



**MEMORANDUM**

Community Services Department

**DATE:** December 11, 2019

**TO:** Parks and Recreation Commission

**FROM:** Brady Ruebusch, Senior Management Analyst  
John R. Marchant, Community Services Director

**SUBJECT:** **Community Services Department Proposed Budget Requests for Fiscal Year 2020-21**

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**RECOMMENDATION**

Review and provide input on the Community Services Department's Proposed Budget for Fiscal Year 2020-21.

**BACKGROUND**

The budget process for each fiscal year starts in November with instructions to departments for preparation of budget requests. A brief summary of the City's budget development and adoption timeline is as follows:

- December: Department budget requests due to the Finance and Administrative Services Department.
- February: Midyear Budget Status Report and City Council Goals Work Plan Update are provided to Council.
- February: Department budget meetings with City Manager and Budget Review Team to review December submissions.
- May: Narrative Budget Report Study Session (first look at following fiscal year's budget with all recommended budget requests included by City Manager).
- June: Public hearing on following fiscal year's Proposed Budget.
- June: Second hearing of the Proposed Budget with adoption scheduled immediately following the second public hearing.

The Community Services Department (CSD) provides an annual update in April or May to the Parks and Recreation Commission (PRC) on the department's proposed budget for the following fiscal year. This informs the PRC of which department budget requests have been recommended by the City Manager to Council for approval.

At the June 13, 2018 meeting, the PRC reviewed their annual work plan and requested that staff bring the department's budget requests to the PRC mid-fiscal year so that the PRC could have the opportunity for input earlier in the budget process. This is now a recurring item on the PRC's work plan every fiscal year.

This memo provides the budget items that CSD intends to request from the Budget Review Committee and City Manager for consideration for Fiscal Year 2020-21. It focuses on the funds which the Forestry, Parks, Recreation, and Shoreline Divisions utilize for operations. Those funds are the General Operating Fund (GOF), Shoreline Regional Park Community (Shoreline Fund), and Tree Mitigation Fund (TMF). This particular report does not focus on the Performing Arts Division since the Performing Arts Committee (PAC) is the advisory body for that division.

## **ANALYSIS**

All departments, including the Community Services Department (CSD), were provided direction that budget increases be limited to those of the highest priority for the department based on current and projected long-term workload, furthering a Council goal, safety, need for new regulations, or providing operational efficiencies. This memo provides the PRC with a summary of the requests that the department intends to make.

CSD is requesting \$110,800 in nondiscretionary, ongoing increases from the General Fund and Shoreline Fund. Nondiscretionary budget requests are ongoing increases for items that are necessary for continued operations such as increases to our Park's water budgets due to water rates increasing or increases in costs for contractors that are essential to operations. Table 1 shows the nondiscretionary requests for CSD.

<b>Division</b>	<b>Budget Item</b>	<b>Request</b>	<b>Offset</b>
Shoreline	Contractual Increase for Flail Mowing of Ecologically Sensitive Areas	\$18,300	\$-
Forestry & Roadways	Increase Cost of Organic Pesticides	\$15,000	\$-
Parks & Open Space	Water, Electricity, and Supplies/Materials for 6 Parks in the Next 18 Months	\$77,500	\$-
<b>TOTAL</b>		<b>\$110,800</b>	<b>\$-</b>

CSD is also requesting \$748,300 in discretionary, ongoing requests from the General Fund and Shoreline Fund with \$188,100 in offsetting funds. Discretionary budget requests are requests that are not deemed mandatory for the City Council to approve in order to continue operations. However, staff is only requesting items that are believed to be necessary to provide the highest-quality facilities and services to residents, that further a Council Goal, or that create ongoing programs and services from pilots.

CSD is requesting ongoing budgets for four pilot programs. First, the Recreation Division is requesting to make two events from limited-period to ongoing funding. Recreation successfully put on the Multicultural Festival with the City Manager's Office, who took it over from the Human Relations Commission. Recreation also successfully added two Thursday Night Live events, so the event series was six consecutive nights. CSD has limited-period funding for the two additional nights again this fiscal year since the event series starts before the budget is approved. However, staff is requesting ongoing funding to make the series six consecutive nights from now on. Recreation is also requesting ongoing funding for a Day Porter at the new Community Center. The pilot service of a full-time Day Porter at the Community Center has been essential to providing a clean facility and switching room setups midday for different events and classes. The last pilot program being requested for ongoing funds is from the Forestry & Roadway Division to increase pressure washing services in downtown. Through the Council-approved Downtown Economic Revitalization Program, funding for a pilot pressure washing program was provided to determine the appropriate scope and budget for ongoing pressure washing services. This request is for ongoing funds to make this limited-period request permanent.

The Shoreline Division is requesting a Parks Maintenance Worker I/II to assist with parks maintenance in Shoreline at Mountain View and along Mountain View's trail system. This position will be responsible for the 7.5 miles of trail, including irrigation checks and repairs, new plantings, pruning and trimming for safety and visibility, and debris/trash removal, including the emptying of 34 trash cans. In addition, the City is being required to frequently maintain the 750 acres of open space in Shoreline at

Mountain View to meet the goals of the Burrowing Owl Preservation Plan and to continue to provide appropriate habitat to the various protected species in Shoreline at Mountain View. This has increased the workload of staff in Shoreline, including the maintenance of the new fenced Burrowing Owl Preserve.

