



**BAINBRIDGE ISLAND METROPOLITAN PARK &
RECREATION DISTRICT 2019 BUDGET**

BOARD OF COMMISSIONERS

Lee Cross

Ken Dewitt

Jay Kinney

Michael Pollock

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

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Bainbridge Island, WA 98110

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BUDGET MESSAGE FROM THE EXECUTIVE DIRECTOR

It is my pleasure to present the District Budget for the 2019 calendar year. This budget reflects the District's ongoing commitment to providing excellent park and recreation services in a fiscally responsible and sustainable way.

2018 Accomplishments

The next phase of development began on Sakai Park, the District's newest park by launching a capital and operational study on the Sakai Park concept plan. In addition, a feasibility study was started on the Bainbridge Island pool replacement options.

A third cabin was built at Fay Bainbridge Park with recycled materials from the Williams-Olson Park caretaker residence. There are now 3 cabins available for rent at the Park and they have become extremely popular.

The District had a hugely successful event in October, the Haunted Hayride at Battle Point Park. The event had over 1500 participants and was completely sold out.

New customer service operations are being implemented as the District continues to work on best practices for excellent customer service. Starting in December all customer service will be handled at the Bainbridge Island Metropolitan Park & Recreation District's Aquatic Center. This provides customers with longer office hours during the week as well as weekend hours.

A major project took place at Hidden Cove Park. The old dock was replaced with a new larger and accessible dock. This culminated in the early summer after over two years of planning. The project was funded by the District, the Bainbridge Island Parks Foundation and a State RCO grant.



Hidden Cove
Dock-2016



Hidden Cove
Dock - 2019

2019 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 a 2% increase in tax revenue for 2019. The operations portion of the increase is approximately \$108,000 and the lid lift portion is approximately \$7,000. The total lid lift funding for 2019 is \$651,198. 75 percent of the lid lift funds are used to fund 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 2019, representing a slight fee increase as well as projected growth in participation.

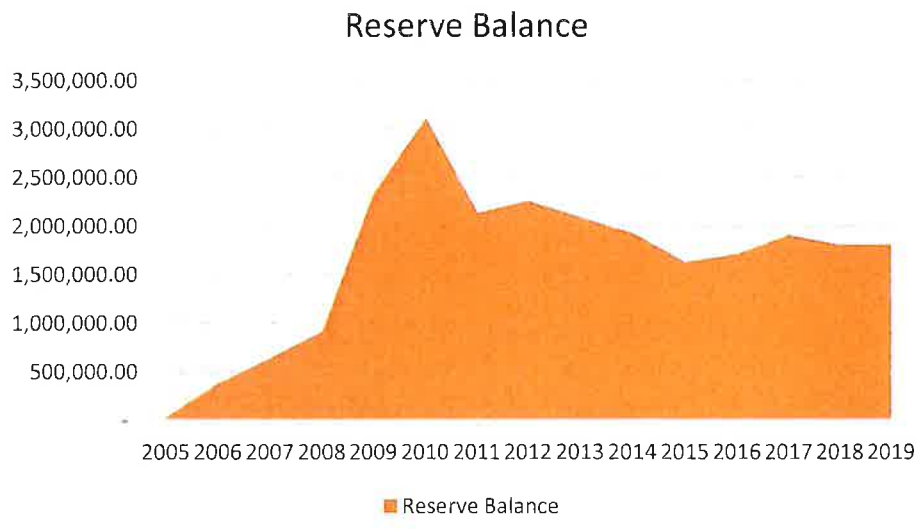
Finally, donations in the General Fund are projected to increase. Some of the projects partially and/or potentially funded by donations or grants are:

Grantor	Amount	What
BI Park Fdn	3,500.00	Water fountains
BI Park Fdn	13,000.00	Sailing fleet
BI Park Fdn	4,259.00	Diving Stand
BI Park Fdn	6,000.00	Student Cons. Corps
BI Park Fdn	14,000.00	Trails Crew
BI Rotary Club	4,000.00	AED
BI Rotary Club	15,000.00	Boats
BI Rotary Club	4,000.00	Rotary Cent Electrical
BI Rotary Club	11,000.00	Bars/Mats
BICGF	7,500.00	Sailing fleet
NW Maritime	3,500.00	Sailing fleet

The District partners with many different agencies on various projects. Some of our partners are Rotary Club, Bainbridge Island Parks Foundation, Puget Sound Energy, and the State of Washington.

The District is budgeting for a 6% COLA for all non-exempt staff and 5% for exempt staff. Health insurance cost continue to increase; however, 2019 premiums will only be 3% higher than 2018.

