MINUTES
BUDGET MEETING OF THE
SPRINGFIELD-GREENE COUNTY PARK BOARD
Thursday, January 25, 2018
Park Board Administrative Offices
1923 N. Weller, Springfield, Missouri

I. ROLL CALL

Dr. Sarah McCallister, Chair, called the meeting to order at 5:36 pm.

Members Present: Matt Bailey, Carolyn Gerdes, Bob Horton, Dee King, Dr. Sarah McCallister, Sidney Needem, John Price

Members Absent: Scott Bailes, Michele Risdal-Barnes

Park Board Staff Present: Bob Belote, Jon Carney, Matt Coats, Mike Crocker, Jeff Cumley, Jenny Fillmer Edwards, Jim Fisher, Anne-Mary McGrath, Karen Mellinger, Jerry Mitchell, Miles Park, Kim Reser, Diana Tyndall, John Waldo, Lana Woolsey

Mr. Bob Belote, Director of Parks, reviewed the information regarding the Missouri Sports Hall of Fame Induction Ceremony at University Plaza Convention Center, scheduled for January 28, 2018.

Mr. Belote provided the Board with an update on the Food and Beverage proposal that was developed from a Future Funding Workshop nearly two years ago as we were reviewing the budget and funding options. At the City Council meeting on January 16, 2018, our proposal was on the agenda for the first reading. Our presentation was led by Committee Chair, John Price, and went well. We had great representation for our partner groups who spoke in support of the amendment. The second reading of the proposal is scheduled for the City Council meeting on Monday, January 29, 2018.

II. REVIEW AND DISCUSSION OF THE PROPOSED FY 2018-2019 BUDGET

Proposed Fees and Charges for FY 2018-2019 Mr. Belote stated that as in the past we reviewed budget requests from our staff in the field, which are submitted to the appropriate Supervisor and Assistant Director. Additionally, we try to be responsive to citizen's requests when possible. The changes in the proposed fees and charges are supported through actual costs and market comparisons. Mr. Belote, along with appropriate staff, reviewed the recommended fees and charges changes within the document, which include the following:

*We are including the Dwarf Conifer Garden as one of the small garden areas available to rent for parties less than 30 people, and reducing the cost of this garden rental to match the cost of similar areas.
*We are defining smaller spaces to rent at the Gray-Campbell Farmstead (GCF) to enhance the services available including the ability to host concurrent events and offer the option of hiring a GCF volunteer member to help facilitate rental events.

*We are reducing the fee for park pavilion rentals at the Botanical Gardens during October evenings due to the earlier onset of darkness.
*We are enhancing our services at the Botanical Gardens by offering personal mobile device rentals and daily locker rentals.
*The Mizumoto Stroll Garden admissions rate has not been adjusted since 2001. We are proposing to raise the admission for adults by $1.00. The Group Rate admission, which is discounted for parties of 15 or more, will also be increased by $1.00. As a reminder, Friends of the Garden members are allowed free admission to the Mizumoto Stroll Garden.
*The Dickerson Park Zoo admission prices were approved for an increase in 2017 with an effective date of March 1, 2018. We also proposed to restructure the group discount rates by offering a $3.00 discount off the admission price for adults, youth, and 60+ groups. School group prices will remain the same. This admission structure is consistent with other Zoos surveyed. Mr. Crocker also recommended offering a military discount for active and retired patrons. After discussion, the Board agreed that a military discount should match the group discount price.
*At the Northview Center, we are proposing an increase of $5.00 in the craft/activity fee in our accessible program, along with increasing the proposed range to cover transportation costs and additional supplies when needed. We are also adding a cost range for crafts and activities in our senior programs. We plan to increase the deposit for the facility rental cost to match the cost of a one-hour rental. This fee has not been increased since 1998.
*We will increase the ballfield rental cost by $10.00 due to increased costs of field preparation, utilities, and staff. Additionally, we are increasing the cost of team practices with and without lights. Three of the four proposed costs have not been increased since 1996.
*Due to increased USA Softball registration and sanction fees, we will increase the regular league fee by $10.00, and include a fee range for anticipated future league increases. We will also increase the fee range for youth baseball and softball leagues.
*The baseball/softball admissions coupon book prices will be adjusted and offer a .25 cent discount for each gate ticket.
*We are adding a service for those groups that would like to rent Special Facilities locations before or after normal operating hours.

Mr. Belote reviewed the Summary of Projected Revenue/Budget Savings for FY 2018-2019. We are projecting an increase in sales tax revenue, but not as much as in past years. This will be offset by proposing additional revenue of $275,000 with the new food and beverage options. In the Golf Fund, we are projecting a conservative and reasonable increase with the new food and beverage options. Under Reimbursements, the new Safety Coordinator's position salary will be reimbursed by the City for this year and next year. We will also be reimbursed the salary costs for the Friends of the Garden (FOG) Executive Director position by FOG, but we will be responsible for benefits. Mr. Belote also reviewed the one-page Budget Snapshot document.

Areas of Special Emphasis Mr. Belote briefly reviewed the departmental areas of special emphasis. He indicated that this area of the document has not changed significantly, but included the following: identifying a long-term capital funding source, neighborhood park restorations, implementation of new food and beverage options, continued emphasis on sports tourism, golf division planning efforts, greenway trail development, park safety and security, addressing critical staff issues, parks headquarters and partner facility, and seeking new

collaborations and partnerships. Mr. Belote also mentioned that three of the four new dedications in parks this past year were funded by private partnerships.

Organizational Chart Mr. Belote stated that the organizational chart remains the same including several areas of administrative responsibility that still need to be addressed.

DEPARTMENTAL FUNDED PRIORITIES

Mr. Belote reviewed the department funded priorities and where they will be funded within our budget accounts.

