

PARKS AND RECREATION COMMITTEE MEETING

APPROVED MINUTES

October 20, 2009

DIRECTORS PRESENT: Ron Treabess and Judy Friedman

STAFF PRESENT: Cindy Gustafson, Bob Bolton, Layne Van Noy, Roger Adamson, & Amy Norman

OTHERS PRESENT: There were no members of the public present at this meeting.

The October 20, 2009 meeting was called to order at 8:05 a.m.

1. REVIEW OF DRAFT 2010 PARKS AND RECREATION BUDGET

Mr. Bolton began the meeting by handing out a budget packet. The first page is an organizational chart. The district has been criticized for being too top heavy and this chart shows all the seasonal employment and transfers them into full time equivalents based on hours. Mr. Treabess asked if the staffing was adequate or did they need more or less. Mr. Bolton replied that the Parks Department is running okay, but Recreation is short staffed and too dependant on interns. It is a struggle to get the right amount of interns they need each season. Mr. Treabess then asked if it was affecting what we could achieve if we had more staff. It is; sometimes we have to cut back on what we offer or the quality is affected. Mr. Van Noy added that we also run into equipment issues.

Mr. Bolton moved discussion to the 2010 Parks Department Goals:

- 1. Increase efficiency and cost-effectiveness by developing a computerized maintenance management system. This would make the staffing and the workloads more efficient.**
- 2. Develop a Capital Improvement Plan which would include all park facilities. There is money being put into the budget to hire a consultant to help with this. Several phases are involved, the first being to get a complete inventory. Ms. Gustafson commented that we haven't had a great plan in Parks before. We need to get what we have now, our existing facilities, into a plan. We also have to be careful because several of the facilities we operate are owned by other agencies. There is the question of how much money do we put into other people's facilities?**
- 3. Generate outside funding through grants and public and private partnerships. We attempt this every year.**
- 4. Review lease and operating agreements to increase cost-recovery for community buildings and park facilities. We need to get together with these groups and try to maximize our cost-recovery.**
- 5. Maximize staffing efficiencies through use of seasonal, part-time, contract, work release, CCC and volunteer labor.**

Mr. Bolton turned to the Parks Department summary page. The operating budget is up 11.6% or \$171,287 over the 2009 budget.

- Personnel - The 2010 staffing levels will be 5 full time and 5.8 full time equivalent part-time staff. Personnel will increase by \$19,195 due to two more seasonal employees at the boat ramp. This is in anticipation of the TRPA having centralized inspection stations next year and not manning our boat ramp. There will be no COLA increases this year.
- Charges and Services
 1. Consultant Fee increase of \$49,200 to hire a Parks Master Plan Consultant and create a Parks Maintenance Management Module.
 2. Utilities increase due to taking over the utilities at Rideout.
 3. Fees and permits increase for items like kitchen permits, boat ramp permits to dredge and fix the end of the ramp, etc.
 4. Revenue fee increase coming from additional boat ramp revenue and new leases at Fairway. This number of \$112,016 could increase if we raise the season pass prices at the boat ramp.
- Materials & Supplies – small equipment increase of \$7,035 for the purchase of recycle cans for the parks, especially at Commons Beach and the ball fields.

Ms. Gustafson stated that the increase of 11.6% is for expenses only. The bottom line is what we are spending in tax revenue. There is only a \$20,000 increase in tax revenue in the 11.6% increase for 2010. Ms. Friedman asked if anything has been set aside for a reserve. Mr. Treabess said that reserves are not usually added into these budgets. Ms. Gustafson stated that the reserves come from any leftover property taxes. Ms. Friedman then asked why the projected for 2009 is more than the budget. Mr. Bolton answered that we spent \$100,000 in fire suppression that was not budgeted for and we are now paying the utilities at Rideout.

