



MEMORANDUM

DATE: August 26, 2022
TO: Gary Packan, Director of Parks & Recreation
FROM: Danielle Stanford, Interim Budget Manager
SUBJECT: FY 2022-23 Baseline Adjustment & Supplement Requests
CC: Cassandra Ogden, Chief Financial Officer

During the budget process, departments requested various budget enhancements in the form of baseline adjustment and supplemental requests to improve operations and service delivery.

Citywide, the Budget department received over \$31 million in baseline adjustment and supplemental requests. Our team has worked closely with the City Manager’s Office and City Council to determine which requests to include in the FY 2022-23 budget and retain the City’s strong financial position. After review of submissions of baseline adjustments and supplemental packages, the Parks & Recreation department budget has been updated as detailed below.

Funding for baselines adjustments and supplemental packages will be effective as of October 1, 2022, pending City Council approval on September 27, 2022. If you have a new FTE position, please note that you will need to continue to follow the established requisition process to have this position posted for hire through the Human Resources Department.

INCLUDED:

Baseline Adjustments:

Parks and Recreation

➤ Chemicals (402170.6334)	\$26,137
➤ Concession Food and Resale (207002.6390)	\$40,000
➤ Machinery & Equipment (207002.6506)	\$960
➤ Mowing Increase (402160.7886)	\$1,183,276
➤ Schools & Seminars (207002.7908)	\$1,000
➤ Swimming Pool Parts (207002.6518)	\$24,844
➤ Chemicals (402160.6334)	\$10,000
➤ Refuse Bags (207002.6350)	\$400
➤ Building & Equipment (207002.6512)	\$5,910

Total Included Baseline Adjustments **\$1,292,527**

OUR CORE VALUES

Integrity • Fiscal Responsibility • Inclusion • Transparency • Outstanding Customer Service

Supplemental Packages:

Parks and Recreation (207002)

- Aquatics Maintenance Technician (1 FTE) \$83,791

Total Included Supplemental Packages \$83,791

Recreation Fund (411200)

- New Tennis Center Staffing and Utilities (1.18 FTE) \$48,061

Total Included Supplemental Packages: \$48,061

INCLUDED (ONE-TIME)

Supplemental Packages- One-time (Funded Current FY):

Parks and Recreation

- Re-class FSW II to Playground Inspectors (2 FTE) \$160,683
- Natatorium Conversion of Seasonal Staff to Part-Time \$50,897

Total Included Supplemental Packages – One-time \$211,580

NOT INCLUDED:

Baseline Adjustments Not Included:

Parks and Recreation

- Medical Grade Oxygen \$700
- Chemicals \$7,938
- Concession and Resale \$6,365
- Protective Clothing \$950
- Ryegrass Increase \$15,000
- Janitorial Supplies \$614
- Topdressing Increase \$6,400
- Building Supplies \$2,382
- Sidewalk and Grounds \$3,605
- Sidewalk and Grounds \$5,000
- Equipment Rental \$3,250
- Outside Contract Services \$5,000
- Outside Contract Services \$12,250
- Office Supplies \$1,100
- Chemicals \$15,061
- Medical Supplies \$700
- Small Tools and Instruments \$2,500
- Courier Services Increase \$350
- Protective Clothing \$300

➤ Botanical Funds	\$2,000
➤ Building & Equipment	\$5,000
➤ Travel Expense	\$2,000
➤ Machinery and Equipment	\$1,350
➤ Building and Equipment	\$6,822
➤ Swimming Pool	\$12,813
➤ Protective Clothing	\$2,000
➤ Sidewalks and Grounds IOOF Roads	\$5,000
➤ Botanical supplies	\$4,000
➤ Radios	\$1,500
➤ Outside Contract Services 2	\$5,000
➤ Licenses Park Planning	\$1,000
➤ Compost	\$1,000
➤ Machinery and Equipment	\$2,500
➤ Capital Maintenance	\$30,000
➤ Outside Contracted Services	\$3,500

Total Baseline Adjustments Not Included: \$174,950

**Baseline Adjustments Not Included:
Recreation Fund**

➤ Building Sanitization	\$6,000
➤ CCP Concessions	\$5,624
➤ Temporary Personnel Services	\$35,000
➤ Temporary Personnel Services Golf Instructor	\$10,000
➤ Office Supplies	\$162
➤ Protective Clothing for Carl Young Jr.	\$300
➤ Electrical Services	\$10,000
➤ Building & Equipment	\$2,000
➤ Uniforms	\$250
➤ Office Supplies	\$250
➤ Medical Supplies	\$307
➤ Travel Expense	\$900
➤ Schools & Seminars	\$310
➤ Annual Deep Clean- Denia Rec Center	\$5,250
➤ Annual Deep Clean- North Lakes Rec Center	\$5,280
➤ Annual Deep Clean- MLK Jr. Rec Center	\$5,800
➤ Annual Deep Clean- Senior Center	\$5,700
➤ Dues for Carl Young Jr Splash Park HydroApps License	\$400
➤ Swimming Pool Carl Young Jr. Splash Park Sub Ledger (partial)	\$9,704
➤ Building & Equipment Carl Young Jr Sub Ledger	\$6,129
➤ Medical	\$500
➤ Chemicals Carl Young Jr. Splash Park Sub Ledger (partial)	\$6,859
➤ E-sports Leagues & Programming	\$5,000

➤ Mileage Reimbursement	\$1,000
➤ Annual Deep Clean- ALH	\$5,700
➤ Building and Equipment- MLK Jr. Rec	\$2,600
➤ Outside Contract Services- MLK Fitness equipment service	\$1,700
➤ Licenses- MLK Jr. Movie license	\$300

Total Baseline Adjustments Not Included: \$133,025

Supplemental Packages Not Included:

Parks and Recreation

➤ Data Management (3 FTE)	\$280,389
➤ Clear Creek Outdoor Nature Supervisor	\$95,524
➤ KDB Supervisor	\$95,524
➤ Grant Funding	\$1,450,000
➤ Park Maintenance Conversion of seasonal staff to full time	\$178,672
➤ New Property/Artwork O&M Supplemental	\$165,667

Total Supplemental Packages Not Included: \$2,265,776

Supplemental Packages Not Included:

Recreation Fund

➤ Special Event Co-Sponsorship Funding	\$200,000
➤ Ambassador Program (4 FTE)	\$427,668
➤ Cultural Manager	\$147,599
➤ Production, Printing, and Distribution of PLAY Guide	\$125,000

Total Supplemental Packages Not Included: \$900,267