



## Memorandum

Date: February 26, 2015  
To: Larry Tarkowski, Town Manager  
From: Brian Witty, Director, Parks and Recreation  
Re: 5yr Parks and Recreation Operational Budget Assumptions

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### Assumptions

Operating under a 2002 master plan for parks and recreation development the following divisional operating budget assumptions, not inclusive of personnel or capital planning, have been developed to address a moderate growth scenario which may occur over the next five years. These assumptions take into account a modest 3.8 percent population growth scenario, as described in the 2025 General Plan, beginning with a population of 45,500 in FY16/17 and end in FY20/21 with a population approaching 52,000.

### Personnel

An increase in population will have an effect on the quantity and quality of leisure activities and programs, along with the delivery of necessary park services. In the delivery of service the following personnel expectations are anticipated with direct correlation to operations.

#### *Fulltime Employees:*

##### Recreation Supervisor

A Recreation Supervisor is needed bringing the total to one (1) FTE. This position, similar to that of the Parks Supervisor, would be assigned to the department's recreational, leisure and special event services with specific oversight of adaptive recreation services for inclusion compliance. During the previous growth period the department did not have a recreation supervisor (0).

##### Recreation Coordinators - Arts and Culture and Special Events

The addition of two (2) Recreation Coordinators is needed bringing the total to five (5) FTE. The first coordinator position would be assigned to the development and management of the art and cultural services and the second to the special event division. During the previous growth period the department had a total of five (5) recreation coordinators.

##### Recreation Leaders

The addition of two (2) Recreation Leaders is needed bringing the total to two (2) FTE. This position is assigned to assist in the operation and improvement of leisure services for the department. During the previous growth period the department had a total of one (1) recreation leader.

##### Park Maintenance Workers

The addition of (3) Park Maintenance Workers is needed bringing the total to eight (8) FTE. The positions are sought based on the forecasted park system expansion related to the development of Bob Edwards Park and the completed build out of the master planned communities (Granville, Pronghorn, Stoneridge, and Viewpoint). This scenario does not take into account any possible development for Glassford



Heights nor the population/development impact based Aqua Fria Park site as called for via the 2025 Plan. During the previous growth period the department had a total of six (6) park maintenance workers.

*Seasonal Employees:*

Parks Laborers (3 @ 6mos for 40hrs)

Due to an expanded park system, as called for via the 2025 Plan, this scenario does not take into account any possible development for Glassford Heights nor Aqua Fria Park.

Aquatics (2 @ 6mos for 40hrs)

Obamacare related impact to facility and operational startup. This scenario does not take into account possible development of a new or expanded aquatics facility.

Special Events/Recreation Leaders – Level I (6 @ 9mos for 28hrs / 2.96)

Expanded recreation and special events services. During the previous growth period the department had a total of 3.52 recreation leaders.

**Operations**

Administration

Increases to the divisions' operational budget would be relate to changes in FTE personnel and related support such as computers, phones, office equipment, travel, and education. Fiscal impacts outside of the operational budget would include salaries and wages for fulltime, employee benefits, grants and donations.

<b>Administration</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 31,427	\$ 33,313	\$ 35,311	\$ 38,843	\$ 42,727	\$ 46,999
Assumptions	\$ -	\$ 10,750	\$ 5,100	\$ 10,475	\$ 5,000	\$ 5,000
<b>Total Operational Budget</b>	<b>\$ 31,427</b>	<b>\$ 44,063</b>	<b>\$ 40,411</b>	<b>\$ 49,318</b>	<b>\$ 47,727</b>	<b>\$ 51,999</b>
<i>Additional Personnel</i>						
Recreation Supervisor		X				
Recreation Coordinator	X		X-AC	X-SE		
Recreation Leaders II/III				X	X	

Community Education

Operational budget increase for expanded services provided by the community education division would include instructor charges, professional services, travel and education, specialty supplies, uniforms, and minor equipment. Fiscal impacts outside of the operational budget would include salaries and wages for fulltime and other seasonal wages, employee benefits, grants, donations, and site improvements.

<b>Community Education</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 38,505	\$ 40,045	\$ 43,649	\$ 47,478	\$ 51,646	\$ 56,181
Assumptions	\$ -	\$ 1,925	\$ 2,002	\$ 2,182	\$ 2,374	\$ 2,582
<b>Total Operational Budget</b>	<b>\$ 38,505</b>	<b>\$ 41,970</b>	<b>\$ 45,652</b>	<b>\$ 49,660</b>	<b>\$ 54,020</b>	<b>\$ 58,763</b>
<i>Additional Personnel</i>						



Adaptive

Specific targeted marketing of recreation services along with specific oversight of adaptive recreation services for inclusion compliance would establish an increase in its operations budget professional services, specialty supplies, and minor equipment. Fiscal impacts outside of the operational budget would include salaries and wages for fulltime and other seasonal wages, employee benefits, grants, and donations.

<b>Adaptive</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 290	\$ 302	\$ 4,474	\$ 5,693	\$ 6,960	\$ 8,279
Assumptions	\$ -	\$ 4,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total Operational Budget</b>	<b>\$ 290</b>	<b>\$ 4,302</b>	<b>\$ 5,474</b>	<b>\$ 6,693</b>	<b>\$ 7,960</b>	<b>\$ 9,279</b>
<i>Additional Personnel</i>						
Other Wages - Seasonal		X				

Aquatics

Increases to the divisions' operational budget would rise as a result of a full service schedule with increases to instructor charges, training, permitting fees, general supplies, concessions, and sanitation chemicals. Utility rates and repairs and maintenance will continue to escalate with an aged facility. Fiscal impacts outside of the operational budget will include other seasonal wages, employee benefits, and capital development.

