

**Parks****Function: Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
General	13,644,041	14,236,916	13,828,427	14,736,923	16,188,990	16,188,990
Other Restricted	4,619,763	4,846,527	4,845,318	391,050	164,023	376,050
Permanent	227,889	345,400	430,793	343,400	343,400	312,400
<b>TOTAL</b>	<b>\$ 18,491,693</b>	<b>\$ 19,428,843</b>	<b>\$ 19,104,538</b>	<b>\$ 15,471,373</b>	<b>\$ 16,696,413</b>	<b>\$ 16,877,440</b>

## Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actual</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Community Recreation Services	1,135,586	1,142,554	979,393	1,259,468	1,298,449	1,290,029
Park Maintenance & Forestry	15,425,897	16,168,475	16,118,102	11,827,596	12,393,167	12,582,614
Planning & Development	649,890	781,679	749,546	800,711	1,037,351	1,037,351
<b>TOTAL</b>	<b>\$ 17,211,373</b>	<b>\$ 18,092,707</b>	<b>\$ 17,847,042</b>	<b>\$ 13,887,775</b>	<b>14,728,967</b>	<b>14,909,994</b>

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actuals</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Intergov Revenues	(93,608)	(80,000)	(85,029)	(87,500)	(87,500)	(93,000)
Charges For Services	(1,381,299)	(1,401,488)	(1,329,785)	(1,444,900)	(1,444,900)	(1,435,670)
Licenses & Permits	(37,824)	(48,000)	(41,307)	(48,000)	(48,000)	(48,000)
Fine & Forfeiture	(458,746)	(545,000)	(536,273)	(762,000)	(762,000)	(773,000)
Investments & Other Contributions	(74,107)	(79,000)	(60,121)	(122,000)	(112,000)	(115,000)
Misc Revenue	(34,915)	(52,500)	(67,893)	(53,200)	(53,200)	(52,500)
Other Financing Source	(47,485)	(45,800)	(53,400)	(45,800)	(45,800)	(45,800)
Transfer In	(3,954,231)	(4,136,822)	(4,275,837)	(526,500)	(201,500)	(201,500)
<b>TOTAL</b>	<b>\$ (6,082,215)</b>	<b>\$ (6,388,610)</b>	<b>\$ (6,449,646)</b>	<b>\$ (3,089,900)</b>	<b>\$ (2,754,900)</b>	<b>\$ (2,764,470)</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Actuals</b>	<b>2020 Adopted</b>	<b>2021 C2C</b>	<b>2021 Request</b>
Salaries	10,959,093	11,635,127	11,431,350	10,307,978	10,643,796	10,643,796
Benefits	3,600,023	3,425,008	3,533,528	2,761,050	2,929,856	2,929,856
Supplies	1,194,454	1,249,691	1,207,774	984,335	949,215	1,026,258
Purchased Services	1,736,994	2,036,207	1,898,001	2,015,592	2,013,097	1,965,224
Debt & Other Financing	149,521	82,237	273,946	146,560	73,900	115,327
Inter Depart Charges	2,506,669	2,664,841	2,508,568	2,049,258	2,634,949	2,634,949
Transfer Out	4,427,154	4,724,342	4,701,016	296,500	206,500	326,500
<b>TOTAL</b>	<b>\$ 24,573,908</b>	<b>\$ 25,817,453</b>	<b>\$ 25,554,184</b>	<b>\$ 18,561,273</b>	<b>\$ 19,451,313</b>	<b>\$ 19,641,910</b>

TO: David Schmiedicke, Finance Department

FROM: Eric Knepp, Parks Superintendent

DATE: July 10<sup>th</sup>, 2020

**RE: 2021 Parks Division Requested Operating Budget**

The Parks Division's 2021 Requested Operating Budget provides for a continuation of existing service levels for the community. Since the beginning of the COVID pandemic, Parks has been operating as an essential service to promote community mental and physical health. Providing equitable public spaces to recreate, relax and restore is central to our mission and vision. The request controls expenditure growth and balances stagnating revenues in a manner that allows for continuation of services within the levy support target. In addition, Parks has been significantly involved in maintenance operations related to ongoing protests and rallies. This includes primary responsibility for maintenance of the Mall Concourse/State St. maintenance area. The request and reduction proposals do not include any impacts to existing filled permanent positions.

### **COVID Response & Recovery**

All aspects of the Parks Division have been impacted by COVID. As an essential service providing critically important public health benefits to the community during the pandemic, Parks has worked to provide as many services as we can safely provide within resource constraints. The impacts of the response has created significant disruptions to normal services and required a large allocation of staff resources to manage effectively. The response has been a continuously evolving process that has incurred unexpected costs and a loss of significant revenue. There have been cost savings in some sections to help partially offset the new costs, mostly through a reduction in staffing and some utility costs. Staff continues to work with PHMDC to ensure compliance with local orders and to appropriately message how to safely use the public spaces. Parks staff continues to work with partners and the community to provide recreational opportunities in a safe manner. Park staff have implemented significantly modified cleaning and sanitizing processes to improve the safety of park facilities, including heightened cleaning of shelter restrooms and the pool. In 2020, Parks has cancelled the vast majority of events and related permits due to order restrictions, which has had significant impact on revenue. Additionally, many partners have requested the ability to renegotiate terms of use agreements given the major disruptions to normal operations in 2020. For 2021, Parks can accommodate anticipated service levels within the expenditure authorization. Revenue projections are challenging at this time, given the significant variability in potential public health orders for the 2021 season. If there are sustained reductions in gatherings beyond July 1, 2021, the negative impacts for general fund and Division revenues would be more significant.

