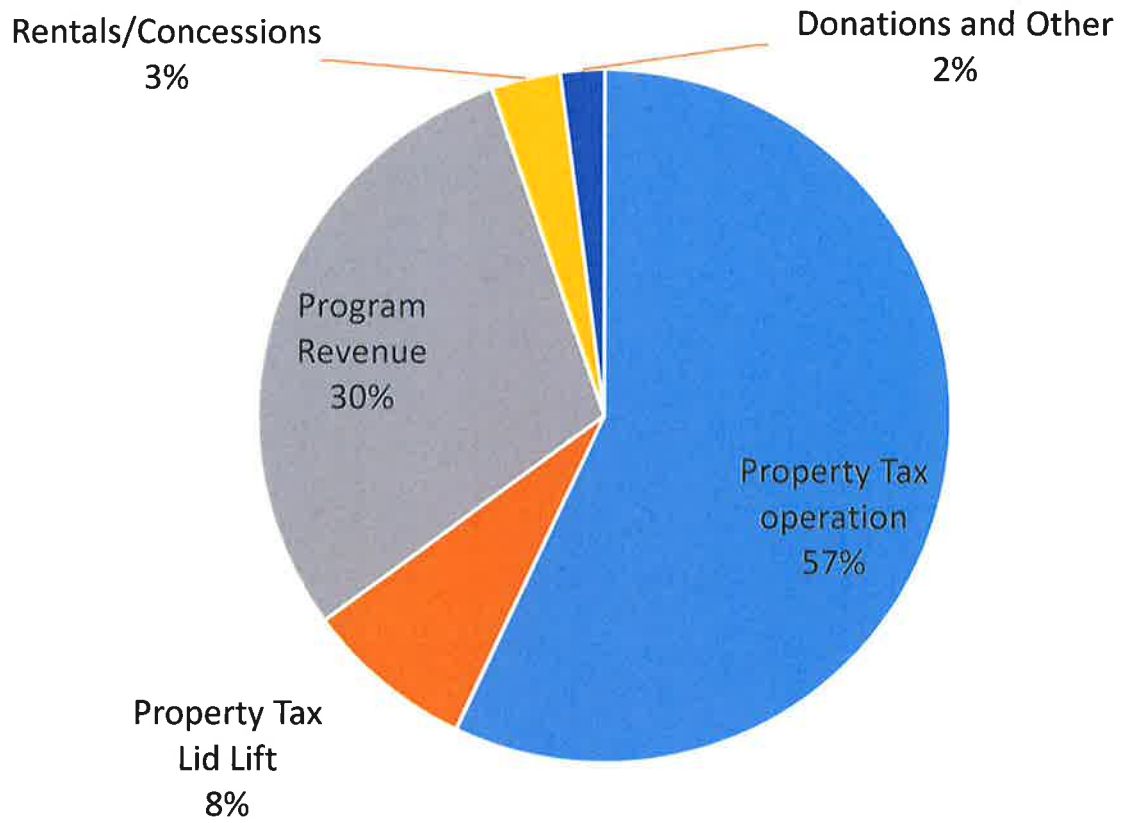
Deposit Fund:

Fund 94954 was designated by the board to place deposits paid to the Park District by the caretakers living at various parks.

## BUDGET INFORMATION

| General Fund Revenue/Resources | 2015         | 2016<br>Budgeted | 2017<br>Budgeted |
|--------------------------------|--------------|------------------|------------------|
| Beginning Cash                 | 1,735,107.74 | 1,691,123.00     | 1,425,876.00     |
| Property Tax operation         | 4,276,240.00 | 4,494,746.00     | 4,603,045.00     |
| Property Tax Lid Lift          | -            | 244,158.00       | 637,384.00       |
| Program Revenue                | 2,329,785.67 | 2,342,945.00     | 2,400,140.00     |
| Rentals/Concessions            | 245,982.89   | 253,180.00       | 261,700.00       |
| Donations and Other            | 177,021.00   | 266,342.00       | 167,950.00       |
| Total Resources                | 8,764,137.30 | 9,292,494.00     | 9,496,095.00     |

## Breakdown of Revenue for 2017 – General Fund





## General Fund Revenue less Expenses by Division-2017 Budget

### Tax Revenue

|                         |                     |
|-------------------------|---------------------|
| Tax - Operations        | 4,603,045.00        |
| Tax -Lid Lift           | 637,384.00          |
| Interfund Transfers Out | <u>646,220.00</u>   |
| <b>Total</b>            | <b>4,594,209.00</b> |

