



Si View Metropolitan Park District 2009 Budget

Board of Commissioners

Mark Joselyn, President
Kevin Haggerty, Clerk
Linda Grez
Susan Kelly
Jeanne Acker

Staff

Travis Stombaugh, Executive Director
Larry Rhule, Operations Manager
Warren Sheldon, Recreation Supervisor
Bridget O'Connell, Recreation Supervisor
Ryan Daly, Recreation Coordinator
Jessica Steinborn, Recreation Coordinator
Kelli Higginbotham, Recreation Coordinator
Donna Lovell, Recreation Coordinator
Ryan Tribble, Maintenance Technician
Melissa Pasley, Administrative Support Specialist
Scott Loos, Finance & Human Resources Manager



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Budget Resolution

SI VIEW METROPOLITAN PARK DISTRICT RESOLUTION 2008-09

A RESOLUTION OF THE SI VIEW METROPOLITAN PARK DISTRICT, ADOPTING THE 2009 BUDGET.

WHEREAS, the Board of Commissioners for the Si View Metropolitan Park District have prepared a preliminary budget for the 2009 fiscal year; and

WHEREAS, the Si View Metropolitan Park District Board of Commissioners held a Public Hearing for the 2009 Budget on November 12, 2008; and

WHEREAS, the Board of Commissioners have deliberated and have made adjustments and changes deemed necessary and proper to the budget;

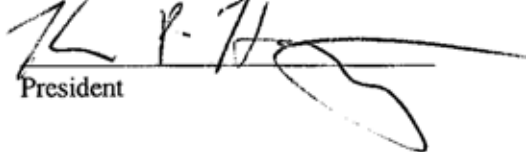
NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE SI VIEW METROPOLITAN PARK DISTRICT, DOES RESOLVE AS FOLLOWS:

Section 1. Budget Adoption. The Final 2009 Budget for the Si View Metropolitan Park District covering the period from January 1, 2009 and ending December 31, 2009 are fixed in the following amounts as noted in Exhibit A "2009 Budget" attached to and incorporated in this resolution.

Section 2. Submittal. A copy of this resolution and the Final 2009 Budget document will be submitted to the State Auditor, Division of Municipal Corporations.

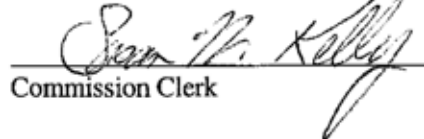
PASSED BY THE BOARD OF COMMISSIONERS AT A REGULAR MEETING THEREOF
ON THE 3rd DAY OF December, 2008.

SI VIEW METROPOLITAN PARK DISTRICT



President

ATTEST/AUTHENTICATED:



Commission Clerk



Budget Message from the Director

Dear Citizens and Honorable Board of Park District Commissioners,

It is my pleasure to present the Preliminary District Budget for the 2009 fiscal year. This budget reflects the District's ongoing commitment to providing quality parks and recreation services for patrons of all ages in a fiscally responsible, sustainable, and conscientious fashion.

2008 Accomplishments

As our sixth year of incorporation approaches we have continued to move forward as a district by identifying, planning for and addressing the recreation and facility needs of our community. In 2008 the Board of Commissioners approved the purchase of the "North Annex". The "North Annex" immediately addresses the needs of our expanding district infrastructure as well as the needs of our growing community by expanding office space for recreation programming and adding sorely needed maintenance space to provide a working area and storage area to properly preserve the historic Si View facility.

The 2008 Capital Improvement Plan was an investment in infrastructure and future projects. The plan reflected a reduction in total projects but an increase in investment. The Capital Improvement Plan projects and investments were derived from revenues generated through the General Fund. These projects and investments included the purchase and rehabilitation of the "North Annex", the purchase of a twelve passenger van, future field renovations and collaboration and pool mechanical systems rebuild. The Board of Commissioners continues to pursue an aggressive capital improvement program to address the critical infrastructure needs at Si View.

The District has continued to enhance the partnership with the Meadowbrook Farm Preservation Association for the management of their Interpretive Center. This partnership allows for joint management of the facility and the potential for joint programming opportunities in the future.

Other critical partnerships include the Snoqualmie Valley Regional Parks and Recreation Task Force. Members include the Cities of North Bend and Snoqualmie, the Snoqualmie Valley School District, King County and the Si View Metropolitan Park District. The current focus of the Task Force is the coordination of capital projects for fields, aquatics and other parks and recreation facilities.

In 2008 the District took on the successful transition of the largest community recreation program in the Snoqualmie Valley. The local community recreation group referred to as Snoqualmie Valley Youth Hub is now managed and coordinated by the District. This transition will bring roughly 2000 participants annually through the doors at Si View and enhances the potential for future programming growth in the Snoqualmie Valley. The programs that were instantly transferred to the District include: Travel Basketball, Wild Cat Shoot Out, Recreation Basketball, Wrestling Camp, Wrestling League, Youth Track, Festival @ Mt. Si 5k, Rainier Baseball League and SkyHawks.

The district believes with the addition of these new programs the affect will be felt district wide allowing more exposure to current district activities and result in increased participation throughout all existing district programming.

The District was also honored to once again host the Festival at Mt. Si at Si View Park in August. Visitors to the festival exceeded 15,000 during the weekend.



2009 Financial Outlook

The District is taking steps to address our current and future needs while minimizing the impact on residents of our district. The 2009 Budget addresses these needs with a tax revenue increase of less than 1% to existing residents. Additional steps to increase revenue have come through the addition of new programming and the expansion of current programming.

The increase in projected revenues is largely due to the increase in charges for services. Capital Expenditures are projected to decrease while we continue establishing cash reserves in each of our District Funds. Reserve balances are necessary to ensure the financial health of the District and the continuity of programs and services. This budget proposes end of the year cash reserves in the General Fund equal to almost 5 months operating cash. Reserves have also been established in the Park Development Fund, Capital Improvement Fund and Revenue Stabilization Fund.

2009 Budget Trends

2009 Capital Projects

As mentioned previously, capital projects continue to be a high priority for the District. Upcoming capital projects at Si View include a collaborative project with the City of North Bend to construct a sidewalk and parking along Orchard Street, to connect the Si View Community Center and Annex to sewer, to pave the front parking lot, purchase a maintenance truck, contribute to future field restoration and future pool mechanical system rebuild, boiler purchase and fire system. Identifying funding for these future projects is critical for the safe and successful delivery of parks and recreation services.

Si View Park and Shamrock Park Master Plan

The Board of Commissioners began the Master Planning process for Si View Park and Shamrock Park in 2006 and adopted the final site plan in 2007. This plan will serve as the blueprint for future improvements at both of these parks. Future projects include ball field improvements, parking, new playground equipment, a picnic shelter, a walking track, new outdoor restrooms and a basketball court.

Professional Development

The District remains committed to providing professional development opportunities to both the staff and the Board of Commissioners. The training budget allows staff and Commissioners to participate in Washington Recreation and Park Association, Association of Washington Cities and Washington State Finance Officer's Association training opportunities to name just a few.

Fiscal year 2009 marks a year of continued growth, improvement and financial stability. Thank you all for sharing your vision and ideas for the future. Your guidance has helped us develop one of our most important planning tools for the future – the 2009 Annual Budget.

