

A G E N D A
FY 13 Budget Committee of the Whole
Meeting # 5
May 29, 2012
1:00 P.M.
Links Report Out

- | | |
|---|---------------|
| 1. General Services Link – Kay | (1-10) |
| 2. Other Business | |
| 3. FY 13 Council Budget Schedule | (11) |

**General Services Link
FY 2013
Report Out
May 29, 2012**

The General Services Link members were CM Kay, CM Crosbie, and CM Lawless. They met on April 26, May 2, and May 9. A list of persons present at each meeting is attached.

Findings:

Facilities

In accordance with the recent ordinance regarding facility usage, Facilities Management has started to assess actual cost to the tenants. Facilities continues to identify underutilized facilities and decide whether to mothball or surplus. They just sold 10 properties and are working on a new list.

The transfer of the garages to the Parking Authority will be beneficial to operations because it will free up resources.

The biggest issue for Facilities is deferred maintenance. They need \$8 million for maintenance and \$1.5 million is proposed. All maintenance is being deferred unless it is mission critical or a public safety issue. Underfunding of maintenance needs simply postpones inevitable costs.

Fleet

Fleet raised serious concerns about fleet usage, fleet size, and fleet replacement. They are amending CAO Policy #3 regarding vehicle usage, particularly involving fuel card reconciliation. The Administration is also working on a fleet right-sizing recommendation to bring our fleet closer to national norms.

Regarding replacement, this is the first time Fleet has been asked for a 6 year Capital Improvement Program for replacement of vehicles. The total projected need for FY 2013 is \$15.6 million from the general fund. Fleet received no replacement funding in the general fund for FY 2011 or FY 2012, and only received \$500,000 for FY 2013. The fleet is aging with less people to maintain it so either the vehicles will start to become unavailable for use or maintenance costs will exceed the budget. As with Facilities, these are simply deferred costs.

Comm. Driskell also believes that we need an annual commitment in the budget for a replacement fund and she proposes that the replacement fund be started next year. She would like time to determine the right size of the fleet and evaluate leasing options.

Parks

The Link was pleased by the progress made by the Parks Department in the last year regarding the aquatics and golf master plans and believes the Department is moving in the right direction.

The Extended School Program is an enterprise fund and has amended their budget to be self-supporting. Both the disposition of the \$180,000 allocated to the Extended School Program and \$75,000 for Park Patrol, which was inadvertently not included, will be added to the late item list.

FY 2013 Budget Recommendations:

- Refer fleet right-sizing to the General Government Committee;
- Refer updating CAO Policy #3 to the General Government Committee;
- Starting in FY 2014 have an annual commitment in the budget for a vehicle replacement fund; and
- In FY 2013, increase projected revenue from golf by \$152,894.00 with the increase in revenue being allocated to the Parks Administration budget to increase the money spent on other programs and maintenance needs.

Explanation of Level of Support

The importance of Parks and Recreation to the community is reflected in the Mayor's Proposed Budget. The \$19.8 million proposed expenditure is 7% of the total budget. It is the 3rd largest expenditure in government behind public safety (55%) and non-departmental (12%). The projected income from Parks and Recreation programs is \$4 million so the general fund allocation is \$15.8 million. Parks and Recreation is integral to the quality of life in the community and is an important part of what the government provides to its citizens.

While there has been much discussion of the proposed level of support for golf, there has been little discussion of the general fund allocation for other programs. The total personnel cost in the Parks budget is \$11.7 million of which \$1.8 million is golf. The total operating cost in the Parks budget is

\$7.2 million of which \$1.6 million is golf. The Link believes that it is appropriate to ask whether any program, including golf, receives support disproportionate to other programs.

Attached is a spreadsheet of a sample of other revenue earning programs and events provided by Parks and Recreation. Please note, it contains only direct personnel costs and does not include senior management, maintenance, utilities, mowing, or the maintenance of playgrounds, trails, and green space. Even without inclusion of those costs, it does provide a rough view of the extent that programs are supported. In this context, the support provided for golf is not disproportionate to the support provided for other programs.

