

Committee Members
Arlene Mitchell
David Radziej

Council Liaison
Steve Scott



Arden Hills
Financial Planning and
Analysis Committee
Agenda
August 6, 2020
1:30 pm

1245 W. Highway 96
Arden Hills, MN 55112
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www.ci.arden-hills.mn.us

City Vision

A strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

This meeting can be accessed remotely by joining via Zoom

To join the Zoom meeting via computer, click this link
(or copy and paste it into a new browser): <https://us02web.zoom.us/j/81021199546>
To join via telephone, dial 1-312-626-6799 and enter meeting ID 810 2119 9546

CALL TO ORDER

1. APPROVAL OF THE AGENDA

2. MINUTES

A. February 25, 2020

3. NEW BUSINESS

A.

4. UNFINISHED BUSINESS

A. Recreation Programs Review

5. COMMITTEE COMMENTS

6. ADJOURNMENT

A quorum of the City Council may be present at this meeting.



FINANCIAL PLANNING & ANALYSIS COMMITTEE
 Tuesday, February 25, 2020
 6:00 P.M.
 Upstairs Conference Room, Arden Hills City Hall

CALL MEETING TO ORDER AND ROLL CALL

The meeting was called to order by David Radziej at 5:58 pm.

MEMBERS PRESENT: David Radziej; Arlene Mitchell; Steve Scott, Council Liaison

MEMBERS NOT PRESENT:

OTHERS PRESENT: Fran Holmes, Council Member; Gayle Bauman, Finance Director; Todd Blomstrom, Public Works Director/City Engineer

Call to Order

1. APPROVAL OF THE AGENDA
 Motioned: Arlene Mitchell
 Seconded: David Radziej
2. APPROVAL OF THE MINUTES
 Motioned: David Radziej
 Seconded: Arlene Mitchell
3. NEW BUSINESS
 First order of business was to swear in David Radziej and Arlene Mitchell.

A. Recreation Programs Review

Finance Director Bauman distributed information to those present. The information included 2015-2019 revenue history by course, 2019 financial information for Recreation Programs, history of personnel allocations to Recreation Programs, job descriptions and past Parks and Recreation Guides. There was discussion on the change in demand for different types of programs and how all communities are struggling.

Arlene talked about how some volunteers end up having their company make a donation to the Arden Hills Foundation which eventually flows back into the city Recreation Programs as a donation/scholarship.

There was concern raised over the allocation of personnel costs to Recreation Programs. The recreation employee FTE's have increased from 1.15 to 1.90. Is this allocation correct? City staff will review job descriptions and report back on where the allocations should be based on current work load and where they would like the job descriptions and allocations to be in an ideal situation.

There was also discussion about if the fee schedule should be looked at to better accommodate families with multiple kids in a program. Arlene mentioned that families with multiple kids in programs are where the biggest need is for scholarships.

The fee schedule cannot be discussed until we have a better handle on personnel allocations.

The committee set a future meeting for Tuesday, March 24, 2020, at 12:00 pm.



4. UNFINISHED BUSINESS
5. COMMITTEE COMMENTS
6. ADJOURNMENT
Motioned: Arlene Mitchell at 7:10 p.m.
Seconded: David Radziej

David Radziej, Chair

Gayle Bauman, Finance Director



MEMORANDUM

DATE: August 6, 2020
TO: Financial Planning and Analysis Committee
FROM: Gayle Bauman, Finance Director
SUBJECT: Recreation Programs Review

Committee Should Consider

Continue discussing Recreation Program revenues and expenditures and review the percentage of costs being covered by revenues. Make a recommendation on the cost coverage ratio for the City Council to consider.

Discussion

This is a continuation of the discussion that took place at the February 25, 2020 FPAC meeting. Council requested that FPAC look at all the factors related to Recreation Programs and develop a recommendation on what percentage of costs should be covered by user fees.

Attachment A: Two columns have been added to the right as follows:

Version 1 Allocations BUDGET 2020 – the wage allocation for the Deputy Clerk was reduced from 15% to 5%; the wage allocations for the Recreation Coordinator and Recreation Programmer were adjusted to better represent their current job duties.

