



MEMORANDUM

Community Services Department

DATE: December 12, 2018

TO: Parks and Recreation Commission

FROM: Brady Ruebusch, Senior Management Analyst
J.P. de la Montaigne, Community Services Director

SUBJECT: **Community Services Department Proposed Budget Requests for Fiscal Year 2019-20**

RECOMMENDATION

Review and provide input on the Community Services Department's proposed budget for Fiscal Year 2019-20.

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) always 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 allows the PRC to provide input on the department budget requests that 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 additional opportunity for input.

This memo provides the budget items that CSD intends to request to the Budget Review Committee and City Manager for consideration for next fiscal year. It focuses on the funds which the Forestry, Parks, Recreation, and Shoreline Divisions utilize for operations. Those funds are the General Operating Fund (GOF) and Shoreline Regional Park Community (Shoreline Fund). This 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 \$9,000 in nondiscretionary, ongoing increases from the General Fund. Nondiscretionary budget requests are ongoing increases for items that are necessary for continued operations, such as increases to our parks' 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.

Division	Budget Item	Request	Offset
Forestry/ Roadways	Contractual Increase for parcel landscape contractors	\$6,500	\$-
Parks/Open Space	Contractual Increase for maintenance of Fountain at Magnolia Park	\$2,500	\$-
TOTAL		\$9,000	\$-

CSD is also requesting \$499,600 in discretionary, ongoing requests from the General Fund with \$321,900 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 they believe are necessary to provide the highest-quality facilities and services to residents. Staff is requesting budget for additional supplies and materials for parks, tennis, and City pools. Staff is also requesting funds for contract services and wages for the new Community Center. Previous requests were only for part of the year with the Community Center expected to open in February or March.

CSD is also requesting an increase to the wage ranges for Afterschool Education Specialist classifications. These positions work in the afterschool programs in partnership with the school district at school sites. The request is for \$0 because the department has savings in wages that will be applied towards the requested increase in wage ranges for the classifications.

CSD must re-request funding for nonprofit agencies that are currently funded because the City Council has asked staff to review which nonprofits receive funding from the City. Therefore, staff has included a request for the two Recreation programs that are managed by nonprofits where the City provides funding.

The budget request for the Shoreline Division is 100 percent cost-recovery. The City already has the budget for two full-time equivalent (FTE) Parks and Open Space Worker positions (Rangers). It is just allocated to contractual Ranger services and wages currently. This request will allocate those funds to the salary and benefits of the two new full-time positions. Table 2 shows the discretionary, ongoing requests for CSD.

Division	Budget Item	Request	Offset
Parks/ Open Space	Increase janitorial services by one night for weekend service of parks restrooms	\$23,800	\$-
	Supplies and materials increase for Cuesta, South Parks, and Construction Crew	\$12,000	\$-
Recreation	Wages for Building Attendant at New Community Center on nights and weekends	\$45,800	\$-
	Supplies/Materials increase for pools for rising chemical costs	\$14,500	\$-
	Wind Screens and Tennis Nets for Tennis Courts	\$2,500	\$-
	Wages for increase in Afterschool Education Specialist for wage range increase	\$67,500	\$67,500
	Nonprofit funding for CSMA Music4Schools/ Arts4Schools and Youth Sports Fee Waiver	\$79,100*	\$-
Shoreline	Converting Contract Services and Wages to two FTE Parks and Open Space Workers (Rangers)	\$254,400**	\$254,400
TOTAL		\$499,600	\$321,900

*Council asked for nonprofit funding to be requested. Have funds budgeted in current year.

**\$209,880 from Shoreline Fund and \$44,520 from General Fund.

Lastly, CSD is requesting \$110,575 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 to continue three pilot programs for Homeless Encampment Cleanup, Thursday Night Live, and Day Porter Service at the new Community Center. Staff is also requesting one-time equipment purchases for the Senior Center and City Pools. Table 3 shows the limited-period requests for CSD.

Division	Budget Item	Request	Offset
Forestry/ Roadways	Contract for Homeless Encampment Cleanup (2 years)	\$10,000*	\$-
Recreation	Senior Center Exercise Equipment	\$13,500	\$-
	Senior Center Blinds for Social Hall and Meeting Room	\$10,000	\$-
	Lane Lines for Pools	\$6,900	\$-
	Aquatics Trainer Equipment	\$9,900	\$-
	Day Porter Service for New Community Center	\$44,075*	\$-
	Thursday Night Live: Two Additional Nights (6 Total)	\$16,200*	\$-
TOTAL		\$110,575	\$-

*Requesting to continue pilot programs. Have Limited-Period budget in current year for these items.

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

Ongoing and Limited-Period Increases	
Nondiscretionary Requests:	9,000
Discretionary Requests:	499,600
Limited Period Requests:	110,575
Budget Offsets:	321,900
Net Request:	\$297,275

Capital Outlay

In addition to the significant change requests provided above, the Department had six Capital Outlay requests. 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.

The Parks and Open Space and Forestry and Roadways Divisions requested a total of two new vehicles for staff. The Parks and Open Space Division requested a new rotary mower and infield grooming rake for the new McKelvey Ball Fields. The Recreation Divisions requested to replace the pool cover for Eagle Pool and the inflatable movie screen for Summer Outdoor Movie Nights. The Recreation and Performing Arts Division requested funds to create new banners to hang on the downtown lampposts along Castro Street. The Performing Arts Division will have the majority of banners with Recreation putting up banners specific to special events as they approach.

In total, the Parks and Open Space, Forestry, and Roadways, and Recreation Division had six Capital Outlay requests totaling \$177,700.

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 14. 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.