Travis Stombaugh
Executive Director



Mission and Values

Mission Statement

The Mission of the Si View Metropolitan Park District is to work in partnership with the community to preserve historic Si View Park and provide opportunities to enhance the quality of life through the facilitation of recreation programs and parks in the Snoqualmie Valley.

Core Values

Partnerships
Integrity
Accountability
Customer Service
Accessibility
Environmental Stewardship

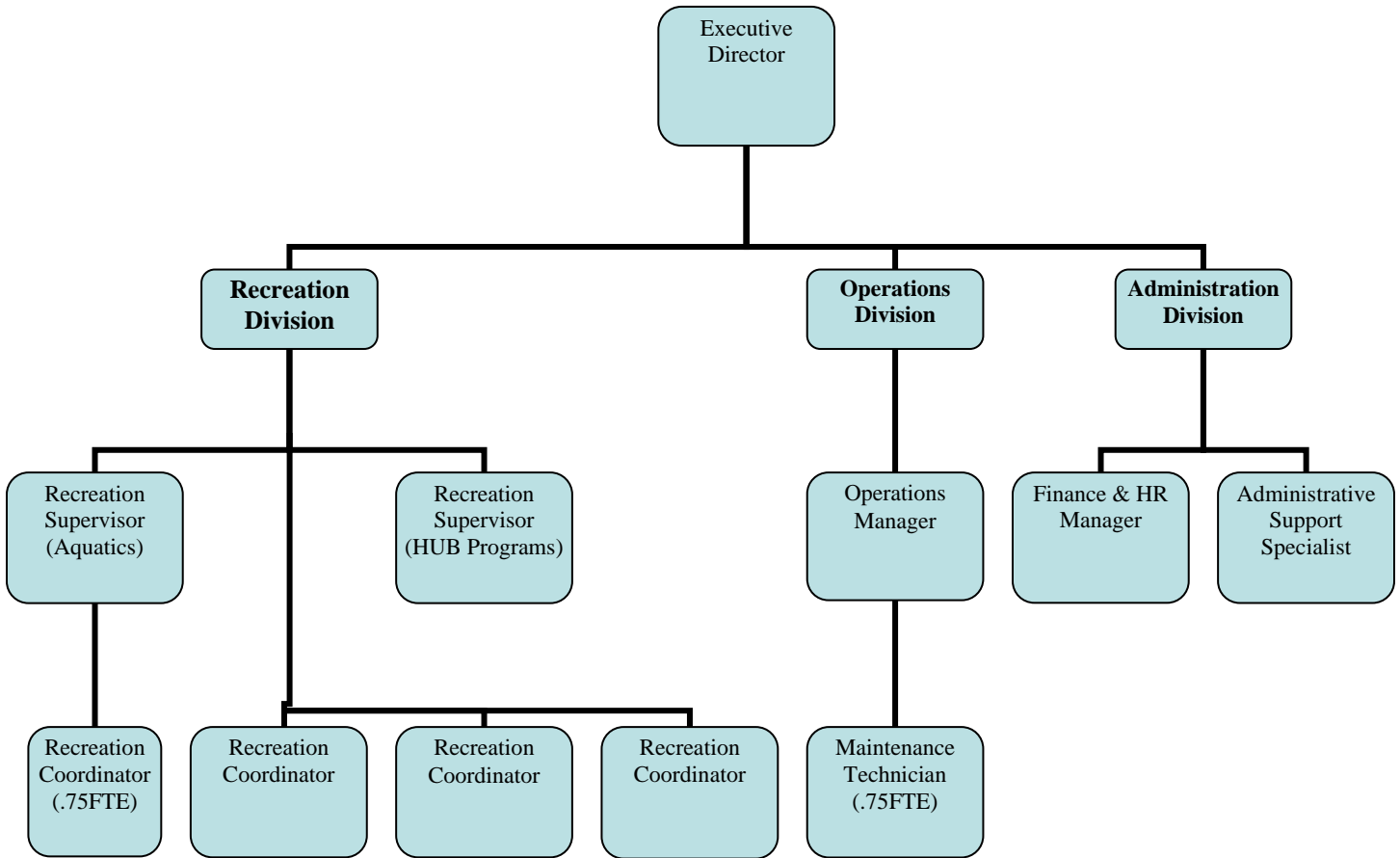
District Contact Information

Si View Annex Office
400 SE Orchard Dr. SE (Physical Address)
P.O. Box 346 (Mailing Address)
North Bend, WA 98045

Phone: 425-831-1900
Fax: 425-831-1442
E-mail: info@siviewpark.org
Website: www.siviewpark.org



Organization Chart



Staff Organization

Maturation of the District has prompted minor changes in staffing levels for 2009. The majority of the staff positions were filled in 2004 when the District transitioned to self-operation. To promote effective and efficient delivery of services the staff were re-organized in 2004 along major 'lines of business'. A refinement of this re-organization is reflected here.

The total number of FTE's proposed for the 2009 fiscal year and represented on the organizational chart is 10.5 full time equivalents (FTE), an increase of 1.25 FTE. It is important to note that most of this represents the addition of one Recreation Supervisor, which was deemed necessary because of the increase in new programming offered by the district. Other position changes include the increase in .25 FTE to a Recreation Coordinator position. These small increases in staffing will allow for internal and external growth, an increase in the diversity of district programming and the ability to maintain an effective delivery of services to the community.



Budget Process

The budget is an important policy document that provides District officials and staff with a planning tool for the future. The District's fiscal year is the same as the calendar year, and budget preparation typically begins in the spring and follows a typical timeline as the example below.

May 10th, 2009	Commission develops long-term budget goals and performance objectives.
August 19	Presentation of 2 nd Quarter Report.
August 25	Director delivers budget directives to staff.
September 14	Director reviews staff budget requests and modifies to fit within revenue projections.
September 21	Budget Draft (Preliminary) to Finance Committee for Review – 2010 Staff Plan
September 24	Building and Grounds Committee Reviews 2010 Capital Improvement Plan (CIP)
October 14	Preliminary Budget to Commission – Workshop Session
October 20	Second Budget Draft to Finance Committee for Review -CIP -Proposed Levy Rate
November 4	Second Budget Draft to Commission - Capital Improvement Plan (CIP) - Proposed Levy Rate Notice of Public Hearing published in Snoqualmie Valley Record (10/28/09 and 11/04/09).
November 11	Public Hearing – 2010 Budget and Revenue Sources Property Tax Rate for 2010 Approved
November 18	Approval of 2010 Budget
November 25	Approved Budget sent to State Auditor's Office Final Budget Available to Public
January 1, 2010	2010 Budget Implemented



District Funds

Under the accounting rules which the District is required to use (known as “fund accounting”), the money received (revenues) and the money spent (expenditures) are accounted for in what amount to separate legal entities (funds). This is done to ensure that money collected for a special purpose is spent for the purpose intended. The District budget has five major funds: the General Fund, the Equipment Fund, the Park Development Fund, the Capital Improvement Fund and the Revenue Stabilization Fund. A brief explanation of each fund follows:

General Fund – This fund is used to account for the District’s ongoing activities. It includes such things as recreation programming, aquatics programming, financial management, legal services, planning and facility and park maintenance. The General Fund accounts for the majority of the Si View budget.

