



## CITY OF MOUNTAIN VIEW

### MEMORANDUM

Community Services Department

**DATE:** May 9, 2018

**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 2018-19

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#### RECOMMENDATION

Review and provide input on the Community Service Department's proposed budget for Fiscal Year 2018-19.

#### 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 2018-19.

On May 1, 2018, the City Council held a Study Session for the Fiscal Year 2018-19 Narrative Budget Report, where the City Manager and 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 memorandum 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 continues to benefit from the strong economy and high demand for development, resulting in significant property tax growth. 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 General Operating Fund 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 \$10.4 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 2018-19, revenues are expected to continue growing and exceed projected expenditures, creating a preliminary \$3.6 million projected ending balance. The \$3.6 million takes into account all the budget recommendations being proposed for next fiscal year by the City Manager.

### **Department Budget**

The Community Services Department (CSD) was 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, need for new regulations, safety, or providing operational efficiencies.

CSD is expected to receive \$197,600 in nondiscretionary, ongoing increases. Staff requested \$181,500 from the GOF and \$16,000 from the Shoreline Fund. The nondiscretionary increases include: additional wages to comply with the City's Minimum Wage Ordinance and increases in costs for the contract with ActiveNet—Recreation's vendor for their registration system. The increase to the contract with ActiveNet will be offset with revenue from classes, camps, and facility reservations. The estimated revenue offset is \$13,500 (Attachment 1).

The Parks, Forestry, Recreation, and Shoreline Divisions are requesting \$1,474,600 in discretionary, ongoing, and limited-period increases with an estimated offset of \$870,400. The Forestry and Roadway Division is receiving \$31,100 in limited-period funding for additional power washing of the downtown sidewalks as part of the Downtown Economic Revitalization Program. The Parks and Shoreline Divisions are receiving \$37,400 for biannual turf cleanings at Shoreline Athletic Field, Crittenden, and Graham as well as annual track cleaning for Crittenden and Graham (Attachment 1).

The Recreation Division has requested \$16,200 to add two additional Thursday Night Live events in order to eventually get to six consecutive Thursdays. Currently, the events occur every other Thursday (four events) over seven weeks. Recreation also requested expenditures and offsetting revenue for contract sports and classes in order

for the budget to accurately match current offerings by the division. Offerings and participation have increased over recent years, and the additional budget responds to those increases.

In addition, the Recreation Division requested programmatic, staffing, and fee changes related to the newly renovated Community Center, expected to open in early 2019. Attachment 5 to this memorandum was provided as an attachment to the Narrative Budget Report that went to Council on May 1 and provides a detailed description of those changes.

The Shoreline Division requested to implement a new in-house Employee-Staffed Ranger Program utilizing the current funds designated for contracting out Ranger services. With the new program, staff also requested a Shoreline Manager to have a manager-level position overseeing all of CSD's operations, programs, and contractors in the North Bayshore Area. Attachment 6 to this memo was provided as an attachment to the Narrative Budget Report that went to Council on May 1 and provides a detailed description of the program.

Lastly, the department requested organizational changes as part of a succession plan. With the current Parks and Open Space Manager retiring May 4, and other employees eligible or soon to be eligible for retirement, succession planning has become an important issue for departments throughout the City to address. In response to these efforts and in preparation for future retirements, CSD has requested to implement some organizational changes that will help preserve institutional knowledge and maintain best practices for the department as individuals retire. Attachment 7 to this memo was provided as an attachment to the Narrative Budget Report that went to Council on May 1 and provides detailed description of the reorganization being proposed as part of succession planning.

#### **Ongoing and Limited-Period Increases**

Nondiscretionary Requests:	\$197,600
Discretionary Requests:	\$1,474,600
Revenue Offsets:	\$883,900
<b>Net Request:</b>	<b>\$788,300</b>

## **Capital Outlay**

The department had eight Capital Outlay requests. Two of the requests were for the Performing Arts Division and included a new marquee for the Plaza and MainStage lighting upgrades. The Recreation Division requested new tables and chairs for the Senior Center Multi-Purpose Room A and the Adobe building. The old tables and chairs had some damage and stains. Staff requested \$34,500 for 350 new chairs and \$13,700 for 46 new tables. The Parks Division requested two tow-behind debris blowers, one for Cuesta Park and one for Rengstorff Park. These will increase staff efficiency and provide safe, clean pathways at our two community parks. The total cost for both blowers is \$17,200 (Attachment 2).

Staff also requested Capital Outlay items for the Employee-Staffed Ranger Program. In order to implement the program and enable the new employees to patrol effectively in Shoreline, along the trails, and at barbecue areas, staff requested one midsize truck for \$35,000, one Carryall for \$19,000, and five Police standard radios for \$3,100. When implementing the program, staff may discover the need for additional startup materials. Some funding has been set aside for the first year of implementing the program that can be used for additional radios or uniforms.

In total, the Parks, Recreation, and Employee-Staffed Ranger Program had six Capital Outlay requests totaling \$122,500.

## **Fee Modifications**

CSD requested two fee modifications for Fiscal Year 2018-19: one for Shoreline Golf Links and the other in relation to facility reservations for the new Community Center. The increases for Shoreline Golf Links have been reviewed with the Advisory Greens Committee, who approved of them. In short, membership fees were increased by approximately 3 percent and green fees were increased by \$1. Other increases included club rentals and restructuring the fees for range balls, which will ultimately result in a better price per ball when using the driving range.

For the new rental facilities available through the renovated Community Center, staff reviewed the rental costs of neighboring cities as well as other Mountain View rental offerings such as the Adobe Building and Senior Center. Taking into account items like amenities, square footage, and continuing to encourage residents to rent, staff determined the fee methodology shown in Attachment 4.

## **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 2018-19.

BR-JPdIM/2/CSD

240-05-09-18M-E

- Attachments:
1. Detailed List of CSD Budget Requests
  2. Detailed List of Capital Outlay Requests
  3. Detailed List of Master Fee Schedule Changes
  4. Narrative Budget Attachment – New Community Center Requests
  5. Narrative Budget Attachment – Employee-Staffed Ranger Program
  6. Narrative Budget Attachment – CSD Succession Plan