Mr. Bolton began on the 2010 Recreation Department Goals:

1. Offer recreation programming that encourages greater participation levels and cost-effectiveness for Rideout.
2. Be responsive to our residents, property owners and visitors' interests in recreation and leisure activities.
3. Increase outreach and marketing to encourage participation in programs.
4. Implement all new programming in a cost efficient manner.

Mr. Van Noy said that these are pretty broad goals and he is still working on the action steps.

The operating budget for the Recreation Department for the 2010 budget is down 8% or \$49,190 from the 2009 budget.

- Personnel – 2.4% decrease from 2009 due to reduced part time salaries, lowered entry level wages, and the use of interns.
- Charges & Services

1. Advertising and Printing decrease of 55% is mostly in employee recruitment. There has been a lot of returning staff and we are using Craig's List instead of the newspaper to recruit.
 2. Consultant fee decrease of \$23,230 due mostly to the removal of the Rideout Coordinator position.
 3. Grant Revenue is anticipated to increase because of sailing grants available.
 4. Other Purchased Services decrease of 8% because the swim instructors took a cut in pay this year and we are planning on restructuring the summer camp field trips or charging more for them.
- Materials & Supplies – Vehicle expense decrease of 70% due to a new van and reduction in repair costs. We are getting \$11,000 for getting the old van 'off the road' from the Clean Air Grant.

Mr. Van Noy discussed the cost recovery goals of 100% for adult programs and 50% for youth programs:

- Activities and Classes - down from 130% to 110% because several activities were moved out of this category into Rideout Recreation Programs. This category contains just swimming and sailing now.
- Adult Sports – it doesn't meet the 100% goal at 77%. Softball makes money but basketball loses it. Even though basketball loses money we can't raise the prices or teams will drop out. The players already view it as too expensive. Officiating is the main expense at \$30 per game. Ms. Friedman asked about saving money by reducing the number of games rather than raising prices. Ms. Gustafson responded that the players would play every week if possible and wouldn't like it if the number of games were reduced.
- Kidz Club – participation numbers are down this year. There are several challenges that could be affecting participation such as the bus schedules, soccer, the economy, and how Kidz Club is structured. Mr. Bolton stated that we need to take action now by getting information from the parents as to why they are not using the program this year so we can make immediate changes.
- Day Camp – projection remains at 85%.
- Special Events – this includes events such as the free concerts, movies, the Easter Egg Hunt, Santa's Calling and the Pumpkin Patch. Ms. Gustafson pointed out that most of these events are free and we never anticipated this high of a cost recovery. The cost recovery goal is down from 62% to 57% because we budgeted \$5,000 less for the concerts.
- Youth Sports – this category includes basketball, girls' softball and Little Lakers. Even though this category doesn't make money, as a Recreation Department you are never going to take away youth sports. We are expecting an 8% increase as a result of raising the fees. We had an 8% growth in girl's softball in 2009 and a 25% increase in basketball.
- Rideout Recreation Programs – the 10% increase is mainly from moving classes from Activities to Rideout Classes. Rideout is now open on Sundays but we are still closing the

facility at 8:00 p.m. on weeknights. We could also look at adjusting weekend hours to a later schedule. Instead of opening from 9:00 a.m. to 5:00 p.m. we could open from noon to 8:00 p.m. Mr. Bolton suggested we get the word out to those interested in renting Rideout that alcohol is now allowed. Ms. Gustafson added that she would like to see us partner with a non-profit group and organize a yearly fundraiser for Rideout.

Mr. Bolton next discussed the Parks & Recreation Administration Budget. The operating budget is up 4.5% or \$15,200 over the 2009 budget. Personnel is down slightly, Charges & Services are up and Materials & Supplies remain the same.

- Charges & Services – Credit card charges for registrations and facility rentals have been reallocated here so there is an increase.
- Mileage Reimbursement increased because the take home vehicle policy is changing. In the past, Mr. Bolton has driven a TCPUD vehicle home but this is changing to the use of a personal vehicle with a mileage allowance. This increase will reflect a decrease in vehicle expense in another area and will eventually save the District money.

