

Department of Parks, Recreation & Cultural Services
Memorandum #14-2011

DATE: November 3, 2011

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: William Simmons, City Manager *WWS*
Amanda J. Peterson, Department of Parks, Recreation & Cultural Services *ajp*

SUBJECT: 2012 Proposed Budget Highlights – Parks, Recreation & Cultural Services

PURPOSE:

The following memorandum summarizes and highlights the significant changes between the 2010 audited activity and the proposed 2012 budget for the department of Parks, Recreation & Cultural Services

BACKGROUND:

The Department of Parks, Recreation & Cultural Services offers recreational and leisure services, and maintains parks, rights-of-way and open spaces.

The Department of Parks, Recreation & Cultural Services is funded and tracked through the following fund(s):

- General Fund (55.1%) – Operating
- Conservation Trust Fund (20.7%) – Capital
- Capital Projects Fund (24.1%) – Capital
 - o Detail will be provided through a separate memorandum discussing all capital improvement projects. This will be presented in conjunction with Public Works, and will include all capital improvement projects city-wide.

The Department of Parks, Recreation & Cultural Services proposed operating budget is \$3,428,000.00, or 55.1% of the total departmental budget. The department is organized into two divisions which include:

- Parks Operations Division (\$1,561,993.00; 45.6% of the operating budget)
 - o Parks Administration
 - o East District
 - o West District
 - o Forestry
 - o Rights of Way
- Recreation Operations Division (\$1,866,007.00; 54.4% of the operating budget)
 - o Recreation Administration
 - o Recreation Center Operations
 - o Aquatics
 - o Youth & Adult Sports
 - o Children's Programs
 - o Youth & Teen Programs
 - o Special Interest Programs
 - o Fitness
 - o Theatre & Culture
 - o Senior Programs

2012 HIGHLIGHTS

- Personnel
 - Personnel costs within the department were increased by \$78,513 for the following reasons:
 - Market Adjustments of up to 2%
 - Merit Increases of up to 3%
 - Workers Compensation Premium increase
 - Medical /Dental Insurance Premium increase
- Purchased Services
 - Purchased services shows an increase of \$32,960 due to the following inspections and programming changes. Classes that are offset by either existing revenue in 2011(*) or new revenue in 2012(**) are identified below:
 - Theatre rigging inspection
 - Theatre sound & lighting equipment inspection
 - Youth Pom & Cheer*
 - Drama, Art & Space Time Classes*
 - Northglenn Youth Theatre Alumni Theatre**
 - Zumba*
 - Skateboard camp, classes**
 - Archery*
 - Belly Dancing*
 - Karate*
 - Dance Classes*
- Supplies/Non-Capital Equipment
 - There is an increase in supplies/non-capital equipment in the amount of \$55,574 between 2010 and 2012. This is primarily due to:
 - Ink cartridges for front desk and theatre printers
 - Increases in credit card fees, copy machine lease fees, CLASS fees
 - Theatre Architectural Lighting System (non-capital, one-time expense)
 - Theatre Digital Sound Console (non-capital, one-time expense)
 - Holiday Lighting Repair of existing fixtures, minor replacements
 - Preschool Sports – increased participation*
 - CARA Volleyball – increased CARA tournament fees
 - Fitness – dollars allocated though not spent in 2010, now needed to maintain standards for training and equipment
 - Youth Basketball – increased participation*
 - Snappers & Fusion Swim Teams – increased CARA meet fees*
 - Children's Preschool – increased program length**
 - Day Camp - increased program length**
- Capital Outlay
 - There is a proposed expenditure of \$267, 085 in capital expenditures for 2012. This expense is attributed entirely to vehicle replacement. There

are nine vehicles and one sprayer unit requested for replacement, each of which received a score of greater than 10 out of 16 by fleet maintenance. The vehicles represented on this list include 9 of the 15 Parks and Recreation vehicles recommended for replacement by fleet maintenance, and approximately 17% of the entire Parks and Recreation fleet.

- Recreation Division
 - Unit 561, 1991 Event Stage Trailer (11)
- Parks Division
 - Unit 546, 1997 Chevy Pickup (16)
 - Unit 740, Chevy Pickup (12)
 - Unit 550, 1997 Ford F250 (12)
 - Unit 512, 2004 Jacobsen Mower (11)
 - Unit 570, 2002 John Deer Mower (11)
 - Unit 585, 2004 Kawasaki Mule (10)
 - Unit 547, 1997 Ford F250 (10)
 - Unit 503, Parks Sprayer Unit (unscored)

- Miscellaneous

- There is a proposed increase of \$975 included in Dues/Fees to cover increases in fees associated with CPRA and NRPA memberships, CARA dues, and Tri-County Health fees.

STAFF REFERENCE:

Please contact Amanda Peterson at apeterson@northglenn.org or at 303.450.8950.