

Board of Directors – Budget Committee Meeting
Wednesday, May 22, 2019, 5:30 p.m.
Bob Keefer Center for Sports and Recreation
250 S. 32nd Street, Springfield, Oregon

I. CALL TO ORDER

The meeting was called to order by Vice President James at 5:30 p.m.

II. OPENING REMARKS & ROLL CALL

Board Present: Director Ballew, Director Beyer, Director Wig

Board Absent: President Bean

Budget Committee Members: Tammy Fitch, Renee Jones, Darlene Raish

Budget Committee Members Absent: Raul de la O

Staff Present: Michael Wargo, Kendall Reid, Paula Davis, Eric Adams,

III. FLAG SALUTE

Vice President James led the group in the flag salute.

IV. AUDIENCE PARTICIPATION

There were none.

V. ELECTION OF OFFICERS

A. Budget Committee Chair

Director Wig, Seconded by Director Ballew, moved to approve the appointment of Tammy Fitch as the Budget Committee Chair. The motion passed unanimously, 4:0.

B. Budget Committee Vice Chair

Vice President James, Seconded by Director Ballew, moved to approve the appointment of Darlene Raish as the Budget Committee Vice Chair. The motion passed unanimously, 4:0.

VI. REMARKS BY THE CHAIR OF THE BOARD OF DIRECTORS

Vice President James, in President Bean's absence, thanked the finance staff for their hard work preparing for the budget process.

VII. SUPERINTENDENT'S BUDGET MESSAGE

Superintendent Wargo thanked the finance department, management team, managers and supervisors for their diligence and dedication during the FY2020 budget process. He went over several important priorities that served as a road map for the district's financial, programmatic, facility and maintenance matters for the upcoming fiscal year.

VIII. FY 2020 BUDGET REVIEW, FIVE-YEAR PROJECTIONS AND BUDGET REVIEW PROCESS

Paula Davis, Business Operations Director, reviewed the budget, five-year projections and review process.

Director Wig asked why there was an increase in ActiveNet fees. Superintendent Wargo explained that the charges were registration fees associated with the reservation software.

Vice President James asked if staff were tracking utilities so they could tie costs directly to each facility. Paula said that Accounts Payable received all bills by location and can tie them to the individual facilities.

Director Ballew asked if utilities were included in the Cost Recovery Model. Superintendent Wargo said they were not included.

IX. PUBLIC INPUT FROM THE AUDIENCE

There was none.

X. BUDGET PRESENTATIONS

Each board of director and budget committee member received a copy of the FY20 budget. Superintendent Wargo, division directors and program managers went over the individual budgets.

A. Recreation Services Division - Kendall Reid, Recreation Services Division Director (RSD), reviewed RSD Administration budget and Financial Review details.

Director Ballew asked why Jason Elissalde's position is listed under RSD Administration. Kendall said that Jason's duties seemed to fit best under RSD.

Director Ballew asked for clarification on Merchandise for Resale. Kendall explained that the budget category was being used for concession items at both swimming pools.

B. Bob Keefer Center (BKC) Adult and Youth Sports and Activities - Jennifer Holland, BKC Program Manager, went over details of the BKC budget.

Vice President James asked about the Sports Park Reserve and whether the transfer would still be going into the fund. Paula said the details for the reserve would remain the same and only appears different due to an accounting change.

Vice President James asked if the ActiveNet fees would be separated out by facility for tracking purposes. Paula said they could find a way to do this.

- C. Early Childhood and Youth Recreation (ECYP) - Ryan Taxara, Program Manager for ECYP, went over details of the program budget.

Vice President James asked where Ryan did his research for program enrollment projections. Ryan responded that he used several sources, including data from Springfield Public Schools. Vice President James added that LCOG could also be used as a resource for this.

- D. Aquatics - Kendall reviewed budget information for both aquatic facilities.
- E. Community Engagement - Kenny Weigandt, Community Engagement (CE) Program Manager, reviewed budget information for the CE department.

Director Wig commented that he liked the new branding.

Director Ballew asked how staff accounted for income from 1 Pass sales. Paula explained that it would show up as revenue in a Recreational Fees account.

- F. Adult Activity Center (WAAC)/Camp Putt/Special Events & Outdoor Recreation (SEOR) - Kim Lyddane, SEOR and Interim Adult Activity Center Program Manager, presented information on the WAAC, Camp Putt and SEOR budgets.

Budget Committee Member Darlene Raish asked Kim where her office was located and whether there were supervisors located on site for staff currently located at WAAC. Kim responded that there were supervisors on site at WAAC at all times.

Committee Member Raish also inquired about the response from staff regarding the switch from using independent contractors to making them Willamalane staff members. Kim responded that there have been mixed responses; many have chosen to become staff members, but some have not.

Ballew asked if electricity and water were included in Camp Putt's budget. Kim replied that they were keeping track of utilities for Camp Putt all under one budget, instead of moving them to Facilities' budget like the other departments.

- G. Special Events and Outdoor Recreation (SEOR) - Kim Lyddane, SEOR Program Manager, presented information on the department budget.
- H. Planning, Parks & Facilities (PPF) - Eric Adams, Planning, Parks & Facilities Division Director presented information on the PPF department budgets, as well as information on the Building and Construction Fund, System Development Charges, Dorris Ranch Special Revenue Fund, and the BPA Stewardship Fund.
- I. Paula Davis presented budget information on Special Payments, the Bonded Debt Fund and Other Funds.

XI. APPROVAL OF RECOMMENDED BUDGET

Vice President James, Seconded by Director Ballew, moved to adopt the Willamalane Park and Recreation District's FY 2020 tax rate of 2.0074 per \$1,000 of assessed value. The motion passed unanimously, 4:0.

Vice President James, Seconded by Director Wig, moved to approve the Willamalane Park and Recreation District's levy in the amount of \$1,531,954 for payment of General Obligation Bond Principal and Interest. The motion passed unanimously, 4:0.

Vice President James, Seconded by Director Jones, moved to approve the Willamalane Park and Recreation District's FY2020 budget for a total sum of \$23,545,603. The motion passed unanimously, 4:0.

XI. ADJOURNMENT

Budget Chairperson Fitch adjourned the meeting at 8:11 p.m.

Michael Wargo, Secretary