### **Major Goals**

The Parks Division's goals are rooted in the Park and Open Space Plan, which shapes our priorities through the lenses of Equity, Public Health, Sustainability, and Adaptability. In 2021, these priorities include continued implementation of the Parks Equity Team Action Plan; continuation of land stewardship practices to promote access and inclusion for all Madisonians; maintaining existing recreational offerings; and to develop and expand community partnerships to improve the parks system. The Parks Equity Team's Action Plan will work to improve all aspects of the Division's operations and processes. Staff will continue working to reduce reliance

on fossil fuels throughout the system and to expand sustainable land management practices (e.g. pollinator gardens, native plantings, and utilization of goats for invasive species management).

### **Major Changes in 2021 Operating Request**

The 2021 Requested Operating Budget does not include any substantial changes from existing budgeted service levels. Utilizing existing resources, the Parks Division will continue to invest in implementation of the Parks Equity Team Action Plan for the Division in 2021 and beyond.

### **Summary of Reductions**

The Parks Division's operating budget request includes several service reductions to achieve the aim of a 5% levy support reduction of \$793,358. Though reduction of services is not the Parks Division's goal, the potential reductions balance various factors with a goal of limiting the negative impact to the community from these reductions. The reductions would certainly have impacts on the park system, but they are rooted in the necessity of refocusing the Division's work towards providing spaces where the public can enjoy the many benefits of parks and reducing allocation of resources towards specific targeted uses. In total, the reductions listed below would reduce available hours of work in the Parks Division by approximately 29,700 in 2021. This level of reduction is a significant percentage of the overall staffing within the Division.

1. **Planning & Development:** Elimination of hourly funding from this service. This \$10,004 reduction in wages and benefits equates to approximately 463 hours of work. This funding is primarily used to reduce professional staff doing inventory and field assessments of assets (e.g. pavement ratings). The elimination of the funding will reduce overall efficiency and effectiveness of the team and allow fewer hours to be dedicated to community engagement and planning project management.
2. **Olbrich Botanical Gardens:** Reduce garden labor support by 365 hours, which would reduce the standard of care in the outdoor gardens. Delay hiring of the Facility Maintenance Worker position created to serve the \$12M expansion to the Gardens facilities. Total savings of \$40,256.
3. **Community Recreation Services:** Decrease hourly ranger funding by \$75,355 (66%). Eliminate beach lifeguarding, provide restrooms at beaches on a Friday-Sunday basis. Reduce Pool season by one week in late August, reduce open swim hours on select weekdays. Aquatics savings would be \$153,024. Eliminate Ride the Drive, Trucks and Treasures, Winter Prom, and additional programs supported by Parks. Maintain limited programming options focused on equity and inclusion. Refocus staff on volunteer initiatives. Reduce winter shelter rental operations. Programming reductions would save \$39,189. Delay hiring of the Community Services Manager position until July 12<sup>th</sup>. This delay would save \$50,286. Not having the position will significantly impact the ability to address the growing backlog in agreement modifications due to COVID.
4. **Park Maintenance and Facilities:** Reduce Parks Financial Internship funding and reduce training and postage budgets for a savings of \$37,438. Eliminate most portable toilets from the system, reduce winter facility services, and eliminate services for 45 drinking fountains (i.e. bubblers) for a savings of \$86,300. Reduce the public restrooms available at the beginning and end of the shelter season and establish a restrooms open by reservation only process at select locations across the system. Reduce string trimming in parks and eliminate on medians. Substantial increases in the areas put into no-mow or managed meadows land management classification. Total savings in general park maintenance would be \$212,134. Reduction in playground maintenance and repairs for a savings of \$24,598. Reduction in conservation parks land management funding for hourly staff for a savings of \$18,993. Eliminate the mall fountains, reduce landscape services (including flower planting and planters in

total) at the Mall, and reduce sidewalk and bus shelter cleaning for a savings of \$45,772 (cost reduction of \$91K shared in support with property owners through special charges).

A significant part of the reductions proposed are to delay filling permanent positions until July 2021. I fully recognize that this could contribute to a structural budget issue for 2022. The goal of this timing is to allow for a more complete understanding of intermediate impacts of COVID and the community needs from Parks to respond. This is especially correlated to demands for gathering spaces and the corresponding revenue generation potential. It is certainly possible to eliminate these positions as a part of the 2021 budget process, but doing so now would require predicting service level impacts a year from now on a pandemic that is less than four months old. We have made significant staffing adjustments across the Division over the past four months and I fully anticipate additional adjustments will be required over the remainder of 2020 and into 2021. If funding is not available in 2021, the positions would not be filled.

I look forward to meeting with you and the finance team to discuss the Parks Division's requested operating budget for 2021.

c.c. Deputy Mayors  
Budget & Program Evaluation Staff  
Lisa Laschinger, Assistant Parks Superintendent  
January Vang, Parks Financial and Administrative Coordinator  
Cayla Leikin & Sawyer Boldt, Parks Financial Management Interns

# 2021 Operating Budget Service Budget Proposal

## IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Parks Division

SELECT YOUR AGENCY'S SERVICE:

Community Recreation Services

SERVICE NUMBER:

511

SERVICE DESCRIPTION:

This service is responsible for programming, volunteers, aquatics, rangers, permits, and community events. This service includes City provided services as well as regulating private and non-profit services and events.

## Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$1,135,586	\$1,142,554	\$979,393	\$1,259,468	\$1,298,449	\$1,290,029
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$1,135,586</i>	<i>\$1,142,554</i>	<i>\$979,393</i>	<i>\$1,259,468</i>	<i>\$1,298,449</i>	<i>\$1,290,029</i>
<i>Budget by Major</i>						
Revenue	(\$983,215)	(\$996,838)	(\$1,049,152)	(\$1,012,050)	(\$1,012,050)	(\$1,022,620)
Personnel	\$1,822,603	\$1,807,931	\$1,737,859	\$1,934,680	\$1,951,198	\$1,951,198
Non-Personnel	\$296,198	\$331,460	\$226,019	\$260,270	\$264,371	\$266,521
Agency Billings	\$0	\$0	\$64,667	\$76,568	\$94,930	\$94,930
<i>Total</i>	<i>\$1,135,586</i>	<i>\$1,142,553</i>	<i>\$979,393</i>	<i>\$1,259,468</i>	<i>\$1,298,449</i>	<i>\$1,290,029</i>
FTEs		12.95		31.73	32.73	13.04

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Community Recreation Services provides programs and community events that bring people together. This service ensures that the City of Madison will have a safe and affirming community space for underrepresented groups through a wide variety of parks and public spaces and continual events and programs. This service area is focused on Community Connections and Recreation.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Facility Rental	40	Park usage for athletic, recreational, cultural, musical, culinary, and other event purposes.
Pool and Beach	40	Beach and pool usage for the community.
Programs	20	Year-long selection of events and programs for all residents.

