

PARKS AND RECREATION COMMITTEE MEETING

APPROVED MINUTES

November 5, 2008 & November 7, 2008

DIRECTORS PRESENT: Lou Reinkens, Ron Treabess

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

OTHERS PRESENT: Jan Brisco

The November 5, 2008 meeting was called to order at 2:05 p.m.

1. REVIEW PARKS AND RECREATION DRAFT OPERATING BUDGET FOR 2009

Bob Bolton began the meeting with the budget for the Parks Departments 11 through 19. He highlighted several items. The projected revenue fees for 2008 increased over budget and were raised 7% for 2009. Rental fees will be raised on average 5% for 2009. Discussion followed on the Parks budget.

Revenues - The Tax Revenue line is set by accounting and is a portion of the PUD property taxes. Maintenance Grants are grants to maintain Placer County facilities and Cal Trans bike trails.

Expenses – Bob pointed out an error that had occurred in the 2008 budget. The Salaries and Wages for FT should have been \$302,755, not the \$287,689 listed. The reason we are over to \$302,755 is we budgeted for a 3% COLA and it ended up being 4.3%. For 2009, overtime will be given its own line item to allow for better tracking of it. Most overtime for Parks and Recreation is due to snow removal.

A mistake was also made in Employee Benefits. It was budgeted at \$184,800 in 2008 but should have been \$207,404. There is a large increase in Employee Benefits for 2009 because of the retired employee benefits. Cindy and Deb Rose pointed out that this is paying for both employees who are retired and our share of what's to come for employees who will retire.

Lou suggested that notes be added to the bottom of each page that refer to items on that page instead of a separate memo. This will be considered going forward.

Consultant fees were much higher than budgeted in 2008 due to the use of Bob Bryant and the transition of bringing Roger Adamson on board. In 2009, Bob Bryant will only be used for sidewalk enforcements. Cindy discussed the need to really police the sidewalks now, especially concerning snow removal in the winter and garbage in the summer.

Rental Expense increase is mostly due to paying for Rideout. We are paying the School District \$1,000/month rent for the building. There is concern about spending too much money on fixing up Rideout. We need to work things out with the School District. We still don't have a signed lease with them and they are currently paying the heat and have their own contractor but we are unsure going forward if this will continue. Our custodial efforts are pretty bare bones at Rideout, but as we see usage go up this will need to increase.

R & M – Equipment – Actual is down this year so the budget remained about the same for 2009. Discussion followed on the two stages. They are moved around a lot for the Summer Music Festival. Cindy commented that they gave one of the stages to us so they get to use it but we should look into recouping some of the maintenance costs. Lou suggested setting an annual maintenance fee for using one of the stages. Cindy said we may look into getting rid of the old stage if it starts costing us too much.

R & M – Contracts is way down because we absorbed lots of costs by utilizing our own staff for custodial work. Some of this traded off with salaries to staff but a lot was due to better scheduling, training, and employees being held accountable.

R & M – Facilities was over budget this year due to repairs to the boat ramp, crack repairs in the parking lot at Admin, and a gas leak at the Fairway Community Center. Deb Rose pointed out that a lot of the increase in this line item for 2009 is anticipated repairs. Roger discussed what these anticipated repairs are and they are broken out in the October 21, 2008 memo from Bob Bolton.

Other Purchased Services was discussed as to what expenses go into this line item. In the future we may want to break some of the higher cost items out of this and give them their own line item.

Bob pointed out that the budget for 2009 reflects Fairway Community Center as it has been used in the past. There has been discussion about closing it and moving all the programs to Rideout. The anticipated savings in doing this would be approximately \$20K. Cindy mentioned that if those who use Fairway want it to continue using it they may need to pay more of their fair share or we could look into leasing it out. Bob is still planning on speaking with the instructors in November to see if they will move their programs to Rideout.

Ron ended the meeting by asking what it would take to bring the 2009 budget down below the 2008 actual numbers. It was decided that the meeting would adjourn and a continuance be set for Friday, November 7 at 8:00 a.m. and all agreed.

2. CONTINUANCE

The meeting ended at 4:15 p.m. with a continuance scheduled for November 7 at 8:00 a.m.

The November 7, 2008 continuance was called to order at 8:00 a.m. All those present at the first meeting were again present at this meeting.

Bob Bolton began the meeting with the review of the budget for Recreation Departments 21 through 29. Revenue fees are increasing an average of 6%. This is broken out with increases in Kidz Camp, Camp Skylandia, and class fees but no increase in Adult Sports. Lou expressed concern that we shouldn't be raising fees with this economy. Cindy discussed the possibility of changing how we provide services as it pertains to Adult Sports. For example, we could cut out referees and save costs that way. Overall, our Adult Sports is 100% cost recovery but some sports carry others. We need to establish cost recovery levels for each sport.

The projected Grant Revenue for 2008 is not showing \$11K for a sailboat because we haven't received the money yet so that figure should be increased by \$11K.