Attachment A**April 26th**

Steve Kay, Councilmember at Large, Chair
KC Crosbie, Councilmember, 7th Dist.
Diane Lawless, Councilmember, 3rd Dist.
Leah Boggs, legislative aide to Steve Kay
Andrea James, legislative aide to Diane Lawless
Jason Nehmer, legislative aide to KC Crosbie
Sally Hamilton, Commissioner of General Services
Jamshid Baradaran, Director of Facilities and Fleet
Rick Caldwell
Jerry Hancock, Director of Parks and Recreation
Mike Fields
Richard Maloney, CAO
Melissa Lueker
Jane Driskell, Commissioner, Department of Finance
Ryan Barrow, Budget Director
Elizabeth McGee, Budget Analyst
Linda Gorton, Vice Mayor
Tyler Scott, legislative aide to the Vice Mayor
Scott Seymour, legislative aide to CM Lane
Stacey Maynard, Council Administrative
Jennifer Benningfield, Core Staff
Paul Schoninger, research analyst
Connie Underwood, budget analyst

May 2nd

Steve Kay, Councilmember at Large, Chair
Diane Lawless, Councilmember, 3rd Dist.
Leah Boggs, legislative aide to Steve Kay
Steve Smith, legislative aide to KC Crosbie
Sally Hamilton, Commissioner of General Services
Jamshid Baradaran, Director of Facilities and Fleet
Dave Loney, Deputy Director, Fleet Management
Jerry Hancock, Director of Parks and Recreation
Mike Fields, Golf Services,
Tracey Thurman, Administrative Specialist, Commissioner's Office
Richard Maloney, CAO
Melissa Lueker, CAO's office
Jane Driskell, Commissioner, Department of Finance

Elizabeth McGee, Budget Analyst
Connie Underwood, Budget Analyst
Harry Clarke, general public

May 9th

Steve Kay, Councilmember at Large, Chair
Diane Lawless, Councilmember, 3rd Dist.
KC Crosbie, Councilmember, 7th Dist.
Leah Boggs, legislative aide to Steve Kay
Andrea James, legislative aide to Diane Lawless
Steve Smith, legislative aide to KC Crosbie
Sally Hamilton, Commissioner of General Services
Jamshid Baradaran, Director of Facilities and Fleet
Dave Loney, Deputy Director, Fleet Management
Jerry Hancock, Director of Parks and Recreation
Mike Fields, Golf Services
Melissa Lueker, CAO's office
Jane Driskell, Commissioner, Department of Finance
Ryan Barrow, Budget Director
Elizabeth McGee, Budget Analyst
Connie Underwood, Budget Analyst
Scott Seymour, legislative aide to Ed Lane
Tyler Scott, legislative aide to the Vice Mayor