### SERVICE BUDGET CHANGES

2021 Operating Budget: Agency Requests

**Service Impact**

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Supplies in the amount of \$8,420 is transferred to Parks Maintenance and Forestry, net neutral to the general fund.

**Personnel-Permanent Positions**

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

**Personnel-Other Personnel Spending**

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Revenue**

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text" value="General"/>	<input type="text" value="43"/>	<input type="text" value="\$10,570"/>	<input type="text" value="Facility Rental"/>

Explain the assumptions behind the change to budgeted revenue.

Facility Rental increased to account for slight change in accounting for shelter reservations.

What is the justification behind the proposed change?

Revenue increased to align with anticipated shelter reservations.

**Non-Personnel**

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
<input type="text" value="General"/>	<input type="text" value="53"/>	<input type="text" value="(\$507)"/>	

Copy printing, furniture, uniform, equipment supplies, program supplies, and inventory

General

54

\$2,657

Telephone, other services, system software maintenance, printing, and lease rental services

Explain the assumptions behind the requested funding.

Per review of all non-personnel accounts, adjustments made to ensure appropriate budget.

What is the justification behind the increased funding?

Non-personnel is adjusted to align with potential spending with a decrease in supplies and increase in services.

## Part 2: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$793,349

What is the proposed reduction to this service's budget?

\$317,854

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Reduce managerial oversight of all Community Recreation Services sections.	50,286	The Community Services Manager, will continue to remain open, as it has been since May 2019. This hiring delay will be in effect until July 12, 2021, or for 13.6 pay periods.
Reduce Parks Programming	39,189	Parks programming will be either cut or reduced.
Reduce life guard presence and limit available restrooms at beaches and reduce hours at the pool.	153,024	Life guard presence at beaches will be eliminated and restroom availability will be limited to Friday, Saturday, and Sunday. Pool hours will also be reduced on weekdays and season shortened by one week.
Reduce park patrol provided by Hourly Park Rangers	75,355	Decrease Hourly Park Rangers
<b>Total</b>	<b>\$317,854</b>	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$332,554	Community Services Manager will be delayed until July 12th, 2021, reducing expenses for this position by 13.6 pay periods. Hourly rangers position would be reduced by about 4,021 hours. As part of the reduction in programming for recreation services, overtime salary and benefits will be reduced by \$15,988 for position. The programming reduction will also include about 2,229 hours of attendant work. Due to the reduction in hours and elimination of life guards will be reduced by 8,788 hours.
Non-Personnel	\$27,400	\$13,600 reduced in supplies and \$13,800 reduced in services.
Agency Billings	(\$42,100)	There is an expected decrease in aquatics revenue of about \$7,000, and an expected decrease in recreation services program revenue of about \$35,100.
Total	\$317,854	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

MGO Pulic Property Chapter 8 outlines expectations for park users, including boat launches, parking, event condition compliance, dogs in parks and overall park of use of park amenities and spaces. Service reductions within Community services will result in reduced capacity to monitor and educate park users and ultimately the Parks Division's ability to enforce ordinance violations.

Has this reduction been proposed in prior years?

Yes

Does the proposed reduction result in eliminating permanent positions?

No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No

If yes, which agencies:

Describe why the proposed reduction was chosen.

After careful consideration of the Parks Division's overall mission and the resources required to provide adequately maintained public spaces, these reductions were selected as they were deemed to have the least negative impact on the community. Safe and reasonably maintained spaces will be provided, but the Community Services section will be refocused on providing access, facilitating park use and intentional volunteer and neighborhood connections.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

The delay of the hiring of the Community Services Manager will result in reduced managerial oversight of all Community Services sections and reduced capacity to manage/negotiate contracts and support/evaluate new programs and partnerships. Through the overall reduction to this section, Parks will be looking to restructure work within existing sections. Parks will need to set realistic expectations regarding potential partnerships and agreement timelines, with lead times that will likely require six months or more for development.

The reduction of parks programming will require complete revamping and refocusing of Parks Recreation Services. Significantly reducing parks programming, by eliminating all programs with exception of winter recreation, Sina Davis Movies in the Park program, Anji Play and Bird & Nature Festival. Cancelled/suspended programs include nearly all others, including, but not limited to Ride the Drive, Trucks & Treasures, Safety Saturday, Groove & Glides, skating parties and Learn-To Series. Winter concession hours will be reduced and will end approximately 2 weeks earlier, and. There will be no concessions/attendants at Tenney, Elver and Vilas Two Nights (56 hours/week) per week and Vilas and Elver will close 1 hour early on Sundays. Concessions and rentals will end following the last weekend of February, as revenues have not kept up with staffing costs over the past three years. Due to reductions in other areas of Parks, significant effort will be put into growing the existing volunteer program, including recruiting, supporting and managing volunteer efforts.

The reduction in the Aquatics program will require a reduction in services, primarily at beaches. Beaches and restrooms (limited hours) will be opened and cleaned Memorial Day through Labor Day for peak use, but will remain unguarded throughout the summer. Focus will be providing clean and safe areas to swim with regular beach cleaning/maintenance. The Goodman Community Pool will close at 6 PM, 1 hour earlier on Tuesday, Thursday and Friday (\$14,000 reduction). The pool season will end one week earlier and the pool will be drained as soon as allowable (\$20,000 staffing reduction). No special events will be allowed outside of the pool season, accounting for 2 less weeks of pool operations. Attendance this week is historically lower, and over the past 3 years is approximately 25% of the average attendance throughout the rest of August.

