

CITY OF SPOKANE PARKS AND RECREATION DIVISION ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-14-14 LGL 2014-0011
TITLE: PARK BOARD FINANCIAL MANAGEMENT EFFECTIVE DATE: December 8, 2005 REVISION EFFECTIVE DATE: January 9, 2014	

1.0 GENERAL

1.1 The purposes of this document are to:

- a. ensure that the Park Board is able to efficiently and effectively allocate funds for the operation of the Spokane Parks and Recreation Division functions; and
- b. strengthen the financial planning and internal financial management of the Division.

1.2 TABLE OF CONTENTS

SECTION 1 GENERAL
SECTION 2 DEPARTMENTS/DIVISIONS AFFECTED
SECTION 3 REFERENCES
SECTION 4 DEFINITIONS
SECTION 5 POLICY
SECTION 6 PROCEDURE
SECTION 7 RESPONSIBILITIES
SECTION 8 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy shall apply to the City of Spokane Parks and Recreation Division.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.
Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals

4.0 DEFINITIONS

- 4.1 "Division" means the City of Spokane Parks and Recreation Department and the departments reporting to it.

5.0 POLICY

- 5.1 The objectives of this document are to:

- a. guide Park Board policy decisions having significant fiscal impact;
- b. set balanced and fair revenue policies that provides adequate funding for programs; and
- c. promote cooperation and coordination with other public agencies and the private sector in financing and delivery of services.

5.2 Financial Planning.

- 5.2.1 The Division will maintain a five (5) year financial forecast based on current service levels and current funding sources.
- 5.2.2 The Division will use General Fund and applicable expenditure projections as prepared by the City of Spokane budget office.
- 5.2.3 The forecast will differentiate between revenue associated with one-time activities and on-going activities.

5.3 Budget Policy.

- 5.3.1 The Park Board will adopt and maintain a balanced annual operating budget and an integrated six (6) year capital improvement plan.
- 5.3.2 The Park Board will prioritize services and establish service levels to establish a framework for budget decisions.
- 5.3.3 The Park Board will issue annual budget guidelines and schedule.
- 5.3.4 The Division will prepare a proposed budget in a manner consistent with the City of Spokane's budget directives and the five (5) year financial forecast. The budget will detail the operating costs of all Division functions.

5.3.5 Budget hearings will be held for the purpose of receiving public testimony, projections, and providing alternatives, and reaching the final decisions necessary to balance the budget.

5.3.6 Deviations from the budget policy shall be acknowledged in any budget action by the Park Board

5.3.7 The Park Board will review the proposed Budget with the City Council prior to formal approval. The final approved budget will then be presented to Council.

5.3.8 Reports will be presented to the Park Board monthly that monitor budget performance.

5.4 Revenue Policy.

5.4.1 Users Fees.

a. The Park Board will establish and collect fees to recover the some or all of the costs of those services that benefit specific users.

b. The Park Board will determine the appropriate cost recovery level and establish fees based on the recovery level for all functions of the Division. Cost is defined as direct and indirect, including depreciation.

c. Fees will be reviewed by the appropriate committees.

5.4.2 A budget line item will be established for the purpose of granting user fee waivers. The Director is authorized to grant waivers based on approved criteria.

5.4.3 All leases will be reviewed by the Finance Committee.

5.5 Reserve Policies.

5.5.1 The Park Board goal will be to maintain a reserve for emergencies, risk management and economic uncertainty equivalent to no less than seven percent (7%) of the annual operating budget.

5.5.2 The Revenue Stabilization Account will be reserved per Division Policy (ADMIN 1400-13-13)

5.5.3 All expenditures drawn from reserve accounts shall require prior Park Board approval unless previously specifically authorized for expenditure in the annual budget.

5.6 Operating Policies.

5.6.1 On-going revenues should be equal to or exceed on-going expenditures.

5.6.2 The Division will seek to optimize the efficiency and effectiveness of its services to reduce costs and improve service quality, including outsourcing.

5.6.3 The Division shall endeavor to reduce needless competition with other public and private providers and to ensure the most cost-effective provision of services.

5.7 Capital Planning and Improvements.

5.7.1 As part of the annual capital budget, the Division will identify and include full costs of future maintenance needs and operating costs of new capital improvements and equipment.

5.7.2 Assets will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs.

5.7.3 The Division will maintain an accurate inventory of fixed assets to assist in long term planning.

5.7.4 Funds will be designated for capital during the budget process to address the deferred maintenance backlog.

6.0 PROCEDURE

None.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation is responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:



Assistant City Attorney

3-17-14

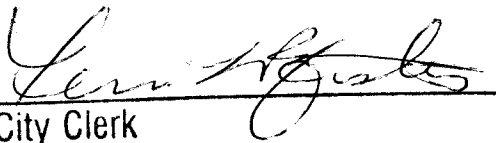
Date



Director of Parks and Recreation

3-17-14

Date

Attest: 

Spokane City Clerk