**Parks and Recreation
Program Costs FY 2011**

	<u>Patrons</u>	<u># of events</u>	<u>Number of Uses</u>	<u>Direct Operating Cost (Budget)</u>	<u>1st/2nd level Civil Service (Expense)</u>	<u>Total Cost</u>	<u>Revenue</u>	<u>Program Operating Profit/Loss</u>	<u>Estimated Cost per Patron</u>	<u>Estimated Cost per Use</u>
<u>Golf</u>										
Golf (FY11)			96,639			\$3,800,410	\$2,768,490	-\$1,031,920		-\$11
Golf (est. of FY12)			95,092			\$3,630,541	\$3,001,053	-\$629,488		-\$7
Golf (proposed FY 2013)			109,356			\$3,680,005	\$3,108,090	-\$571,915		-\$5
<u>Aquatics</u>										
			174,973			\$1,131,496	\$609,799	-\$521,697		-\$3
<u>Athletics</u>										
Baseball (Y)	487	10	4,870	\$30,389	\$12,735	\$43,124	\$11,628	-\$31,496	-\$65	-\$6
Basketball (Y)	424	10	4,240	\$30,526	\$9,822	\$40,348	\$10,854	-\$29,494	-\$70	-\$7
Cheerleading (Y)	143	9	1,430	\$8,080	\$8,426	\$16,506	\$3,020	-\$13,486	-\$94	-\$9
Football (Y)	722	9	7,220	\$57,615	\$36,887	\$94,502	\$30,018	-\$64,484	-\$89	-\$9
Tennis (All)	806			\$28,533	\$31,185	\$59,718	\$36,211	-\$23,507	-\$29	
Softball (all)	5,770	10	57,700	\$153,866	\$23,500	\$177,366	\$104,835	-\$72,531	-\$13	-\$1
Volleyball	380	10	3,800	\$7,849	\$11,193	\$19,042	\$6,600	-\$12,442	-\$33	-\$3
Men's Dirt Bowl/Sun	306	34	10,404	\$37,275	\$21,036	\$58,311	\$3,323	-\$54,988	-\$180	-\$5
<u>Camps</u>										
Castlewood Camp	240			\$19,307	\$21,522	\$40,829	\$11,550	-\$29,279	-\$122	
Kenwick Camp	200			\$23,051	\$21,522	\$44,573	\$8,175	-\$36,398	-\$182	
Camp Kearney	335			\$41,945	\$36,026	\$77,971	\$31,950	-\$46,021	-\$137	
Kiddie Kapers Camp	215			\$10,950	\$2,295	\$13,245	\$11,300	-\$1,945	-\$9	
Art Kids Camp	118			\$12,630	\$2,295	\$14,925	\$10,088	-\$4,837	-\$41	
<u>Cultural Arts Programs</u>										
Ballet Under the Stars	3,252			\$30,673	\$7,632	\$38,305	\$15,050	-\$23,255	-\$7	
Kiddie Kapers Program	519	22	11,418	\$72,540	\$15,081	\$87,621	\$87,570	-\$51	\$0	
<u>Equestrian Lessons</u>										
Equestrian General (all)	300	8	2,400	\$42,806	\$69,824	\$112,630	\$16,171	-\$96,459	-\$322	-\$40
<u>Therapeutic Recreation & Seniors</u>										
TR Camp (reg/scholarship)	131			\$85,728	\$7,916	\$93,644	\$15,700	-\$77,944	-\$595	
TR Programs	690			\$30,750	\$50,882	\$81,632	\$7,725	-\$73,907	-\$107	
<u>Other Parks Activities</u>										
McConnell Sp./Raven Run			55,085	\$121,340	\$147,168	\$268,508	\$1,843	-\$266,665		-\$5
Pedal Boats (per 1/2 hr)			6,746			\$14,426	\$20,237	\$5,811		\$1