The decrease in hourly Park Ranger would reduce park patrols by approximately 4,021 hours. Permanent ranger shifts will need to be more widely distributed to cover critical times year-round and routine visits to smaller parks will need to be eliminated. Ranger efforts will need to be focused primarily on community parks and will be more complaint driven than proactive. Reduced presence will result in longer wait times for customer service calls and the capacity to educate the public on proper park usage will likely be diminished.

Impacts of this reduction can be mitigated through thorough and timely messaging through the Parks Division's Website and social media accounts in addition to signage on site. Individual shareholders will also be notified of the change and asked to assist in sharing the messaging.



# 2021 Operating Budget

## Service Budget Proposal

### IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Parks Division

SELECT YOUR AGENCY'S SERVICE:

Olbrich Botanical Gardens

SERVICE NUMBER:

511

SERVICE DESCRIPTION:

This service oversees all operations at Olbrich Botanical Gardens. The City works in partnership with the Olbrich Botanical Society to provide a well maintained facility that includes 16 acres of gardens and a diverse array of educational programming. Olbrich Gardens is consistently rated as a top tourist destination in Madison.

### Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$910,854	\$965,734	\$880,495	\$1,125,579	\$1,442,554	\$1,508,577
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$910,854</i>	<i>\$965,734</i>	<i>\$880,495</i>	<i>\$1,125,579</i>	<i>\$1,442,554</i>	<i>\$1,508,577</i>
<i>Budget by Major</i>						
Revenue	(\$636,569)	(\$580,000)	(\$651,913)	(\$614,000)	(\$289,000)	(\$294,500)
Personnel	\$1,172,905	\$1,167,998	\$1,185,796	\$1,325,990	\$1,315,299	\$1,381,322
Non-Personnel	\$323,569	\$333,650	\$309,634	\$359,130	\$362,765	\$368,265
Agency Billings	\$50,950	\$44,086	\$36,978	\$54,459	\$53,490	\$53,490
<i>Total</i>	<i>\$910,855</i>	<i>\$965,734</i>	<i>\$880,495</i>	<i>\$1,125,579</i>	<i>\$1,442,554</i>	<i>\$1,508,577</i>
FTEs		12.75		0.00	0.00	13.70

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Olbrich Botanical Gardens (OBG) is one of the primary tourist destinations in Madison. As such, Olbrich is involved in many strategies to develop the culture and character of Madison: creating vibrant and inviting places for residents and visitors by maintaining quality botanical gardens and greenhouses; preserving special places that tell the story of Madison by establishing itself as a premier destination; reflecting ethnically diverse cultures through the Thai Pavilion and Garden and the large variety of plant species in the Bolz Conservatory; creating safe and affirming community spaces by hosting weddings, classes, and special events; and balancing the concentration of cultural and entertainment venues between downtown and other areas of the city through its location, offering free admission to a large portion of the gardens, and by hosting regular public events. The public-private partnership between the City of Madison and the Olbrich Botanical Society (OBS) demonstrates how partners can enhance a cultural and environmental destination. OBS supports the Bolz Conservatory, the outdoor gardens, and community programs in addition to serving as the fundraising arm of Olbrich Botanical Gardens. OBS raises approximately \$2 million annually for Olbrich Botanical Gardens through programs, donations and membership. In addition OBS committed to funding \$6 million or half of a major building expansion completed in 2020.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Native Plant Conservation	50	Olbrich Botanical Gardens outdoor gardens feature sustainable design and plant collections hardy to the American Midwest for study, enjoyment, and public benefit. OBG practices sustainable horticulture that minimizes detrimental

inputs and showcases strategies that contribute to the well-being of the lakes & community.

Community Programs

30

Activities that assist in the nourishing, sharing, and interpretation of the gardens as well as managing facility rentals and the Bolz Conservatory admissions program, both of which provide revenue to the City.

Exotic Plant Conservation

20

The Bolz Conservatory features plant collections native to the world's tropical forests for study, enjoyment, and public benefit.

**SERVICE BUDGET CHANGES**

**Service Impact**

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

2021 C2C does not reflect position #4823, impact of \$66,023 in salaries and benefit. 2021 Request reflects position #4823 previously adopted in 2020 Operating Budget.

**Personnel-Permanent Positions**

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

**Personnel-Other Personnel Spending**

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Revenue**

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text" value="General"/>	<input type="text" value="Local Revenues ..."/>	<input type="text" value="\$5,500"/>	<input type="text" value="Horticulturist sponsored by UW Madison"/>

Explain the assumptions behind the change to budgeted revenue.

The anticipated reimbursement from UW Madison for the horticulturist maintaining the Thai Pavilion and Gardens is under contract and increases annually.

What is the justification behind the proposed change?

Proposed change in revenue to account for the increase in reimbursement annually from UW Madison.

**Non-Personnel**

Are you requesting additional non-personnel funding for this service?

Yes

<i>Fund</i>	<i>Major</i>	<i>Amount</i>	<i>Description</i>
General	53	\$5,500	Landscaping Supplies and Trees Shrubs Plants

Explain the assumptions behind the requested funding.

Due to the expansion of the greenhouse, there is an anticipated increase in supplies. The increase in supplies will be utilized in the outdoor garden and conservatory.

What is the justification behind the increased funding?

The increase in supplies is needed to maintain the quality of the gardens with the expansion.

**Part 2: Proposed Budget Reduction**

What is 5% of the agency's net budget?

\$793,349

What is the proposed reduction to this service's budget?

