

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**WORK SESSION OCTOBER 18, 2018**

**STRAWBERRY HILL CENTER**

**WORK SESSION TOPIC: 2019 BUDGETS**

**CALL TO ORDER:** A quorum being present, the work session was called to order at 6:44 pm by Chair Jay Kinney.

**BOARD MEMBERS PRESENT:** Lee Cross, Ken DeWitt, Jay Kinney, Tom Swolgaard. Absent: Michael Pollock.

General Fund Budget: Administrative Division Director Amy Swenson reviewed the draft budget for 2019 saying revenues and expenses are up, and a balance of \$1.8 million is anticipated to be in reserves at the end of 2018. The goal for reserves is \$1.5 million. The reserve fund is drawn against each year to pay for operations until tax revenues come in as well as during economic downturns. Because of the reserve fund, the Park District does not need to borrow to pay operational expenses each year until tax revenues come in and there was no deficit spending during the last recession. Over and above the anticipated reserve fund of \$1.8 million, the draft 2019 budget shows a surplus of approximately \$126,000 (less approximately \$15,000 in expenses that have since been identified). The surplus is due to four persons retiring and the decision to not replace two of these positions with full-time employees, but to instead re-organize the District. An example of this is, moving customer service down to the Aquatic Center which has extended hours and is staffed during evenings and weekends. Program revenues are expected to increase significantly due in part to using fewer contract instructors and running more programs with Park District employees. Campground revenues will go up at Fay Bainbridge Park with three new cabins and electricity now available at many of its campsites. Health insurance benefits will increase by 3%, negotiated down from 7%. Work on updating the Park District's comprehensive plan will begin in 2019 with minimal costs expected since it will be done in-house. Payroll costs include step increases, and a proposed cost of living increase of 3% for exempt employees and 4% for non-exempt employees. Input provided by the board included the following: 1) Set aside the \$126,000 surplus amount so it can be used if something comes up; 2) Research a possible 5% cost of living increase, since the 3/4% proposed is not keeping up, and it will also be more difficult to attract new employees when staff retires if the District is not current; 3) Provide a comparison of past cost of living increases given by the District; 4) Bring back the reserves slide shown at the last board meeting; 5) Be aware that the reserve fund might need to be tapped into in the future if there is an economic downturn; 6) Include more funds for the Student Conservation Corps Program so it can expand and provide more opportunity for kids to work outside; 7) Provide an estimate of approximately how many visits are made to the Aquatic Center each year; 8) Provide totals for each department, including a bottom line for the Aquatic Center. When asked how much the Aquatic Center is subsidized each year by the Park District, Executive Director Terry Lande said it was approximately \$600,000 each year. He said he and Amy Swenson met with Commissioner Pollock to go over the budget before the board meeting and Commissioner Pollock observed that the pool subsidy is approximately \$50/year for every household on the island.

Land Acquisition Fund Budget: Administrative Division Director Amy Swenson said this budget proposes a transfer of \$110,000 in lid lift funds from the General Fund into the Land Acquisition. A portion of these funds will be used to make the final payment to the Boys & Girls Club for the multi-purpose room at the Nakata pool.

Capital Improvement Fund: Proposed projects for the 2019 Capital Improvement Fund budget were presented line by line by Recreation Division Director Mark Benishek and Park Services Director Dan Hamlin. Some of the improvements proposed for the Aquatic Center include refinishing the slide, work on the stairwell, and replacing the doors and diving board stand. Some of the other proposed park improvements include: a picnic shelter at Rotary Park, renovation of the

Battle Point picnic shelter, replacing the Mini-Gym roof, another cabin at Fay Bainbridge Park, parking at Gazzam Lake Nature Preserve, a restroom at Schel Chelb Park, and signage/materials to delineate an off-leash dog area at Pritchard Park. Projects that involve donations and funds from other sources include: a renovation of the KidsUp playground, replacing the playground at Fay Bainbridge Park, picnic area overlooking the bluff at Pritchard Park, improvements at Williams-Olson Park, a sand volleyball court at Fay Bainbridge Park, and a footbridge spanning the jetties at Blakely Harbor Park. Commissioner Kinney said he would love to see a shelter and pavers in front of the snack shack at the SH Park ballfields so there is a place for people to get out of the rain.

Turf Field Replacement Fund: Revenue from the artificial turf field rentals goes into this fund and is used for maintaining the fields. A surplus of \$5000 is anticipated that will go towards replacement of the turf sometime in the future.

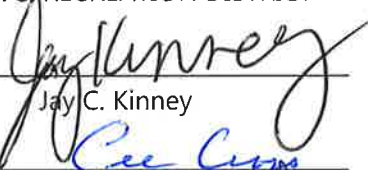
A slide for long term debt showed that the bond which funded the Aquatic Center will be paid off this year in 2018. The only bond the Park District is now paying on is the bond for Sakai Park. The other item included in the Park District's long term debt is a new required line item that shows the total amount employees have accrued in vacation and sick leave.

The Board commended Amy Swenson and staff for a well thought out budget. The budget schedule remaining was laid out as follows: November 1, 2018: first reading of the completed budget (minimal changes); November 15, 2018: second reading and adoption.

**WORK SESSION ADJOURNED** at 7:48 pm.

Elizabeth R. Shepherd  
Terry M. Lande  
BAINBRIDGE ISLAND METROPOLITAN  
PARK & RECREATION DISTRICT

BY:

  
Jay C. Kinney

BY:

  
Lee Cross

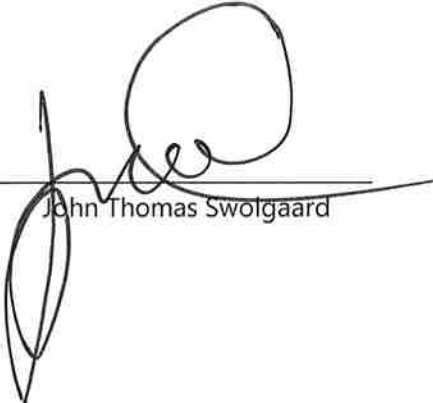
BY:

  
Michael Pollock

BY:

  
Kenneth R. DeWitt

ATTEST:

  
John Thomas Swolgaard