



CITY OF MOUNTAIN VIEW

MEMORANDUM

Community Services Department

DATE: May 10, 2017

TO: Parks and Recreation Commission

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

SUBJECT: **Community Services Department Proposed Budget for Fiscal Year 2017-18**

RECOMMENDATION

Review and provide input on the Community Service Department's proposed budget for Fiscal Year 2017-18.

BACKGROUND

The Community Services Department (CSD) provides an annual update to the Parks and Recreation Commission (PRC) on the Department's proposed budget for the following fiscal year. This update is for Fiscal Year 2017-18.

On April 27, 2017, the City Council held a Study Session for the Fiscal Year 2017-18 Narrative Budget Report, where the City Manager and the Finance and Administrative Services Director presented CSD's budget requests along with all other recommendations for the City. Council did not provide additional direction or request additional review for any of CSD's requests.

This memo focuses on the funds which the Parks and Recreation Divisions utilize for operations. Those funds are the General Operating Fund (GOF), Shoreline Regional Park Community (Shoreline Fund), and Tree Mitigation Fund (TMF).

ANALYSIS

City Budget

The City as a whole is benefitting from the continued strong economy, high demand for development, and very low unemployment. Due to these conditions, Finance staff

estimates that Citywide revenues will exceed projections for the current fiscal year. Furthermore, Finance staff anticipates Citywide expenditures will be below budget at the end of the current fiscal year.

The GOF is the single largest City fund and the primary fund for CSD's operations. The Narrative Budget Report projects the City will finish the current fiscal year with a \$12.4 million ending balance in the GOF. The balance is being recommended to fund limited-period expenditures, supplement reserves, and make additional contributions towards the City's unfunded liabilities.

For Fiscal Year 2017-18, revenues are expected to continue growing and exceed projected expenditures, creating a preliminary \$2.4 million projected operating balance. The \$2.4 million takes into account all the budget recommendations being proposed for next fiscal year by the City Manager.

Department Budget

CSD was provided direction that budget increases be limited to those needed for new regulations, safety, providing operational efficiencies, or furthering a Council goal.

CSD is expected to receive \$294,800 in non-discretionary, ongoing increases. We requested \$193,600 from the GOF and \$101,200 from the Shoreline Fund. The non-discretionary increases include: additional wages to comply with the City's minimum wage ordinance; an increase in costs for two contracts – ranger services and janitorial for facility rentals; and materials and utilities for Heritage Park. There is revenue offset for the janitorial fees of \$17,800, which is paid for through rental applications for City facilities.

Parks/Forestry and Recreation are also requesting \$236,200 in discretionary, ongoing increases. We are requesting \$231,000 from the GOF; \$2,000 from the Shoreline Fund; and \$50,000 from the newly established Tree Mitigation Fund. The \$50,000 in Tree Mitigation Fund expenditures will be entirely offset by Tree Mitigation fees and Tree Replacement fees.

Lastly, Parks and Recreation are requesting \$39,500 in limited-period (one-time) funding. Attachment 1 provides a detailed list of the ongoing and one-time budget requests.

Ongoing Increases		One-Time Funding	
Non-Discretionary Requests:	\$294,800	Total Requests:	\$39,500
Discretionary Requests:	236,200	Revenue Offsets:	<u>-0-</u>
Revenue Offsets:	<u>(67,800)</u>	Net Request:	<u>\$39,500</u>
Net Request:	<u>\$463,200</u>		

Parks and Recreation also requested three Capital Outlay items (Attachment 2). Capital Outlay is a separate category of requests reserved for one-time purchases where a single item costs more than \$5,000 or multiple of the same item cost more than \$10,000. From the GOF, staff requested \$61,900 for a 3/4-ton truck for the North Parks Crew and an automatic pool vacuum for the aquatics program. These pieces of equipment will increase staff efficiency for providing better parks and aquatics facilities. From the Shoreline Fund, staff requested \$30,600 to replace and add call boxes along Stevens Creek Trail. The technology in the current call boxes will no longer be supported by the vendor in 2018. This totals \$92,500 in Capital Outlay requests.

Fee Modifications

CSD requested fee modifications for the Forestry and Recreation Divisions. For Forestry, staff worked with the Community Development Department to establish a Tree Replacement Fee for developers that remove Heritage trees for their construction and either do not or are unable to replace the trees at the required 2:1 ratio. The fee is \$750 per tree that is not replaced.

Recreation requested four fee modifications. Due to minimum wage, a slight increase was proposed to tennis fees to cover costs of instructors for lessons. Staff also proposed to update the gym cancellation fees to align with our other facility rental cancellation fees. The update requires an increased penalty for cancelling within 10 days of the gym rental. The third modification is updating the footnote for the Financial Assistance Program (FAP) in order to adopt the new subsidy for youth from families that qualify as very low- or extremely low-income.

Recreation's last modification updates the fees for field rentals. The purpose of the change is to distinguish a difference in fees for YSOs that apply for designation through the City Council under Policy H-7 and other youth nonprofit organizations. Council Recognized Youth Sports Organizations (CRYSOs) will continue to be exempt from the Field Rental Application Fee and have the field rental rate of \$2.00 per hour. Other YSOs will pay a slightly higher fee now. However, the fee is still below what neighboring jurisdictions are charging. The update also addresses the City bringing

online more synthetic turf fields and fields with lights. Attachment 3 provides a detailed list of all the fee modifications being requested.

NEXT STEPS

CSD's budget has been reviewed by the City Manager and by the City Council as part of the Narrative Budget. It will be submitted for final review by the City Council at a public hearing in June as part of the Proposed Budget for Fiscal Year 2017-18.

PUBLIC NOTICING – Agenda posting.

BR-JPdlM/7/CSD

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- Attachments:
1. Detailed List of CSD Budget Requests
 2. Detailed List of Capital Outlay Requests
 3. Detailed List of Master Fee Schedule Changes