\$40,256

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

<b>Activity</b>	<b>\$Amount</b>	<b>Description</b>
Delay hiring of the Facility Maintenance Worker added to the budget for 2020 until 7/12/2021.	34,174	Delay ongoing preventative maintenance throughout the facility that may not be completed on schedule due to lack of maintenance staff. This includes the \$12 million in new construction completed in 2020.
Reduce the level of laborer hours available for the outdoor gardens by 365 hours	6,082	Reduce mowing, mulching, tree planting and other tasks performed by the hourly workers. Quality of maintenance will be reduced.
<b>Total</b>	<b>\$40,256</b>	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

<b>Name</b>	<b>\$ Amount</b>	<b>Description</b>
Personnel	\$40,256	Delay hiring of the Facility Maintenance Worker previously added to the budget in 2020 until 7/12/2021 . Reduce the level of laborer hours available for the outdoor gardens by 365 hours.
Non-Personnel		
Agency Billings		
Total	\$40,256	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

The City is not mandated to perform these services.

Has this reduction been proposed in prior years?

No

Does the proposed reduction result in eliminating permanent positions?

No

If yes, what is the decrease in FTEs:

1

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No

If yes, which agencies:

Describe why the proposed reduction was chosen.

Reduction was chosen after careful consideration of the services and activity that Olbrich Botanical Garden provides. Due to the vacant position, reduction was chosen to delay the hiring of the Facility Maintenance Worker and decrease of hourly laborers.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

The Facility Maintenance Worker was added because two new buildings opened in 2020, the Frautschi Family Learning Center and the Production Greenhouse. Both buildings have new technology as well as a cistern that will provide rain water to the greenhouse and the Conservatory. Preventive maintenance will suffer throughout the complex. Existing and new facilities may fall behind on maintenance. The two new buildings will be covered under warranty work related to the construction contract for the first part of 2021, and Parks Facilities Maintenance will need to adjust service levels in other areas of parks to allow labor resources to support work as needed. There won't be a maintenance staff on site on both weekend days so there may be additional emergency callouts for AV, HVAC and plumbing needs. Reducing the level of laborer hours for the outdoor gardens will reduce mowing, mulching, tree planting and other tasks performed by the hourlies. The quality of garden maintenance will be reduced. In the long term this may impact Olbrich Botanical Society and their \$2 million budget that supports programs as well as horticulture & conservatory maintenance.

# 2021 Operating Budget

## Service Budget Proposal

### IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Parks Division

SELECT YOUR AGENCY'S SERVICE:

Park Maintenance and Forestry

SERVICE NUMBER:

512

SERVICE DESCRIPTION:

This service is responsible for the maintenance of all park facilities, open spaces and parkland, and dog parks and disc golf courses. This service includes General Park Maintenance, Facilities Maintenance, Conservation Park Maintenance, Mall/Concourse Park Maintenance, Parks Construction and the operation of the Forest Hill Cemetery.

### Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$10,578,245	\$10,976,548	\$10,841,991	\$11,093,146	\$11,885,744	\$11,894,164
Other-Expenditures	\$0	\$0	\$5,276,111	\$734,450	\$507,423	\$688,450
<i>Total</i>	<i>\$10,578,245</i>	<i>\$10,976,548</i>	<i>\$16,118,102</i>	<i>\$11,827,596</i>	<i>\$12,393,167</i>	<i>\$12,582,614</i>
<i>Budget by Major</i>						
Revenue	(\$4,239,493)	(\$4,579,772)	(\$9,824,035)	(\$1,917,600)	(\$1,690,573)	(\$1,194,550)
Personnel	\$10,359,766	\$10,734,379	\$10,894,208	\$8,502,858	\$8,715,660	\$8,715,660
Non-Personnel	\$2,156,196	\$2,371,179	\$7,385,788	\$2,613,609	\$2,403,815	\$2,604,662
Agency Billings	\$2,301,776	\$2,450,762	\$2,386,030	\$1,894,279	\$2,456,842	\$2,456,842
<i>Total</i>	<i>\$10,578,245</i>	<i>\$10,976,548</i>	<i>\$10,841,991</i>	<i>\$11,093,146</i>	<i>\$11,885,744</i>	<i>\$12,582,614</i>
FTEs		117.59		81.25	87.58	87.58

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Park Maintenance works to make a green and resilient Madison by increasing connectivity between parks and open spaces through greenways and trails; practicing responsible land stewardship in 270+ parks and over 6000 acres; pursuing sustainable and innovative improvements to park facilities; and actively making an effort to be a model park and open space system for City residents and visitors. This service encompasses everything identified under Green and Resilient in making the City of Madison a place to bring people together, improve health and well-being by maintaining well managed and safe park and public spaces.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Maintain Parks Infrastructure	70%	Infrastructure maintenance includes the maintenance of parks buildings, pool, splash pads, refuse/recycling management, amenities, electrical and plumbing needs throughout the systems. Amenities include playgrounds, beaches, field lighting, irrigation, and ice rinks as well as snow removal from the streets, bike paths, bus stops, sidewalks and parking lots. Other infrastructure includes year-round maintenance of Mall Concourse Maintenance Service area.

Land Stewardship	30%	Land stewardship involves the maintenance of general parkland and conservation areas and other city-owned property. In addition, parks manages turf on medians and other city-owned property. All land stewardship is conducted in accordance with the Parks Division's adopted Land Management Plan.
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**SERVICE BUDGET CHANGES**

**Service Impact**

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

Supplies in the amount of \$8,420 is transferred from Community Services Rec, net neutral to the general fund.

**Personnel-Permanent Positions**

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

**Personnel-Other Personnel Spending**

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Revenue**

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text" value="General"/>	<input type="text" value="45"/>	<input type="text" value="\$11,000"/>	Special Assessments Services
<input type="text" value="General"/>	<input type="text" value="47"/>	<input type="text" value="\$400"/>	Miscellaneous Services

Explain the assumptions behind the change to budgeted revenue.