Mr. Bolton began discussion on the Five Year Capital Budget, both District funded and grant funded. As mentioned earlier, in the future they are looking to hire a consultant to help create a better plan using a Master Plan. This Master Plan would be done in phases. The first phase would be to inventory what you have and include known deficiencies. See what you need in terms of improvements and enhancements.

Items discussed in the Five Year Capital Budget were the following:

District Funded 2010

2. Renovate Skylandia Pier – this is owned by the California State Parks. Should we be investing money in property we don't own?
3. New Irrigation system at NTHS Upper Field – this would save on some staff time in the long run.
4. Facility BMP requirements – there are a lot left to do for 2010. Ms. Friedman inquired about the additional parking at 64-acres in the 2011 grant funded plan. With a transit system going in does the PUD have to put in more parking? Mr. Bolton replied no, that this is in the plan because there is a need now for more parking. Ms Gustafson added that we may also need it for snow storage.
6. Replace two stairways at FCC – we have deferred this item for several years. The facility is now being used by a school so fixing the stairs is much more of a concern.
7. Replace parking lot at Rideout – this is in the lease with TTUSD and the cost will be shared evenly with the school district. We are working with them on getting the necessary permits. Ms. Gustafson said there is also the opportunity to create more parking spots after it is paved by using a better striping system.
8. Replace ball field mower – we deferred this last year and it is desperately needed.

9. Erosion control on the Squaw Valley bike trail – this section is prone to slides. The places that have repaired in the past are holding up but other areas need it. We need to take preventive steps now before any problems arise.
10. Add bike trail railing – there are some areas with severe drop offs that are a safety hazard and need railing. Caltrans is not obligated to install railings even though it is there property.

District Funded 2011

3. Replace oldest sweeper – for the bike trails. They cost \$100,000 and have a life span of 5 to 7 years. They are used constantly in the summer and get pretty beat up fairly quickly.
8. Truckee River trail overlay – this is another big expense. The trails have gotten to the point where they need overlay and not just repairs. An overlay should last about 20 years.

District Funded 2013

7. Overlay half of West Shore bike trail – another section of overlay.
5. Lake Forest dock repairs – we are under a 20 year contract to maintain the dock. Things are wearing down and need repairing or replacing.

District Funded 2014

8. Overlay half of West Shore bike trail – another overlay.

Grant Funded 2010

1. Lakeside trail phases 5, 6 & 7 construction - \$1 million of this is coming from the NLTRA and the rest from the California Tahoe Conservancy.
2. Homewood bike trail design – this \$50,000 has already been secured.
3. Per Capita grants – some of these have already been approved for 2009 but there wasn't enough time this fall to get the playgrounds in so we pushed it to 2010. Ms. Gustafson reminded the Committee that this grant money runs out in June of 2011 so we need to get these projects completed before then.
4. Bike trail usage signage – this has been approved and the money is secured.
5. Dog park – half of the \$6,000 has been secured.
6. Bocce court – we still don't know where we would put this.
7. Sequoia speed sign – this should be delivered any day. The cost listed of \$50,000 is not accurate. The actual cost of \$18,000 plus installation is being fully funded by the NLTRA. The PUD will take care of the power bill.
8. TCC/Fire Station planning – we are working with the NLTRA for a master plan for TCC when the fire station moves.

Mr. Bolton noted that since we now have Rideout under lease we need to revisit the MOU we have with the school district about what we are responsible for maintaining. Ms. Friedman commended the staff on the amazing job they did putting this budget together. Mr. Treabess

agreed and stated that with the few adjustments noted, staff should take this forward to the Board.

2. PUBLIC FORUM

No one was present for this item.

3. ADJOURNMENT

The meeting adjourned at 11:00 a.m.

**Amy Norman, Administrative Assistant
Prepared by Amy Norman**