Equipment Replacement Fund – This fund is used to account for major equipment purchases and replacement. Equipment purchases may include tables, chairs, appliances, athletic equipment and audio/visual equipment.

Park Development Fund – This fund accounts for capital projects relating to outdoor park facilities. Projects in this category typically involve outdoor play structures, ball fields, picnic shelters, trails and other outdoor improvements.

Capital Improvement Fund – This fund accounts for major capital construction projects.

Revenue Stabilization Fund – This fund is maintained to address temporary revenue shortfalls; payment of approved expenditures due to cash flow shortage; reserves for expenditures deemed necessary by the Executive Director and the Board of Commissioners; and temporary short-term interfund loans.

Fund	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
<i>GENERAL FUND</i>					
Beginning Cash	263,177	214,000	436,154	222,154	104%
Revenue	1,378,666	1,553,635	1,914,705	361,070	23%
Expenditures	1,346,621	1,565,635	1,885,414	319,779	20%
Ending Cash	295,222	202,000	465,445	263,445	130%
<i>CAPITAL FUND</i>					
Beginning Cash	65,554	125,294	123,674	(1,620)	-1%
Revenue	372,000	379,086	500,000	120,914	32%
Expenditures	334,330	478,931	521,931	43,000	9%
Ending Cash	103,224	25,449	101,743	76,294	300%
<i>EQUIPMENT FUND</i>					
Beginning Cash	224	5,000	6,000	1,000	20%
Revenue	11,593	10,000	10,000	5,000	0%
Expenditures	6,227	9,000	10,000	5,000	11%
Ending Cash	5,590	6,000	6,000	0	0%



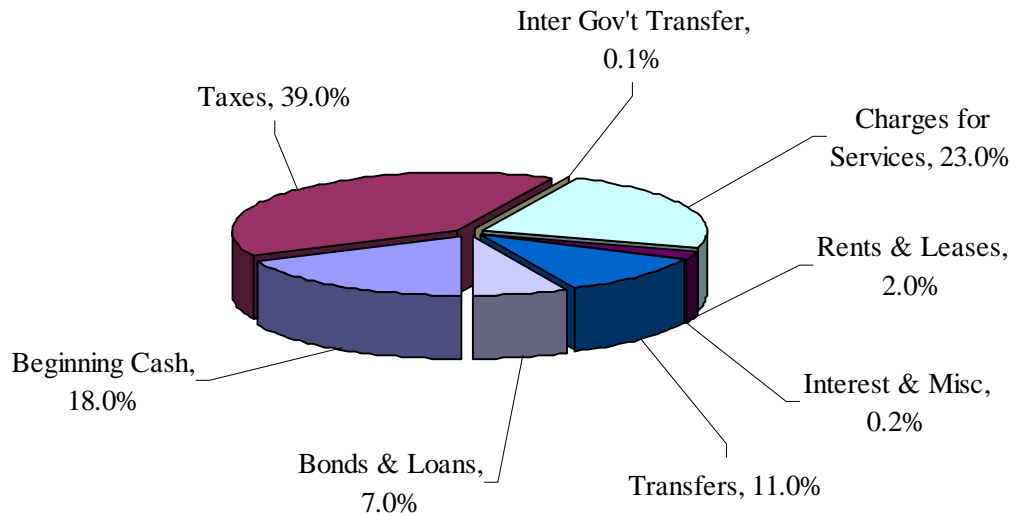
Fund	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
<i>PARKS FUND</i>					
Beginning Cash	8,383	2,500	3,500	1,000	40%
Revenue	11,000	10,000	10,000	0	0%
Expenditures	16,268	9,000	10,000	1,000	11%
Ending Cash	3,115	3,500	3,500	0	0%
<i>Revenue Stabilization</i>					
Beginning Cash	N/A	N/A	0	0	0%
Revenue	N/A	N/A	37,500	37,500	0%
Expenditures	N/A	N/A	0	0	0%
Ending Cash	N/A	N/A	37,500	37,500	0%



2009 Budgeted Revenue Classification by Categories (All Funds)

Fund	Beg. Balance	Taxes	Intergov Rev.	Charges for Services	Rents & Leases	Interest & Misc.	Transfers In	Bonds & Loans	Total Budget
General Fund	436,154	1,146,520	5,000	693,025	62,060	8,100	0	0	2,350,859
Capital Fund	123,674	0	0	0	0	0	290,000	210,000	623,674
Equipment Fund	6,000	0	0	0	0	0	10,000	0	16,000
Parks Fund	3,500	0	0	0	0	0	10,000	0	13,500
Revenue Stabilization	0	0	0	0	0	0	37,500	0	37,500
TOTAL ALL FUNDS	569,328	1,146,520	5,000	693,025	62,060	8,100	347,500	210,000	3,041,533