Version 2 Allocations BUDGET 2020 – an additional adjustment was made to the wage allocation for the Recreation Coordinator to further show where we would ideally want these job duties to move to in the future.

One thing to note with changing the allocations is that the remaining portion of these wages still need to be picked up by another fund or department within the City. There is no savings to the city just because the allocation to Recreation Programs is dropping.

Information was also included at the bottom of the spreadsheet to show the actual FTE's worked during any year. This will take into account when the positions were vacant. It appears that the last time the City was at a full complement of full time employees for Recreation Programs was in 2016, and we were very close to a full complement in 2019.

Attachment B: This is a detailed listing of current and possible future duties for Recreation staff. The top four sections show the best estimate of where staff is currently spending their time. The bottom two sections are other possible areas where Recreation staff could be utilized.

Committee Direction

Staff is seeking direction from the Committee regarding the following items.

1. What percentage of direct costs should be covered by revenues? Staff would recommend a range of 95% - 105%.

Because the allocation of full time staffing has a direct effect on the total cost coverage ratio, this second question has more than one part to it.

2. What percentage of total costs should be covered by revenues; how many full time staff employees should be supporting recreation; and what is their allocation? If it is determined that only one full time employee is wanted for Recreation Programs, staff would provide a summary of recommended reductions in program offerings for consideration.

