

**MARICOPA COUNTY PARKS AND RECREATION DEPARTMENT
PARKS AND RECREATION COMMISSION MEETING**
Meeting of March 8, 2011

LOCATION: Maricopa County Parks and Recreation
234 N. Central Avenue
Phoenix, Arizona 85004

COMMISSION MEMBERS PRESENT: Joseph Marvin, Jack Stapley, Anne Lynch, Carl Yoshioka

COMMISSION MEMBERS ABSENT: Jimmie Munoz, Heidi Fischer, Rod Jarvis

STAFF PRESENT: R.J. Cardin, Director; Ken Mouw, Chief Engineer; Aimee Upton, Administrator; Dawna Taylor, Public Information Officer; Jennifer Waller, Westside Regional Superintendent; Teresa Retterbush, Eastside Superintendent; Debbie Lemon, IT Administration; Barbara Lehner, Recorder

The official correspondence and staff recommendations contained in this Commission folder are hereby entered as supportive material to the official minutes of the March 8, 2011 Parks and Recreation Commission meeting.

PARKS AND RECREATION COMMISSION MEETING

ITEM # 1 – CALL TO ORDER – Joseph Marvin, Chair, Maricopa County Parks and Recreation Commission

- The meeting was called to order at 9:00 a.m.

ITEM # 2 – ROLL CALL – Roll Call taken - a quorum was present.

ITEM # 3 – APPROVAL OF THE MINUTES OF THE FEBRUARY 8, 2011 PARKS AND RECREATION COMMISSION MEETINGS – Joseph Marvin, Chair, Maricopa County Parks and Recreation Commission - *ACTION ITEM*

- Commissioner Lynch motioned and Commissioner Stapley seconded the motion to approve the February 8, 2011 minutes as presented. All members were in favor and the motion was approved.

ITEM #4 - DIRECTOR'S SUMMARY OF CURRENT EVENTS – R.J. Cardin, Director, Maricopa County Parks and Recreation Department – *INFORMATION/DISCUSSION ITEM*

- Director Cardin presented the Director's Summary.
- Commissioner Stapley questioned since the campgrounds have been at full capacity are we considering expanding them. Director Cardin responded if the budget were to allow we would, but there would have to be capital improvement dollars available. The first campgrounds that would be expanded are Usery and Cave Creek. Currently there is no electricity at White Tanks, and if funds were available this year that would be the number one priority.

ITEM #5 – BUDGET UPDATE – Aimee Upton, Administrator - Maricopa County Parks and Recreation – *PRESENTATION/INFORMATION/DISCUSSION ITEM*

- Ms. Update provided a PowerPoint presentation on the Fiscal Year 2012 requested budget. The Fiscal Year 2012 budget will be tentatively approved by the Board of Supervisor's on May 23rd and the formal approval would be on June 20th.

Overview

The Fiscal Year 2012 (FY12) budget prep started in January and was submitted to OMB on February 14th. Parks submitted the operating budget, one time requests, and are in the process of finalizing the Capital Improvement Projects (CIP) budgets, which are due on March 11th.

Budget guidelines are set by OMB and there were no budget reductions or increases to targets. One exception to these guidelines is additional funding in the general fund for Internal Service Fund (ISF) costs. These costs traditionally were paid by the non-departmental fund, but OMB is spreading it amongst all departments.

Spur Cross Fund

The Conservation area continues to see a revenue shortfall from the Town of Cave Creek. The current revenue level does not cover the current operating costs of the Park. It is anticipated the Walmart being built will increase the Town's sales tax revenue and in turn, will allow the Town to resume a higher monthly revenue payment.

Grant Fund

Parks is not anticipating any activity in the grant fund at this time. .

Souvenir Fund

The Souvenir Fund revenue is derived from the sales of items in the nature and visitor centers. The budget for this fund was submitted at target, even with the strong growth over the last few years, due to the expected closing of the Lake Pleasant Visitor Center for renovations.

Donation Fund

The Donation Fund revenue is derived from public donations. Money in this fund is used to pay for critter food and some minimal operating costs. In line with the economy, this fund has decreased.

General Fund

In General Fund, Parks requested a Park Supervisor position to prepare and help complete the final stages for the new Vulture Mountain Regional Park. Although not finalized by OMB, we anticipate this position will be declined.

ISF (Internal Service Fund) charges were also required this year. Overall, it appears OMB did provide the majority of the funding to pay for these new costs. However, there is an anticipated shortfall for telecom charges of approximately \$18,000. The reinstatement from OMB is for \$180,000, however telecom says the actual amount is \$199,000. This discrepancy may come from the reduction of utility charges in the operating budget.

