



Si View Metropolitan Park District 2010 Budget

Board of Commissioners

Linda Grez, President
Kevin Haggerty, Clerk
Mark Joselyn
Susan Kelly
Bud Raisio

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
Minna Rud, Recreation Coordinator
Laurel Anderson, 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 2009-04

A RESOLUTION OF THE SI VIEW METROPOLITAN PARK DISTRICT, ADOPTING THE 2010 BUDGET.

WHEREAS, the Board of Commissioners for the Si View Metropolitan Park District have prepared a preliminary budget for the 2010 fiscal year; and

WHEREAS, the Si View Metropolitan Park District Board of Commissioners held a Public Hearing for the 2010 Budget on November 18, 2009; and

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

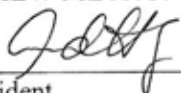
NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE SI VIEW METROPOLITAN PARK DISTRICT, DOES RESOLVE AS FOLLOWS:

Section 1. Budget Adoption. The Final 2010 Budget for the Si View Metropolitan Park District covering the period from January 1, 2010 and ending December 31, 2010 are fixed in the following amounts as noted in Exhibit A "2010 Budget" attached to and incorporated in this resolution.

Section 2. Submittal. A copy of this resolution and the Final 2010 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 18th DAY OF November, 2009.

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 District Budget for the 2010 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.

2009 Accomplishments

As our seventh 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 2009 the Capital Improvement Plan approved by the Board of Commissioners and implemented by staff was an investment in infrastructure and safety. The plan and projects implemented reflected an increase in the total number of projects compared to 2008 and the continued commitment to restore and rehabilitate Si View Community Center and Park. Significant capital projects of note include the Si View Parking Plaza Project, Sidewalk Project and Sewer Project. The Sidewalk and Sewer Projects were examples of creative cost effective, multi-agency collaboration. The district partnered with the City of North Bend to reduce duplication of services and maximize local tax dollars. The Si View Parking Plaza will bring a much needed and safer parking and pedestrian pathway configuration to the District property. Additional projects and investments included the Community Center Floor Re-Coat, new Retractable Backboard and Roll Up Curtain, a Maintenance Truck and future funding for Fire Suppression System and the Pool Mechanical Systems.

The Capital Improvement Plan projects and investments were derived from revenues generated through the General Fund and through the sale of Bonds. In 2009 the District received a bond rating from Standard & Poor's of AA, a significant accomplishment during this economic climate. 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 Cities of North Bend and Snoqualmie, the Snoqualmie Valley School District, King County, Encompass, the Senior Center and local youth sports associations. The current focus of these partnerships and collaborations are the coordination of capital projects for fields and other parks and recreation facilities and the enhancement of recreational opportunities in the Snoqualmie Valley.

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.



2010 Financial Outlook

The District is taking steps to address our current and future needs while minimizing the impact on residents of our district. As we embarked on the construction and financing of the Parking Plaza we were cognizant of the impact to the tax payer and we were still able to address these needs through the 2010 budget with a tax revenue increase of one percent. This minimal increase will be accounted for through new construction which will alleviate any increase for 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.

2010 Budget Trends

2010 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 help rehabilitate Tollgate Farmhouse, a collaborative project with Meadowbrook Farm Preservation Association to make structural improvements to Meadowbrook Farm Interpretive Center, a collaborative project with Snoqualmie Valley School District to sand and re-coat specific school gymnasium floors, re-coating of the Si View Community Center Gymnasium floor, upgrading the pool chemical feed system and wood window repairs throughout the Community Center. In addition funding for future projects of remodeling the kitchen, replacing the fire alarm, remodeling the bathrooms, rehabilitating the interior woodwork, replacing the gymnasium flooring, a new boiler system, mechanical system rebuild, field maintenance equipment and new plumbing throughout the community center. 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 Implementation

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 has served as the blueprint for current and future improvements at both of these parks. In 2010 the Park District will take a Capital Bond Measure to the voters of the District. Capital Projects included in the Bond Measure will 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 2010 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 2010 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