A healthy reserve balance is necessary to ensure the financial health of the District. The 2019 budget reflects a balanced budget. The District currently has 3.5 months of operation expenses held in reserves which is approximately \$1,800,000. 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 2019

Project	Funding	Amount	Notes
Aquatic Door Replacement	General Fund/Lid Lift	12,000.00	
Aquatics - Wall Divider Nakata	General Fund/Lid Lift	10,000.00	
Aquatics Nakata Slide	General Fund/Lid Lift	29,000.00	
Aquatics Stairwell	General Fund/Lid Lift	45,000.00	
Aquatics Dive Board Replace	General Fund/Lid Lift	4,250.00	4,250 funding from BI Parks Fdn
Aquatics Center Landscape	General Fund/Lid Lift	5,000.00	
Battle Point Picnic Shelter Renovation	General Fund/Lid Lift	15,000.00	
Battle Point Green House	General Fund/Lid Lift	10,000.00	
Cave Property Improvements	General Fund/Lid Lift	25,000.00	Plus 50K other funding
Cave House Renovation	General Fund/Lid Lift	50,000.00	
District Irrigation	General Fund/Lid Lift	10,000.00	
Drinking Fountain-Parks	General Fund/Lid Lift	7,000.00	
Fay Hillside barrier	General Fund/Lid Lift	10,000.00	
Fay Campground Software	General Fund/Lid Lift	18,000.00	
Fay Playground	General Fund/Lid Lift	50,000.00	Plus 70K other funding
Fay Cabin #4	General Fund/Lid Lift	19,500.00	
Gazzam parking	General Fund/Lid Lift	19,000.00	
Planning	General Fund/Lid Lift	25,000.00	
Mini Gym Roof	General Fund/Lid Lift	50,000.00	
Park Amenities	General Fund/Lid Lift	5,000.00	
Pritchard Off Leash	General Fund/Lid Lift	10,000.00	
Rotary Ballfield drainage	General Fund/Lid Lift	10,000.00	30K other funding
Rotary Picnic Shelter	General Fund/Lid Lift	40,000.00	
Schel Chelb Restroom	General Fund/Lid Lift	14,000.00	
Straw Hill Admin Kitchen	General Fund/Lid Lift	5,000.00	
Trail upgrades and renovation	General Fund/Lid Lift	10,000.00	
Trail Head Kiosk - 3 per year	General Fund/Lid Lift	7,500.00	
Transmitter/BHS - Drinking Foundations	General Fund/Lid Lift	3,000.00	3,500 funding from BI Parks Fdn
Blakely Jetty Bridge	Donations	335,000	
	Grant/Donations/BI		
Blakely Phase 2	Parks Foundation	30,000	
Cave Property Improvements	Donations	50,000	
	Grant/Donations/BI		
Fay Volleyball Court	Parks Foundation	44,000	
	Grant/Donations/BI		
Kids Up Renovation	Parks Foundation	500,000	
	Grant/Donations/BI		
Moritani Habitat	Parks Foundation	10,000	
Playground Improvements-Fay	Donation	70,000	
Pritchard	Grant/Donations/BI P	100,000	
Sakai Park Trails	Bond Funds	12,000	
	Grant/Donations/BI		
Williams Olson Park	Parks Foundation	120,000	

2019 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 INFORMATION

Staff Organization

The total number of full-time employees projected for 2019 is 39. There are also 4 regular part time employees. Regular part time employees receive the same benefits as 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.

2019 Budget Process

October 4, 2018	2019 Budget goals
October 18, 2018	Budget work session
November 1, 2018	Budget first reading
November 15, 2018	Budget second reading and adoption

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.