### Administrative Division

|                   |                       |
|-------------------|-----------------------|
| Revenue           | 104,550.00            |
| Expenses          | <u>1,873,602.00</u>   |
| <b>Difference</b> | <b>(1,769,052.00)</b> |

### Park Services Division

|                   |                       |
|-------------------|-----------------------|
| Revenue           | 189,100.00            |
| Expenses          | <u>1,706,174.00</u>   |
| <b>Difference</b> | <b>(1,517,074.00)</b> |

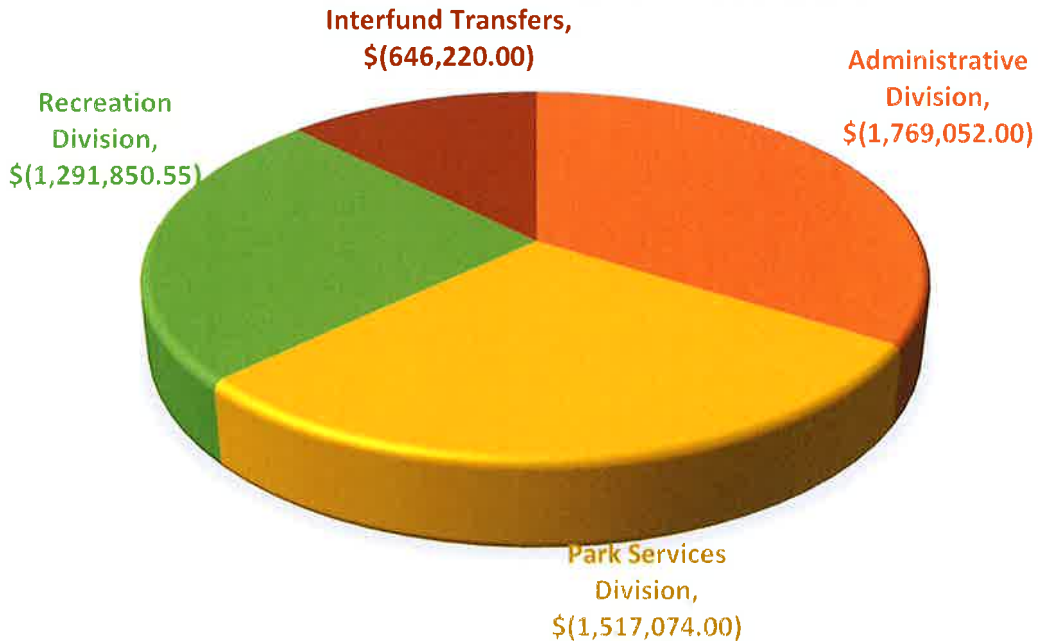
### Recreation Division

|                   |                       |
|-------------------|-----------------------|
| Revenue           | 2,536,140.45          |
| Expenses          | <u>3,827,991.00</u>   |
| <b>Difference</b> | <b>(1,291,850.55)</b> |

