

TO: Parks & Recreation Committee
FROM: David Chanski, City Administrator/Clerk
RE: 2024 Parks Budget Kickoff
DATE: June 8, 2023



At the May 11 Parks & Recreation Committee meeting, the Committee had a brief discussion on the Parks budget, specifically around looking at requesting an increase in the budget for 2024. During their meeting on June 5, the City Council did approve the 2024 Budget Calendar, which means the 2024 budget process has officially begun.

The 2024 Budget Calendar is:

- June
 - o Department Heads submit 2024 capital requests.
 - o City Administrator and Finance Specialist begin drafting 2024 operating budgets.
- July
 - o Budget Kick-off Workshop with City Council
 - Meeting date and time TBD
 - o Staff revise draft budget.
- August
 - o Preliminary Budget Workshop with City Council
 - August 15 @ 1:00pm.
 - o Staff finalized preliminary budget and levy and issue public notice.
- September
 - o Preliminary Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting September 5 @ 6:30pm.
- October/November
 - o Final Budget Workshop with City Council (if necessary)
 - October 17 @ 1:00pm.
 - o Staff finalize 2024 Budget and issue public notice.
- December
 - o Final Budget & Levy Public Hearing & Adoption
 - Regular City Council Meeting December 4 @ 6:30pm.

Taking this calendar into account, staff recommends that the Parks & Recreation Committee also begin the discussion on what they would like to see in the 2024 Parks budget. Since the preliminary budget will be finalized in August ahead of the September public hearing and preliminary budget and levy adoption, any budget requests to the City Council should be submitted by the end of July.

With just two meetings scheduled between June and August, staff recommends the following approach:

- June 8 Parks & Recreation Committee Meeting
 - o Discuss overarching goals and desires for the 2024 Parks budget.
 - o Staff will take discussion and implement into the draft budget accordingly.

- July 13 Parks & Recreation Committee Meeting
 - o Staff will present the draft 2024 Parks budget.
 - o Committee will discuss draft budget, make additions/subtractions/revisions as needed and vote to send draft budget to the City Council for consideration in the 2024 Preliminary Budget.

Budget Description

The 2023 Parks budget has been provided below for context, and here is a brief description of the purpose of each line item:

- General Operating: this is the budget for supplies such as cleaning supplies, fuel, bathroom supplies, etc.
- Landscaping: this is the budget for grass seed, fertilizer, woodchips, etc.
- Equipment Rental: this is the budget for the renting of specialized equipment that the City does not own.
- Professional Services: this is the budget for services the City contracts out to other entities. In 2023, the sole item budgeted here is portable restrooms.
- Property Insurance: this is the budget for the property insurance premiums for parks assets (properties, building, equipment, etc.).
- Equipment: this is the budget for maintaining parks equipment.
- Building Maintenance: this is the budget for maintain park facilities such as the pavilions and playgrounds.
- Beach Improvements: this is the budget for specifically maintaining the public beach.
- Equipment Outlay: this is the budget for acquiring new pieces of equipment.
- Capital Outlay: this is the budget for conducting significant parks improvements.
- Transfer to Other: this is the amount of money that is transferred to the Capital Fund each year to be save for future park projects.

Committee Action

Staff recommends that the Parks & Recreation Committee discuss their overarching goals for the 2024 Parks budget and provide staff guidance accordingly.

General Fund 100						2023 Approved Budget			
Expenditures - Parks & Recreation (Operating)									
45100	Description	2020 Actual	2021 Actual	2022 Budget	06/30/22 2022 YTD	% of Budget Used	2023 Budget	Change from 2022	
210	General Operating	4,641	2,134	3,500	337	10%	3,500	0	
222	Landscaping	1,639	1,030	1,500	933	62%	4,000	2,500	
228	Equipment Rental	0	0	500	0	0%	500	0	
300	Professional Services	0	2,502	500	1,410	282%	3,000	2,500	
362	Property Insurance	4,651	748	4,000	2,052	51%	4,000	0	
400	Equipment	624	0	250	0	0%	250	0	
401	Building Maintenance	460	0	1,000	23	2%	500	-500	
530	Beach Improvements	0	0	1,000	33	3%	500	-500	
580	Equipment Outlay	0	-25,000	500	0	0%	500	0	
590	Capital Outlay	13,068	187,456	10,000	13,044	130%	10,000	0	
720	Transfer to Other	159,874	25,000	10,000	0	0%	10,000	0	
Fund 100	Parks & Recreation - Total Expenditures	184,957	193,869	32,750	17,832	54%	36,750	4,000	