



MEMORANDUM

Community Services Department

DATE: February 24, 2021

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 2021-22**

RECOMMENDATION

1. Accept staff's report and presentation and provide input on the Community Services Department's proposed budget for Fiscal Year 2021-22.
2. Provide a recommendation to the City Council to commit \$895,000 from the Park Land Dedication Fund (Park Land Dedication In-Lieu Fees from July 2020) to two projects as shown in Attachment 1.

BACKGROUND

In a typical year, the budget process starts in November with instructions and a timeline distributed to departments. In December, staff presented the Community Services Department's (CSD) proposed budget requests to the Parks and Recreation Commission (PRC) for input and then submit the requests to the Finance and Administrative Services Department and the Budget Review Team. However, for the Fiscal Year 2021-22 budget process, the timeline has been adjusted due to uncertainty of revenues caused by COVID-19 and Shelter-In-Place (SIP) orders. Therefore, an updated timeline for the budget process is provided below:

- **December:** Budget Instructions and Timeline distributed to Departments.
- **January:** Fiscal Year 2021-22 Budget Requests due to Budget Review Team.
- **February:** Midyear Budget Status Report provided to Council.
- **March:** Department budget meetings with the Budget Review Team to review January submissions.

- **April/May:** Narrative Budget Report Study Session (first look at the following fiscal year's budget with all the recommended budget requests included by the City Manager).
- **June:** Public hearing on the following fiscal year's Proposed Budget.
- **June:** Second hearing of the Proposed Budget with adoption scheduled immediately following the second public hearing.

Starting in Fiscal Year 2018-19, staff provides two updates each year on the CSD's operational budget requests to the PRC. The first update is typically in December and allows the PRC an opportunity to provide input or support for budget requests as they go through the budget process. The second update is typically in April or May and informs the PRC of which department budget requests have been recommended by the City Manager to Council for approval.

Due to the different timeline for Fiscal Year 2020-21 caused by COVID-19, staff is presenting the CSD budget requests in February to the PRC. This memo provides the budget items that CSD submitted to the Budget Review Team in January for consideration for Fiscal Year 2021-22. 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 item does not focus on the Performing Arts Division since the Performing Arts Committee (PAC) is the advisory body for that division.

Even though these requests were already submitted to the Budget Review Team, staff has their annual meeting with the Budget Review Team in March and will provide any input from the PRC before or during that meeting to be included when considering the CSD budget requests.

City's General Operating Fund

At the Midyear Budget Status Report provided to City Council on February 9, 2021, the Finance and Administrative Services Director (FASD) presented that the City is currently projecting a \$1.5 million shortfall for the General Operating Fund year-end balance for the current fiscal year and a shortfall of approximately \$1.4 million for Fiscal Year 2021-22, assuming no adjustments (department budget requests or cost-saving measures) are made. Even though the City is facing a shortfall, it should be noted that this shortfall is lower than what was projected in the Adopted Budget if SIP orders continued this long.

Therefore, the City's budget situation is of concern but still better than originally estimated given the extent of the impacts of COVID-19.

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 should be limited to those of the highest priority for the CSD based on current and projected long-term workload, furthering a Council goal, safety, need for new regulations, or providing operational efficiencies, preferably resulting in cost savings. Given the estimated year-end balances for this fiscal year and next fiscal year, staff anticipates budget requests to go through an even more rigorous review and be limited to those deemed essential services.

This memo provides the PRC with a summary of the requests that the CSD submitted to the Budget Review Team for all divisions except the Performing Arts Division. The majority of these requests are items that were presented to the PRC last December. They were either not approved due to COVID-19 impacts and concerns or were approved on a limited-period basis and are being requested again for continued operations.

Nondiscretionary Requests

CSD does 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. CSD addressed all nondiscretionary increases for the new parks coming online as part of last year's budget cycle.

Discretionary Requests

CSD is requesting \$806,600 in discretionary, ongoing requests from the General Fund with \$147,000 in offsetting funds. Of this, \$127,600 is for the Performing Arts Division's requests and are not covered in this report. 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 staff believes are necessary for operations to provide the highest-quality facilities and services to residents, especially as the City moves out of SIP orders.