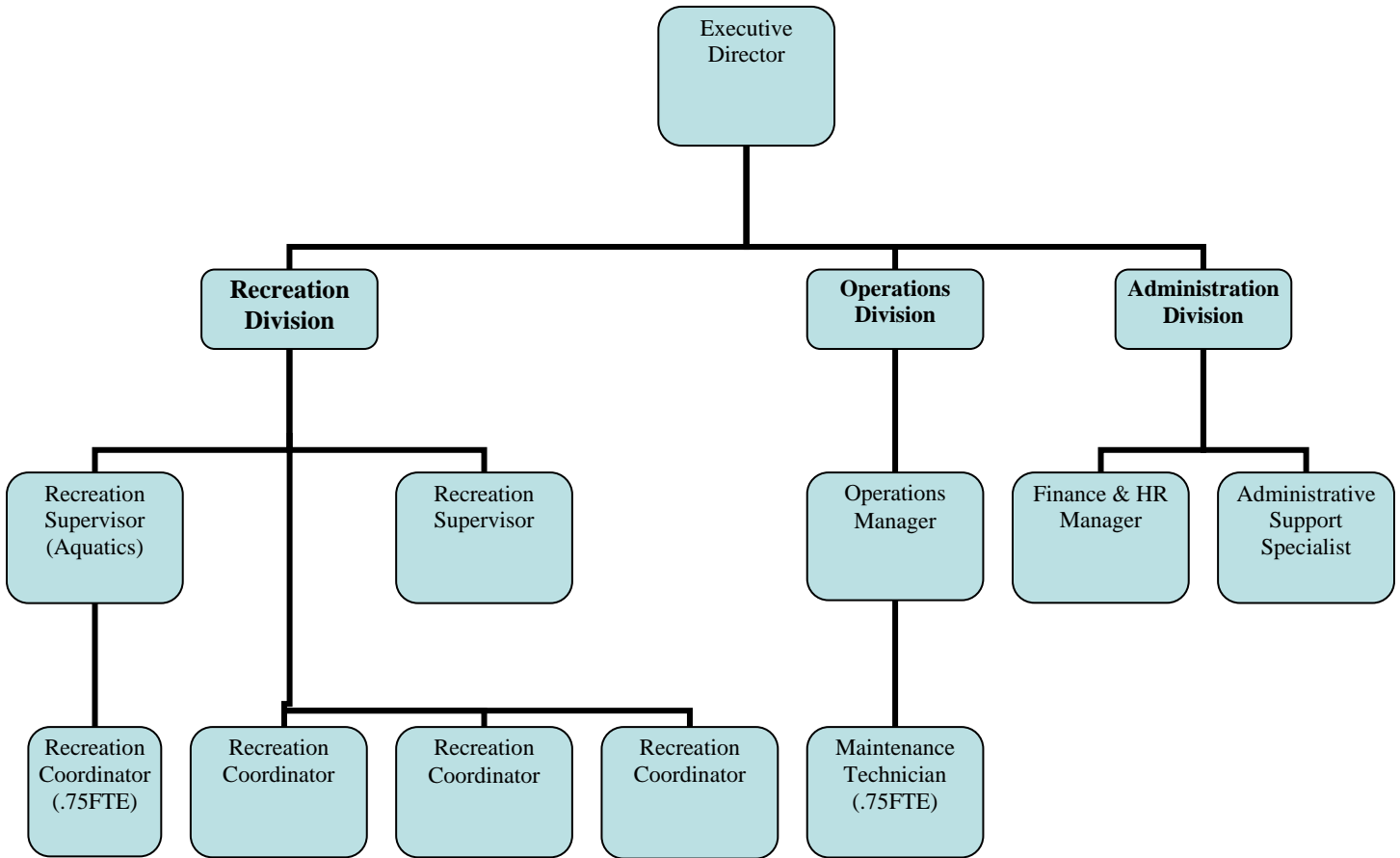
District Contact Information

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

The total number of FTE's proposed for the 2010 fiscal year and represented on the organizational chart is 10.5 full time equivalents (FTE), no increase from 2009. The current staffing structure 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 16th, 2010	Commission develops long-term budget goals and performance objectives.
August 18	Presentation of 2 nd Quarter Report.
August 24	Director delivers budget directives to staff.
September 13	Director reviews staff budget requests and modifies to fit within revenue projections.
September 20	Budget Draft (Preliminary) to Finance Committee for Review – 2011 Staff Plan
September 23	Building and Grounds Committee Reviews 2011 Capital Improvement Plan (CIP)
October 13	Preliminary Budget to Commission – Workshop Session
October 18	Second Budget Draft to Finance Committee for Review -CIP -Proposed Levy Rate
November 3	Second Budget Draft to Commission - Capital Improvement Plan (CIP) - Proposed Levy Rate Notice of Public Hearing published in Snoqualmie Valley Record (10/27/10 and 11/03/10).
November 10	Public Hearing – 2011 Budget and Revenue Sources Property Tax Rate for 2011 Approved
November 17	Approval of 2011 Budget
November 24	Approved Budget sent to State Auditor's Office Final Budget Available to Public
January 1, 2011	2011 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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
<i>GENERAL FUND</i>					
Beginning Cash	295,222	436,154	510,445	53,644	12%
Revenue	2,049,916	1,914,705	1,950,657	35,952	2%
Expenditures	1,593,115	1,885,414	1,919,975	34,561	2%
Ending Cash	752,023	465,445	519,279	53,834	12%
<i>CAPITAL FUND</i>					
Beginning Cash	103,224	123,674	219,796	96,122	78%
Revenue	485,140	500,000	288,308	(211,692)	-42%
Expenditures	364,760	521,931	273,239	(248,692)	-48%
Ending Cash	223,604	101,743	234,865	133,122	131%
<i>EQUIPMENT FUND</i>					
Beginning Cash	5,590	6,000	6,000	0	0%
Revenue	15,774	10,000	10,000	0	0%
Expenditures	7,161	10,000	9,000	(1,000)	-10%
Ending Cash	14,203	6,000	7,000	1000	17%