2009 Revenues All Funds



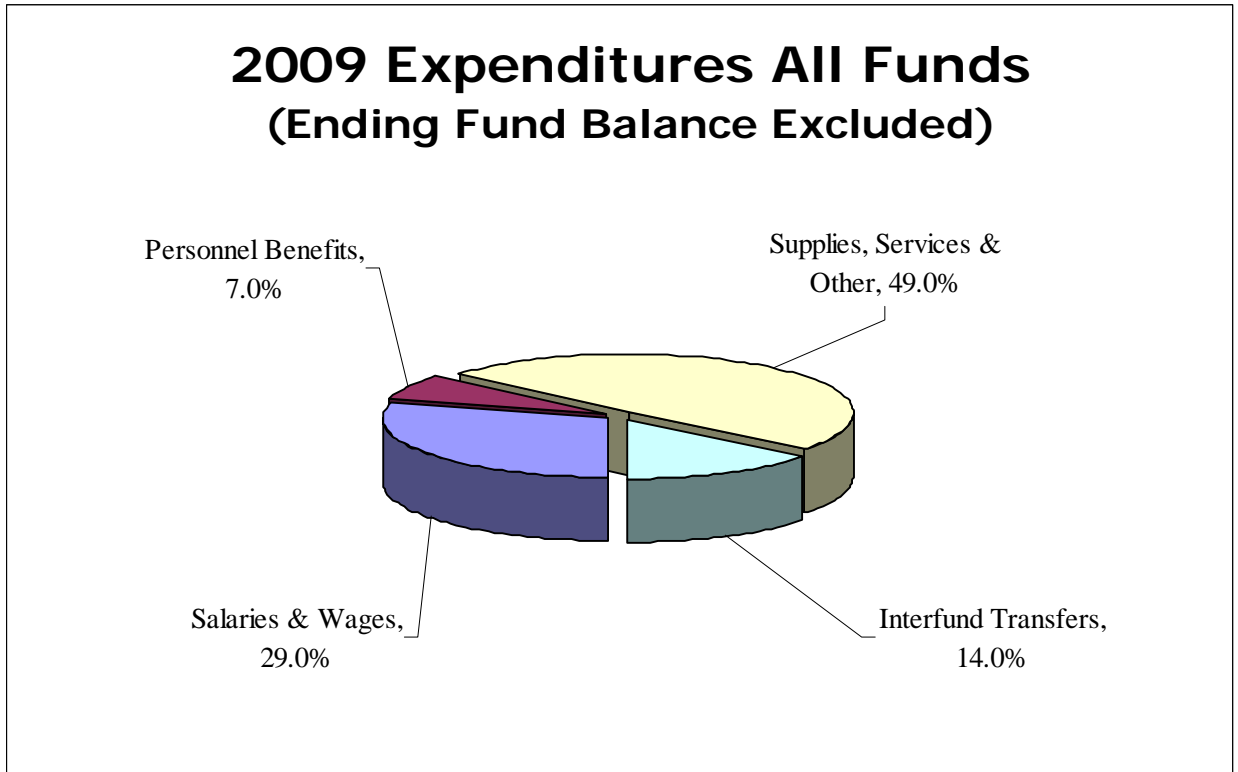


2009 Budgeted Expenditures Classification by Categories (All Funds)

Fund	Salaries & Wages	Personnel Benefits	Supplies, Services and Other	Interfund Transfer	Ending Fund Balance	Total Budget
GENERAL FUND						
Legislative	12,600	0	4,305	0	0	16,905
Executive	83,616	19,899	6,172	0	0	109,687
Finance	75,527	24,289	8,349	0	0	108,165
Legal	0	0	9,000	0	0	9,000
Central Services	0	0	217,244	0	0	217,244
Planning	0	0	15,000	0	0	15,000
Recreation	251,711	63,817	281,923	0	0	597,451
Facilities	118,068	33,331	39,757	0	0	191,156
Aquatics	162,086	37,085	31,486	0	0	230,657
Parks	13,578	2,037	27,034	0	0	42,649
Other Exp. & Transfers	0	0	0	347,500	0	347,500
Ending Fund Balance	0	0	0	0	465,445	465,445
Total General Fund	717,186	180,458	640,270	347,500	465,445	2,350,859
Total Capital Fund	0	0	521,931	0	101,743	623,674
Total Equipment Fund	0	0	10,000	0	6,000	16,000
Total Parks Fund	0	0	10,000	0	3,500	13,500
Total Revenue Stabilization Fund	0	0	0	0	37,500	37,500
TOTAL ALL FUNDS	717,186	180,458	1,182,201	347,500	586,710	3,041,533



**2009 Budgeted Expenditures (cont.)
(All Funds)**





2009 Capital Projects

Project Name	2009 Expenditures	Total Project Budget	Funding Source
Floor Re-Coat Si View Community Center	4,500	4,500	Capital Fund
Sewer Installation	260,000	260,000	Capital Fund
Sidewalk Construction & Design	55,000	55,000	Capital Fund
Staff Parking lot replacement	20,000	20,000	Capital Fund
Pool Mechanical Systems Rebuild	8,000	33,000	Capital Fund
Pool Boiler System	5,000	15,000	Capital Fund
Si View Community Center Fire System Replacement	5,000	50,000	Capital Fund
Future Field Restoration and Collaboration	5,000	140,000	Capital Fund
Si View Gymnasium – Retractable Basketball Hoops	20,000	20,000	Capital Fund
District Vehicle	20,000	20,000	Capital Fund
TOTAL CAPITAL PROJECTS	402,500	617,500	

The projects listed have been identified by the District in the 5 year Capital Improvement Plan.



Salary Schedule

The following scale represents the low end of the monthly salary range to the high end of the monthly salary range for each position category. The rate of pay for employees in each category falls in between the low end and high end of the specific range.

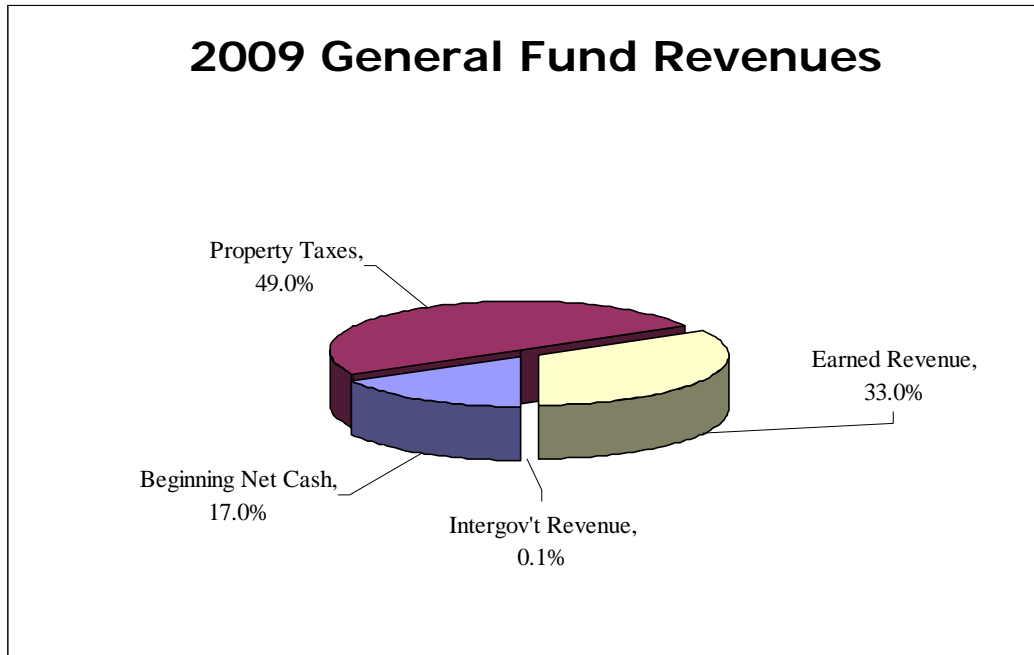
PROFESSIONAL PAY SCHEDULE			
Position	Monthly Salary Range		Number of Employees
	From	To	
Director	5,745	6,968	1.00
Operations Manager	5,200	5,723	1.00
Recreation Supervisor II	4,287	4,743	1.00
Recreation Supervisor	3,527	4,278	1.00
Finance & HR Manager	3,199	4,278	1.00
Maintenance Technician	3,199	4,035	.75
Recreation Coordinator	1,763	3,522	3.75
Administrative Support Specialist	1,763	2,895	1.00
TOTAL FTE's			10.5

TEMPORARY/SEASONAL PAY SCHEDULE			
Position	Hourly Pay Rate		Number of Employees
	From	To	
Recreation Lead Supervisor	\$11.27/hr	\$13.07/hr	Variable
Head Lifeguard	\$11.27/hr	\$13.07/hr	Variable
Building Supervisor – HUB II	\$11.27/hr	\$13.07/hr	Variable
Building Supervisor II	\$11.27/hr	\$13.07/hr	Variable
Recreation Leader III	\$10.22/hr	\$11.85/hr	Variable
Lifeguard II – Swim Instructor	\$9.74/hr	\$11.29/hr	Variable
Park Maintenance	\$9.74	\$11.29/hr	Variable
Building Supervisor - HUB	\$9.74/hr	\$11.29/hr	Variable
Building Supervisor I	\$9.74/hr	\$11.29/hr	Variable
Recreation Leader II	\$8.83/hr	\$10.24/hr	Variable
Lifeguard I	\$8.83/hr	\$10.24/hr	Variable
Recreation Leader I	\$8.07/hr	\$9.29/hr	Variable
Jr. Recreation Leader	\$8.07/hr	\$8.59/hr	Variable



General Fund Revenue

General Fund Revenue consists of Property Taxes, Intergovernmental Grants and Earned Revenue. Earned Revenue includes recreation program and activity fees, Si View Community Center and Park rental fees and other charges for services.



