

ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Matt Miller
Vanston Shaw



Michael A. Black, AICP
Director

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MEMORANDUM

TO : Ashland Parks and Recreation Commission
FROM : Michael A. Black, AICP - Director
DATE : April 15, 2015
SUBJECT : April 20, 2015 Study Session

This month's study session will be held on Monday, April 20, 2015 in the Grove at 7:00 PM. We have a limited agenda for the night with only two items outside of the typical staff and Commissioner updates and items from Commissioners.

The following is a preview of topics for April 20

1. Update on Budget Process

I will be reporting on some adjustments that had to be made to the budget to ensure it would balance with the funds that are available from the City's general fund. I have attached a memo that was sent to the budget officer detailing the proposed amendments. These amendments have been proposed to the budget officer, but our process requires that the Parks Commission review and approve the changes.

In short, the budget officer has asked that each City department and APRC amend their individual budgets to ensure that the expenditures out of the general fund not exceed the project revenue expected. We were asked to reduce our budget by \$240,000, which will equate to a general fund transfer of \$2.09/\$1000 of the assessed value of properties within the City (9,560,000 for the BN). The amount required to be transferred from the GF prior to the amendment was equal to \$2.13/\$1000.

As you will see in the memo, the areas that were reduced would have been reduced regardless for areas like fuel (lower projected costs), Vacation payout (over estimated), the Grove usage fees (charges for the Grove will be removed from the facility use fee) and Aquatic Facility Supplies (costs are projected to be lower). Other areas like Temp Employees will not be able to increase as much as we had hoped for the coming BN now.

In all, the recommended changes will not significantly alter the APRC's ability to run the parks and recreation system and I recommend that the Commission approve the changes at the next business meeting.

I will also provide the Commission with a preview of the joint Council/Commission meeting that will be held on the 27th of April.

2. Public Records Review and Ethics Update

The City Attorney will be present for this presentation. The items to be discussed will include old and new information regarding public records laws, meeting requirements and ethics for elected officials. This is a follow-up to last month's meeting when the City Attorney was unable to give his presentation due to time restrictions.



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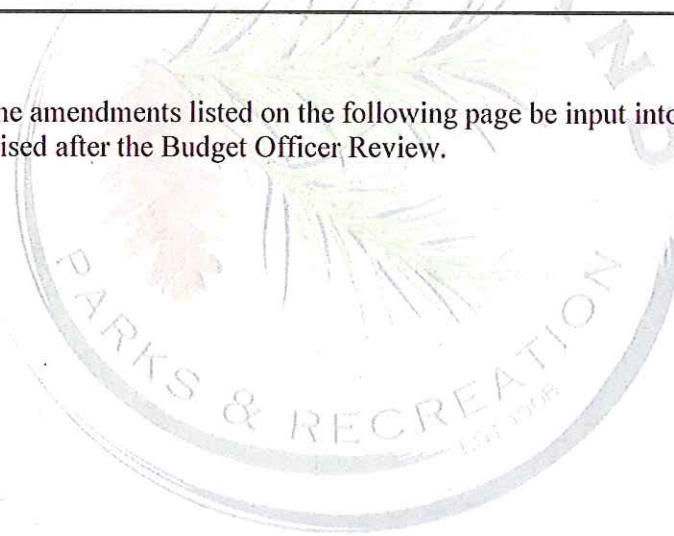
TO : Dave Kanner, Budget Officer
Lee Tuneberg, Finance Officer

FROM : Michael A. Black, Parks and Recreation Director

DATE : March 30, 2015

SUBJECT : Amendment to Proposed Budget post Budget Officer Review

I am proposing that the amendments listed on the following page be input into EDEN to address the concerns that were raised after the Budget Officer Review.



Changes to Operations and Management

	Current	Amended	Savings
1. Operations Administration			
a. 211.12.02.01.510113 – Vacation Payout:	9,000	6,000	3,000
b. 211.12.02.01.605230 – Facility Use:	90,000	60,000	30,000
		Sub-total	<u>33,000</u>
2. Operations			
a. 211.12.02.06.510113:	27,000	12,000	15,000
b. 211.12.02.06.510200 – Temp Employees:	150,000	100,000	50,000
c. 211.12.02.06.602120 – Fuel:	124,440	75,000	49,440
d. 211.12.02.06.604100 – Professional Service:	105,000	80,000	25,000
e. 211.12.02.06.604105 – Urban Tree Service:	40,000	35,000	5,000
		Sub-total	<u>144,440</u>
3. Recreation Administration			
a. 211.12.03.01.510113 – Vacation Payout:	7,000	3,500	3,500
b. 211.12.03.01.601650 – Aquatic Facilities Supplies:	2,000	0	2,000
c. 211.12.03.01.602118 – General Maintenance:	6,000	3,000	3,000
d. 211.12.03.01.606400 – Training:	9,000	6,000	3,000
		Sub-total	<u>11,500</u>
4. Recreation Programs			
a. 211.12.03.02.510113 – Vacation Payout:	5,400	2,700	2,700
b. 211.12.03.02.604100 – Professional Service:	138,000	111,140	26,860
		Sub-total	<u>29,560</u>
5. Nature Center			
a. 211.12.03.04.510113 – Vacation Payout:	5,000	2,500	2,500
		Sub-total	<u>2,500</u>
6. Senior Center			
a. 211.12.03.05.510113 – Vacation Payout:	8,000	3,000	5,000
		Sub-total	<u>5,000</u>
7. Golf			
a. 211.12.04.00.510113 – Vacation Payout:	8,000	4,000	4,000
		Sub-total	<u>4,000</u>

Total 230,000

Changes to Revenue

1. Facility Rentals – Increase by 5,000
2. Golf Course – Increase by 5,000

Other Changes

1. CIP/Vehicle Fund
 - a. Delete description for “Roller for Public Works” and replace with “Trails Vehicles/Equipment.”
2. CIP
 - a. Reductions
 - i. Lithia Park Asphalt – reduce to 23,000
 - ii. Perozzi Fountain – reduce to 70,000
 - iii. Lithia Park Master Plan – reduce to 230,000
 - iv. Trails/Open Space Comp Plan – reduce to 39,120
 - v. Sherwood Park Playground – reduce to 0 and delete project
 - vi. Hunter Park Playground – reduce to 70,000
 - b. Increases
 - i. Land Acquisition – increase to 1,662,385
 - c. Additions
 - i. Project Manager – create at 40,000
3. Add Packages
 - a. Projects Manager – total personnel charges to come from CIP
 - b. The Grove – The Grove will now be presented as an add-package for maintenance and utilities at 76,000 for the BN