Anticipate slight increase in special assessment services with an earlier billing cycle.

What is the justification behind the proposed change?

To align potential increases in revenue, increased special assessment services and miscellaneous revenue.

**Non-Personnel**

Are you requesting additional non-personnel funding for this service?

Yes

<i>Fund</i>	<i>Major</i>	<i>Amount</i>	<i>Description</i>
General	53	\$43,850	Copy printing, postage, uniform, work supplies, safety supplies, and tree shrubs plants
General	54	(\$24,030)	Mileage, membership, credit card services, and landscaping

Explain the assumptions behind the requested funding.

Per review of all non-personnel accounts, adjustments made to ensure appropriate budget based on prior year actuals and current year budget.

What is the justification behind the increased funding?

Non-personnel is adjusted to align with potential spending with an increase in supplies and a decrease in services.

**Part 2: Proposed Budget Reduction**

What is 5% of the agency's net budget?

\$793,349

What is the proposed reduction to this service's budget?

\$425,235

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

<b>Activity</b>	<b>\$Amount</b>	<b>Description</b>
Financial tasks and training	37,438	Reduce hourly intern hours associated with budgeting and cut funding for conferences and training and postage supplies.
Winter facilities, public drinking fountains, portable toilets	86,300	Reduction in winter facilities, public drinking fountain, and eliminate a number of portable toilets throughout the system.
Shelter season, ice maintenance and neighborhood rinks, mowing frequency and availability of restrooms	212,134	Adjust shelter seasons and limit the availability of restrooms and adjust cleaning and maintenance. Suspend ice maintenance at specific neighborhood rinks and decrease mowing frequency and mowing patterns in parks.
Landscape services, snow removal, sidewalk washing and suspension of decorative fountains	45,772	Reduction in seasonal flower planter program, delayed snow removal and reduction in hauling of snow piles and reduction in sidewalk washing in addition to the suspension of decorative fountain operations.
Playground maintenance	24,598	Reduce playground inspection and maintenance, emergency repairs and graffiti will be handled on a reactive basis.
Land management	18,993	Reduce maintenance of walking trails and habitat management, including control of invasive species.
<b>Total</b>	<b>\$425,235</b>	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$252,946	Delay hiring of 3 vacant PMWs until 7/12/2021 and take 8405 hours of reduction in hourly labor.
Non-Personnel	\$218,060	\$79,740 of supplies such as equipment supplies, tree shrubs and \$138,320 of services mainly utilities
Agency Billings	(\$45,771)	Revenue reduction from Mall Special Charges. Expenditure reduction of the Mall reduces revenue at a 50% rate.
Total	\$425,235	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

The City is mandated through the City of Madison's Noxious Weed Ordinance (MGO 23.29) and the WI State Code WDNR NR 40 (Wisconsin Administration Code Chapter NR 40 – Invasive Species Rule) to control noxious weed species on publicly owned lands. As natural land management services in Conservation and General Park sections are reduced through decreases in available labor and material resources and no mow areas are added to park land, it will likely result in decreased response rate to reports of noxious weed species and potentially lead to an increase in these plant populations.

Has this reduction been proposed in prior years?

Yes

Does the proposed reduction result in eliminating permanent positions?

No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

No

If yes, which agencies:

Describe why the proposed reduction was chosen.

After careful consideration of the Parks Division's overall mission and the resources required to provide adequately maintained public spaces, these reductions were selected as they were deemed to have the least negative impact on the community. Service levels will be impacted, but safe and reasonably maintained spaces will be provided within resource constraints. Due to vacant positions and the need to reduce services, proposed reduction above is submitted.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

The impacts to the proposed reductions is significant as follows:

Reduction of hourly interns hours will impact the processing and timely submission of operating budget, and create significant hardships among limited staff as required quarterly projections and borrowing exercise are all due within the month. Reduction of conferences and training will impact the ability to keep employees updated with necessary training and certification, which will impact employee engagement.

The elimination of most portable toilets will limit such restroom accommodations to current heavy use bike path locations and select athletic facilities. Reduction in winter services will require replacing the current floating ice rink with a lined rink at Elver Park and will suspend ice maintenance at neighborhood rinks including Warner, Nakoma, Rennebohm, Goodman, Heritage Heights, Westmorland general and Olbrich general rinks. In addition, this service reduction will require Adopt Ice partners to be self-sustaining. Winter restroom facilities at Owen and Cherokee will not be available. In addition, 45 drinking fountains, primarily located in neighborhood, mini parks or otherwise less densely populated/trafficked areas will not be operational. Gain in opportunity time from the listed reductions in services will provide ability to support Olbrich Botanical Garden's expanded facility while a permanent position is held vacant for the first half of 2021.

The regular shelter season will be adjusted and public restroom availability will be decreased. There will be approximately a five (5) week reduction in availability of public restroom facilities (first 3 weeks and last 2 weeks of shelter season, and the number of shelters available during that time will be significantly reduced and determined based on historic rental frequencies and long-standing events. Throughout the rest of the summer, lower use shelters will not be available or would be cleaned/ opened only for reservations. Winter snow removal response would be supported based on priority, but will result in delays in clearing bike paths, bus stops and sidewalks and limit ability to support ice rink maintenance. Only primary ice rinks will be maintained at Elver, Vilas and Tenney. The basic general park maintenance duties including turf mowing, snow removal, ice maintenance, restroom cleaning and garbage removal will continue with adjustments to standards of service. String trimming of medians would be eliminated and reduced at all parks. Finish cut mowing will be reduced as no-mow areas in Community Parks and Mini-Parks/Greenspaces would be increased/expanded. Mini parks would be limited to courtesy terrace mowing and potentially a path through the park if merited. The acreage would be determined based on the need to support the salary reduction. A rough estimate of a 10% increase or 61 acres in no-mow areas would result. Spring and early summer mowing would be delayed from approximately 7-10 day rotation to a 14-16 day rotation, resulting in extreme growth in grass between cuts during this time. The supply and service budget would be reduced which in part would be supported by the reduction in work, but the impact on will reduce supplies for sanding sidewalks, materials for beautification/landscape maintenance projects and routine building supplies in General Parks. In addition funds for equipment rental will be reduced and equipment supplies will be reduced potentially resulting in reduced preventative maintenance.