<b>Aquatics</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 106,136	\$ 112,504	\$ 119,254	\$ 126,410	\$ 133,994	\$ 142,034
Assumptions	\$ -	\$ -				
<b>Total Operational Budget</b>	<b>\$ 106,136</b>	<b>\$ 112,504</b>	<b>\$ 119,254</b>	<b>\$ 126,410</b>	<b>\$ 133,994</b>	<b>\$ 142,034</b>
<i>Additional Personnel</i>						
Other Wages - Seasonal		X				

Ice

The division should reflect minimal increases as the assumptions forecasted will remain at the same facility use rates and relate only to training supplies, and minor equipment replacement. Fiscal impacts outside of the operational budget will include other seasonal wages and employee benefits.

<b>Ice/Event Center</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 3,150	\$ 3,276	\$ 3,407	\$ 3,543	\$ 3,685	\$ 3,832
Assumptions	\$ -	\$ -				
<b>Total Operational Budget</b>	<b>\$ 3,150</b>	<b>\$ 3,276</b>	<b>\$ 3,407</b>	<b>\$ 3,543</b>	<b>\$ 3,685</b>	<b>\$ 3,832</b>
<i>Additional Personnel</i>						



Arts and Culture

With the addition of professional staff the division should experience a sharp incline in operations with then a more predictable rate of growth. Areas of impact would include professional services, rentals, printing and publishing, permitting fees, travel, education, and general supplies. Fiscal impacts outside of the operational budget will include other seasonal wages and employee benefits, grants, donations, and capital development.

<b>Arts and Culture</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 22,817	\$ 23,730	\$ 32,479	\$ 41,578	\$ 48,441	\$ 55,579
Assumptions	\$ -	\$ 7,500	\$ 7,500	\$ 5,000	\$ 5,000	\$ 5,000
<b>Total Operational Budget</b>	<b>\$ 22,817</b>	<b>\$ 31,230</b>	<b>\$ 39,979</b>	<b>\$ 46,578</b>	<b>\$ 53,441</b>	<b>\$ 60,579</b>
<i>Additional Personnel</i>						

Parks

With the anticipated build out of current master planned community parks (70 acres) and the development impact fee planned Bob Edwards Park the division anticipates significant operational increases. Those budget categories impacted are to include utilities, professional services, repairs and maintenance, rentals, general supplies, chemicals, and vehicles. Fiscal impacts outside of the operational budget will include salaries and wages for fulltime and other seasonal wages, employee benefits, grants, donations, and capital development.

<b>Parks</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 522,103	\$ 553,429	\$ 616,315	\$ 678,734	\$ 744,898	\$ 815,032
Assumptions	\$ -	\$ 28,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 150,000
<b>Total Operational Budget</b>	<b>\$ 522,103</b>	<b>\$ 581,429</b>	<b>\$ 640,315</b>	<b>\$ 702,734</b>	<b>\$ 768,898</b>	<b>\$ 965,032</b>
<i>Additional Personnel</i>						
Parks Technician	X					
Parks Maintenance Workers		X		X		X
Other Wages - Seasonal			X		X	

Athletics

Historically the division has provided organized athletic services to adults. During the next fiscal year the division will be investigating the possibility of intramural opportunities for middle and high school students. With the addition of a third Recreation Coordinator and a Parks Technician in FY15/16 the division will seek and facilitate external tournaments that will provide positive economic impact and compliment the department's budget and facilities. Those budget categories impacted are to include travel, education, awards, specialty supplies, minor equipment, and uniforms. Fiscal impacts outside of the operational budget will include other seasonal wages, employee benefits, grants, donations, and site improvements.



<b>Athletics</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 8,023	\$ 8,344	\$ 11,070	\$ 12,552	\$ 13,055	\$ 16,177
Assumptions	\$ -	\$ 2,300	\$ 1,000		\$ 2,500	\$ 1,000
<b>Total Operational Budget</b>	<b>\$ 8,023</b>	<b>\$ 10,644</b>	<b>\$ 12,070</b>	<b>\$ 12,552</b>	<b>\$ 15,555</b>	<b>\$ 17,177</b>
<i>Additional Personnel</i>						
Other Wages - Seasonal		X			X	

**Special Events**

With the addition of a Recreation Coordinator for Special Events the division will develop a schedule of town produced events with low fiscal impact to the attendee. The division will also coordinate resources to attract those special events that will provide positive economic impact and compliment the departments sponsoring budget and facilities. Increases in the operating budget for the division will include seasonal wages, professional services, rentals, advertising, and specialty supplies.

<b>Special Events</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 55,950	\$ 58,188	\$ 81,316	\$ 84,568	\$ 108,751	\$ 113,101
Assumptions	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
<b>Total Operational Budget</b>	<b>\$ 55,950</b>	<b>\$ 78,188</b>	<b>\$ 81,316</b>	<b>\$ 104,568</b>	<b>\$ 108,751</b>	<b>\$ 133,101</b>
<i>Additional Personnel</i>						
Other Wages - Seasonal			X	X		

**Summary**

<b>SUMMARY</b>						
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Current/Forecasted Budget	\$ 788,401	\$ 833,130	\$ 947,275	\$ 1,039,398	\$ 1,154,157	\$ 1,257,214
Assumptions	\$ -	\$ 74,475	\$ 40,602	\$ 62,657	\$ 39,874	\$ 184,582
<b>Total Operational Budget</b>	<b>\$ 788,401</b>	<b>\$ 907,606</b>	<b>\$ 987,877</b>	<b>\$ 1,102,056</b>	<b>\$ 1,194,031</b>	<b>\$ 1,441,796</b>