*We will work to implement critical repairs to the Mediacom Ice Park cooling towers.
*We will address the minimum wage increase, and better compensate our part-time employees who have continued service or additional responsibilities. To be more competitive, we will also increase the hourly wage for our bus drivers who have continued service.
*As we continue to be committed to address park infrastructure needs, we are requesting funds to replace the Phelps Grove, Silver Springs, and Smith Park pavilion roofs.
*We will utilize the City's departmental lease-purchase option to obtain a new Zamboni ice machine for Mediacom Ice Park.
*We have budgeted for the widening of the existing one-way road leading to the Mizumoto Stroll Garden in Nathanael Greene/Close Memorial park to accommodate two-way traffic.
*To ensure the stability of the Executive Director for Friends of the Garden (FOG), we are requesting the position be a contract Parks position. FOG will reimburse Parks for the salary associated with the position.
*We recommend funding for the conversion of the current Assistant Equine Coordinator contract position at Valley Water Mill Equestrian Center (EC) to a full-time employee, as it is an integral to the EC's operations and programs.
*To increase air movement in the non-air conditioned inside area of the Skate Park, funding is recommended for a large-volume industrial fan. Additionally, several ramp surfaces would be replaced with a more cost-effective surface. Funding for improvements for the front desk and office are recommended, as well, dependent upon donations being received.
*Due to growing demands from our park user groups, funding is recommended for the construction of a gazebo-type of structure at Lake Springfield Park. This amenity will also serve as an additional rental site within the park.
*We recommend funding for an Operations Assistant due to increased growth in activities and responsibilities at the Davis House and Route 66 Park areas.
*We request one-half of the funding for the possible acquisition of the final property associated with the Grant Beach/Weaver School Park Plan. The acquisition would take place over a two-year period.
*We recommend funding for our Economic Impact Study – Phase 2, to better determine the full impact our parks facilities, trails, programs, special events, and sports tournaments have on our Springfield-Greene County economy. Funding for Phase 1 was identified in FY 2017-2018.
*We will continue to solicit and seek community donations and charitable gifts to further the development of our park system.
*With the financial assistance from the City, we have begun the process to replace the wooden bridges at Rivercut Golf Course with steel frame bridges. We will make additional course

modifications while the bridges are being installed that will help us recover quicker from flooding incidents.
*We recognize professional consulting services are needed to develop a new Golf Master Plan for all of our courses. Hopefully, after the food and beverage plan is implemented, we can proceed. Until a funding source is identified, this priority remains unfunded.
*We will continue to participate in lease-purchase options with favorable interest rates for much needed capital equipment, which will include: skid loader, work truck, zero-turn mowers, wide-area mower, fitness equipment for the family centers, radio and communication equipment for Park Rangers. The Golf Fund will also participate in the lease-purchase option for capital equipment, which includes: tow-behind rotary spreader, rough area mower, utility vehicle, and bank mower.

Funded Priorities with Proposed FY 2018-2019 Budget Mr. Belote reviewed the handout of the priorities that will be funded in the next budget cycle, which includes mandatory items such as funding parks portion of the City self-insurance plan, reimbursement payment to the City for internal services, funding for prospective cost of living, merit, and occupational series increases, annual funding to update department computer software licenses, and funding for the minimum wage increase. Other funded critical needs such as our annual contribution to Parks Reserve Fund, adjusting the actual cost of the zoo's operating supplies, and creating a golf maintenance/cash reserve fund were recommended. Items listed under capital equipment lease-purchase and personnel were discussed.

Unfunded Priorities with Proposed FY 2018-2019 Budget Mr. Belote mentioned the handout which lists items of critical need, efficiency or enhancement, capital equipment lease-purchase, and personnel that cannot be funded within our next budget cycle. We do our best to maintain our facilities and programs at a high level, but it remains an ongoing challenge without a capital funding source.

Mr. Belote stated that he will meet with Greene County officials shortly to update them on our parks plans and issues. He is hopeful that the successful passage of the recent sales tax will address some of the County's public safety and law enforcement concerns, so we may begin discussing a plan for a future Parks funding initiative. Mr. Belote reviewed the short-term and long-term objectives that were discussed in last year's Future Funding Workshop. As recommended by the Board, he noted that we have adjusted some of the fees and charges to better capture our actual costs and developed an enhanced food and beverage plan, which we hopefully will begin implementing as early as this April. We will develop a program to seek grants, charitable trusts and benevolent gifts, and possible sponsorships associated with our proposed food and beverage plan. The long-term objectives include discussion with Greene County about our options. Additionally, two unfunded priorities also include expanding our concession/catering division with a full-service catering kitchen and development of a department-wide eco-tourism program.

Cash Reserve Mr. Belote stated that during the budget review this year, we were informed that the City views a cash reserve as included within our Parks General fund, which is different than we intended through our discussions with the Board. At this time, we do have $400,000 dedicated to our reserve account, and it is our plan to add $100,000 with the new budget. A cash reserve policy statement adopted by the Board will need to be in place before

an actual dedicated reserve account will be established by the City. Mr. Belote reviewed several options, including comparison examples of cash on hand amounts for peer park agencies. Discussion continued regarding a draft Park Board Cash Reserve Statement, which was written similar to the City's statement. The funds within a separate Cash Reserve account would only be accessible with approval from the Park Board. Mr. Belote stated that staff would incorporate the Board's suggestions for the cash reserve statement, with plans to review and adopt the policy at the February meeting.

III. ADJOURNMENT

Ms. Dee King made a motion to adjourn the meeting; seconded by Mr. Bob Horton. Motion passed unanimously. The meeting was adjourned at 7:50 pm.