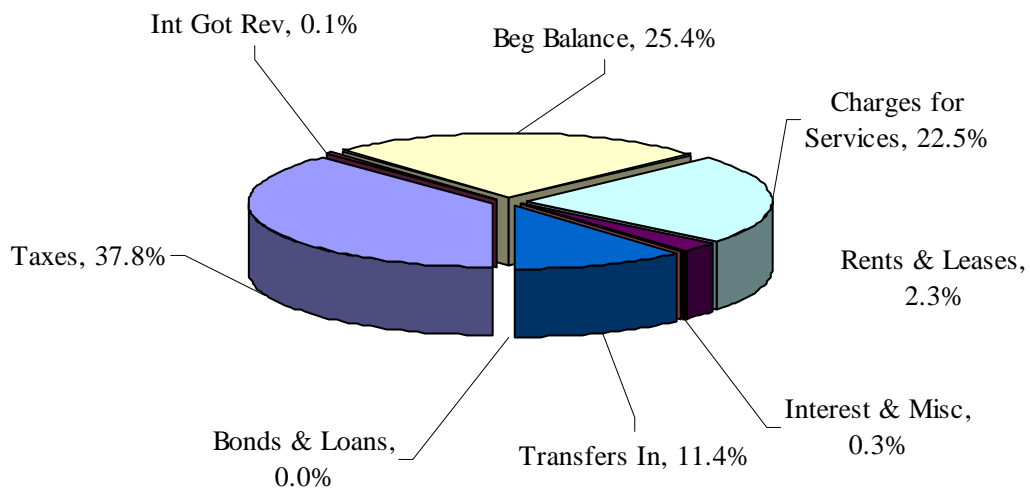
Fund	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
<i>PARKS FUND</i>					
Beginning Cash	3,115	3,500	3,500	0	0%
Revenue	13,215	10,000	14,000	4,000	40%
Expenditures	8,802	10,000	12,500	2,500	25%
Ending Cash	7,528	3,500	5,000	1,500	43%
<i>Revenue Stabilization</i>					
Beginning Cash	N/A	0	37,500	37,500	0%
Revenue	N/A	37,500	37,500	0	0%
Expenditures	N/A	0	0	0	0%
Ending Cash	N/A	37,500	75,000	37,500	100%



2010 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	510,445	1,157,123	5,000	690,340	70,575	9,750	0	0	2,443,233
Capital Fund	219,796	0	0	0	0	0	288,308	0	508,104
Equipment Fund	6,000	0	0	0	0	0	10,000	0	16,000
Parks Fund	3,500	0	0	0	0	0	14,000	0	17,500
Revenue Stabilization	37,500	0	0	0	0	0	37,500	0	75,000
TOTAL ALL FUNDS	777,241	1,157,123	5,000	690,340	70,575	9,750	349,808	0	3,059,837

2010 Revenues All Funds





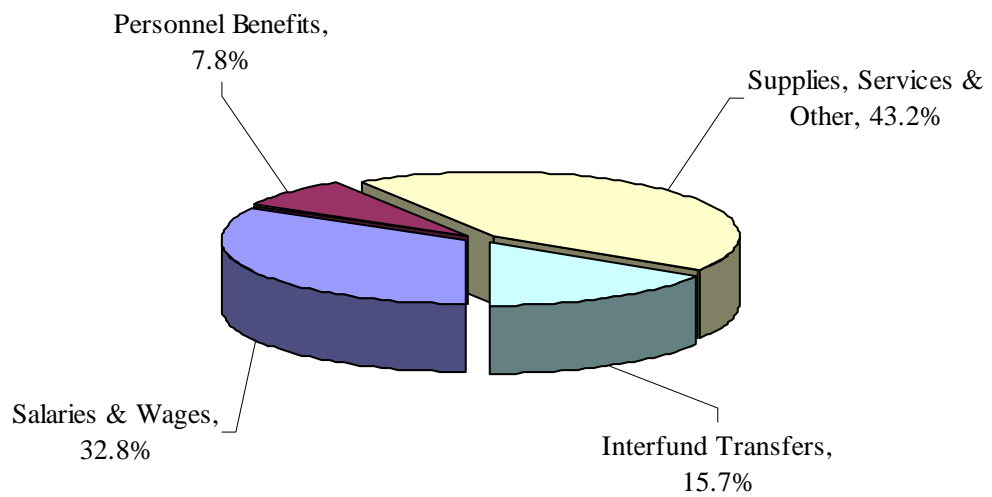
2010 Budgeted Expenditures Classification by Categories (All Funds)

Fund	Salaries & Wages	Personnel Benefits	Supplies, Services and Other	Interfund Transfer	Ending Fund Balance	Total Budget
GENERAL FUND						
Legislative	12,600	0	12,964	0	0	25,564
Executive	86,124	18,051	6,208	0	0	110,383
Finance	77,782	22,983	2,616	0	0	103,381
Legal	0	0	9,000	0	0	9,000
Central Services	0	0	235,391	0	0	235,391
Planning	0	0	13,000	0	0	13,000
Recreation	251,596	64,554	288,460	0	0	604,610
Facilities	120,457	30,615	39,806	0	0	190,878
Aquatics	167,461	37,638	32,212	0	0	237,311
Parks	13,800	2,070	28,758	0	0	44,628
Other Exp. & Transfers	0	0	0	349,808	0	349,808
Ending Fund Balance	0	0	0	0	519,279	519,279
Total General Fund	729,820	175,911	664,435	349,808	519,279	2,443,233
Total Capital Fund	0	0	273,239	0	234,865	508,104
Total Equipment Fund	0	0	9,000	0	7,000	16,000
Total Parks Fund	0	0	12,500	0	5,000	17,500
Total Revenue Stabilization Fund	0	0	0	0	75,000	75,000
TOTAL ALL FUNDS	729,820	175,911	959,174	349,808	841,144	3,059,837