Adjustment for landscape and sidewalk maintenance services at the Mall would make the sidewalks and bus shelters look less appealing. Reduction in overtime due to further shifting work schedules to provide services for snow removal during regular shifts will result in less hauling of snow piles from lower traffic, lower priority areas. Reduction in supply budget for flower planters, including decreasing the number of planters by half and eliminating the spring pansy plantings, and new bike racks, trash cans along with the deactivation of decorative fountains will impact the attractiveness and beautification efforts for the area.

Reduction in playground maintenance will increase the inspection time line for all playgrounds except the 9 that are designated as high use, which will continue to be inspected weekly. The other community, neighborhood and mini playgrounds will change from a bi-weekly inspection to being inspected once every 3-4 weeks. Playground concerns will increasingly be addressed on a reactive basis, including repairs and graffiti removal. A reduction in supplies of \$9,600 which would provide for fewer playground repair parts and reduce equipment supplies for preventative maintenance measures.

Reduction in land management would limit capacity to control invasive species in the spring (April-June) and to maintain/improve trails in the summer. The number of acres intensively managed for invasive species would be reduced from 134 ac to 100 ac. This would include 30 acres of management units that have received recent investments of CIP funding and are still being brought from "establishment" to "maintenance" mode. Alternatively, better quality units could receive maintenance every other year, rather than annually, at the cost of "Early Detection Rapid Response" that now maintains low levels of priority invasive species in these units. This would increase the risk of better quality units reverting to low-diversity, low-quality habitat. Trail repairs and improvements would be prioritized based on safety needs and possibly delayed. This reduction would impact the ability of permanent staff to support and cultivate volunteers.

The impacts of these service reductions will be mitigated through intentional and clear messaging on the Parks Division's website, Social media and on site signage. In addition, we will directly partners and that will be impacted and work closely with shareholders and Alders to share the information with their contacts.

# 2021 Operating Budget Service Budget Proposal

## IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Parks Division

SELECT YOUR AGENCY'S SERVICE:

Planning and Development

SERVICE NUMBER:

513

SERVICE DESCRIPTION:

This service is responsible for all park planning, design and construction of park improvements for over 6,000 acres of parks and open space in the City's park system. This includes developing the Capital Improvement Program for the parks system, assessing and managing park impact fees on new residential development, maintaining data on park inventory, and preparing the five-year Park and Open Space Plan that is required by the Wisconsin Department of Natural Resources.

## Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$649,890	\$781,679	\$749,546	\$800,711	\$1,037,351	\$1,037,351
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$649,890</i>	<i>\$781,679</i>	<i>\$749,546</i>	<i>\$800,711</i>	<i>\$1,037,351</i>	<i>\$1,037,351</i>
<i>Budget by Major</i>						
Revenue	(\$5,485)	(\$10,000)	(\$1,650)	(\$6,500)	(\$6,500)	(\$1,500)
Personnel	\$610,271	\$723,005	\$684,638	\$743,623	\$974,502	\$974,502
Non-Personnel	\$36,750	\$58,800	\$57,545	\$54,970	\$56,310	\$51,310
Agency Billings	\$8,353	\$9,874	\$9,013	\$8,618	\$13,039	\$13,039
<i>Total</i>	<i>\$649,890</i>	<i>\$781,679</i>	<i>\$749,546</i>	<i>\$800,711</i>	<i>\$1,037,351</i>	<i>\$1,037,351</i>
FTEs		6.27		4.86	7.86	7.86

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Park Planning & Development works to create a vibrant and creative city with unique sense of character and strong sense of place in existing and future parks. Existing parks require ongoing capital improvements to ensure the spaces continually meet the needs of the community and are safe. For the establishment of new parks, Planning & Development prioritizes place making as a way to focus on how public places will be used and designed throughout the city and designs a wide variety of new park and public spaces in developing parts of the city for enjoyment by a broad population. Creating an equitable balance in the park system by considering demographics to identify locations for different amenity types is critical to the success of Madison's park system.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Capital Improvement Program	45%	Putting together the Capital Improvement Program for Parks is completed primarily by Planning & Development, with input by other sections. Once approved, P&D completes over 80% of the projects in the capital budget each year.
Planning	25%	

Includes development of park master plans, park policies (staff liaison to Parks Long Range Planning Subcommittee); participation in City Planning efforts such as neighborhood plan updates and Planning grants; updating the Capital Improvement Program as part of the capital budget process; managing and coordinating requests for use of parkland including Temporary Land Use permits; participation on Neighborhood Resource Teams; and other associated administrative tasks and meetings.

Development Review	15%	Reviewing development designs and plans to assess park impact fees, including evaluating potential parkland dedication and coordinating with developers regarding phasing and potential park development.
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Land Records Management	15%	Maintaining accurate records for city land administered by Parks, and coordinating and maintaining Diggers Hotline information and utility marking in parks.
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**SERVICE BUDGET CHANGES**

**Service Impact**

What is the proposed change to the service’s budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

N/A

**Personnel-Permanent Positions**

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

**Personnel-Other Personnel Spending**

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Yes

Are you proposing an increase or a decrease to the budgeted revenue?

Decrease

Fund	Major	Amount	Description
General	Facility Rental	(\$5,000)	Farm lease revenue

Explain the assumptions behind the change to budgeted revenue.

Farm lease revenue anticipated to decrease as lease contracts end.

What is the justification behind the proposed change?

