

RECREATION ACTIVITY FUND

Parks and Recreation Department

PROGRAM OVERVIEW

The Recreation Activity Fund (RAF) provides staff, supplies, services and equipment to operate self-sustaining year-round recreational activities. Programs are designed to meet the recreational needs of all Redmond citizens regardless of age or physical, mental, or economic condition. Programs managed through the Recreation Activity Fund are designed to recover 100% of the direct program cost, plus a portion of administrative costs. The fund is divided into ten sections:

- Community Interest Recreation - provides preschool and general interest programs to Redmond youth and adults.
- Cultural Recreation - provides visual, literary, and performing art instructional classes and programs for citizens.
- Specialized Recreation - provides recreational classes, trips, and special activities for persons with physical or developmental disabilities.
- Senior Adult Recreation - provides classes, trips, and special recreation activities for senior citizens that are primarily offered at the Redmond Senior Center.
- Sports - provides youth and adult sports programs, classes, and athletic leagues for Redmond's citizens.
- Fitness - provides youth and adult health and fitness programs, classes and activities.
- Outdoor Recreation - provides youth and adult educational and interpretive outdoor recreation programs primarily at Farrel McWhirter Park.
- Teen Recreation - provides fee-based programs, dances, and concerts for teens and high-risk youth.
- Senior Center Facility - provides staffing, supplies, equipment, and scheduling of events for other City use and community rental of the Senior Center.
- General Services - provides resources that support the overall provision of recreation programs and facilities in all sections.

BUDGET OVERVIEW**REVENUES**

	2001-2002 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Estimate</u>	2005-2006 <u>Budget</u>
Beginning Fund Balance	\$176,264	\$193,597	\$202,654	\$139,618
Recreation Class Fees	1,885,182	2,405,947	2,241,215	2,702,000
Rental/User Fees	142,845	136,950	155,148	182,000
Investment Interest	27,907	24,000	9,540	12,000
Grants/Donations	55,699	69,800	108,945	28,000
Miscellaneous Revenue	8,242	22,050	25,315	10,000
Transfer from General Fund	32,689	92,721	217,021	0
TOTAL REVENUE	\$2,328,828	\$2,945,065	\$2,959,838	\$3,073,618

EXPENDITURES

	2001-2002 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Estimate</u>	2005-2006 <u>Budget</u>
Salary and Benefits:				
Salaries and Benefits	825,163	975,413	1,131,162	1,232,784
Supplemental Help	482,694	599,234	565,427	660,000
Supplies	173,148	255,974	189,624	219,200
Professional/Legal:				
Professional Services	424,639	696,345	635,902	542,000
Printing, Telephone, Rental, Other	179,178	238,613	250,021	200,700
Intergovernmental:				
Interfund Transfer - Gen Fund	38,000	38,000	38,000	38,000
Interfund Transfer - Com Events	0	3,608	3,608	0
Capital Equipment	3,352	0	4,831	0
Interfund Transfers - Info Tech	0	0	1,645	0
Ending Fund Balance	0	137,878	0	180,934
Total Expenditures	\$2,126,174	\$2,945,065	\$2,820,220	\$3,073,618
TOTAL FTEs	8.04	8.92	8.92	8.92

MAJOR CHANGES BETWEEN 2003-2004 BUDGET AND 2005-2006 BUDGET

Programming and revenues for the Recreation Activity Fund (RAF) are up due to the recent completion of the remodeling and expansion of Grasslawn Park and the construction of the facilities at Perrigo Park. Facility use and program participation is growing at a rate of 7% to 8% per year and allows Recreation to increase class offerings, expand athletic leagues and fully fund these programs from the increased fee and rental income. Expenses in this fund are expected to increase primarily due to more supplemental staff being added to respond to higher program demands, merit and market adjustments, and higher medical benefit costs for existing recreation staff.

Please note that community events are no longer funded in the Recreation Activity Fund. Due to difficulties in tracking these revenues and expenditures, a new Community Events Fund was created in 2004. For 2005-2006, community events revenue and expenditures will be accounted for in the new fund.

DESCRIPTION OF PROGRAM INCREASES (REDUCTIONS)

No program changes were authorized for this fund.