Beginning Cash – Represents the carry forward amount from the previous fiscal year.

Property Taxes – Includes a \$3,524 tax increase, allowances for new construction (\$7,813) and private timber harvest tax (\$1,400).

Intergovernmental Revenue – Includes anticipated program grants for 2009.

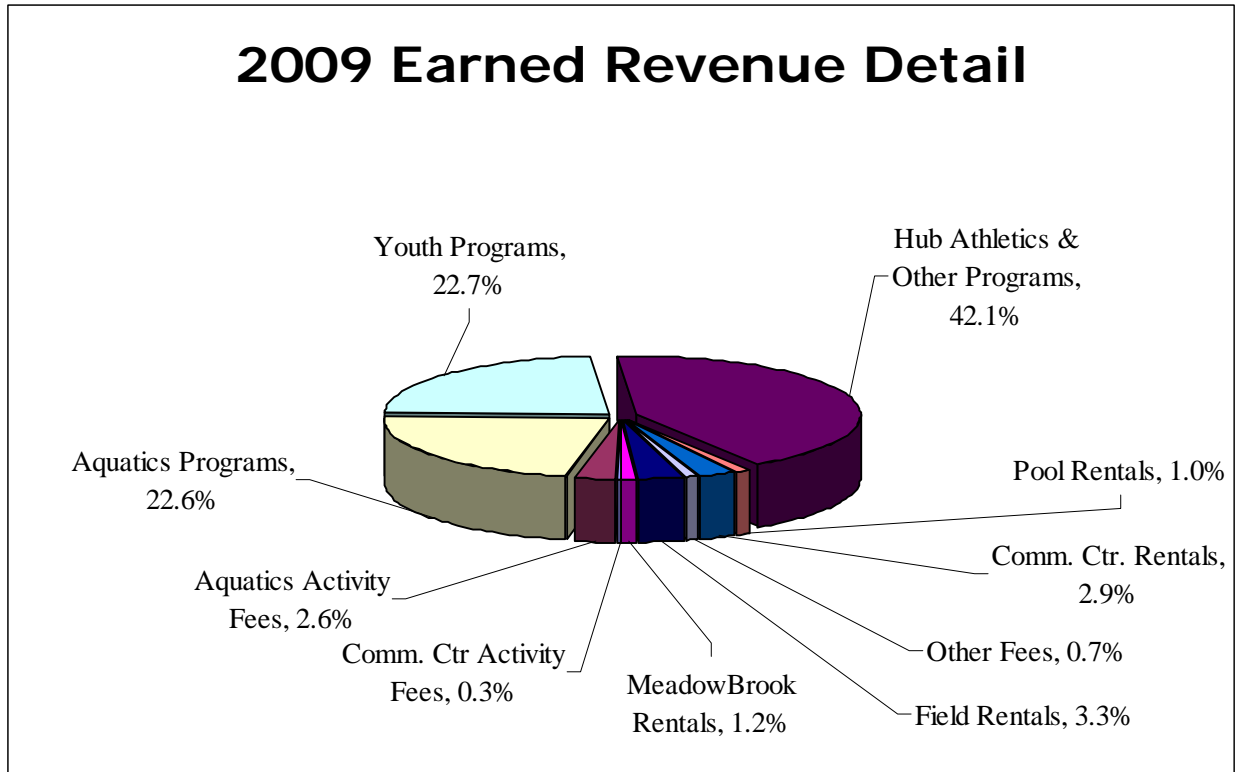
Earned Revenue – Based on actual revenue collected for the previous fiscal year, with an overall increase due to the addition of recreation programs and increase in facility rentals.

REVENUES BY OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Beginning Cash	263,177	214,000	436,154	222,154	104%
Property Taxes	951,866	1,135,183	1,146,520	11,337	1%
Intergovernmental Revenue	9,300	5,000	5,000	0	0%
Earned Revenue	408,963	413,452	763,185	349,733	85%
TOTAL	1,633,306	1,769,035	2,350,859	581,824	33%



Earned Revenue Detail

Earned revenue includes revenue for recreation programs, activities and facility rentals.

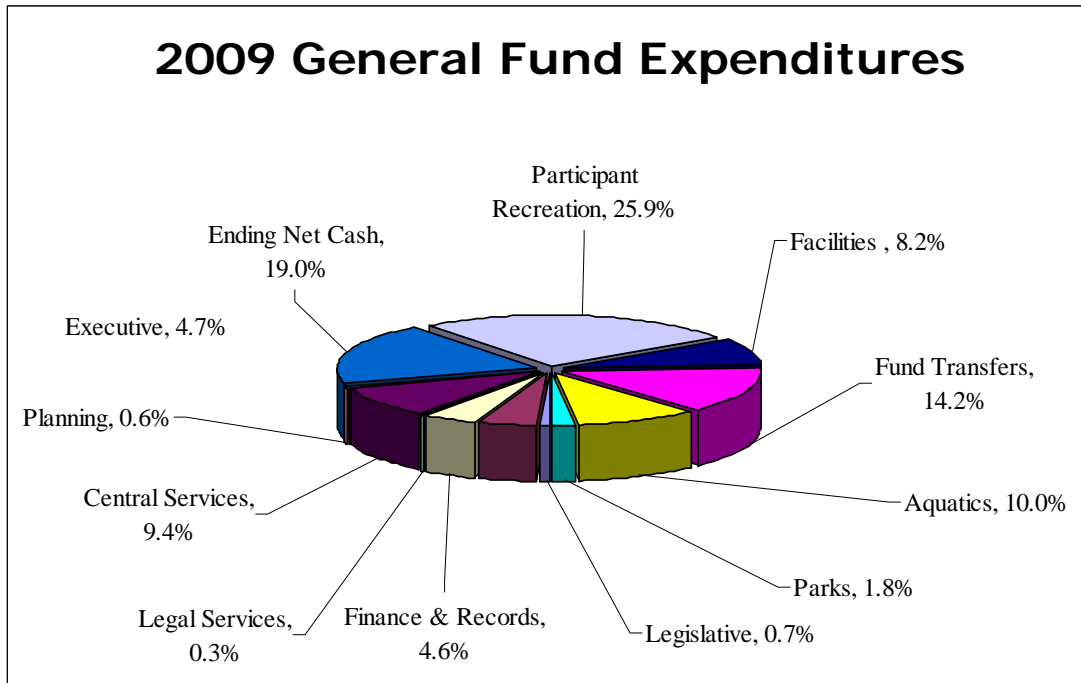


REVENUES BY OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Comm. Ctr. Activity Fees	1,802	2,695	3,008	313	12%
Aquatics Activity Fees	16,092	19,954	19,954	0	0%
Aquatics Programs	143,921	128,992	173,080	44,088	34%
Youth Programs	121,411	131,465	173,679	42,214	32%
Other Programs	60,360	70,958	321,954	250,996	354%
Pool Rentals	5,959	5,450	7,850	2,400	44%
Comm. Ctr. Rentals	20,468	20,215	22,589	2,374	12%
Field Rentals	7,963	8,300	6,030	(2,270)	-27%
Meadowbrook Rentals	16,504	15,073	25,591	10,518	70%
Other Fees (vending, interest, misc)	14,477	10,350	9,450	(900)	-9%
TOTAL	408,957	413,452	763,185	349,733	85%



General Fund Expenditures

General fund expenditures are used to support the ordinary operations of the District including recreation programs, facility maintenance and all other central operations and services.