**2010 Budgeted Expenditures (cont.)
(All Funds)**

**2010 Expenditures All Funds
(Ending Balance Excluded)**





2010 Capital Projects

Project Name	2010 Expenditures	Total Project Budget	Funding Source
Floor Re-Coat Si View Community Center Gymnasium	2,500	2,500	Capital Fund
Community Center/Annex Plumbing**	48,000	146,000	Capital Fund
Pool Chemical Feed Upgrade	12,000	12,000	Capital Fund
Wood Windows	8,000	8,000	Capital Fund
Si View Parking Plaza		1,120,000	Bond
Maintenance/Field Equipment**	10,000	30,000	Capital Fund
Si View Community Center Fire System Replacement**	15,000	50,000	Capital Fund
Snoqualmie Valley Community Collaboration	20,000	120,000	Capital Fund
Pool Mechanical Systems – Valve Rebuild & Pipe Reconfiguration**	15,000	38,000	Capital Fund
Replace Si View Community Center Gymnasium Floor**	30,000	120,000	Capital Fund
Si View Community Center – Interior Woodwork**	15,000	60,000	Capital Fund
Si View Community Center – Kitchen Remodel**	10,000	40,000	Capital Fund
Si View Community Center – Bathroom Remodel**	24,000	96,000	Capital Fund
Pool Boiler System**	5,000	15,000	Capital Fund
TOTAL CAPITAL PROJECTS	214,500	1,857,500	

The projects listed have been identified by the District in the 5 year Capital Improvement Plan.
 **Projects partially funded in the 2010 Budget. Project implementation will take place in future years.



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.

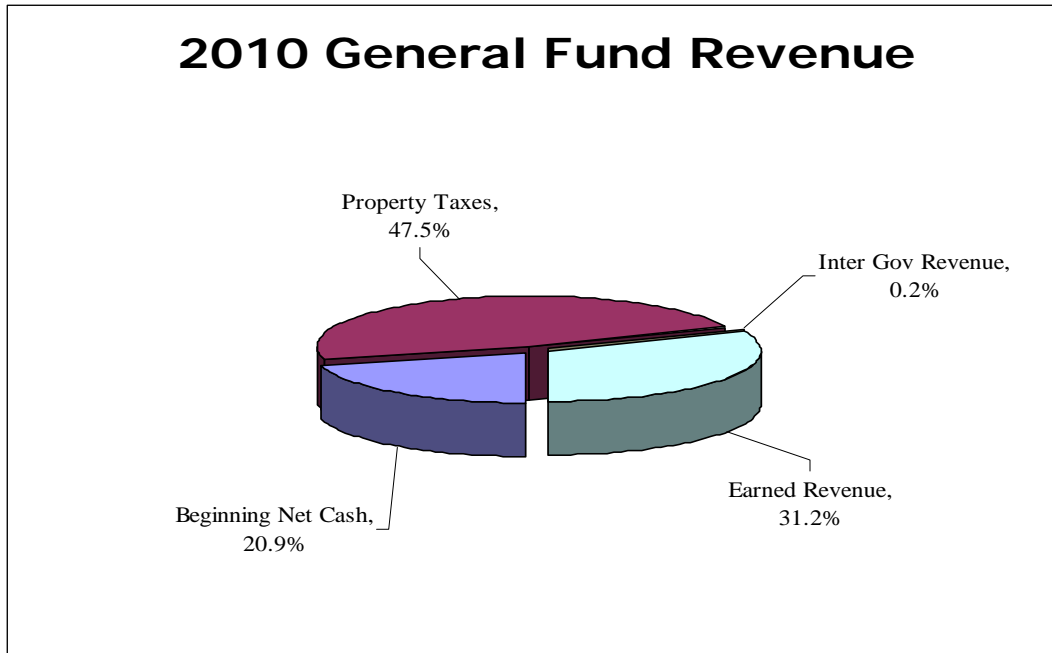
PROFESSIONAL PAY SCHEDULE			
Position	Monthly Salary Range		Number of Employees
	From	To	
Director	5,745	7,178	1.00
Operations Manager	5,200	5,723	1.00
Recreation Supervisor	3,527	4,278	1.00
Finance & HR Manager	3,199	4,278	1.00
Maintenance Technician	3,199	4,035	.75
Recreation Coordinator	2,100	4,035	3.75
Administrative Support Specialist	1,763	3,166	1.00
TOTAL FTE's			10.5

TEMPORARY/SEASONAL PAY SCHEDULE			
Position	Hourly Pay Rate		Number of Employees
	From	To	
Recreation Specialist – Youth Sports	\$11.27/hr	\$15.07/hr	Variable
Recreation Lead Supervisor	\$11.27/hr	\$13.07/hr	Variable
Head Lifeguard	\$11.27/hr	\$13.07/hr	Variable
Building Supervisor – Youth Sports	\$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/hr	\$11.29/hr	Variable
Building Supervisor – Youth Sports	\$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	\$8.55/hr	\$9.29/hr	Variable
Jr. Recreation Leader	\$8.55/hr	\$8.83/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 \$10,652 tax revenue increase. The increase is comprised entirely allowances for new construction and private timber harvest tax therefore no increase on existing residents.