2003-2004 ACCOMPLISHMENTS

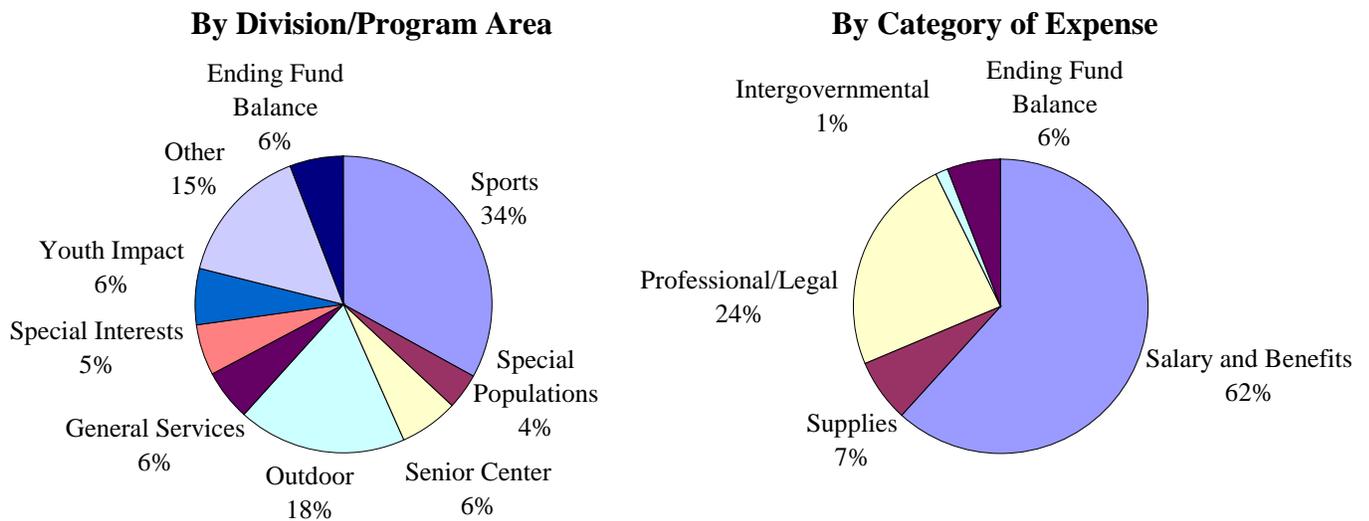
- Expanded program, league and class offerings in all sections, in order to meet demand for services from Redmond residents.
- Successfully opened Perrigo Community Park with a heavy use schedule and new and expanded athletic leagues.
- Adjusted fees and selectively expanded programs, in order to fund the increasing cost of staff, instructors, and program equipment and supplies.
- Significantly increased rental income from use of park facilities, a portion of which will help fund the future replacement of field turf at community park sites.
- Built stronger partnerships with both private and other public providers to expand programming for Redmond citizens.

2005-2006 WORKPLAN INITIATIVES

- Continue to assess community needs for camps/classes/special programs and develop, expand or streamline as necessary. Work to maintain a professional and customer service-oriented approach toward programming.
- Improve marketing of programs and explore creative options for recruitment of staff including interns and volunteers.
- Expand community partnerships as well as involvement with other City departments in order to grow programs, expand resources and manage revenue in the most efficient way possible.
- Establish a sports website and complete a field scheduling guide to allow potential clients to download registration materials for sports leagues, facility rental, access schedules, rules, and league standings.
- Increase fund revenue through an increase in sports league participation and facility rental by utilizing new/renovated athletic facilities at Perrigo and Grass Lawn Community Parks.
- Stabilize the financial health of the fund by re-establishing historic beginning fund balance levels. This is necessary to protect the fund during down economic cycles.

SUMMARY OF DEPARTMENT RESOURCES

2005-2006 Budget \$3,073,618



ARTS ACTIVITY FUND

Parks and Recreation Department

PROGRAM OVERVIEW

The Arts Activity Fund accounts for the City's public art acquisition program as well as performing arts, literary arts, visual arts, grant and art education programs. This fund also provides the resources to support the Redmond Arts Commission.