For the Parks and Open Space Division, CSD is requesting funds to expand contractual janitorial services at our parks restrooms. Starting in Fiscal Year 2018-19, the City's

janitorial service provider has cleaned and sanitized the 18 parks restrooms Citywide, including North Bayshore, on weekends. This requires the Parks crews to clean and sanitize the restrooms on weekdays. The weekday cleaning of restrooms has dramatically limited the time available for the Parks crews to perform ongoing park maintenance activities and maintain schedules, including irrigation adjustments, equipment safety checks, trimming and pruning schedules, and field preparation for youth sports activities. Therefore, staff is requesting funds to increase the janitorial service to parks restrooms to seven days a week to enable Parks crews to focus on these other maintenance activities and schedules. CSD is proposing to offset this cost increase with moneys from the Parks wages budget since it is becoming increasingly difficult to hire and keep hourly employees on the schedules that they are needed.

In terms of personnel, CSD is requesting three new Parks Maintenance Worker I/II positions (PMW I/II) – two for Parks and Open Space and one for the Shoreline Division. In order to continue providing a high level of maintenance services to the City's urban parks, CSD is requesting an additional PMW I/II for the North Parks Crew and an additional PMW I/II for the South Parks Crew. While the SWA janitorial services will help with workload immediately, these two Parks Maintenance Workers are addressing the increased workload from four additional parks, totaling 4.51 acres, coming online in Fiscal Year 20-21 and six additional parks currently scheduled in the five-year Capital Improvement Project (CIP). By adding a PMW I/II to each crew, one truck in each crew will be able to double up on staff to speed up playground inspections, irrigation adjustments, and other routine maintenance operations at our larger parks while trucks with one individual can circulate through the smaller parks.

The Shoreline Division is requesting a PMW 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 more 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 at Mountain View, including the maintenance of the fenced Burrowing Owl Preserve.

For the Recreation Division, CSD is requesting to convert the Day Porter janitorial service at the Community Center from a limited-period service to an ongoing service and budget. 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 SIP 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. This funding will keep the service ongoing.

Table 1 provides a summary of the discretionary, ongoing requests from the Parks, Shoreline, and Recreation Divisions.

Table 1: Discretionary Requests			
Division	Budget Item	Request	Offset
Parks and Open Space	Increased Janitorial Service to Parks Restrooms	\$138,300	\$ 57,000
	Two (2) PMW I/II for North and South Parks Crews	315,800*	62,000
Shoreline	Environmental/Trails PMW I/II	157,900	28,000
Recreation	Day Porter Service**	67,000	-0-
TOTAL		\$679,000	\$147,000

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

**Current Pilot Program

Limited-Period Requests

In addition to these ongoing requests, CSD is requesting \$124,700 for four discretionary, limited-period requests. The Performing Arts Division did not have any limited-period requests for this budget cycle. Limited-period requests are for a specific length of time, usually one or two years, and are not usually funded from the General Operating Fund. For the Parks and Open Space Division, CSD is requesting one-time funding to continue the portable restrooms service at Rengstorff Park to assist with unstable housing initiatives and offset impacts on park restrooms.

The Recreation Division is making three limited-period requests, all of which were requested last year. The first request is for janitorial services for nightly service seven days a week at both pool facilities, Rengstorff Park, and Eagle Park, when open. 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. CSD anticipates making an ongoing request when the annual dollar amount is solidified.

In addition to the janitorial services at the pools, Recreation is requesting limited-period funding for two special events: (1) increasing Thursday Night Live to six nights; and (2) the biannual Multicultural Festival. In summer 2019, Thursday Night Live was increased to six consecutive Thursdays as opposed to four alternating Thursdays. The event was extremely successful and well attended. As part of last fiscal year, CSD requested to make this funding ongoing as opposed to limited-period due to the success of the increased nights. However, with the SIP restrictions because of COVID-19, the City was unable to hold the event in summer 2020. Staff is requesting limited-period funding again, instead of ongoing, due to the uncertainty around COVID-19 and the outdoor dining space in downtown possibly changing aspects of the event. Similarly, due to COVID-19 SIP orders, the City did not host the Multicultural Festival in Fiscal Year 2020-21 and, therefore, is rerequesting the funds for Fiscal Year 2021-22 to host the event.

