



MEMORANDUM

Community Services Department

DATE: June 9, 2021

TO: Parks and Recreation Commission

FROM: Brady Ruebusch, Shoreline Manager
John R. Marchant, Community Services Director

SUBJECT: **Community Services Department Budget Recommendations for Fiscal Year 2021-22**

RECOMMENDATION

Review and provide input on the Community Services Department's proposed budget for Fiscal Year 2021-22.

BACKGROUND

Typically, the Community Services Department (CSD) provides an annual update to the Parks and Recreation Commission (PRC) in May on the CSD's proposed budget for the following fiscal year. In addition, the PRC has a recurring item on their annual work plan to review the CSD's budget requests in December. The midyear update enables the PRC to provide input earlier in the City's budget process while the update in spring notifies the PRC of which budget requests are being recommended by the City Manager to the City Council for the following fiscal year.

Due to the uncertainty in revenues and expenditures forced by COVID-19 and Shelter-in-Place (SIP) orders, the Fiscal Year 2021-22 budget timeline was adjusted. Staff provided a midyear update at the February 24, 2021 PRC meeting with the items that staff intended to request through the budget process for Fiscal Year 2021-22. Staff is returning for the spring update in June because the Fiscal Year 2021-22 budget recommendations are not being provided until the Proposed Budget Report in June. Typically, these requests are first provided in March or April in the Narrative Budget Report, and staff brings them to PRC in May. However, there was not a Narrative Budget Report in Fiscal Year 2020-21 because of COVID-19.

Due to this adjusted timeline, the PRC is receiving this report one day after the Proposed Budget Report is presented to City Council on Tuesday, June 8, 2021. This memorandum

focuses on the requests that are being recommended by the City Manager and Finance and Administrative Services staff for the next fiscal year's budget at the June 8, 2021 City Council meeting and addresses how requests presented in February differ from what is being recommended. It also only 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 Fund (Shoreline Fund), and Tree Mitigation Fund (TMF). This particular item does not focus on the Performing Arts Division since the Performing Arts Committee (PAC) is the advisory body for that division.

City's General Operating Fund

Due to the timing of this meeting compared to when the Proposed Budget Report is going to City Council, staff will provide a general update on the GOF and the City's finances in the presentation on June 9, 2021.

ANALYSIS

At the start of the budget process, all departments, including the CSD, were provided direction to be very conservative on requesting new budget items because of the uncertainty around the City's revenue due to COVID-19 SIP orders. Budget increases were to be limited to those of the highest priority for CSD. With this direction, the majority of CSD's requests were items that had previously been requested but not approved due to COVID-19 impacts or were items that had been previously approved on a limited-period basis.

Nondiscretionary Requests

The CSD did not have any nondiscretionary budget requests for Fiscal Year 2021-22, which is different from past years. Nondiscretionary budget requests are ongoing increases for items that are necessary for continued operations such as contractual increases or utilities increases for new parks.

Discretionary Requests

Discretionary budget requests are ongoing requests that are not deemed mandatory for the City Council to approve in order to continue operations.

Table 1: Discretionary Requests for Fiscal Year 2021-22			
Action	Budget Item	Request	Offset
Recommended	Day Porter Service at Community Center	\$67,000*	-0-
Recommended	Increased Janitorial Service to Parks Restrooms	\$138,800	\$57,000
Not Recommended	Two (2) PMW I/II for North and South Parks Crews	\$315,800**	\$62,000
Not Recommended	Environmental/Trails PMW I/II	\$157,900	\$28,000
TOTAL		\$679,000	\$147,000

*Current Pilot Program

**\$157,900 for each PMW I/II position

At the February meeting, staff presented four discretionary, ongoing requests as shown in Table 1. The two requests for ongoing increases to janitorial services are being recommended for Fiscal Year 2021-22. These requests include converting the day porter service at the Community Center from a limited-period request to ongoing and increasing contractual janitorial services for our parks restrooms to include weekdays. 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. Coming out of COVID-19 Shelter-in-Place orders will still require a high level of cleaning at the Community Center in between rentals and classes during the day. This service has already proven invaluable with the Community Center as a vaccination site, and this funding will keep the service ongoing.

Starting in Fiscal Year 2018-19, the City's janitorial service provider has cleaned and sanitized the 18 park restrooms Citywide, including North Bayshore, on weekends and holidays. This requires Parks crews to clean and sanitize the restrooms on weekdays. The weekday cleaning of restrooms dramatically limits the time available for Parks crews to perform ongoing park maintenance activities and maintain schedules. Increasing janitorial services for park restrooms to seven days a week enables Parks crews to focus on these other maintenance activities. This request is being offset with funding from the Parks wages budget since it is becoming increasingly difficult to hire and keep hourly employees on the schedules that they are needed.

