

Recreation

Overview

The Recreation Department is responsible for providing opportunities for education, social development and community celebrations for youth, adults and senior citizens. The department administers the senior nutritional program; provides meeting space for individuals and groups; plans, organizes and implements youth and adult sport leagues; manages and schedules parks and fields for recreation activities; provides exercise facilities and implements health and wellness activities and programs.

FY16 Highlights:

The following data is for the period from October 1, 2015 to September 30, 2016:

- Community Center usage was 85,590 patrons
- Youth and adult sports programs served over 1,784 participants
- Other programs and events served more than 6,101 participants
- Classes offered by contracted instructors had 1,457 participants
- Senior ENOA Lunch program served 2,389 participants
- Senior Programs and Activities served 11,965 participants

FY17 & FY18 Objectives:

- Continue to evaluate and refine current programs and create and develop new programs for the community.
- Continue to develop more cultural events like the new Country Music Show Jam sessions and other one-time events such as the Punt, Pass and Kick competition.
- Incorporate the current Golf Course Services Manager into the Recreation Department staff.

Summary

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| • FTE's | 8.1 |
| • Budget | FY17 \$667,363 |
| • Funding Sources | FY18 \$703,273 |
| | General Fund |

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23 - Recreation

		FY15 Actual	FY16 Budget	FY17 Adopted	FY18 Adopted
PERSONNEL SERVICES					
101	Salaries - Full-Time	257,931	269,979	336,393	349,008
102	Salaries - Part-Time	61,811	65,933	68,386	70,950
103	Salaries - Overtime	450	97	97	101
104	FICA	23,780	25,705	31,182	32,344
105	Insurance Charges	41,110	37,916	47,612	50,467
107	Pension	15,486	16,205	20,189	20,941
Total Personnel Services		400,568	415,835	503,859	523,811
COMMODITIES					
201	Office Supplies	1,945	2,100	2,100	2,142
203	Food Supplies	2,090	6,983	6,611	6,743
204	Wearing Apparel	8,035	13,030	12,158	12,401
205	Motor Vehicle Supplies	96	250	250	255
211	Other Commodities	11,692	11,580	10,980	14,200
Total Commodities		23,858	33,943	32,099	35,741
CONTRACTUAL SERVICES					
301	Postage	1,423	1,965	1,965	2,004
302	Telephone	2,396	2,276	4,469	4,523
303	Prof Services-Other	75	500	-	-
304	Utilities	52,103	47,333	55,730	56,845
306	Rentals	2,185	300	-	-
307	Auto Allowance	1,183	1,200	2,741	2,765
308	Legal Advertising	-	3,000	3,000	3,060
309	Printing	3,392	3,220	3,800	20,800
310	Dues and Subscriptions	280	750	750	765
311	Travel	3,003	1,822	2,428	2,476
313	Training	634	2,350	2,750	2,805
314	Other Contractual Services	13,463	17,675	18,525	18,896
321	Professional Services-Legal	-	500	500	510
Total Contractual Services		80,137	82,891	96,658	115,449

23 - Recreation					
		FY15 Actual	FY16 Budget	FY17 Adopted	FY18 Adopted
MAINTENANCE					
401	Building and Grounds	1,426	5,239	6,830	6,967
409	Machine Equip & Tool Maint.	-	1,820	1,820	1,856
410	Motor Vehicle Expense	185	250	250	255
412	Other Maintenance	71	500	500	510
Total Maintenance		1,682	7,809	9,400	9,588
OTHER CHARGES					
505	Other Charges	8,558	8,720	11,100	9,894
Total Other Charges		8,558	8,720	11,100	9,894
CAPITAL OUTLAY					
618	Other Capital Outlay	-	-	14,247	8,790
Total Capital Outlay		-	-	14,247	8,790
Total Recreation		514,803	549,198	667,363	703,273

01-23 Recreation

The Recreation Department budget consist of operating expenses related to the Recreation Department and includes the positions of Recreation Director, Assistant Recreation Director, three (3) Program Coordinators, Administrative Assistant, and 3.3 FTE Recreation Supervisors.