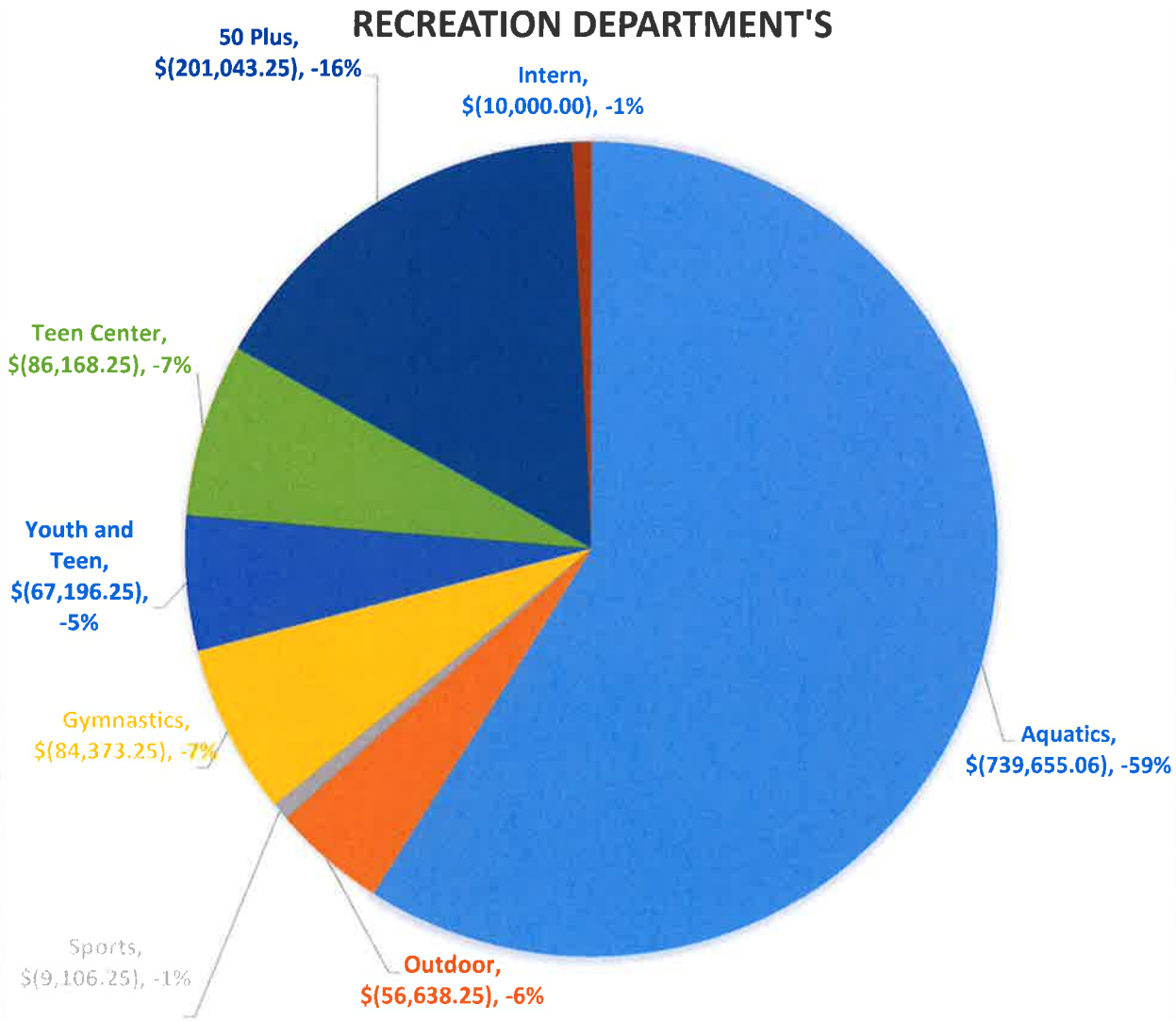
### Excess/Deficit

|                  |
|------------------|
| <b>16,232.45</b> |
|------------------|