At this time, the two personnel requests are not being recommended for Fiscal Year 2021-22 due to the uncertainty provided by COVID-19. These requests included two Park Maintenance Workers – one for North Parks Crew and one for South Parks Crew and one Park Maintenance Worker for Shoreline at Mountain View and the trail system. A

minimum number of personnel requests are being recommended as part of the Fiscal Year 2021-22 budget, but CSD staff will continue to monitor and track the need for these positions in the future.

Limited-Period Requests

Limited-period requests are for a specific length of time, usually one or two years, and are not usually funded from the GOF. These requests are also considered discretionary.

Action	Budget Item	Request	Offset
Recommended	Portable Restroom at Rengstorff Park	\$12,000	-0-
Recommended	Janitorial Services for Pool Buildings	\$90,100	-0-
Not Recommended	Thursday Night Live Additional Nights*	\$12,300	\$10,000*
Not Recommended	Multicultural Festival*	\$10,300	\$2,000*
TOTAL		\$124,700	\$12,000

*Sponsorships

At the February meeting, staff presented four limited-period requests as shown in Table 2. Of these requests, two are being recommended for limited-period funding in Fiscal Year 2021-22. The funding for a portable restroom at Rengstorff Park will continue a service that the City has been providing for the last three years to assist with unstable housing initiatives and offset impacts on park restrooms. This item is proposed to be funded from the General Housing Fund.

The other limited-period request being recommended is contractual janitorial services at the City's two pool buildings: Rengstorff Park Pool and Eagle Pool. Both aquatics facilities are currently being cleaned by the janitorial services provider using limited-period funding. Prior to this year, janitorial duties were performed by hourly staff at the end of the day at each pool facility. Having janitorial service from a professional contractor is a best practice by other cities, meets industry standards, and has been crucial for keeping the aquatics complexes open amidst COVID-19. Staff is requesting limited-period funding for another year due to the fluctuation in service levels from COVID-19 and the Rengstorff Park Aquatics Complex undergoing renovation in Fiscal Year 2021-22. The CSD anticipates making an ongoing request when the annual dollar amount is solidified.

The limited-period requests for budget for the Multicultural Festival and two additional nights of Thursday Night Live are not being recommended at this time. The City is still

interested in holding each of these events, and the CSD expects to return to City Council in the middle of next fiscal year to request funding for the modified scope of each event. For instance, the structure of Thursday Night Live may change based on the continuation of the current outdoor dining setup in downtown. If these events are going to be held with a modified scope, staff intends to return to the PRC to provide an update before going to City Council to request them in the budget.

Summary of Recommended Discretionary Requests

In total, two discretionary requests and two limited-period requests are being recommended for Fiscal Year 2021-22 for the Shoreline, Forestry, Parks, and Recreation Divisions for a net budget request of \$250,900 as shown in Table 3.

Table 3: Recommendations for Fiscal Year 2021-22	
Nondiscretionary Requests	-0-
Discretionary Requests	\$205,800
Limited-Period Requests	\$102,100
Budget Offsets	\$57,000
Net Request	\$250,900

Capital Outlay

Capital Outlay requests are for equipment or building improvements that have a life span of at least two years and cost \$5,000 for one item or \$10,000 for multiple of the same item. At the February meeting, staff presented one Capital Outlay request for the Forestry and Roadways Division to upgrade the current Altec Aerial Truck (Boom Truck). Due to the budget constraints presented by COVID-19, CSD is working with Finance and Administrative Services to use another funding source to cover the difference in cost for the upgrade other than Capital Outlay. Staff anticipates utilizing some funding from a Forestry Maintenance CIP. The cost for a like-for-like replacement will be covered by the City's Equipment Replacement Fund. Therefore, an additional funding request is not needed.

Master Fee Schedule

At the February meeting, staff presented a set of \$1.00 to \$1.50 fee increases for tennis lessons. This request is being recommended for the Fiscal Year 2021-22 Master Fee Schedule. Adult, Junior, and Youth Camp Tennis lesson fees have a range. Depending on the type of lesson (group, individual, etc.), the fee will fall within that range. The proposed increase will apply to the range for tennis lessons. Therefore, it is not a \$1.00 increase to every lesson, but just to the range and will most likely only apply to

specific lessons. The increase is in response to the increase in the minimum wage in Mountain View. Since the last increase to Tennis fees in 2019, the City's minimum wage has increased \$1.30 per hour. This fee increase is directly to offset those increased costs.

NEXT STEPS

The Proposed Budget Report is going to City Council on Tuesday, June 8, 2021. The Adopted Budget Report is scheduled to go to City Council on Tuesday, June 22, 2021, for final adoption to take effect on July 1, 2021.

BR-JRM/1/CSD

240-06-09-21M