**Budget
Line Item**

- 101 Full-Time Salaries**
Salaries for fulltime Recreation administrative staff are included in the line item. The line item shows an increase due to moving the golf course services manager position to the recreation budget.
- FY17 - A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.
- FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.
- 102 Part-Time Salaries**
Salaries for part-time Recreation staff are included in this line item.
- FY17 - An increase of \$2,132 is included due to moving some part-time clubhouse staff salaries into the recreation budget. A 3% base factor is included for potential salary increases. In order to get all employees on a common salary increase date (October 1) in conjunction with the new performance evaluation system, everyone will receive a base factor increase in October 2016.
- FY18 – While a 3.75% increase for salaries is shown, during budget preparation next year we will have data from performance reviews and will be able to budget actual increase percentages.
- 103 Overtime**
This line item funds occasional overtime for the Administrative Assistant position for required work at evening or weekend events.
- 104 FICA**
This is a mandatory withholding match that is a fixed percentage of salaries. The line item has been increased in proportion to the proposed salary increases.

- 105 Insurance**
This line item funds the City's portion of health, dental, life and disability insurance for employees. In an effort to keep health insurance rates at a manageable level, the City takes on a portion of the liability by funding a portion of the deductible, which results in lower premiums. Actual savings, if any, will depend on plan usage during a given year.
- FY17 - A potential 6% increase in insurance premiums is included, but the new funding mechanism has shown good results to date and will hopefully help us better keep insurance costs under control.
- FY18 - A potential 6% increase in insurance premiums is included for planning purposes, however our insurance program is reviewed annually and any necessary adjustments will be made.
- 107 Civilian Pension**
This line item funds the City's portion of employee pension contributions.
- 201 Office Supplies**
Funding requested at the same level as last year for office supplies.
- 203 Food Supplies**
This line item funds food supplies associated with the Senior Program and additional special events.
- FY17 - an increase of \$1,000 is shown due to moving expenses for clubhouse concessions to the Recreation budget.
- 204 Wearing Apparel**
This line item funds the purchase of employee staff shirts and sport league uniforms.
- Additionally, an application will be submitted for a \$1,000 grant from the La Vista Community Foundation to support the annual coat drive.
- 205 Motor Vehicle Supplies**
This line item funds the purchase of motor vehicle supplies, including fuel.
- 211 Other Commodities**
This line item includes funding for youth and adult sport league equipment, as well as other equipment.
- FY17 - Increased by \$400 due to golf course clubhouse expenses for janitorial supplies being moved to the Recreation budget.
- FY18 - A one-time increase of \$3,000.00 included to replace twelve eight foot tables in the community center.
- 301 Postage**
This line item includes funding for mailings and the City Wise newsletter.

- 302 Telephone**
This line item includes funding for office telephones, and cell phone allowances for the Recreation staff.

FY17 - An increase of \$400 included due to moving expenses for the clubhouse phone to the Recreation budget.
- 304 Utilities**
This line item funds all utility costs for the Community Center.

FY17 - An increase of \$414 included for the projected increase in utilities at the Community Center. An additional increase of \$6,800 included due to moving the utilities for the golf course clubhouse to the Recreation budget.
- 307 Auto Allowance**
This line item funds an auto allowance for the Recreation Director and staff.
- 308 Legal Ads**
This item includes program advertising.
- 309 Printing**
This line item funds the printing of recreation receipts, facility usage forms and the City Wise newsletter

FY18 - \$20,800.00 is included to fund a new bi-annual Recreation Brochure in addition to (four) 2-page city wide newsletter inserts.
- 310 Dues/Subscriptions**
This line item includes administration professional memberships and subscriptions.
- 311 Travel Expense**
This line item funds all authorized trips and the expenses related to meals, lodging, transportation and miscellaneous incidental costs.

FY17 - A one-time increase of \$606.00 included to send 2 people to the NRPA Conference.
- 313 Training**
This line item funds employee training opportunities.

FY17 - A one-time increase of \$400.00 included to send two people to the NRPA Conference.
- 314 Other Contractual**
This line item includes referee fees, telephone and maintenance.

FY17 - An additional \$850 is included due to moving expenses for internet services and security system monitoring for the golf course clubhouse to the Recreation budget.

321 Professional Services-Legal

Funding requested at the same level as last year.

401 Building & Grounds

This line item funds repairs and maintenance of the Community Center facility.

FY17 - An additional \$3,775 is included due to moving repair and maintenance funding for the golf course clubhouse to the Recreation budget.

409 Machine Equipment and Tool Maintenance

This line item funds repair and maintenance of mechanical equipment in Community Center.

410 Motor Vehicle Maintenance

This line item includes all repair or replacement purchases of parts and supplies for the Department's vehicles.

412 Other Maintenance

This line item includes miscellaneous repairs and maintenance of facility.

505 Other Charges

This line item funds youth and adult sports league awards, registration fees and miscellaneous items.

FY17 - An additional \$2,380 is included due to moving expenses for golf course liquor license renewal, credit card processing fees, and golf cart lease payments to the Recreation budget.