Table 2 shows a summary of the limited-period requests for CSD for Fiscal Year 2021-22.

Division	Budget Item	Request	Offset
Parks and Open Space	Portable Restroom at Rengstorff Park	\$ 12,000	\$ -0-
Recreation	Janitorial Services for Pool Buildings	90,100	-0-
	Thursday Night Live Additional Nights*	12,300	10,000*
Shoreline	Multicultural Festival*	10,300	2,000*
TOTAL		\$124,700	\$12,000

*Sponsorships

In total, the CSD is requesting the following in ongoing and limited-period increases for the Shoreline, Forestry, Parks, and Recreation Divisions:

Ongoing and Limited-Period Increases	
Nondiscretionary Requests:	\$ -0-
Discretionary Requests:	679,000
Limited-Period Requests:	124,700
Budget Offsets:	(159,000)
Net Request:	\$644,700

Capital Outlay

In addition to the significant change requests provided above, the CSD had two Capital Outlay requests, of which one was from the Performing Arts Division. 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 of the same item. The one request was for the Forestry Division to upgrade the current Altec Aerial Truck (Boom Truck), which has the bucket to lift Tree Trimmers for maintenance. The current vehicle is scheduled for replacement on the City's Equipment Replacement Schedule. Staff has requested funds to add to the equipment replacement budget in order to increase the total height of the bucket from 65' to 75' for tree maintenance.

Master Fee Schedule

CSD is requesting to increase three tennis fees for Adult, Junior, and Youth Camp lessons. Tennis lesson fees have a range and, 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 increase to every lesson, but just to the range and will most likely apply to specific lessons. The increase is in response to the increase in 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. The only other fee increases being proposed are for Golf and will be addressed as part of staff's presentation.

PARK LAND FUND RECOMMENDATION

Staff is recommending that the PRC commit \$895,000 from the Park Land Fund to the design of two park projects (Attachment 1). The two park projects being recommended for Park Land Fund commitments are: (1) the design phase of a 0.68-acre park associated with the development at 525 East Evelyn Avenue; and (2) the design of the 0.4-acre park associated with the development at 1720 Villa Street. Each of these developments have dedicated land for a park as well as paid a partial in-lieu fee to meet their entire dedication requirement. Both developments paid their park land in-lieu fee in July 2020, and staff is recommending to commit a portion of each development's respective fee to cover the cost of design for that park.

Typically, staff brings Park Land Fund commitments to the PRC in one of two ways. First, staff will ask the PRC to commit moneys from the Park Land Dedication Fund as part of one of the two Park Land Fund updates that come before the PRC every fiscal year. Second, the PRC will be asked to commit Park Land Dedication funds as part of an individual park-related project such as a single park's conceptual design. However, due

to the timing of these two projects and a desire to be ready to implement the design phase, staff felt it was most efficient to bring the Park Land Fund commitments as part of this budget update.

When each individual park's conceptual design is brought back to the PRC for input, the PRC will be asked to commit the funding for construction. It is anticipated that the in-lieu fee from each development will also be able to fund the cost of construction. This is a standard Park Land Fund commitment process because the conceptual design provides better construction cost estimates for most efficient commitment and use of Park Land Dedication Funds.

NEXT STEPS

For the Operation Budget Requests, staff will review and incorporate input from the PRC into staff's presentation to the Budget Review Team at our meeting in March. Then, CSD's requests will be reviewed along with the 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 will most likely be in April or May.

For the Park Land Fund Commitments, staff will take the PRC's recommendation to the City Council in April to appropriate the funds to a CIP so that the design process for these two parks can be ready to start at a date agreed upon with the developer and in coordination with the developer's use of the land for staging for the development.

BR-JRM/1/CSD
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Attachment: 1. Park Land Fund Commitments for Two Projects