BUDGET OVERVIEW

	REVENUES			
	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Beginning Fund Balance	\$106,107	\$170,439	\$165,272	\$145,491
Per Capita Transfer from GF	155,238	159,061	159,061	182,784 ¹
Transfers from Construction	70,000	40,000	40,000	8,000
Grants & Private Donations	77,268	53,100	85,612	70,100
Miscellaneous Revenue	11,014	24,200	23,605	15,300
TOTAL REVENUES	\$419,627	\$446,800	\$473,550	\$421,675
	EXPENDITURES			
	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Salary and Benefits	\$67,289	\$86,338	\$89,886	\$91,187
Supplies	6,093	6,100	5,376	6,450
Professional/Legal:				
Professional Services	125,897	101,500	89,961	157,550
Printing, Telephone, Adv., Other	40,463	58,750	60,086	57,350
Capital Equipment	14,613	92,000	82,750	50,739
Ending Fund Balance	0	102,112	0	58,399
Total Expenditures	\$254,355	\$446,800	\$328,059	\$421,675
TOTAL FTEs	0.52	0.52	0.52	0.52

1. Reflects increase in per capita rate from \$1.25 to \$1.50.

MAJOR CHANGES BETWEEN 2003-2004 BUDGET AND 2005-2006 BUDGET

This fund receives its revenues primarily from a \$1.25 per capita contribution from the General Fund, grants, donations, and transfers from capital programs for acquisition of arts under the 1% for the Arts program. The General Fund per capita contribution was increased to \$1.50 per capita for 2005-2006, which will generate an additional \$23,500 over the biennium for a total of \$182,784 in revenue.

The revenue received by the fund will be used to acquire works of art under the 1% for the Arts Program for Idylwood, Hartman and Grasslawn Parks, enhance arts activity programs such as art classes, visual media development, and provide support to the Arts Commission.

DESCRIPTION OF PROGRAM INCREASES (REDUCTIONS)

No program changes were authorized for this fund.

2003-2004 ACCOMPLISHMENTS

- The Arts Commission was recognized for two of its program projects. The awards were from the Washington State School Administrators Association Community Leadership award for *K-2 Art Into Literacy Project* and the from the Washington Recreation and Parks Association Spotlight Award of Merit for the Arts Commission's "*Flash Media Movie*" which highlights art in Redmond.
- Completed public art projects including "*Eagle and Salmon*" located at Reservoir Park and "*Helping Hand*" located at the newly created Fire Fighter's Plaza. Commissioned the following works from local and international artists: "Field of Dreams" to be located in Grasslawn Park, and the Fire Fighter's bench.
- Implemented new Community Center Gallery program and at City Hall. Shows included African American Photography, Eastside Association of Fine Arts and emerging and professional artists.
- Moved the Outdoor Sculpture Garden program from the City Campus to Redmond Town Center. This was done to accommodate the City Hall and parking structure construction work scheduled for 2004-05.
- Arts Education committee completed the Grade 3-6 art lesson manual with funding assistance from the Washington State Arts Commission.
- The Arts Commission funded in conjunction with the Recreation division and the cities of Kirkland and Bellevue the first "*Exploring Diversity*" Workshop for Redmond and other area teens by learning to work with various arts mediums such as video, photography, and written compositions focused on cultural diversity.

2005-2006 WORKPLAN INITIATIVES

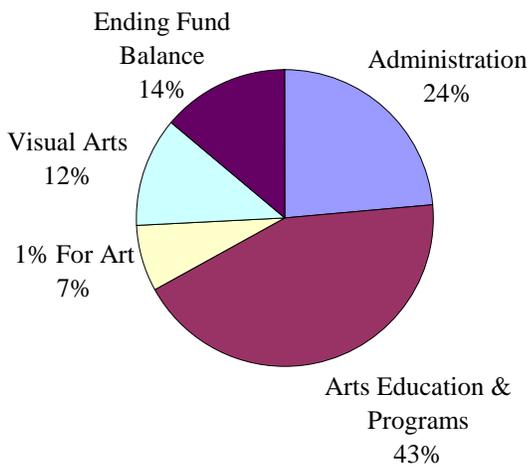
- Increase corporate and grant support of programs to fund curator for outdoor exhibits, pay increased artist fees for performances, and to purchase additional public art for sites not covered by "Percent for Arts" projects.
- Continue utilizing staff and commissioners to complete the Cultural Plan Update.
- Reformat the Arts Commission Website to make more user friendly and provide more information.