Division of Parks and Recreation REVISED Fees & Charges Proposal																					
Ref #	Activity	Class Fee	Fee Per Participant	Direct Cost	Staff Expense	Coaching Expenses	Part-time Managerial Supervision	Other Expenses	Total Direct Cost	Number of Hours (Full-Time)	Paper/Cooling/Postage	Other Expense	Uses & Parks Facility	Hours Utilized Facility	Locker?	Main Entrance?	Yield?	Total Indirect Cost	Total Cost	FY11 Revenue	Profit/Loss FY11
20																					
21	Youth Sports																				
1	Baseball	B	\$9,680.00	487	\$9,680.00	\$9,180.00	\$11,629.00		\$30,389.00	480	\$355.00		Yes	568	Yes	Yes	117		\$30,389.00	\$11,629.00	
2	Baseball	B	\$15,330.00	424	\$15,330.00	\$5,760.00	\$5,760.00		\$30,526.00	424	\$355.00		Yes	342	Yes	Yes	26		\$30,526.00	\$10,834.00	
3	Baseball	B	\$9,436.00	143	\$9,436.00	\$6,240.00	\$6,240.00		\$30,526.00	275	\$355.00		Yes	50	Yes	Yes	21		\$30,526.00	\$3,629.00	
4	Baseball	B	\$13,440.00	722	\$13,440.00	\$25,465.00	\$16,720.00		\$57,615.00	1418	\$355.00		Yes	2325	Yes	Yes	75		\$57,615.00	\$30,971.50	
5	Baseball	B	\$5,200.00	95	\$5,200.00	\$14,610.00	\$4,608.00		\$24,418.00	360	\$355.00		Yes	160	Yes	Yes	24		\$24,418.00	RVALUE	
6	Baseball	B	\$4,135.00	308	\$4,135.00	\$1,055.00	\$3,200.00		\$9,428.00	220	\$355.00		Yes	152	Yes	Yes	10		\$9,428.00	see line #25	
7	Baseball	B	\$41,889.00	2177	\$41,889.00	\$67,510.00	\$60,057.00		\$159,456.00	3195	\$2,130.00	\$0.00	Yes	4027	Yes	Yes	10		\$159,456.00	see line #25	
8	Baseball	B	\$18,443.00	878	\$18,443.00	\$3,980.00	\$9,400.00		\$29,803.00	1013	\$1,420.00		Yes	1580	Yes	Yes	10		\$29,803.00	\$35,211.00	
9	Baseball	B	\$101,766.00	6770	\$101,766.00	\$20,610.00	\$31,488.00		\$153,864.00	1035	\$710.00		Yes	2800	Yes	Yes	24		\$153,864.00	\$104,836.00	
10	Baseball	B	\$86,668.00	5675	\$86,668.00	\$6,000.00	\$26,860.00		\$129,448.00	655	\$355.00		Yes	2800	Yes	Yes	10		\$129,448.00	\$104,836.00	
11	Baseball	B	\$5,476.00	111	\$5,476.00	\$1,500.00	\$2,460.00		\$9,436.00	201	\$355.00		Yes	70	Yes	Yes	10		\$9,436.00	see line #25	
12	Baseball	B	\$5,786.00	336	\$5,786.00	\$2,064.00	\$3,460.00		\$10,910.00	362	\$355.00		Yes	1016	Yes	Yes	10		\$10,910.00	see line #25	
13	Baseball	B	\$109,791.00	6502	\$109,791.00	\$9,964.00	\$26,860.00		\$146,235.00	1643	\$2,130.00	\$0.00	Yes	4077	Yes	Yes	10		\$146,235.00	\$5,500.00	
14	Baseball	B	\$11,838.40	305	\$11,838.40	\$3,310.00	\$3,417.50		\$18,565.90	387	\$2,680.00		Yes	194	Yes	Yes	10		\$18,565.90	\$3,322.90	
15	Baseball	B	\$11,838.40	306	\$11,838.40	\$3,310.00	\$3,417.50		\$18,565.90	387	\$2,680.00		Yes	194	Yes	Yes	10		\$18,565.90	\$3,322.90	
16	Baseball	B	\$14,456.00	123	\$14,456.00	\$3,060.00	\$1,792.00		\$19,308.00	150	\$355.00		Yes	40 per week	Yes	Yes	10		\$19,308.00	\$11,550.00	
17	Baseball	B	\$7,872.00	123	\$7,872.00	\$1,095.00	\$2,200.00		\$12,167.00				Yes	320	Yes	Yes	10		\$12,167.00	RVALUE	
18	Baseball	B	\$17,095.00	335	\$17,095.00	\$4,164.00	\$1,792.00		\$23,051.00	60 per week	\$1,400.00		Yes	40 per week	Yes	Yes	10		\$23,051.00	\$14,876.00	
19	Baseball	B	\$4,800.00	1200	\$4,800.00	\$3,300.00	\$3,300.00		\$11,400.00	1200	\$355.00		Yes	330	Yes	Yes	10		\$11,400.00	\$13,900.00	
20	Baseball	B	\$39,422.00	486	\$39,422.00	\$12,919.00	\$6,784.00		\$59,425.00	1390	\$3,024.00	\$0.00		660	Yes	Yes	10		\$59,425.00	\$88,426.00	
21	Recreation Programs																				
22	Kiddie Games	B	\$17,270.00	619	\$17,270.00	\$34,320.00	\$10,000.00		\$61,590.00	477 year			Yes	32 per week	Yes	Yes	10		\$61,590.00	\$61,590.00	
23	Kiddie Games	B	\$17,460.00	230	\$17,460.00	\$2,000.00	\$15,000.00		\$34,460.00	60			Yes	165	Yes	Yes	10		\$34,460.00	\$24,460.00	
24	Kiddie Games	B	\$8,990.00	230	\$8,990.00	\$2,000.00	\$1,680.00		\$12,670.00	80			Yes	155	Yes	Yes	10		\$12,670.00	\$8,990.00	
25	Kiddie Games	B	\$19,000.00	20-30	\$19,000.00	\$450.00			\$19,450.00	40 per year			Yes	200	Yes	Yes	10		\$19,450.00	\$21,386.00	
26	Art Kids Camp	B																			
27	Art Kids Camp	B																			
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101	Art Kids Camp	B																			