Intergovernmental Revenue – Includes anticipated program grants for 2009.

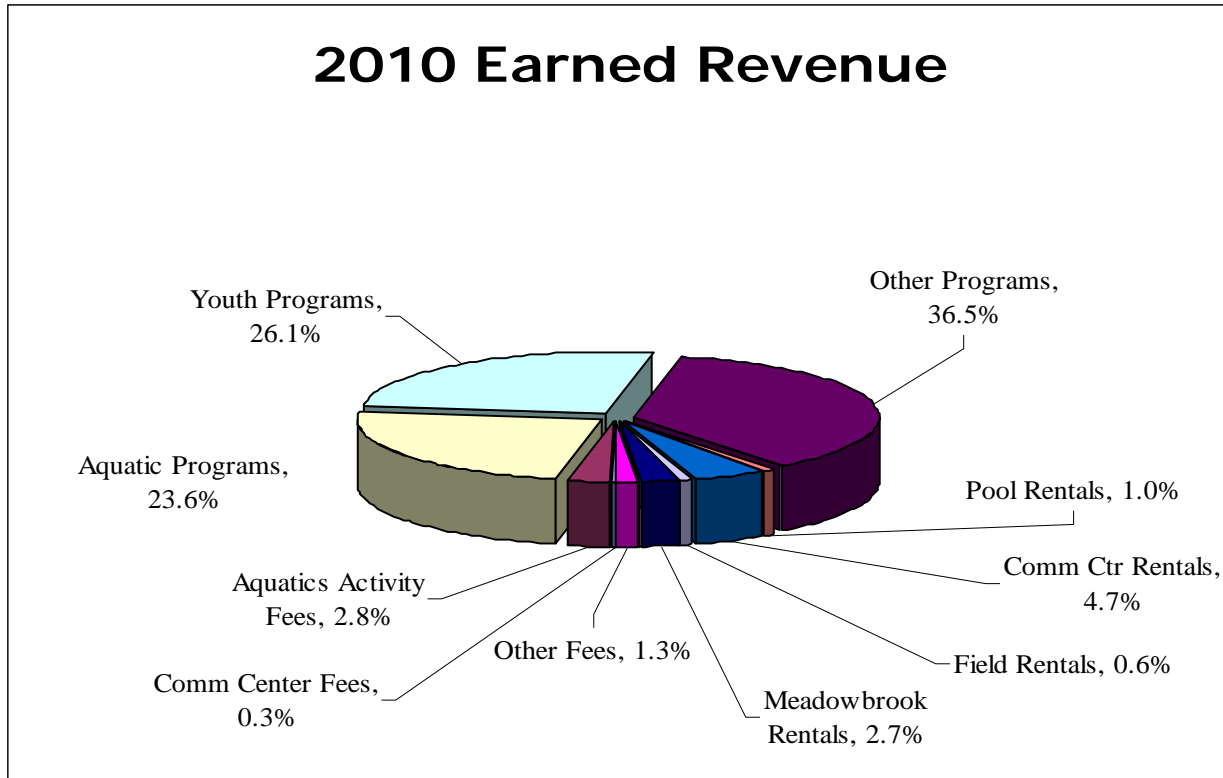
Earned Revenue – Based on actual revenue collected for the previous fiscal year, with an overall increase due to the addition of recreation programs and increase in facility rentals.

REVENUES BY OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Beginning Cash	295,222	456,801	510,445	53,644	12%
Property Taxes	1,128,200	1,146,520	1,157,123	10,652	1%
Intergovernmental Revenue	0	5,000	5,000	0	0%
Earned Revenue	623,520	706,650	760,915	54,265	8%
TOTAL	2,046,942	2,314,971	2,433,483	118,512	5%