- Expand partnerships with the business community in order to expand the outdoor art exhibit program.
- Provide recommendations and oversight on the public art program for City Hall and other capital projects completed during the biennium.

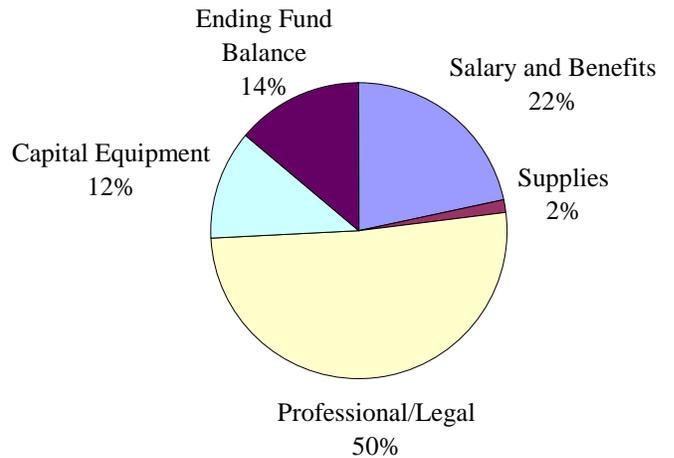
SUMMARY OF DEPARTMENT RESOURCES

2005-2006 Budget \$421,675

By Division/Program Area



By Category of Expense



PARKS MAINTENANCE AND OPERATIONS FUND

Parks and Recreation Department

PROGRAM OVERVIEW

The Parks Maintenance and Operations fund accounts for year-round maintenance services to ensure clean, safe, accessible facilities and grounds for rights-of-way, street trees, parks, the Municipal Campus, open space, the Watershed Preserve and other City properties. These activities are funded from a property tax levy lid lift, which was approved by voters in 1989. Staff in this fund also provides support to the Park Board, Trails Commission, citizens, and other City departments.

BUDGET OVERVIEW

REVENUES

	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Beginning Fund Balance	\$246,535	\$212,607	\$268,973	\$174,112
Property Taxes	1,333,030	1,333,030	1,333,030	1,346,360
Investment Interest	14,383	8,000	4,000	4,000
KC Watershed Agreement	75,322	40,000	50,318	20,000
Miscellaneous Revenue	51,463	33,630	49,381	17,404
TOTAL REVENUES	\$1,720,733	\$1,627,267	\$1,705,702	\$1,561,876

EXPENDITURES

	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Salary and Benefits	\$887,397	\$945,794	\$986,794	\$1,070,642
Supplies:				
Operating Supplies	112,650	154,923	148,565	147,663
Small Tools & Equipment	38,719	17,908	23,312	17,908
Professional/Legal:				
Contracted Repairs/Maintenance	269,867	267,206	246,079	177,206
Equip Rent, Phone, Tuition, Other	83,476	96,457	77,406	77,567
Capital Equipment	9,797	0	0	0
Interfund Transfer - Fleet	49,854	49,434	49,434	35,378
Ending Fund Balance	0	95,545	0	35,512
TOTAL EXPENDITURES	\$1,451,760	\$1,627,267	\$1,531,590	\$1,561,876
TOTAL FTEs	6.73	6.73	6.73	6.73

MAJOR CHANGES BETWEEN 2003-2004 BUDGET AND 2005-2006 BUDGET

Revenue Highlights include:

- The King County Inter-local Agreement revenue for regional trail and support services maintenance is decreased by \$20,000 in anticipation of lower revenues when the agreement is re-negotiated during the biennium.
- Property tax revenue reflects a 1% increase in the levy, the maximum allowed under state law. This will generate \$13,330 over the biennium.