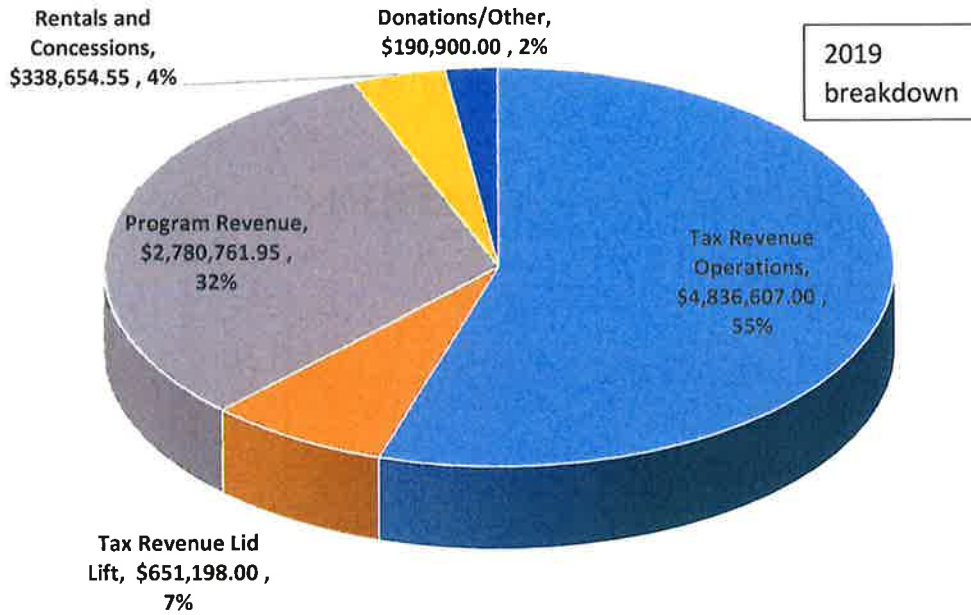
BUDGET INFORMATION

General Fund Budget Overview

	Budget	
	01/19 - 12/19	
Beginning Cash Balance	\$	1,800,000.00
<u>Revenue</u>		
Tax Revenue Operations	\$	4,836,607.00
Tax Revenue Lid Lift	\$	651,198.00
Administration	\$	47,850.00
Park Services	\$	282,400.00
Recreation	\$	2,980,066.00
Total Revenue	\$	8,798,121.00
<u>Expenses</u>		
Administration	\$	1,981,996.00
Interfund Transfers	\$	656,898.00
Park Services	\$	2,024,077.00
Recreation	\$	4,135,150.00
Total Expenses	\$	8,798,121.00
Excess or (Deficiency)	\$	-
Estimated Ending Cash	\$	1,800,000.00

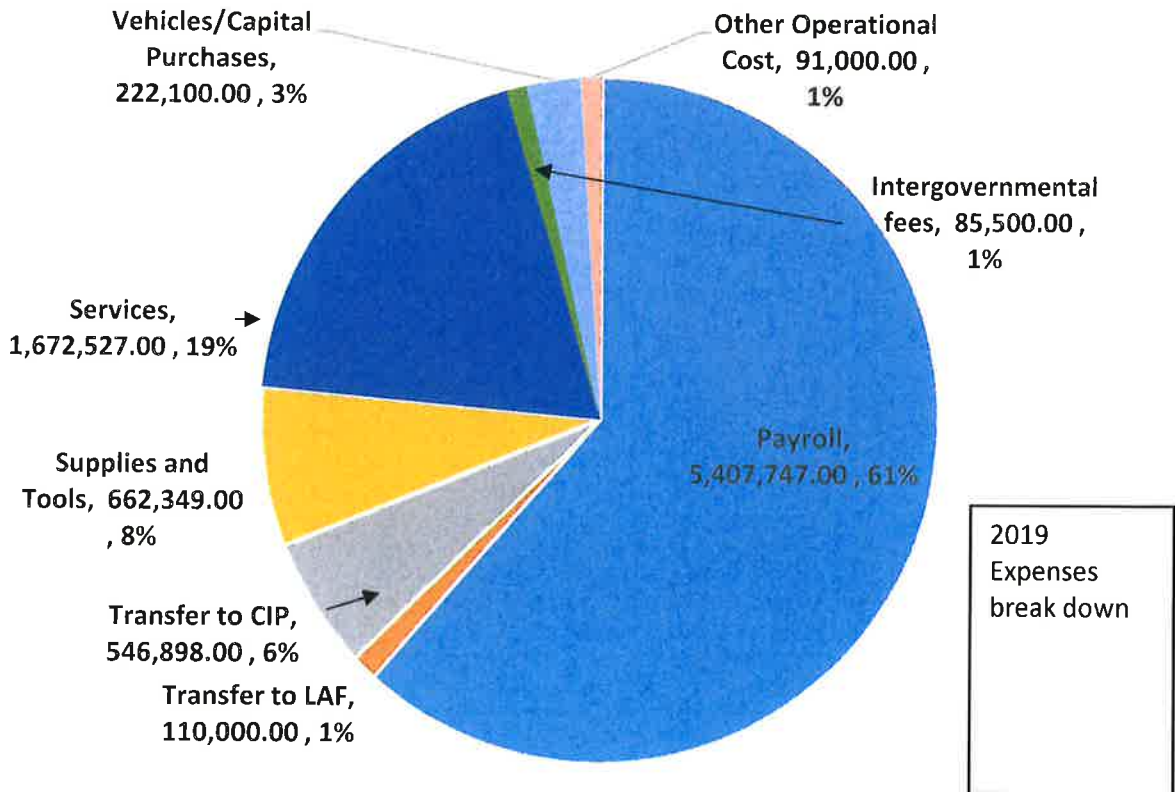
Breakdown of Revenue for 2018 and 2019 – General Fund