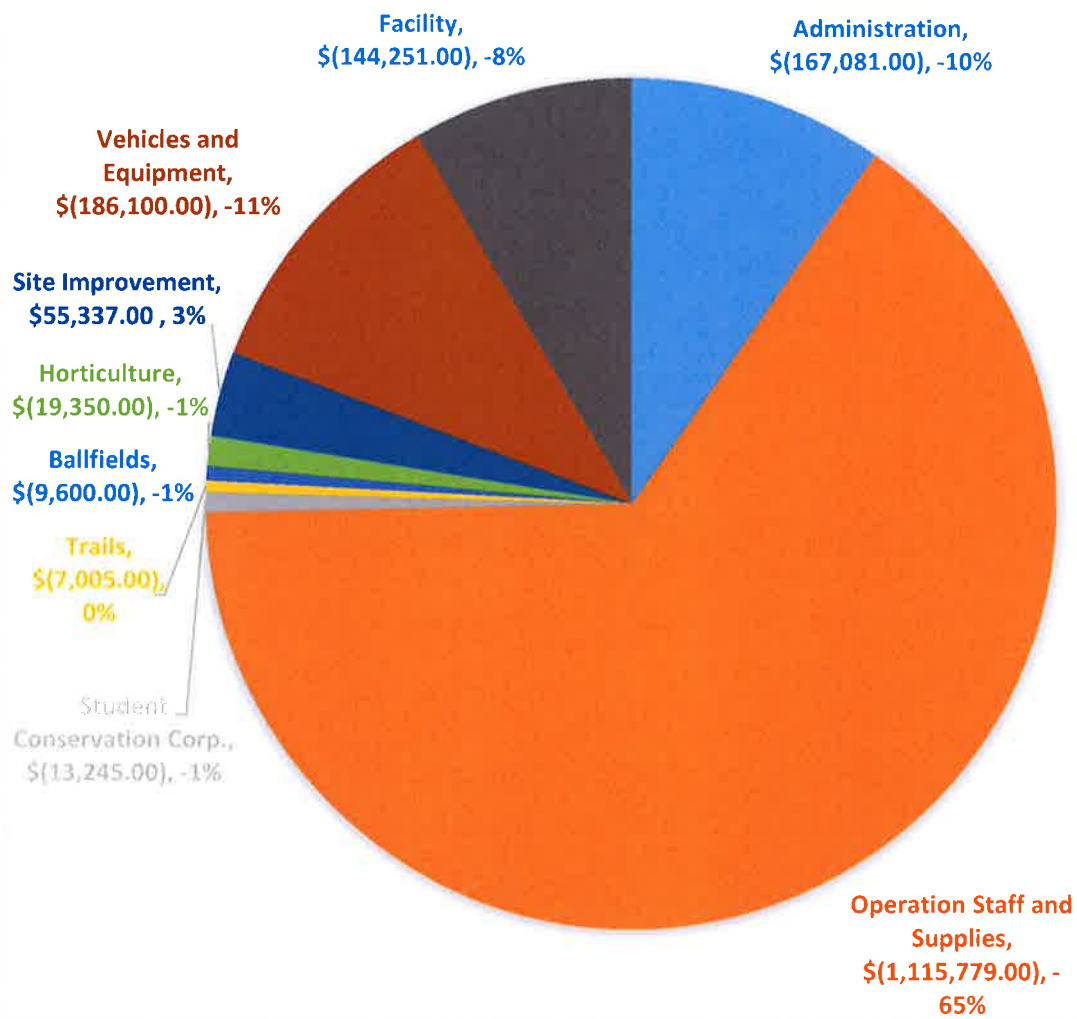
### REVENUE LESS EXPENSES BY DIVISION



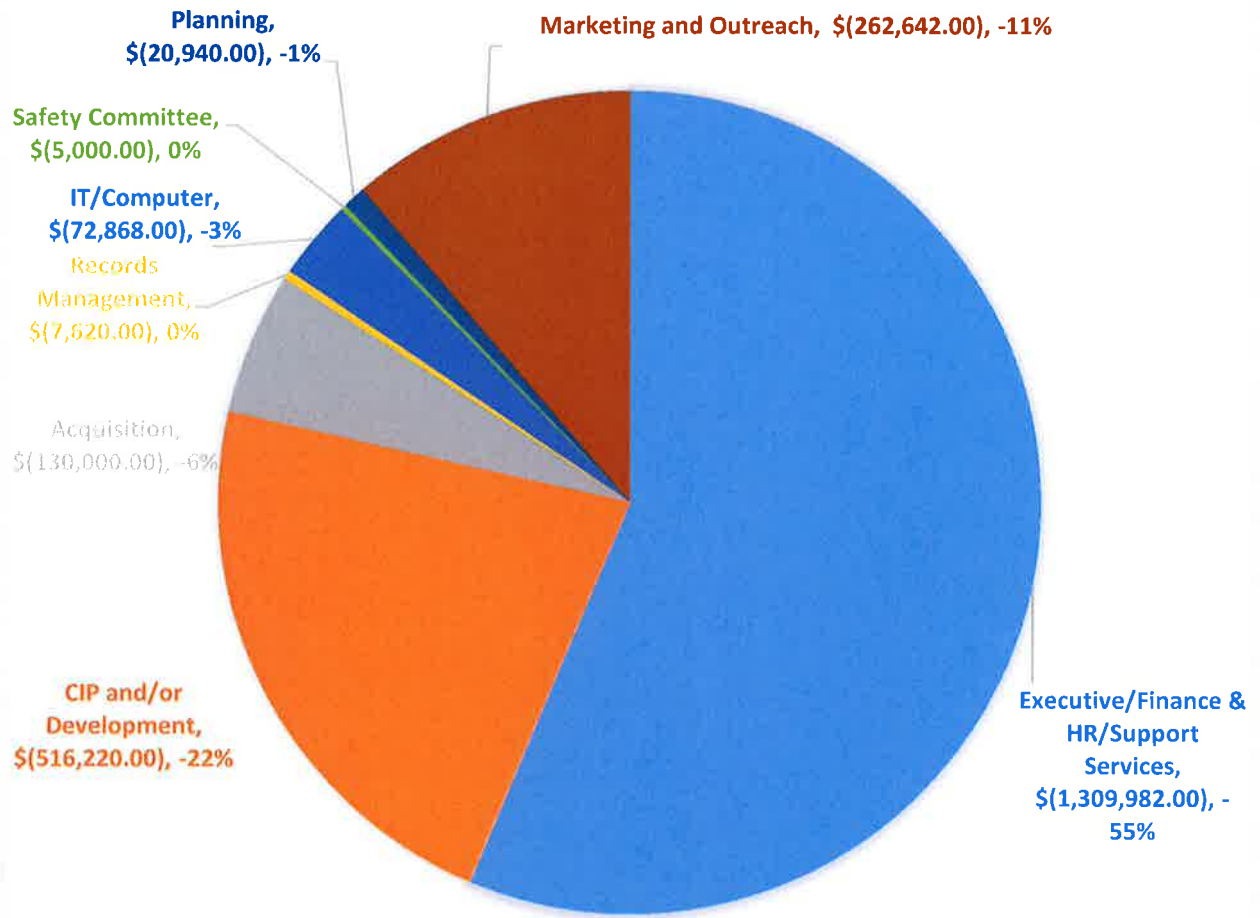
# Revenue less expenses by department- 2017 Budget:



## PARK SERVICES



# ADMINISTRATION



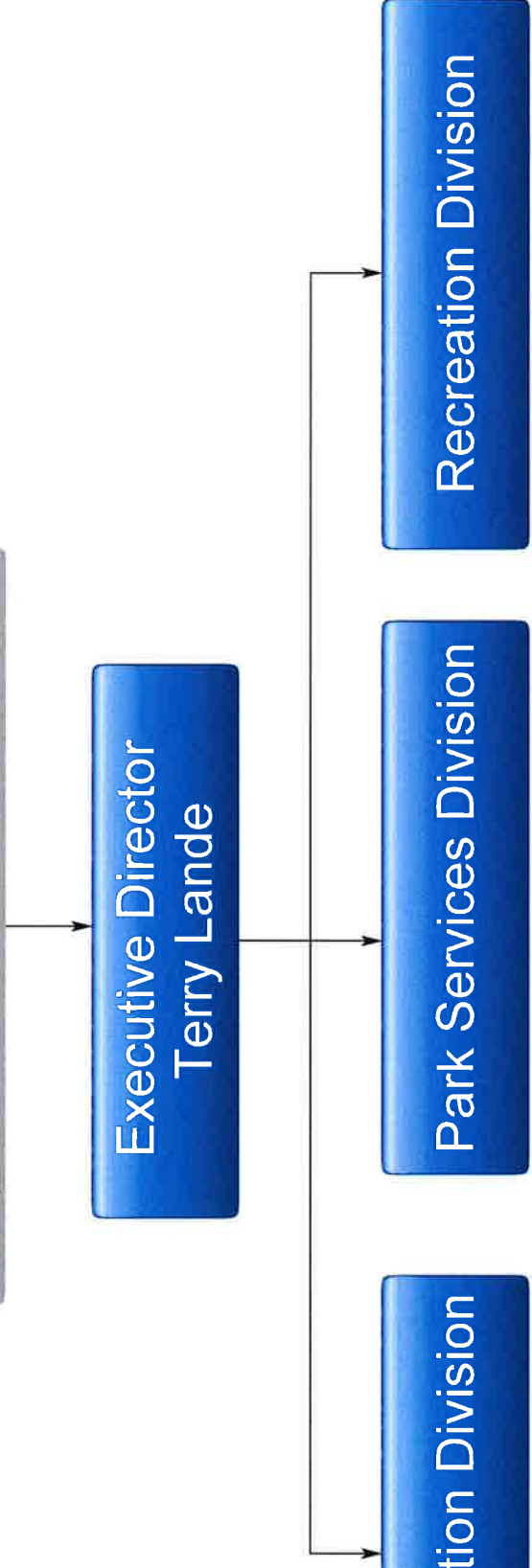
**Bainbridge Island Metro  
Park and Recreation  
District  
Board of Commissioners**