Expenditure Highlights include:

- Professional Services is expected to decline by \$12,000, resulting from a decrease in the utilization of consultants for project planning purposes. This line item is used for hiring outside consultants to perform project planning and is being reduced to offset increases in other areas of the budget.
- Salary and benefit costs are expected to increase by \$124,848 for the biennium due to merit and market adjustments and higher medical benefits costs.
- Other operating costs are expected to decline by \$110,946, offsetting the increasing cost of salary and benefits. NOTE: The Parks M&O expenses are increasing at a faster rate than the growth in revenue. As a result, operating costs, particularly outside repair and maintenance services, are reduced significantly. This requires repair and maintenance activities to be prioritized and in several instances delayed or postponed.

DESCRIPTION OF PROGRAM INCREASES (REDUCTIONS)

No program changes were authorized for this fund.

2003-2004 ACCOMPLISHMENTS

- Reorganized Operations division to improve in the areas of project management, budget management, workload planning/control, and staff supervision.
- Worked cooperatively with the Information Services division to implement a street tree inventory using Geographical Information Systems (GIS) technology and partial grant funding.
- Construction of a storage building at Farrel-McWhirter Park.
- Worked cooperatively with Redmond West Little League to install the new scoreboards at Hartman Park fields #5 and #6.
- Improved the landscaping of 156th Avenue medians including irrigation upgrades.
- Constructed covered storage building at the Maintenance and Operations Center

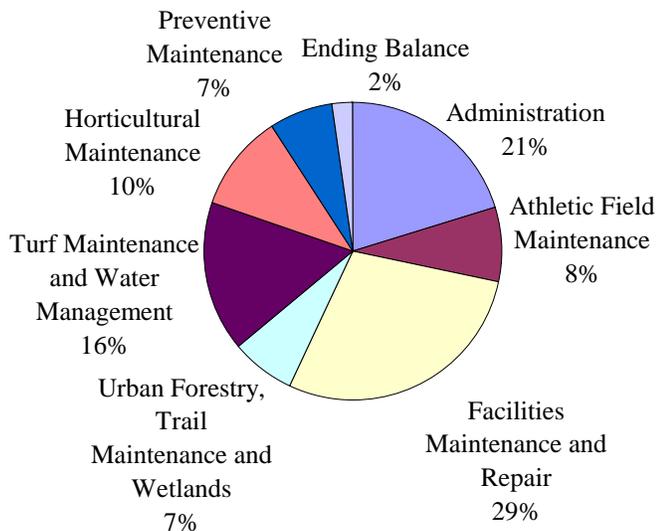
2005-2006 WORKPLAN INITIATIVES

- Implement the maintenance component of the street tree inventory.
- Continue emphasis on infrastructure upgrades and preventative maintenance including fencing repairs, paving repairs, roof replacement at the Juel property main house, tennis court resurfacing at Reservoir Park, and replacement of the fitness course at Grass Lawn Community Park.
- Implement a computerized preventative maintenance program to improve system-wide asset protection.

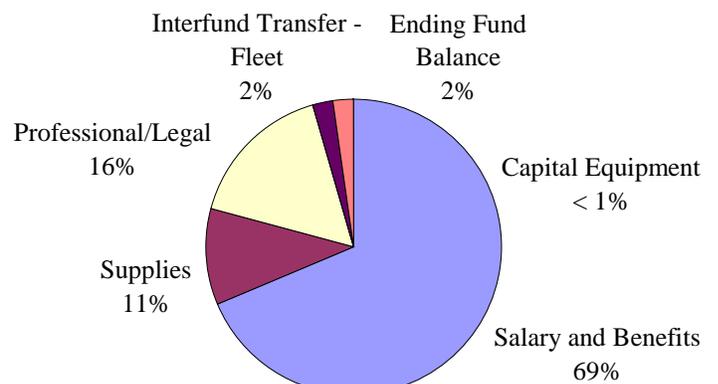
SUMMARY OF DEPARTMENT RESOURCES

2005-2006 Budget \$1,561,876

By Division/Program Area



By Category of Expense



COMMUNITY EVENTS FUND

Parks and Recreation Department

PROGRAM OVERVIEW

Created in 2004, the Community Events Fund accounts for the direct cost for the City's major community events program: currently, July 4th Fireworks, Derby Days, and Redmond Lights. The fund aggregates revenues from all City and community sources and pays for the direct cost of producing each event, including the overtime costs from each supporting City department.