EXPENDITURES BY OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Legislative	7,887	24,699	16,905	(7,794)	-32%
Executive	80,279	104,317	109,687	5,370	5%
Finance & Records Services	81,634	97,595	108,165	10,570	11%
Legal Services	4,192	9,000	9,000	0	0%
Central Services	147,665	207,852	217,244	9,392	5%
Planning	0	12,000	15,000	3,000	25%
Participant Recreation	248,222	291,817	597,451	305,634	105%
Facilities (Buildings)	162,190	192,101	191,158	(945)	-1%
Aquatics	176,903	197,828	230,657	32,829	17%
Parks (Fields and Grounds)	26,408	35,378	42,649	7,271	21%
Debt Service	0	0	0	0	0%
Fund Transfers	393,000	399,086	347,500	(89,086)	-24%
Ending Net Cash	295,222	436,154	465,445	29,291	6%
TOTAL	1,623,602	2,007,827	2,350,861	343,0343	17%



Debt Service

Debt Service is used to account for payment of principal and interest the District must pay for general obligation debt.

Loan for ESCO Capital Improvement Projects

The District entered into an agreement with the State of Washington to pursue several energy savings capital improvement projects in 2006. To fund these projects the District borrowed money through the State of Washington L.O.C.A.L. Loan program. The total cost for the energy savings capital improvement project was \$642,833. This is an 8-year loan with an interest rate of 4.094%. The loan will be repaid through the collection of property taxes. The following schedule provides five years of payment data, with a pay off date of 2013. Loan payments are drawn from the Capital Fund.

Energy Loan	2009	2010	2011	2012	2013
Beginning Balance	420,834	343,347	262,656	178,628	91,123
Interest	16,445	13,240	9,902	6,427	2,808
Principal	77,486	80,691	84,029	87,504	91,123
Total Annual Payment	93,931	93,931	93,931	93,931	93,931
Ending Balance	343,347	262,656	178,628	91,123	-

North Annex Loan

In 2008 the District took on the successful transition of the largest community recreation program in the Snoqualmie Valley. In order to accommodate a program expansion of this magnitude and to assure the proper infrastructure for both recreation programming and maintenance operations, the District purchased a building adjacent to Si View Park to house Recreation Staff, Maintenance Staff, to provide adequate storage and to provide the necessary work space to adequately maintain historic Si View Community Center. To fund this investment in infrastructure the District anticipates borrowing \$210,000 from the State of Washington L.O.C.A.L. Loan program. This will be a 5 year loan. The loan will be repaid through the collection of property taxes. Loan payments are drawn from the Capital Fund and are reflected in the 2009 budget.



Legislative

A five member Board of Park Commissioners governs the Si View Metropolitan Park District. Commissioners serve six-year staggered terms and are the legislative body responsible for adopting the District budget and developing goals, policies and regulations which will guide the District's future.

The Board of Park Commissioners meets on the first and third Wednesday of each month at 7:30 pm at the Si View Community Center.

Board of Commissioners:

Mark Joselyn

Term expires 12/31/2013

Linda Grez,

Term expires 12/31/2013

Jeanne Acker

Term expires 12/31/2009

Kevin Haggerty

Term expires 12/31/2009

Susan Kelly

Term expires 12/31/2011

General District Data:

Date of Incorporation.....February 4, 2003

Form of Government.....Commission/
Executive Director

Fiscal Year Begins.....January 1

Total Number of FTE
Equivalents.....10.5

2009 Assessed Valuation of
Property.....\$2,588,301,871

2009 Levy Rate.....\$0.44 per 1,000/A.V

2008 Levy Rate.....\$0.48 per 1,000/A.V.

2009 Legislative Goals:

1. Approve the Annual Budget for 2009.
2. Continually seek ways to contain costs, maximize existing resources and obtain alternative revenues to maintain present and future financial stability.
3. Pursue alternatives for financing District capital improvement projects.
4. Promote and coordinate parks and recreation programs and services to the community.
5. Establish partnerships with public agencies, businesses, non-profit agencies and other community groups.
6. Seek citizen input regarding District operations, programming, long-range planning and other areas of interest.



Legislative (cont.)

7. Participate in professional development opportunities to expand knowledge and understanding of parks and recreation administration. Encourage staff participation in conference planning opportunities.
8. Ensure adherence to all legal requirements of publicly elected officials and Metropolitan Park Districts.

Legislative Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Commission Fees	5,320	12,600	12,600	0	0%
Other Services and Charges	2,567	3,397	3,805	408	10%
Election Costs	0	8,202	0	(8,202)	-100%
TOTAL	7,887	24,699	16,905	(7,794)	-32%

Budget Narrative:

“Other Services and Charges” includes publication of official notices (\$500); and travel and training (\$3,805). RCW 35.61.150 allows Commissioners to be compensated at the rate of \$90 per meeting, not to exceed \$8,640 per year per Commissioner. Commission fee projections for 2009 are based on 2008 actual costs and are well below the authorized maximum.



Executive

The Director serves as the executive of the District and is responsible for overseeing all District programs and services and ensuring implementation of Commission policies and goals. The Director serves as the communication link between the citizens, the Commission, the staff and other government agencies.

Executive Director:

Travis Stombaugh

2009 Executive Goals:

1. Facilitate and implement the policies and programs initiated by the Board of Commissioners.
2. Develop as necessary and review finance policy, the general operations policy manual, the personnel policy manual and a board policy manual.
3. Assure fiscal responsibility and make recommendations for efficiency in District operations.
4. Supervise and evaluate staff based on job responsibilities and professional expectations.
5. Foster and maintain professional relationships with other local regional entities and organizations.

Executive Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	62,541	82,164	83,616	1,452	2%
Personnel Benefits	13,272	17,503	19,899	2,396	14%
Other Services and Charges	4,466	4,650	6,172	1,522	33%
TOTAL	80,279	104,317	109,687	5,370	5%

Budget Narrative:

“Salaries and Wages” includes the District Director (1.0 FTE). Salaries and Wages increase by 2%.

“Personnel Benefits” based on 2009 anticipated costs. PERS retirement rates and unemployment rates have increased for 2009. The increase in this category also reflects the addition of Life Insurance and Disability insurance for the 2009 Fiscal Year.

“Other Services and Charges” includes dues and fees (\$1,200); and travel and training (\$4,972).



Finance and Records Services

The Finance and Records Division is responsible for administrative and financial services for the District. Basic services provided include: developing Commission agendas, packets, and meeting minutes; coordinating office reception services; providing administrative support; payroll and benefits administration; accounts payable; accounts receivable; cashiering; and budget reporting and control.

Administrative Support Specialist:	Melissa Pasley
Finance & Human Resources Manager:	Scott Loos

2009 Finance and Records Goals:

1. Continue cross training in Human Resources, Financial Management and record retention.
2. Ensure the financial integrity of the District; seek efficiencies in expenditures while sustaining quality services.
3. Provide superior and accessible customer service to the public in a professional, informative and timely manner.
4. Expand training in human resources and related employment policies/procedures.