**Executive Director  
Terry Lande**

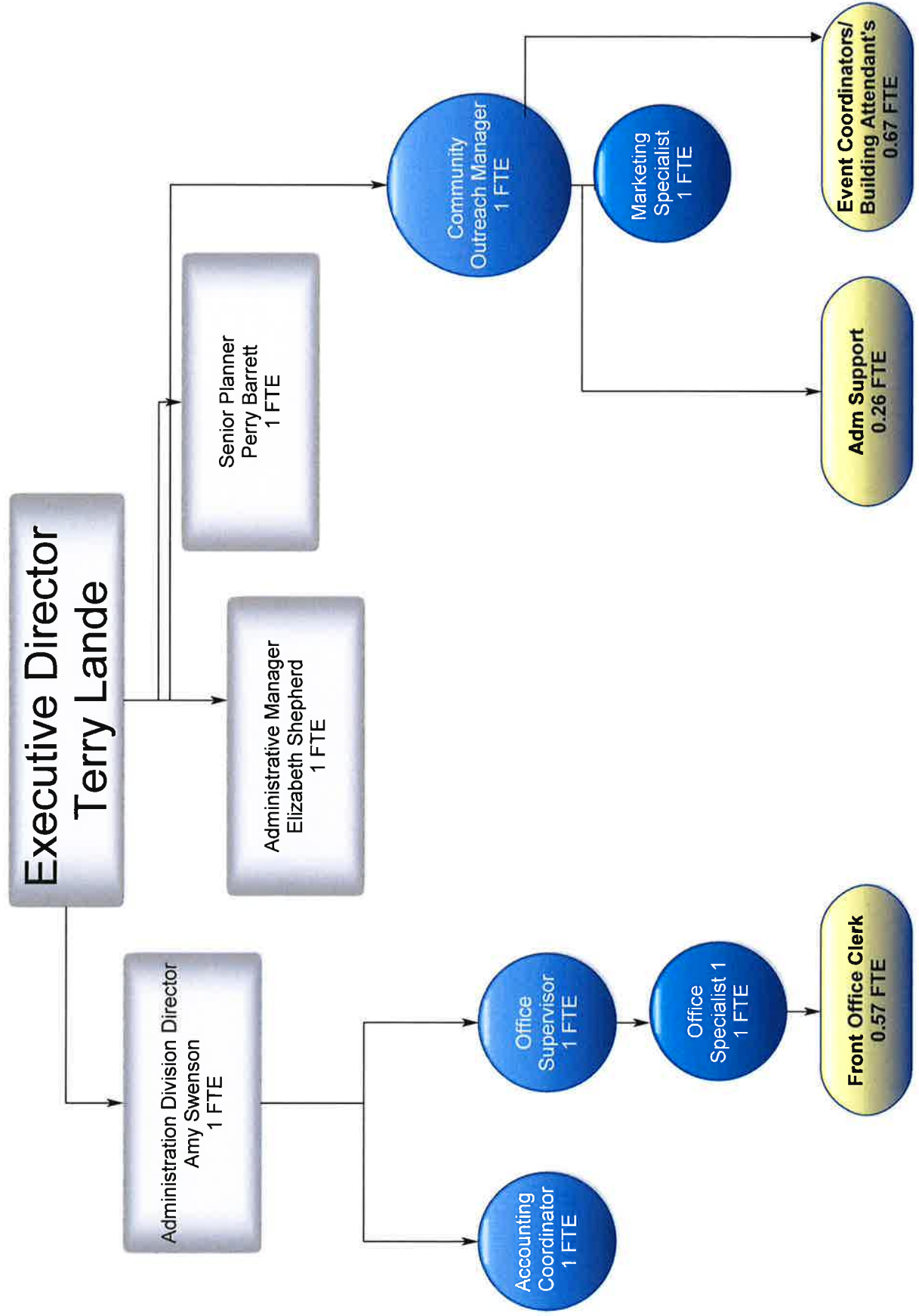
**Administration Division**

**Park Services Division**

**Recreation Division**



# Administrative Division Organization Chart



# Park Services Division

Executive Director  
Terry Lande

Park Services Division  
Director  
Dan Hamlin 1 FTE

Facility and  
Maintenance  
Manager  
1 FTE

Horticulture  
Manager  
1 FTE

Park  
Structures  
and Trails  
Manager  
1 FTE