Earned Revenue Detail

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

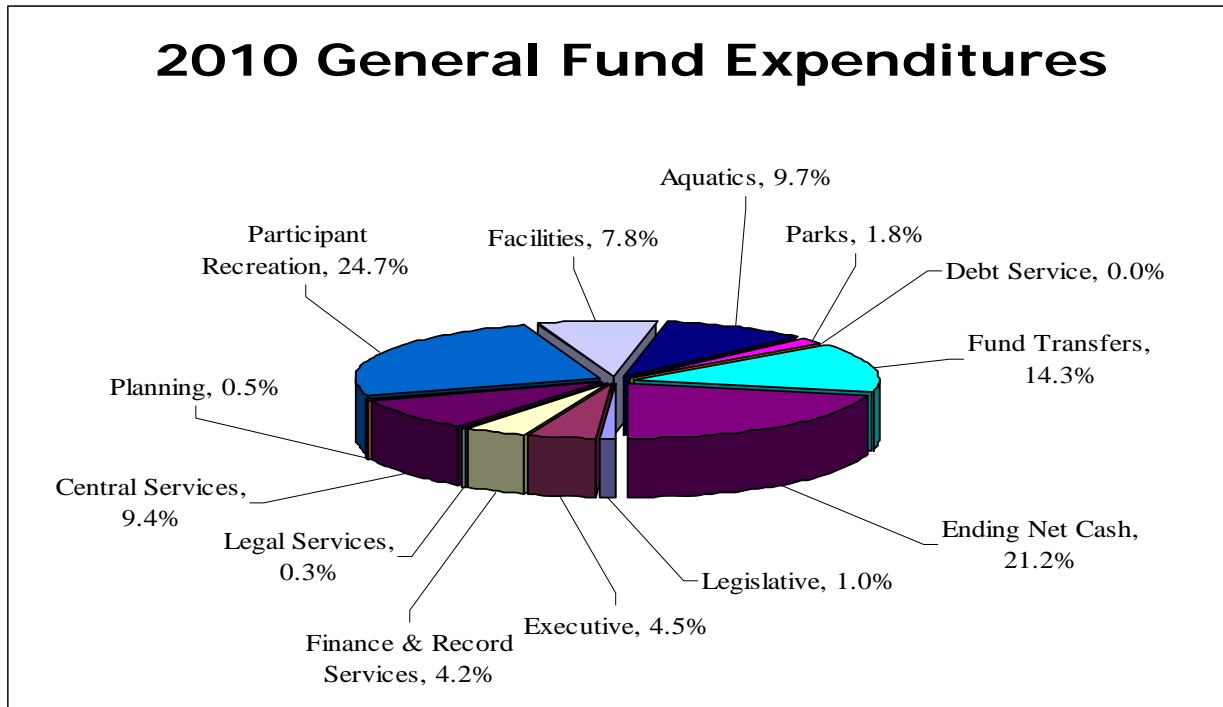


REVENUES BY OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Comm. Ctr. Activity Fees	2,695	3,008	3,008	0	0%
Aquatics Activity Fees	21,245	19,954	21,954	2,000	10%
Aquatics Programs	181,944	173,080	182,100	9,020	5%
Youth Programs	132,006	173,679	201,172	27,493	16%
Other Programs	207,200	273,519	281,553	8,034	3%
Pool Rentals	8,317	7,850	8,075	225	3%
Comm. Ctr. Rentals	25,228	22,589	36,250	13,661	60%
Field Rentals	9,998	6,030	5,000	(1030)	-17%
Meadowbrook Rentals	34,358	25,591	21,250	(4,341)	-17%
Other Fees (vending, interest, misc)	12,515	9,450	10,300	850	9%
TOTAL	635,506	714,750	770,662	55,912	8%



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Legislative	16,716	16,905	25,564	8,659	51%
Executive	104,618	109,687	110,383	696	1%
Finance & Records Services	95,248	108,165	103,381	(4,784)	-4%
Legal Services	1,110	9,000	9,000	0	0%
Central Services	200,747	217,244	231,411	14,167	7%
Planning	12,395	15,000	13,000	(2,000)	-13%
Participant Recreation	318,407	580,206	604,610	24,404	4%
Facilities (Buildings)	175,953	191,158	190,878	(280)	0%
Aquatics	238,492	230,657	237,311	6,654	3%
Parks (Fields and Grounds)	30,336	42,649	44,628	1,979	5%
Debt Service	0	0	0	0	0%
Fund Transfers	399,086	347,500	349,808	2,308	1%
Ending Net Cash	456,801	465,445	519,279	53,834	12%
TOTAL	2,049,909	2,333,616	2,439,253	105,637	4%



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 four years of payment data, with a pay off date of 2013. Loan payments are drawn from the Capital Fund.

Energy Loan	2010	2011	2012	2013
Beginning Balance	343,347	262,656	178,628	91,123
Interest	13,240	9,902	6,427	2,808
Principal	80,691	84,029	87,504	91,123
Total Annual Payment	93,931	93,931	93,931	93,931
Ending Balance	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 borrowed \$210,000 from the State of Washington L.O.C.A.L. Loan program. This was 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 2010 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

Bud Raisio

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

2010 Assessed Valuation of
Property.....\$2,216,403,130

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

2010 Levy Rate.....\$0.53 per 1,000/A.V.

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

2010 Legislative Goals:

1. Approve the Annual Budget for 2010.
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.
9. Propose equitable Capital Bond Package to finance District capital improvements.