Finance and Records Services Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	58,439	73,552	75,527	1,975	3%
Personnel Benefits	17,223	21,993	24,289	2,296	10%
Other Services and Charges	5,972	2,050	8,349	6,299	307%
TOTAL	81,634	97,595	108,165	10,570	11%

Budget Narrative:

“Salaries and Wages” includes the Administrative Support Specialist (1.0 FTE), the Finance & HR Manager (1 FTE) and seasonal support staff. Salaries and Wages increase due to an annual salary increase for the Finance & HR Manager and Administrative Support Specialist. There has been a reduction of seasonal support staff to this budget category.

“Personnel Benefits” based on 2009 anticipated costs. PERS retirement rates and unemployment rates have increased for 2009. The increase in this category also reflects the addition of Life Insurance and Disability insurance for the 2009 Fiscal Year

“Other Services and Charges” includes dues and fees (\$100); travel and training (\$2250). Increase due to state audit fees which are incurred every other fiscal year (\$6000).



Legal Services

The primary function of the District attorney is to provide legal advice and counsel to the Board of Commissioners and the District Director. Legal services are provided via a professional services contract with Kenyon Disend.

District Attorney:

Bruce Disend

Legal Services Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	-	-	-	-	0%
Personnel Benefits	-	-	-	-	0%
Other Services and Charges	4,192	9,000	9,000	0	0%
TOTAL	4,192	9,000	9,000	0	0%

Budget Narrative:

“Other Services and Charges” includes professional services (\$9,000).



Central Services

The Central Services budget accounts for all expenditures relating to the general operation of District facilities. Central Services includes such expenses as utilities, communications, printing and advertising, general operating supplies and custodial services.

Central Services Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Proposed	2009 Proposed	Variance	% Change
Supplies and Small Tools	4,400	6,900	7,500	600	8%
Communications	18,173	20,362	16,020	(4,342)	-21%
Utilities	65,217	78,540	76,250	(2,290)	-3%
Printing and Advertising	21,639	22,900	25,040	2,140	9%
Insurance	13,288	16,000	20,304	4,304	27%
Custodial	2,191	4,020	4,500	480	12%
Other Services and Charges	22,757	59,130	67,630	8,500	14%
TOTAL	147,665	207,852	217,244	9,392	5%

Budget Narrative:

“Supplies and Small Tools” increased due to small tool need.

“Communications” includes postage (\$8,700); phone and cell phone (\$5,700); and internet (\$1620). Decrease due to service change and reduction in cell phone payments.

“Utilities” includes water/sewer/storm (\$9,450); Electricity (\$20,000); Natural Gas (\$42,000); and Garbage (\$4,800). Decrease due to reduction in water/storm/sewer.

“Printing and Advertising” increase due to expected market increase and increased marketing.

“Custodial” increase due to anticipated costs.

“Other Services and Charges” include copy machine rental (\$8,900); repairs and maintenance (\$1000); website development and maintenance (\$6,660); fuel and maintenance for District vehicles (\$3,600); excise taxes (\$4,000); computer hardware and software (\$6,630); security monitoring (\$5,400); credit card fees (\$14,400); King County Administrative Fee (\$600); Ad Valdrem Tax Refunds (\$2,400); and miscellaneous dues and fees (\$1,690).



Planning

The Planning Budget accounts for expenditures relating to building inspections, engineering, architectural work and other professional services consultants.

Planning Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	-	-	-	-	0%
Personnel Benefits	-	-	-	-	0%
Other Services and Charges	0	12,000	15,000	3,000	25%
TOTAL	0	12,000	15,000	3,000	25%

Budget Narrative:

“Other Services and Charges” includes professional architectural and consultant services (\$15,000).



Participant Recreation

The Participant Recreation Division provides social, cultural, physical and educational recreation activities for participants of all ages during their leisure time. Services also include managing and scheduling the Si View Community Center and Park. Activities and programs are planned, promoted and conducted in various locations, during all seasons of the year. Fees are collected to offset activity costs for most programs.

Recreation Supervisor:	Warren Sheldon
Recreation Coordinator:	Kelli Higginbotham
Recreation Coordinator:	Ryan Daly
Recreation Coordinator:	Jessica Steinborn

2009 Participant Recreation Goals:

1. Expand adult and teen programming offerings.
2. Expand current provision of recreation programming in School District facilities.
3. Pursue additional means of cost recovery such as grants, sponsorships and advertising.

Participant Recreation Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	133,772	94,838	159,612	64,774	68%
Personnel Benefits	29,605	29,311	50,002	20,691	71%
Other Services and Charges	1,334	5,164	6,331	1,167	23%
Recreation Programs	83,511	162,504	381,506	219,002	135%
TOTAL	248,222	291,817	597,451	305,634	105%

Budget Narrative:

“Salaries and Wages” includes a Recreation Supervisor (1 FTE) and Three Recreation Coordinators (3 FTE). Salaries and Wages increase due to an increase in part time staffing hours expanded program participation, annual salary increases, the addition of one (1) Recreation Supervisor position and an increase of .25 FTE for one Recreation Coordinator Position.

“Personnel Benefits” based on 2009 anticipated costs. PERS retirement rates and unemployment rates have increased for 2009. The increase in this category also reflects the addition of Life Insurance and Disability insurance for the 2009 Fiscal Year

“Other Services and Charges” includes miscellaneous dues and fees (\$400) and travel and training (\$5,931).

Detailed program budgets and information on “Recreation Programs” are provided on the following pages.



Participant Recreation: Youth

The Youth programs include the After School program, summer camps and programs for teens.

Youth Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	46,132	42,737	61,872	19,135	45%
Personnel Benefits (Seasonal)	6,919	5,612	9,280	3,668	65%
Other Services and Charges	28,115	27,140	40,047	12,907	48%
TOTAL	81,166	75,489	111,199	35,710	47%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for the youth programs.

“Other Services and Charges” includes supplies (\$8,627); small tools and equipment (\$2,140); professional services instructors (\$8,450); rentals (\$3,060) and other services - field trips, bus rentals etc. - (\$17,770).



Participant Recreation: Cultural Arts

The Cultural Arts Programs serve participants of all ages. Activities include creative arts programs, dance classes and martial arts.

Cultural Arts Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	-	88	-	N/A
Personnel Benefits (Seasonal)	-	-	13	-	N/A
Other Services and Charges	6923	9,414	11,665	2,251	24%
TOTAL	6,923	9,414	11,766	2,352	25%

Budget Narrative:

“Other Services and Charges” includes supplies (\$300); small tools (\$700), professional services instructors (\$10,265); rentals (\$400) and other (\$0).



Participant Recreation: Special Events

The Special Events programs provide recreation activities for families in the Valley. A variety of events take place throughout the year including the Festival at Mt. Si, the fun run, the Summer Concert Series and the Farmers Market.

Special Events Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	1,658	2,970	2,398	(572)	-19%
Personnel Benefits (Seasonal)	249	446	360	(86)	-19%
Other Services and Charges	14,153	15,545	16,715	1,170	8%
TOTAL	16,060	18,961	19,473	512	3%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for special events.

