

city of san luis obispo PARKS AND RECREATION COMMISSION AGENDA



Wednesday, February 1, 2012

5:30PM

Regular Meeting

Council Chambers - 990 Palm

CALL TO ORDER: Chair Kincaid

ROLL CALL: Commissioners Craig Kincaid, David Hensinger, Ron Regier, Gary Havas, Steve Davis, Susan Updegrove, and Jeff Whitener

Public Comment Period. At this time, you may address the Commission on items that are not on the agenda but are of interest to the public and within the subject matter jurisdiction of the Parks and Recreation Commission. The Commission may not discuss or take action on issues that are not on the agenda other than to briefly respond to statements made or questions raised, or to ask staff to follow up on such issues.

1. Consideration of Minutes of Meeting of January 4, 2012
2. Presentation: Volunteer of the Month (Craig Kincaid, Chair - 5 minutes)
3. Parks & Recreation Element Update & Policy Discussion (Jenna Higgins, Emily Lipoma, Katie Mineo, Catherine Tarone - 30 minutes)
4. Presentation: Jack House Revenues (Casey Fodness, Interim Community Services Supervisor – 15 minutes)
5. Agenda Forecast (Shelly Stanwyck, Director – 15 minutes)
6. Monthly Report: Increasing Play at Damon Garcia Sports Fields (Steve Davis and Jeff Whitener – 15 minutes)
7. Director's Report – Highlights (Shelly Stanwyck, Director – 15 minutes)
8. Committee Reports
 - Tree Committee – Hensinger
 - Youth Sports Association - Davis
 - Open Space – Havas
 - Bicycle Committee - Havas
 - Joint Use Committee – Whitener
 - Jack House Committee – Updegrove
 - Golf – Regier
9. Communications

Adjourn to next meeting March 7, 2012

APPEALS: Administrative decisions by the Parks and Recreation Commission may be appealed to the City Council in accordance with the appeal procedure set forth in Chapter 1.20 of the San Luis Obispo Municipal Code.



The City of San Luis Obispo is committed to including the disabled in all of its services, programs, and activities. Please contact the Clerk or staff liaison prior to the meeting if you require assistance.



memorandum

city of san luis obispo, parks and recreation department

DATE: January 17, 2012

TO: Parks and Recreation Commission

FROM: Sheridan Bohlken, Administrative Analyst
Casey Fodness, Interim Community Services and Events Supervisor

SUBJECT: Jack House Budget Summary

PURPOSE OF MEMORANDUM

The purpose of this Memo is to provide summary information on annual revenues and expenditures for the Jack House. Financial reports for maintenance, programming, and collected revenue during the 2010-2011 fiscal year are detailed in the following narrative:

DISCUSSION

There are multiple accounts and divisions within the City, in conjunction with the Jack House Fund, that provide for the operations of the Jack House. The three accounts that are represented below are revenues for the Jack House Fund and Parks and Recreation Department, and expenditures for the Jack House Fund, Parks and Recreation and Public Works Departments.

Revenues

Reports include revenues earned through tours, the gift shop, and donations as well as revenues generated by Parks and Recreation through special event and wedding rentals. The Jack House Committee oversees the Jack House Fund and works with docents to provide special events and tours to generate revenue throughout the year. Tours are also offered during special event and wedding rentals operated by the Parks and Recreation Department; though revenue from tours during these events reside with the Jack House Fund, revenues from the special event and wedding rentals are part of the Parks and Recreation budget.

<i>Jack House Fund Revenues</i>		
Type	Amount	Percentage
Tours	\$2,128	59%
Gift Shop	\$1,358	38%
Donations	\$121	3%
Total	\$3,606	100%

The Parks and Recreation Department collects revenues for permitting public use of the Jack House Gardens for parties, special events, and weddings. Staffing costs are not reflected in this report, but include time for creating the facility permit, set-up for the permitted event, facility hosts during the event, take down, and the return of security deposits.

<i>Parks and Recreation Department Revenues</i>		
Type	Amount	Percentage
Special Event & Wedding Rentals	\$17,349	100%

Expenditures

The Jack House expenditure reports reflect costs for programming, landscape, exterior and building maintenance by the Jack House Fund, Parks and Recreation and Public Works Departments. Special events sponsored by the Jack House Fund include Mother's Day Tea, Haunted House and Victorian Christmas.

<i>Jack House Fund Expenditures</i>		
Type	Amount	Percentage
Contract Services	\$5,239*	86%
Special Event Supplies	\$783	13%
Cost of Material for Resale	\$73	1%
Total	\$6,095	100%

*There was \$4,576 spent on construction and architectural drawings and services for the Gazebo Project. These monies equate to 31% of program expenditures for the 2010-2011 fiscal year.

The Parks and Recreation Department budget for the Jack House supports events also sponsored by the Jack House Fund.

<i>Parks and Recreation Department Expenditures</i>		
Type	Amount	Percentage
Publications/Promotions	\$7,762	93%
Special Event Supplies	\$608	7%
CA State Board of Equalization	\$20	< 1%
Total	\$8,390	100%

The Public Works Department provides maintenance for the grounds of the Jack House as well as for the interior and exterior needs of the building. Two different divisions manage these ongoing projects, therefore, costs are broken out into two charts.

<i>Public Works Department Expenditures: Landscape and Exterior Feature Maintenance</i>		
Type	Amount	Percentage
Maintenance Labor Cost*	\$19,145	82%
City Water & Sewer	\$400	2%
Material Costs	\$800	3%
Emergency Contractor Services	\$1,200	5%
Well System Maintenance	\$700	3%
Standby Callout Response	\$200	1%
Work Orders	\$990	4%
Total	\$23,435	100%

Public Works Department Expenditures: Building Maintenance**		
Type	Amount	Percentage
In-House Labor*	\$13,144	44%
Repair Parts	\$10,797	36%
Natural Gas	\$224	1%
Electricity	\$1,173	4%
Janitorial	\$3,291	11%
Pest Control	\$330	1%
Fire Suppression	\$119	<1%
Burglary & Fire	\$564	2%
Total	\$30,025	100%

*The Landscape and Exterior Feature and Building Maintenance Expenditure ledgers do not reflect any staffing benefit costs (medical, retirement, etc.). **Please note that these numbers are for the 2011 calendar year.

Total Budget for the Jack House

Total Jack House Budget	
Type	Amount
JH Event and Tour Revenues	\$3,606
P&R Special Event and Wedding Revenues	\$17,349
P&R Program Expenses	(\$8,390)
JHC Expenses	(\$6,095)
PW Landscape and Exterior Maintenance Expenses	(\$23,435)
PW Building Maintenance Expenses*	(\$30,025)
Net Operational Costs	(-\$46,990)

*Please note that these numbers are for the 2011 calendar year.

CONCLUSION

In 2010-11, the Jack House Fund received \$3,606 through docent-led tours, gift shop operations, and donations. Expenses the Jack House Committee oversaw for this time period totaled \$6,095 for promotions and implementation of programs and events.

A total of \$17,349 was collected in revenues by the Parks and Recreation Department for the 2010-2011 fiscal year through special event and wedding rentals at the Jack House. During the same period, there was \$23,435 spent on Landscape and Exterior Maintenance by the Public Works Department. For the 2011 calendar year, \$30,025 was spent on the Jack House for Building Maintenance, also by the Public Works Department. (All expenditure reports exclude staffing for the Parks and Recreation Department and benefits associated with Public Works staff).