The leases were short-term only and not expected to renew.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

No

Fund	Major	Amount	Description
General	Supplies	(\$1,000)	Equipment supplies - Boundary markers, survey supplies
General	Services	(\$4,000)	System and software maintenance and Engineering Services - Diggers Hotline

Explain the assumptions behind the requested funding.

No additional funding requested. The decrease in system and software maintenance and engineering services is made to accomodate less facility rental revenue.

What is the justification behind the increased funding?

Changes in non-personnel are due to adjustments made in revenue and based on 3-year averages.

**Part 2: Proposed Budget Reduction**

What is 5% of the agency's net budget?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Update pavement rating and Facility Database at various Parks	10,004	Reduce hourly salary and benefit associated with activity.
<b>Total</b>	\$10,004	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$10,004	Elimination of hourly wages and benefits from this service.
Non-Personnel		
Agency Billings		
<b>Total</b>	\$10,004	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

The City is not mandated to perform the majority of activities of this service. The City is mandated to have an updated Park and Open Space Plan to be eligible for State and Federal resources. The City's POSP was adopted in 2018 and covers through 2023. Work on the 2024-2028 POSP will begin in late 2021/early 2022 based on resource availability.

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

If yes, which agencies:

Describe why the proposed reduction was chosen.

After careful consideration, reduction in hourly labor was chosen to minimize impacts to residents. These services represent a small portion of the Planning & Development services. This will require higher level staff to do more field work and inventory analysis.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Parks will no longer have a staff member able to visit various parks during the summer and to update pavement ratings. Parks would not be able to update facilities conditions for our facility database and will not have any 2021 data to add or update in the database. Impacts of this reduction can be mitigated by providing messaging about the lack of availability of our facility database on Parks website.

# 2021 Operating Budget Service Budget Proposal

## IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Parks Division

SELECT YOUR AGENCY'S SERVICE:

Warner Park Community Rec Center (WPCRC)

SERVICE NUMBER:

511

SERVICE DESCRIPTION:

This service oversees operations at Warner Park Community Recreation Center, a 31,750 square foot community recreational facility serving youth, families and senior citizens through a variety of recreation and social services.

## Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
<i>Budget by Fund</i>						
General-Net	\$369,466	\$370,401	\$377,001	\$458,018	\$524,891	\$458,868
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$369,466</i>	<i>\$370,401</i>	<i>\$377,001</i>	<i>\$458,018</i>	<i>\$524,891</i>	<i>\$458,868</i>
<i>Budget by Major</i>						
Revenue	(\$217,453)	(\$222,000)	(\$199,007)	(\$274,200)	(\$264,200)	(\$251,300)
Personnel	\$451,253	\$449,973	\$462,378	\$561,876	\$616,992	\$550,969
Non-Personnel	\$135,665	\$142,428	\$101,751	\$155,008	\$155,451	\$142,551
Agency Billings	\$0	\$0	\$11,879	\$15,334	\$16,648	\$16,648
<i>Total</i>	<i>\$369,465</i>	<i>\$370,401</i>	<i>\$377,001</i>	<i>\$458,018</i>	<i>\$524,891</i>	<i>\$458,868</i>
FTEs		5.00		0.00	0.00	6.00

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Warner Park Community Recreation Center fosters a sense of community by providing a space for northside neighborhoods to gather. It offers services that provide a safe and positive outlet for youth in the community. WPCRC also serves as a nutrition site and outreach center as well as provides programming for Madison's senior citizen population.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Facility Maintenance and Rental	65	To maintain and make various spaces within WPCRC available for use and rent to the community for meetings, classes, parties, weddings, and catering among various other uses. Facilities are kept clean and in good working order for use by the public.
Programming	35	To provide programming for individuals of all ages and abilities through offerings of private, public, and other partnerships. Programming includes teen activities, afterschool programs, family fun nights, and various other recreational, social, cultural

**SERVICE BUDGET CHANGES**

**Service Impact**

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

2021 C2C above does not reflect the transfer of position #4823 with an impact of \$66,023 in salaries and benefits. The 2021 Request reflects the transfer of position #4823 previously adopted in the 2020 Operating Budget from Warner Park Community Rec Center to Olbrich Botanical Gardens.

**Personnel-Permanent Positions**

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

**Personnel-Other Personnel Spending**

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

**Revenue**

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
<input type="text" value="General"/>	<input type="text" value="43"/>	<input type="text" value="(\$14,800)"/>	Facility revenue and admissions
<input type="text" value="General"/>	<input type="text" value="46"/>	<input type="text" value="\$3,000"/>	Donation from Madison Parks Foundation
<input type="text" value="General"/>	<input type="text" value="47"/>	<input type="text" value="(\$1,100)"/>	Miscellaneous revenue

Explain the assumptions behind the change to budgeted revenue.

A decrease in facility, admissions, and miscellaneous revenue is offset by the increase in donations due to Madison Parks Foundation's Kids Need Opportunities at Warner fundraising campaign (KNOW Program). Madison Park Foundation's KNOW Memorandum of Understanding defines how funds will be distributed to WPCRC for programming over the next 5 years.

What is the justification behind the proposed change?

Decrease of revenue to align with the KNOW Program.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

No

Fund	Major	Amount	Description
General	Services	(\$12,900)	Electricity, Water, Other Services and Expenses and Community Agency Contracts

Explain the assumptions behind the requested funding.

Reviewing the potential program changes at WPCRC, there should be a decrease in service to align with decreases in revenue.

What is the justification behind the increased funding?

A decrease in services is to accomodate modification of Madison School Community contract.

**Part 2: Proposed Budget Reduction**

What is 5% of the agency's net budget?

\$793,349

What is the proposed reduction to this service's budget?

\$0

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
<b>Total</b>	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Has this reduction been proposed in prior years?

Select...

Does the proposed reduction result in eliminating permanent positions?

Select...

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)?

Select...

If yes, which agencies:

Describe why the proposed reduction was chosen.



[Empty text box]

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

[Empty text box]