BUDGET OVERVIEW

REVENUES

	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Beginning Fund Balance	\$0	\$0	\$0	\$17,780
Entry Fees and Rentals	0	24,000	18,940	38,800
Private Contributions	0	76,612	87,500	184,100
Tourism Grants	0	73,000	78,000	156,000
Transfer from General Fund	0	158,800	158,800	215,000
Miscellaneous Revenue	0	6,608	13,463	21,000
TOTAL REVENUES	\$0	\$339,020	\$356,703	\$632,680

EXPENDITURES

	2001-2002 Actual	2003-2004 Budget	2003-2004 Estimate	2005-2006 Budget
Salary and Benefits:				
Supplemental Help and Benefits	\$0	\$0	\$28,838	\$51,430
Overtime	0	55,000	18,400	92,000
Supplies	0	172,020	40,925	90,500
Professional/Legal:				
Professional Services	0	112,000	213,110	231,670
Advertsing, Printing and Other	0	0	37,650	110,600
Ending Fund Balance	0	0	0	56,480
TOTAL EXPENDITURES	\$0	\$339,020	\$338,923	\$632,680
TOTAL FTEs	0.00	0.00	0.00	0.00

MAJOR CHANGES BETWEEN 2003-2004 BUDGET AND 2005-2006 BUDGET

Created in 2004 to more easily track revenue and expenditures for the 4th of July, Derby Days and Redmond Lights festivities, the Community Event Fund's 2005-2006 budget reflects two years of funding compared to 2003-2004 which shows only one year. For 2003, community events were funded from the Recreational Activity Fund.

The 2005-2006 budget assumes continued full funding of Derby Days and Redmond Lights. The 4th of July festivities are expected to be partnered with others and the City's participation to be more of a supportive role rather than as the event facilitator. All three events will be paid for by private contributions, tourism grants and money from the General Fund. Additionally, it is anticipated that the fund will bear the full cost of the events including reimbursing supporting City departments for their costs.

DESCRIPTION OF PROGRAM INCREASES (REDUCTIONS)

No program changes were authorized for this fund.

2003-2004 ACCOMPLISHMENTS

- Successful implementation of three annual major events: July 4th Fireworks; Derby Days; and RedmondLights.
- Improved and expanded fundraising program to include multi-year sponsorship commitments.
- Reassigned staff resources to focus on events and marketing, creating better efficiency and accountability.
- RedmondLights event selected as a 2004 Diversity Champion by the Association of Washington Cities.

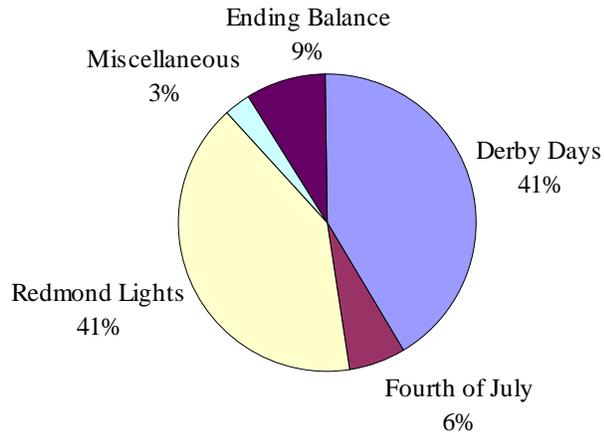
2005-2006 WORKPLAN INITIATIVES

- Develop clear policy direction on the desired scope and scale of the major community events produced or supported by the City.
- Establish a strong financial base for the fund, including an adequate beginning fund balance, in order to assure a stable ongoing funding source for community events.
- Enhance and expand marketing and fundraising programs to maximize community and business support of Redmond's community events.
- Expand or establish new community event elements that celebrate Redmond's rich cultural and ethnic diversity.

SUMMARY OF DEPARTMENT RESOURCES

2005-2006 Budget \$632,680

By Division/Program Area



By Category of Expense