“Other Services and Charges” includes supplies (\$865); small tools and equipment (\$2,050); professional services instructors (\$9,750); rentals (\$3,400) and other (\$650).



Participant Recreation: Athletics

The Athletics programs include adult basketball, and softball in addition to a variety of youth training programs and camps.

Athletics Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	199	3,287	1,927	(1,360)	-41%
Personnel Benefits (Seasonal)	30	493	289	(204)	-41%
Other Services and Charges	3,065	10,233	11,138	905	9%
TOTAL	3,294	14,013	13,354	(659)	-5%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for the athletics camps and adult league supervision.

“Other Services and Charges” includes supplies (\$2,078); small tools and equipment (\$760); professional services instructors (\$4,200); rentals (\$3,100) and other (\$1000).



Participant Recreation: "HUB" Programming

The "HUB" programming includes Travel Basketball, Wild Cat Shoot Out, Recreation Basketball, Wrestling Camp, Wrestling League, Youth Track, Festival @ Mt. Si 5k Run, Rainier Baseball League and SkyHawks.

HUB Programming Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	-	23,093	0	0%
Personnel Benefits (Seasonal)	-	-	3,464	0	0%
Other Services and Charges	-	-	157,808	0	0%
TOTAL	-	-	184,365	0	0%

Budget Narrative:

"Salaries and Wages" includes seasonal staff for all programs.

"Other Services and Charges" includes supplies (\$35,985); small tools and equipment (\$20,042); professional services (\$72,246) which includes referee fees, tournament fees and the payment to SkyHawks for camp registration; Rentals (\$8,335) and other (\$21,200).



Participant Recreation: Health and Wellness

The Health and Wellness programs include community events such as the fitness classes and nutrition and cooking classes.

Health and Wellness Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	-	-	-	-
Personnel Benefits (Seasonal)	-	-	-	-	-
Other Services and Charges	14,887	16,151	18,746	2,595	16%
TOTAL	14,887	16,151	18,746	2,595	16%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for programs.

“Other Services and Charges” includes supplies (\$530); small tools and equipment (\$1000); and professional services instructors (\$17,216).



Participant Recreation: Community

The Community programs include art activities, music instruction, Family Nights (partnership with Encompass), holiday programs and programs for special populations. The Special Populations program provides activities and recreation programs for participants with special needs ages 14 and up.

Community Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	1,306	3,830	2,721	(1,109)	-29%
Personnel Benefits (Seasonal)	196	575	408	(167)	-29%
Other Services and Charges	11,439	19,324	19,474	150	1%
TOTAL	12,941	23,729	22,603	(1,126)	-5%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for the special populations programs and other community programs.

“Other Services and Charges” includes supplies (\$6,843); small tools and equipment (\$1,210); professional services instructors (\$9,694); rentals (\$219) and other (\$1,508).



Facilities

The Facilities budget accounts for all expenditures relating to the general operation and maintenance of District buildings. Facilities also include expenses related to rental of the facility including the part-time/temporary staff required for supervision of evening programs and facility rentals.

Operations Manager:	Larry Rhule
Maintenance Technician:	Ryan Tribble

2009 Facilities Goals:

1. Maintain and enhance recreation facilities while minimizing maintenance downtime.
2. Work collaboratively across department lines to assure open communication and that the preventative maintenance plan is followed.
3. Emphasize safety and best practices while preserving the cultural and historic resources of the District.

Facilities Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	99,325	102,792	94,848	(7,944)	-8%
Personnel Benefits	24,795	29,468	29,848	380	1%
Salaries and Wages (Seasonal)	14,381	29,174	23,220	(954)	-4%
Personnel Benefits (Seasonal)	2,569	3,625	3,483	(142)	-4%
Other Services and Charges	21,120	26,004	39,757	13,753	53%
TOTAL	162,190	197,828	191,156	32,829	17%

Budget Narrative:

“Salaries and Wages” includes the Operations Manager (1.0 FTE) and the Maintenance Technician (.75 FTE). This category includes a decrease of 8% based on a reduction in the Maintenance Technician position from 1.0 FTE to .75 FTE.

“Personnel Benefits” based on 2009 anticipated costs. PERS retirement rates and unemployment rates have increased for 2009. The increase in this category also reflects the addition of Life Insurance and Disability insurance for the 2009 Fiscal Year

“Salaries and Wages – Seasonal” includes Building Supervisors at Si View and Meadowbrook. Decrease due to the reduction of “Custodial Support”.

“Other Services and Charges” includes Meadowbrook Contract (\$16,444); supplies (\$1,613); small tools and equipment (\$5,679); facility inspections (\$2,288); repairs and maintenance (\$7,072); travel and training (\$5,555); dues and fees (\$100); and rentals (\$906).



Aquatics

The Si View pool provides swim lessons and other recreation activities for the entire family.

Recreation Supervisor (Aquatics):	Bridget O'Connell
Recreation Coordinator (Aquatics):	Donna Lovell

2009 Aquatics Goals:

1. Evaluate effectiveness of current lesson program and revise as necessary to maintain efficiency and enhance aquatics program.
2. Strive for a 70% level of self-support for aquatic programs.

Aquatics Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages	43,941	68,106	70,800	2,694	4%
Personnel Benefits	12,318	21,150	23,392	2,242	11%
Salaries and Wages (Seasonal)	85,561	71,613	91,286	19,673	27%
Personnel Benefits (Seasonal)	13,944	10,742	13,693	2,951	27%
Other Services and Charges	21,139	26,217	31,486	5,269	20%
TOTAL	176,903	197,828	230,657	32,829	17%

Budget Narrative:

“Salaries and Wages” includes the Aquatics Recreation Supervisor (1.0 FTE) and the Aquatics Recreation Coordinator (.75 FTE).

“Personnel Benefits” based on 2009 anticipated costs. PERS retirement rates and unemployment rates have increased for 2009. The increase in this category also reflects the addition of Life Insurance and Disability insurance for the 2009 Fiscal Year

“Salaries and Wages – Seasonal” includes part-time temporary lifeguards and swim instructors.

“Other Services and Charges” includes supplies (\$11,723); small tools and equipment (\$3,420); repairs and maintenance (\$9,672); rentals (\$1,073); travel and training (\$4,178); and miscellaneous dues and fees (\$1420).



Parks

The Parks budget accounts for expenditures associated with the operation and maintenance of the Si View grounds including the ballfields. Grounds maintenance is performed via a professional services contract, which includes mowing, fertilizing, pruning and other services as needed to maintain the 10-acre facility.

Parks Summary Budget:

PROGRAM OBJECT	2007 Actual	2008 Budget	2009 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	2,094	5,250	13,578	8,328	159%
Personnel Benefits	265	788	2,037	1,249	159%
Other Services and Charges	24,049	29,340	27,034	(2,306)	-8%
TOTAL	26,408	35,378	42,649	7,271	21%

Budget Narrative:

“Salaries and Wages – Seasonal” includes part-time temporary Park Maintenance. The increase is due to the removal of “Custodial Support” from Facilities and re-applied to the Park’s Budget.

“Other Services and Charges” includes supplies (\$1,486); small tools and equipment (\$1,228); professional services maintenance agreement (\$21,432); repairs and maintenance (\$2,264); and rentals (\$624).



Notes