Legislative Summary Budget:

PROGRAM OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Commission Fees	7,910	12,600	12,600	0	0%
Other Services and Charges	1,434	4,305	4,335	30	1%
Election Costs	7,372	0	8,629	8,629	0%
TOTAL	16,716	16,905	25,564	8,659	51%

Budget Narrative:

“Other Services and Charges” includes publication of official notices (\$500); and travel and training (\$3,835). 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 2010 are based on 2008 actual costs and are well below the authorized maximum. The Commissioner fee is currently set at \$70 per meeting. The estimated Election Costs are from the November 2009 election for two open Commissioner Seats.



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

2010 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.
6. Facilitate and execute Capital Bond ballot measure with successful conclusion.

Executive Summary Budget:

PROGRAM OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	82,001	83,616	86,124	2,508	3%
Personnel Benefits	17,791	19,899	18,051	(1,848)	-9%
Other Services and Charges	4,826	6,172	6,208	36	1%
TOTAL	104,618	109,687	110,383	696	1%

Budget Narrative:

“Salaries and Wages” includes the District Director (1.0 FTE). Salaries and Wages increase by 3%.

“Personnel Benefits” based on 2010 anticipated costs. PERS retirement rates and unemployment rates have decreased for 2010.

“Other Services and Charges” includes dues and fees; and travel and training.



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

2010 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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	71,680	75,527	77,782	2,255	3%
Personnel Benefits	21,735	24,289	22,911	(1,378)	-6%
Other Services and Charges	1,833	8,349	2,688	(5,661)	-68%
TOTAL	95,248	108,165	103,381	(4,784)	-4%

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 a salary increase for the Finance & HR Manager and Administrative Support Specialist.

“Personnel Benefits” based on 2010 anticipated costs. PERS retirement rates and unemployment rates have decreased for 2010.

“Other Services and Charges” includes dues and fees; travel and training. Decrease due to state audit fees which are only incurred every other fiscal year.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	-	-	-	-	0%
Personnel Benefits	-	-	-	-	0%
Other Services and Charges	1,110	9,000	9,000	0	0%
TOTAL	1,110	9,000	9,000	0	0%

Budget Narrative:

“Other Services and Charges” includes professional services.



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	2008 Actual	2009 Proposed	2010 Proposed	Variance	% Change
Supplies and Small Tools	6,155	7,500	7,000	(500)	-7%
Communications	16,404	16,020	16,706	686	4%
Utilities	63,124	76,250	91,500	15,250	20%
Printing and Advertising	21,674	25,040	25,040	0	0%
Insurance	16,012	20,304	25,979	5,675	28%
Custodial	4,649	4,500	6,000	1,500	33%
Other Services and Charges	69,894	67,630	63,165	(4,465)	-7%
TOTAL	197,912	217,244	235,390	18,146	7%

Budget Narrative:

“Supplies and Small Tools” decreased due to actuals.

“Communications” includes postage; phones ; and internet.

“Utilities” includes water/sewer/storm; Electricity; Natural Gas; and Garbage. Increase due to the addition of sewer service, additional programming and projected rate increases.

“Printing and Advertising” has remained flat.

“Custodial” increase due to anticipated costs and centralized purchasing.

“Insurance” increase due to expanded programming and increased coverage.

“Other Services and Charges” include copy machine rental; repairs and maintenance ; website development and maintenance ; fuel and maintenance for District vehicles; excise taxes; computer hardware and software; security monitoring; credit card fees ; King County Administrative Fee; Ad Valdrem Tax Refunds; and miscellaneous dues and fees.



Planning

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

Planning Summary Budget:

PROGRAM OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	-	-	-	-	0%
Personnel Benefits	-	-	-	-	0%
Other Services and Charges	12,395	15,000	13,000	(2,000)	-13%
TOTAL	12,395	15,000	13,000	(2,000)	-13%

Budget Narrative:

“Other Services and Charges” includes professional architectural and consultant services.



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:	Minna Rudd
Recreation Coordinator:	Ryan Daly
Recreation Coordinator:	Jessica Steinborn

2010 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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	171,599	251,711	280,301	28,590	11%
Personnel Benefits	39,168	63,817	64,554	737	1%
Other Services and Charges	2,886	6,331	7,183	852	13%
Recreation Programs	104,754	258,347	252,572	(5,775)	-2%
TOTAL	318,407	580,206	604,610	24,404	4%

Budget Narrative:

“Salaries and Wages” includes a Recreation Supervisor (1 FTE) and Three Recreation Coordinators (3 FTE). Salaries and Wages increase due to merit salary increases and program expansion.

“Personnel Benefits” based on 2010 anticipated costs. PERS retirement rates have decreased for 2010.

“Other Services and Charges” includes miscellaneous dues and fees and travel and training.

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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	52,136	61,872	84,863	22,991	37%
Personnel Benefits (Seasonal)	7,820	9,280	12,729	3,449	37%
Other Services and Charges	23,510	40,047	36,385	(3,662)	-9%
TOTAL	83,466	111,199	133,977	22,778	20%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for the youth programs. Increase due to expanded programming.

“Other Services and Charges” includes supplies; small tools and equipment; professional services instructors; rentals and other services - field trips, bus rentals etc.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	88	96	8	9%
Personnel Benefits (Seasonal)	-	13	14	1	8%
Other Services and Charges	11,607	11,665	14,834	3,169	27%
TOTAL	11,607	11,766	14,944	3,178	27%

Budget Narrative:

“Other Services and Charges” includes supplies; small tools , professional services instructors; rentals and other.