CSD is also requesting three new positions for the Parks and Open Space Division to continue to provide a high level of maintenance services to the City's urban parks with 6 new parks scheduled to come online in the next 18 months. One Parks Maintenance Worker I/II will be assigned to the North Parks Crew and one to the South Parks Crew. This will enable one of the trucks to double up to speed up restroom cleanings, playground inspections, and other routine maintenance operations to absorb the workload of the additional parks. The third position being requested is a Parks Maintenance Worker III who will assist the mowing and construction crews and absorb additional workload from the new parks.

<b>Division</b>	<b>Budget Item</b>	<b>Request</b>	<b>Offset</b>
Recreation	Thursday Night Live Additional Nights*	\$16,300	\$10,000**
	Multicultural Festival*	\$12,300	\$2,000**
	Day Porter Service*	\$46,300	\$-
Forestry & Roadway	Additional Pressure Washing Services*	\$52,000	\$-
Shoreline	Environmental/Trails PMW I/II	\$152,500	\$74,400
Parks & Open Space	Two PMW I/II for North and South Parks Crews	\$305,000***	\$101,700
	Mowing/Construction PMW III	\$163,900	\$-
<b>TOTAL</b>		<b>\$748,300</b>	<b>\$188,100</b>

\*Current Pilot Program

\*\*Sponsorships

\*\*\*\$152,500 for each PMW I/II

Lastly, CSD is requesting \$239,400 in Discretionary, limited-period requests. These requests are for a specific length of time, usually one or two years, instead of an ongoing increase. Staff is requesting funding for a contractor to assist in developing a Wildlife Preservation Plan for Shoreline at Mountain View. This is an item on the current Council Goal Work Plan to be started in Fiscal Year 2020-21. CSD is also requesting new furniture for the Senior Center lobby areas. The current furniture is approximately 15 years old. The furniture is very worn and routinely needs repairs. Purchasing new furniture for the Senior Center also addresses items on the World Health Organization's "Checklist of Essential Features of Age-Friendly Cities."

CSD is requesting limited-period funding for janitorial services for nightly service, seven days a week at both pool facilities when open. Currently, janitorial duties are performed by hourly staff at the end of the day at each pool facility when open. Table 3 shows the limited-period requests for CSD.

<b>Division</b>	<b>Budget Item</b>	<b>Request</b>	<b>Offset</b>
Recreation	Senior Center Furniture	\$63,600	\$-
	Janitorial Services for Pool Buildings	\$95,800	\$23,700
Shoreline	Wildlife Preservation Plan*	\$80,000	\$-
<b>TOTAL</b>		<b>\$239,400</b>	<b>\$23,700</b>

\*Council Goal

In total, the Community Services Department is requesting the following in ongoing and limited-period increases:

Nondiscretionary Requests:	\$110,800
Discretionary Requests:	\$748,300
Limited-Period Requests:	\$239,400
Budget Offsets:	\$211,800
<b>Net Request:</b>	<b>\$886,700</b>

### **Funded Requests**

CSD has three items that would normally have been budget requests but will now be fully funded. First, Recreation planned to request additional wages for the Recreation Specialist who assists with the Community Garden Program. With the Latham Community Garden coming online, this position needs additional hours to support the program. Staff has found wages in other program areas to cover this increase and, therefore, is able to offset the increase in hours for supporting the Latham Community Garden.

The Forestry & Roadway Division also has two items which were approved for funding through the approval of the Sustainability Action Plan (SAP). The SAP is the City's plan for supporting environmental sustainability efforts throughout the City. As part of that, CSD will receive funding through the Capital Improvement Program (CIP) for updating the Community Tree Master Plan as well as contract with a nonprofit for tree and forestry services such as community outreach, education, and organizing volunteer plantings.

## **Capital Outlay**

In addition to the significant change requests provided above, CSD had nine Capital Outlay requests of which three were from Performing Arts. Capital Outlay requests are for equipment or building improvements that have a lifespan of at least two years and cost \$5,000 for one item or \$10,000 for multiple items.

Of the six requests from the other divisions, the Recreation Division requested a pool car for staff and a new mobile stage that has ADA accessibility. The Parks and Open Space Division requested a new maintenance truck that will be used by the Parks Maintenance Worker III being requested. The Forestry & Roadway Division requested a new parking lot sweeper for downtown and an additional car for the Division. Lastly, the Shoreline Division requested a new utility vehicle to be able to get around Shoreline at Mountain View and be able to better transport visitors, dignitaries, and carry supplies and tools.

In total, the Parks and Open Space, Forestry & Roadway, Shoreline, and Recreation Divisions had six Capital Outlay requests totaling \$320,700.

## **NEXT STEPS**

Staff will review and incorporate input and suggestions from the PRC into the budget submittal due to the Finance and Administrative Services Department and City Manager's Office on Friday, December 13. CSD's requests will be reviewed along with all of the other requests from departments throughout the City. The City Manager's recommendations for budget items will be presented to the City Council in the Narrative Budget Report, which is usually heard in March or April.

BR-JRM/AF/1/CSD

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