Maintenance  
Coordinator  
1 FTE's

Maintenance 1  
2 FTE's

Maintenance  
Coordinator  
1 FTE's

Maintenance 1  
3 FTE's

Maintenance  
Coordinator  
3 FTE's

Maintenance 1  
1 FTE's

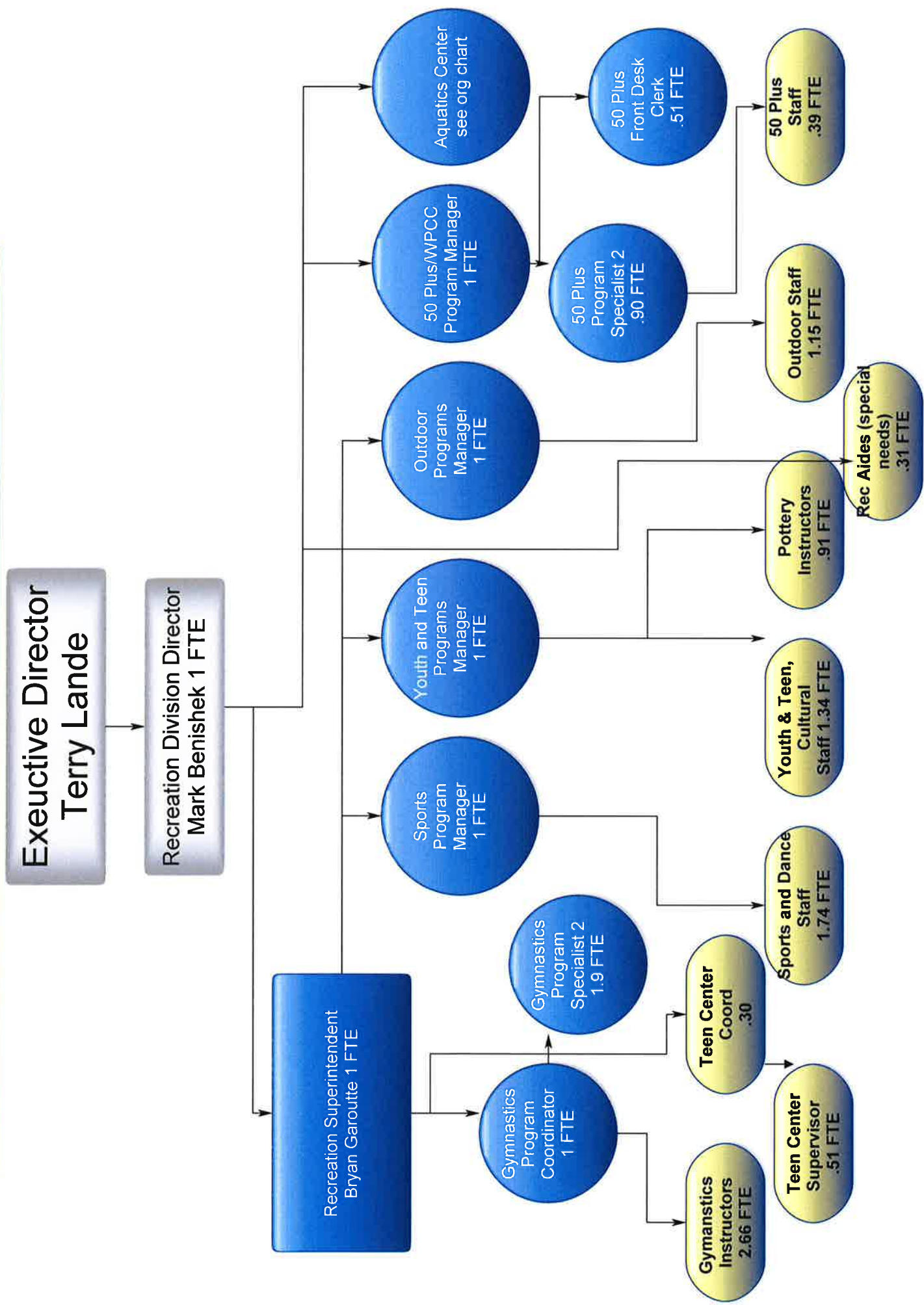
Maintenance  
Coordinator  
Fay  
.7 FTE

Senior Park Aid's  
.7 FTE

Senior Park Aid's  
1.48 FTE

Senior Park Aid's  
2.15 FTE

# Recreation Division Organization Chart





# Aquatics Center Organization Chart, Recreation Division