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 Summer Concert Series and the Farmers Market.

Special Events Summary Budget:

PROGRAM OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	2,475	2,398	3,058	660	28%
Personnel Benefits (Seasonal)	371	360	458	98	27%
Other Services and Charges	11,955	16,715	21,250	4,535	27%
TOTAL	14,801	19,473	24,766	5,293	27%

Budget Narrative:

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

“Other Services and Charges” includes supplies; small tools and equipment; professional services instructors; rentals and other.

Overall this category shows an increase due to an increase cost in stage rentals, sound equipment set up and band costs.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	336	1,927	693	(1,234)	-64%
Personnel Benefits (Seasonal)	50	289	104	(185)	-64%
Other Services and Charges	4,023	11,138	5,882	(5,256)	-47%
TOTAL	4,409	13,354	6,679	-6,675	-50%

Budget Narrative:

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

“Other Services and Charges” includes supplies; small tools and equipment; professional services instructors; rentals and other.

Overall this category shows a decrease due to an adaptation to previous years budgeting. In years past participation levels have been too low for the Adult Basketball League and Volleyball League to take place. These programs will continue to be offered yet until the leagues are formed the budget will reflect past years actual costs and expenses.



Participant Recreation: Youth Sports Programming

The Youth Sports programming includes Travel Basketball, Wild Cat Shoot Out, Recreation Basketball, Wrestling Camp, Wrestling League, Youth Track, Rainier Baseball League, Knuckleballers Baseball League and SkyHawks.

Youth Sports Programming Summary Budget:

PROGRAM OBJECT	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	23,093	24,574	1,481	6%
Personnel Benefits (Seasonal)	-	3,464	3,686	222	6%
Other Services and Charges	-	140,562	135,121	(5,441)	-4%
TOTAL	-	167,119	163,381	(3,732)	-2%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for all programs.

“Other Services and Charges” includes supplies, small tools and equipment; professional services which includes referee fees, tournament fees and the payment to SkyHawks for camp registration; Rentals and Other.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	-	-	-	-	-
Personnel Benefits (Seasonal)	-	-	-	-	-
Other Services and Charges	27,633	18,746	18,326	(420)	-2%
TOTAL	27,633	18,746	18,326	(420)	-2%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for programs.

“Other Services and Charges” includes supplies; small tools and equipment; and professional services instructors.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	1,273	2,721	4,129	1,408	52%
Personnel Benefits (Seasonal)	191	408	619	211	52%
Other Services and Charges	13,217	19,474	19,074	(400)	-2%
TOTAL	14,681	22,603	23,822	1,219	5%

Budget Narrative:

“Salaries and Wages” includes seasonal staff for the special populations programs and other community programs. The increase in this category reflects an increase in staffing for Special Population Programming.

“Other Services and Charges” includes supplies; small tools and equipment; professional services instructors; rentals and other.



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

2010 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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	94,908	94,848	97,693	2,845	3%
Personnel Benefits	25,824	29,848	27,200	(2,648)	-9%
Salaries and Wages (Seasonal)	16,708	23,220	22,764	(456)	2%
Personnel Benefits (Seasonal)	2,352	3,483	3,415	(68)	-2%
Other Services and Charges	36,161	39,757	39,806	49	0%
TOTAL	175,953	191,156	190,878	(278)	0%

Budget Narrative:

“Salaries and Wages” includes the Operations Manager (1.0 FTE) and the Maintenance Technician (.75 FTE).

“Personnel Benefits” based on 2010 anticipated costs. PERS retirement rates have decreased for 2010.

“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; supplies; small tools and equipment; facility inspections; repairs and maintenance; travel and training; dues and fees; and rentals.



Aquatics

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

Recreation Supervisor (Aquatics): Recreation Coordinator (Aquatics):	Bridget O'Connell Laurel Anderson
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2010 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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages	66,400	70,800	72,924	2,124	3%
Personnel Benefits	21,135	23,392	23,457	65	0%
Salaries and Wages (Seasonal)	101,686	91,286	94,537	3,251	4%
Personnel Benefits (Seasonal)	16,712	13,693	14,181	488	4%
Other Services and Charges	32,559	31,486	32,212	726	2%
TOTAL	238,492	230,657	237,311	6,654	3%

Budget Narrative:

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

“Personnel Benefits” based on 2010 anticipated costs. PERS retirement rates have decreased for 2010.

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

“Other Services and Charges” includes supplies; small tools and equipment; repairs and maintenance; rentals; travel and training; and miscellaneous dues and fees.



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	2008 Actual	2009 Budget	2010 Proposed	Variance	% Change
Salaries and Wages (Seasonal)	8,963	13,578	13,800	222	2%
Personnel Benefits	1,299	2,037	2,070	33	2%
Other Services and Charges	20,074	27,034	28,758	1,724	6%
TOTAL	30,336	42,649	44,628	1,979	4%

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; small tools and equipment; professional services maintenance agreement; repairs and maintenance; and rentals.



Notes