Enhancement Fund

Since the fee increase in December 2009, Parks has witnessed steady attendance numbers which has helped to create additional revenue for the Department. Parks requested an increase to revenue and expenditure authority based on the 5.8% growth in revenue, which is equivalent to approximately \$203,000.00 With this increased authority, Parks requested a new Park Operations Division Manager position, planned to fill other vacant positions in the Department, and would pay for increased computer licensing cost (as a result of the POS/Reservation system).

One week prior to the budget submission deadline, Parks was informed the Enhancement Fund would be required absorb approximately \$228,000 in CSCA (Central Service Cost Allocation) charges and would not receive funding to help cover these new charges. Further, increased benefit costs would also be more significant than anticipated at \$46,000.

In order to submit a structurally sound budget, Parks eliminated all new position requests, will continue to hold vacant positions, reduced funding for repairs and maintenance items, and other services and also moved all remaining operational costs for the Desert Outdoor Center to the Lake Fund.

Lake Fund

Like the Enhancement Fund, the 2009 fee increase has helped increase revenue for the Lake Fund. The budget submission requested revenue and expenditure authority of approximately 9% or \$166,000. As with Enhancement Fund, CSCA charges were also applied in the amount of \$70,000 plus the additional benefit increase.

The Bureau of Reclamation requires a designated Lake Fund which is not to be comingled for support of the Mountain Parks. Because the DOC is located at Lake Pleasant, we can cover its charges.

Conclusion

The original Department budget submission before the ISF and CSCA charges, and benefit increases would have allowed Parks to take advantage of our increased revenue. The Department was hoping to add two new positions, fill a vacant maintenance position, and increase funding for supplies, printing and other services to earlier levels.

A positive for the budget is the fee increase hasn't reduced attendance and increased our revenues.

The negatives we face with the FY12 budget are the additional charges from the CSCA, benefits increase, and no increase in salaries or additional positions added.

Director Cardin informed the Commission since 2007 Parks has tried to become self-reliant and has continually seen our general fund allocation reduced. The new fees applied to Parks this year, ISF and CSCA charges, will grow over the years. The most troubling are the new CSCA charges being absorbed into the FY12 budget. They were presented one week prior to budget submittal. Parks usable operating dollars were cut in half by the CSCA charges and we have cut 60% of the general operating budget since 2007. Absorbing the CSCA charges will diminish customer service, which in turn diminishes revenues. The Director has been in discussions with OMB to phase the CSCA charges into the Parks budget over the next 2-3 years. After the budget is reviewed, they will look at the possibility, but it doesn't seem very promising.

ITEM #6 – MARICOPA TRAIL AND PARK FOUNDATION PRESENTATION – Joseph Marvin, Chairman, Maricopa County Parks and Recreation Commission – *INFORMATION ITEM*

- Chairman Marvin provided a brief history on the Maricopa Trail and Parks Foundation (MTPF). The Foundation has established a mission statement, goals and has contacted the various Friends of the Parks groups for possible collaborations and fundraising opportunities to raise money for projects.
- The Foundation is trying their best to follow the County Park Master Plan.

ITEM #7 – PRESENTATION OF EASEMENT REQUEST BY MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION FOR USERY PARK – Ken Mouw, Engineering Manager - Maricopa County Parks and Recreation – *INFORMATION ITEM*

- Maricopa Department of Transportation (MCDOT) has requested an easement in Usery Park to pave a section of roadway in order to maintain dust control. This section is located on McKellips Road.

ITEM #8 – SET THE PUBLIC MEETING DATE FOR THE EASEMENT REQUEST BY MCDOT FOR USERY PARK – Ken Mouw, Engineering Manager - Maricopa County Parks and Recreation – *ACTION ITEM*

- Commissioner Lynch motioned and Commissioner Stapley seconded the motion to hold the first public meeting on the Easement Request by MCDOT at Usery Park on April 27th at 10:00 a.m. and the second meeting to be held at Parks headquarters on May 10th at 8:30 a.m.

ITEM # 9 - CALL TO THE COMMISSION – Joseph Marvin, Chair, Maricopa County Parks and Recreation Commission – *INFORMATION ITEM*

- None

ITEM # 10 – CALL TO THE PUBLIC

- Tracey House, an equestrian rider at McDowell, addressed the Commission regarding the restriction limiting equestrian staging during the weekend to the Four Peaks Staging Area. This change has created an inconvenience for equestrians because horses have to travel through a wash to get to the trail head, there is no ramada or restroom facilities.
- Equestrians have been asked to stage at the Four Peaks Staging area on the weekends due to congestion at the trail head parking area.
- Ms. House requested the item be added on to the April Parks Commission agenda.

Item # 11 – ADJOURNMENT

- There being no further business, Commissioner Lynch motioned and Commissioner Stapley seconded the motion to adjourn the meeting at 10:10 a.m. All members were in favor and the motion was approved.

R.J. Cardin, Director/Secretary

Joseph Marvin, Chair