**Division of Parks and Recreation
REVISED Fees & Charges Proposal**

8

Program Name: _____ Year: _____
 Season Start/Stop: _____

Direct Expense

Number of Volunteers? _____		Avg Hours per Volunteer? _____	
<u>Number of Participants</u>			
<u>Part-Time Staff Expense</u>		Include all Part-Time/Seasonal staff expense (Referees, Scorekeepers, Groupleaders) Total expense amount	
<u>Operating Expenses</u>		Include equipment, staff shirts, food, chemicals, rent	
<u>Part-Time Managerial Supervision</u>		Include total cost of part-time/seasonal supervisory expense. eg. Supervisor spends 20 hrs @ \$10/hr expense would be \$200	
<u>Other Expenses</u>		Include total cost of anything not included in operating expenses.	

Indirect Expense

Please List the Full-time position(s) that support this program	
Full-Time Position	Number of hours
Paper/Copying/Postage Costs	
Other Expenses	
Does your program get maintenance support? (Y or N)	_____
Do you use a Parks Facility? (Y or N)	_____
If so, List the Principal Locations:	
If so, How many total hours at these locations?	_____
Lights? (Y or N)	_____

FY2013 Committee of the Whole Budget Schedule

Description	Date	Day	Time	Location
Analysis of Mayor's Proposed Budget	4/24/12	Tuesday	1:00	Chambers
Revenue Projections Discussion	4/26/12	Thursday		
Bonding, Debt & Capital Discussion	4/26/12	Thursday	3:30	Chambers
Links Report Out - Beard, Lane	5/15/12	Tuesday	1:00	Chambers
Links Report Out - Blues, Myers	5/17/12	Thursday	3:00	Chambers
Link Report Out - Kay/Discussion	5/29/12	Tuesday	1:00	Chambers
Public Hearing Mayor's Proposed Budget	5/29/12	Tuesday	3:00	Chambers
Links Recommendations Deadline	5/30/12	Wednesday	5:00	Email to VM Gorton, CM Ellinger, Stacey & Connie
Councilmembers Recommendation Deadline	6/1/12	Friday	5:00	Email to VM Gorton, CM Ellinger, Stacey & Connie
Revenue Update/Review Mayor's Late				
Items/Review Links/CM Recommendations	6/7/12	Thursday	3:00	Chambers
Discussion of Proposed Amendments	6/12/12	Tuesday	9:00	Chambers
Ratify Budget/Motion to Place on Docket	6/12/12	Tuesday	3:00	Chambers
1st Reading of Budget	6/19/12	Tuesday	3:00	Chambers
2nd Reading of Budget	6/21/12	Thursday	6:00	Chambers