Other Revenue is mostly concert revenues, sponsorships, donations and T-shirt sales from Camp Skylandia.

Discussion followed about how realistic our 2009 increases are. Cindy said we need direction from the Board. We need specific goals and should start changing programs now instead of putting it off. Ron agreed that we shouldn't wait another year; if the program works, keep it, if it doesn't or hasn't been working, get rid of it.

Cindy would like to see the tax revenue portion of the Parks and Recreation budget trimmed down from 9% to around 4%.

Expenses – Salaries and Wages – FT up 5% due to COLA and merit increases. The overtime is due to full time staff working special events on the weekends. PT was down 5% this year due to the use of interns and crossover areas.

Employee Benefits has been budgeted 6.5% higher due to the retiree portion mentioned earlier plus some safety awards.

Advertising and Printing was down in 2008 so we have budgeted for less in 2009. This is mostly ads for recruiting employees and special events. Cindy has spoken with Eric Brandt about using Tahoe TV for advertising to the locals. We need to continue to look into other venues like email blasts to get information to the public because newspaper readership is down so much and not effective.

Consultants Fees is increasing from \$1,000 in 2008 to a budgeted \$37K in 2009. This large increase represents Rhonda Kreidler's pay (\$26K) and ActiveNet fees (\$11K) that will be charged to us. Rhonda's pay had been budgeted under Other Purchased Services so that line item has gone down for 2009. Rhonda is the Rideout Community Center Program Coordinator.

Again it was mentioned to split out some of the higher expenses such as instructors out of Other Purchased Services. Another big portion of Other Purchased Services is the concerts at Commons Beach but we do generate revenue back from these. Bob referred to the last page of his memo dated October 21, 2008 that shows \$43,460 of the Other Purchased Services expense is Special Events but we recovered \$29,000 in revenue this year from donations and sponsorships.

Cindy suggested pulling sailing out of Department 10-21 to stand alone. We could also do this with the swimming program and focus on making Department 10-21 just contracted classes.

Bob discussed the increase in Other Purchased Services in Department 10-27. This increase is due to all the instructors we now have at Rideout. The usual contract is a 70/30 split which Layne noted is a standard split for programs like ours.

Department 10-90 is Bob Bolton and Amy Norman's time. It is lower due to the retirement of Laurie Swanson.

Department 10-29 is Recreation Allocable. It gets spread back as a percentage and zero's itself out. It makes a more accurate cost recovery. For example, Ashley's vacation time would get budgeted here and not against Kidz Club.

Ron pointed out that the budget only has a few large dollar items and it is mainly salary and wages. He asked if we are truly getting what we are paying for in the staff. Lou asked how our programs are getting visibility. Bob confirmed the need to promote Rideout and the programs there and mentioned we will be able to utilize email blasts through ActiveNet. Cindy thought we should get the instructors more involved in the class assessments, and get the Rideout Committee more involved with the staff and the Board.

Lou asked where the employee cars were budgeted. Layne responded that the mileage reimbursement in Recreation covers employees using their own vehicles. Vehicle Expense is fuel and repairs for the van. All of Bob Bolton's vehicle is budgeted in Parks.

Meeting, Meals, Training and Travel – This is for conferences and ongoing training for Layne and Ashley. There is also required training for the sailing instructor budgeted here.

Layne then moved on to discuss the participation graphs he had prepared. Youth Sailing has consistently shown an increase except for 2007. TCPUD are the only ones on the lake that offer a

youth sailing program. Lou asked about offering a graduate program and this was discussed but we are limited on boats.

Swim Lessons are consistently popular but we are limited because we do not have our own pool. Lake Forest has had to cut back on how much we can use their pool. The Granlibakken program this fall was successful.

Men's Basketball has dropped significantly. We need to look into setting minimum team thresholds as the numbers continue to decline. Ron asked about the disappearance of the summer league. Layne responded that there was not enough interest so it was cut. He also mentioned that even though it was called men's it was actually co-ed.

Adult Volleyball has continued to show good numbers. We have worked it out with Truckee and Incline Village to have a dedicated day on Wednesdays for our league.

Adult Softball – Men's is down a touch, women's has remained steady and co-ed dropped by 3 teams this year. Discussion followed as to why it might be down a little.

Summer Day Camp enrollment was down 22 children this past summer, probably due to the economic environment we are currently in.

Youth Basketball has dropped dramatically since 2003. Cindy suggested offering a skills afternoon to the children who sign up for a league. This would give them the chance to work on certain skills and possibly make the teams more evenly matched.

Youth Softball has stayed consistent over the past two years. Layne is looking into getting the High School coaching staff involved.

Layne also prepared Cost Recovery of Recreation Programs graphs for 2006 through 2008 which were discussed.

The meeting ended with Ron requesting that the Parks and Recreation Department try to reduce the impact on property taxes from 9% to 5%.

3. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Amy Norman, Administrative Assistant

Prepared by Amy Norman