	2018	2019	\$ Difference	% Difference
Tax Revenue Operations	4,735,543.00	\$ 4,836,607.00	101,064.00	2%
Tax Revenue Lid Lift	643,722.00	\$ 651,198.00	7,476.00	1%
Program Revenue	2,732,293.98	\$ 2,780,761.95	48,467.97	2%
Rentals and Concessions	295,029.00	\$ 338,654.55	43,625.55	15%
Donations/Other	90,950.00	\$ 190,900.00	99,950.00	110%
Total	8,497,537.98	8,798,121.50	300,583.52	4%



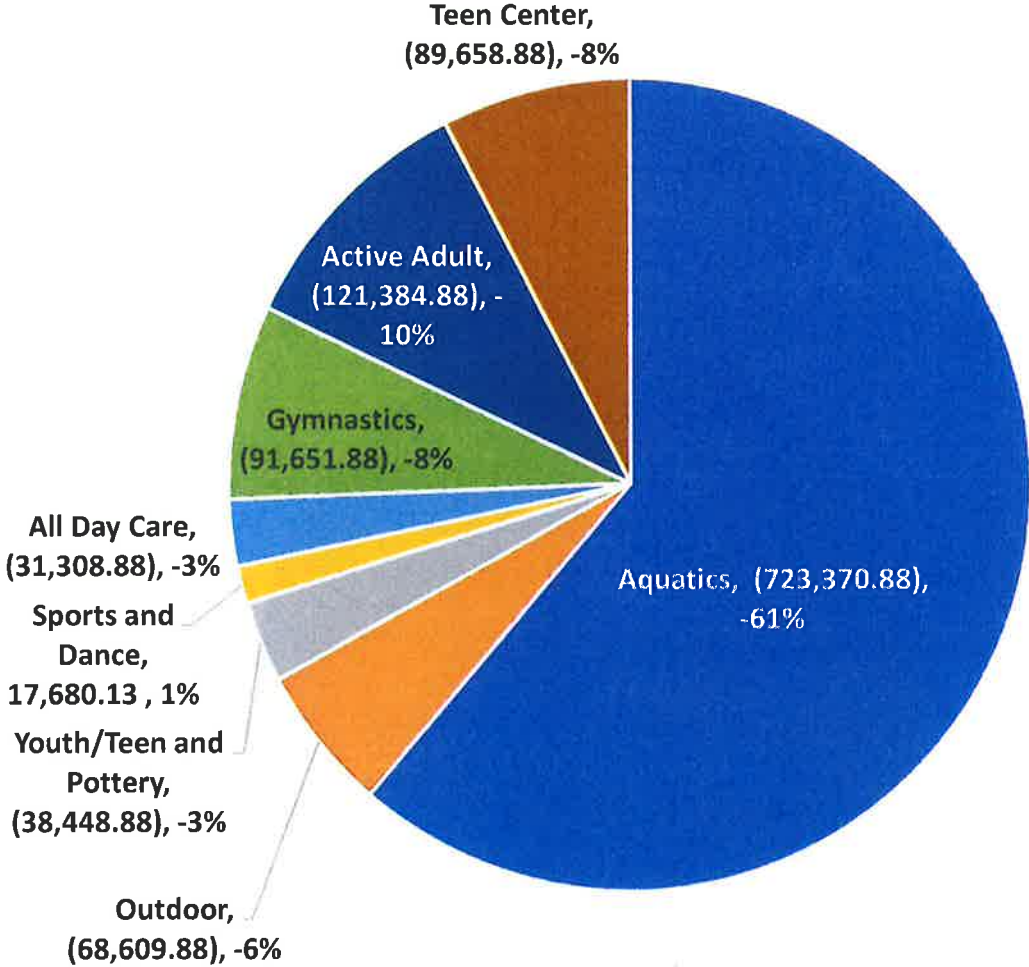
Break down of expense for 2018 and 2019 General Fund

	2018	2019	Difference \$	Difference %
Payroll	5,280,657.00	5,407,747.00	127,090.00	0.02
Transfer to LAF	130,000.00	110,000.00	(20,000.00)	(0.15)
Transfer to CIP	521,291.00	546,898.00	25,607.00	0.05
Supplies and Tools	662,831.00	662,349.00	(482.00)	(0.00)
Services	1,644,937.00	1,672,527.00	27,590.00	0.02
Intergovernmental fees	72,650.00	85,500.00	12,850.00	0.18
Vehicles/Capital Purchases	93,850.00	222,100.00	128,250.00	1.37
Other Operational Cost	91,000.00	91,000.00	-	-
Total	8,497,216.00	8,798,121.00	300,905.00	1.48

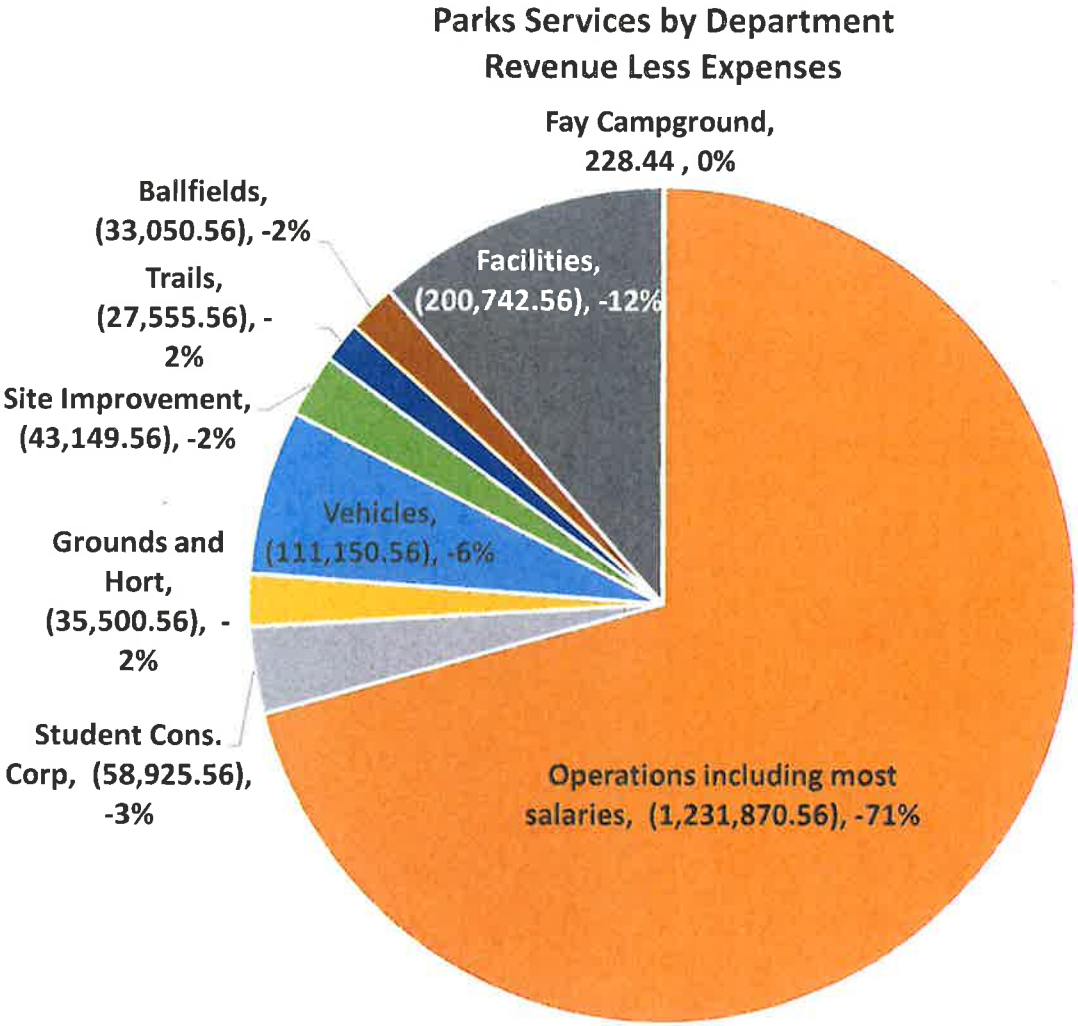


General Fund Revenue Less Expenses by Departments-2019 Budget

**Recreation by Department
Revenue Less Expenses**



General Fund Revenue Less Expenses by Departments-2019 Budget



General Fund Revenue Less Expenses by Departments-2019 Budget

Administration
Revenue Less Expenses