Attachments

- A. Historical financial spreadsheet
- B. Estimated workload allocation

Attachment A

RECREATION PROGRAMS 45120													BUDGET 2019	BUDGET 2020	Version 1 Allocations BUDGET 2020	Version 2 Allocations BUDGET 2020
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	BUDGET 2019	BUDGET 2020	Version 1 Allocations BUDGET 2020	Version 2 Allocations BUDGET 2020	
REVENUES																
101-45120-34730	Summer Playground Fees	10,738.00	12,450.00	13,537.00	14,071.00	16,746.00	16,704.00	21,412.25	22,862.00	22,009.00	24,012.00	18,019.00	21,900.00	22,960.00	22,960.00	22,960.00
101-45120-34781	Adult Programs	16,699.85	31,835.00	35,105.40	34,467.96	31,371.14	31,309.05	25,850.10	25,821.20	24,601.97	19,338.42	16,808.74	25,540.00	27,000.00	27,000.00	27,000.00
101-45120-34782	Youth Programs	43,048.25	36,883.50	43,106.90	46,149.50	47,124.50	49,974.00	52,699.00	63,441.50	52,944.00	38,763.00	34,592.00	56,360.00	51,720.00	51,720.00	51,720.00
101-45120-34790	After School Programs	12,799.50	11,855.00	11,997.00	11,597.50	9,941.20	11,507.00	13,148.00	18,210.00	18,054.50	23,880.00	28,124.50	16,470.00	20,050.00	20,050.00	20,050.00
101-45120-34791	Special Events Program	4,298.00	3,735.19	3,180.68	2,153.00	1,736.00	1,318.00	1,442.00	1,278.29	1,742.00	2,091.00	1,807.00	1,490.00	1,700.00	1,700.00	1,700.00
101-45120-36230	Contributions & Donations	500.00	2,350.00	750.00	814.00	150.00	-	-	1,750.00	-	500.00	991.38	-	-	-	-
TOTAL REVENUES		88,083.60	99,108.69	107,676.98	109,252.96	107,068.84	110,812.05	114,551.35	133,362.99	119,351.47	108,584.42	100,342.62	121,760.00	123,430.00	123,430.00	123,430.00
EXPENDITURES																
Payroll - Admin personnel		109,256.70	112,585.12													
Rec Programs				74,243.24	77,195.34	80,892.86	82,263.17	99,804.76	110,391.78	104,545.62	103,152.90	144,038.17	147,860.00	154,290.00	98,220.00	93,550.00
City Administration				32,584.52	33,570.72	34,562.04	35,560.86	34,143.37	30,954.91	34,960.02	41,180.95	38,816.11	40,430.00	37,950.00	29,930.00	29,930.00
Public Works				5,500.78	5,792.19	5,756.15	6,599.66	6,186.02			7,447.20	2,220.51	7,790.00	7,110.00	7,110.00	7,110.00
Year end accruals				(2,162.26)	(1,208.33)	207.40	118.99	(2,380.29)	595.20	(934.24)	(1,898.69)					
Work Comp insurance				1,491.57	1,276.56	624.54	1,922.88	887.39	1,348.61	1,536.31	800.00	721.00	2,000.00	800.00	800.00	800.00
Contract City Administrator										2,266.65	121.98					
Contract PW Director									3,600.43	7,073.00	467.30	4,736.50				
Total Overhead		109,256.70	112,585.12	111,657.85	116,626.48	122,042.99	126,465.56	138,641.25	146,890.93	149,447.36	151,271.64	190,532.29	198,080.00	200,150.00	136,060.00	131,390.00
Direct cost	Direct - Temp employees	32,511.45	34,363.16	16,625.94	20,606.24	18,921.02	24,656.77	32,735.39	32,542.99	23,224.63	31,491.09	22,362.03	34,990.00	37,680.00	37,680.00	37,680.00
Direct cost	Year end accruals			(2,683.45)	445.89	(179.04)	(368.03)									
Direct cost	Direct - Supplies & materials	14,728.65	19,756.27	18,286.76	20,701.97	21,192.70	20,115.28	19,428.43	21,938.21	19,222.87	31,157.84	18,785.32	26,250.00	35,250.00	35,250.00	35,250.00
Direct cost	Direct - Other services & charges	52,573.12	52,184.46	60,396.77	59,531.54	56,743.01	58,425.57	57,072.58	73,666.88	59,003.33	46,732.43	53,213.17	81,220.00	73,030.00	73,030.00	73,030.00
TOTAL EXPENDITURES		209,069.92	218,889.01	204,283.87	217,912.12	218,720.68	229,295.15	247,877.65	275,039.01	250,898.19	260,653.00	284,892.81	340,540.00	346,110.00	282,020.00	277,350.00
NET COST		120,986.32	119,780.32	96,606.89	108,659.16	111,651.84	118,483.10	133,326.30	141,676.02	131,546.72	152,068.58	184,550.19	218,780.00	222,680.00	158,590.00	153,920.00
% of direct costs covered by revenue		88.2%	93.2%	116.2%	107.9%	110.7%	107.8%	104.9%	104.1%	117.6%	99.3%	106.3%	85.5%	84.6%	84.6%	84.6%
% of costs covered by revenue		42.1%	45.3%	52.7%	50.1%	49.0%	48.3%	46.2%	48.5%	47.6%	41.7%	35.2%	35.8%	35.7%	43.8%	44.5%
<u>Payroll percentage allocations</u>																
Manager		35.00	35.00	35.00	35.00	35.00	35.00	-	-	-	-	-	-	-	-	-
Coordinator								80.00	80.00	75.00	90.00	90.00	90.00	90.00	45.00	40.00
Programmer		80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	100.00	100.00	100.00	100.00	100.00	80.00	80.00
City Administrator		1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75
Deputy Clerk		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	5.00	5.00
Customer Service Specialist		35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Public Works Director		5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
		171.75	171.75	171.75	171.75	171.75	171.75	216.75	216.75	231.75	246.75	246.75	246.75	246.75	171.75	166.75
Actual FTE's																
Manager					1.00	1.00	0.79	-	-	-	-	-	-	-	-	-
Coordinator					-	-	-	0.88	1.00	1.00	0.96	0.95	1.00	1.00	1.00	1.00
Programmer					1.00	1.00	1.00	1.00	1.00	0.71	0.29	1.00	1.00	1.00	1.00	1.00
					2.00	2.00	1.79	1.88	2.00	1.71	1.25	1.95	2.00	2.00	2.00	2.00

**Park and Recreation
Estimated 2020 Workload Allocation**

Activity/Job Duties	Hours Per Year Coordinator	Hours Per Year Programmer
Administrative Planning and Coordination		
Administration Duties	10.7%	0.0%
General Duties	4.2%	0.0%
Park and Rec Association and Partner City Coordination	1.6%	0.0%
Percent of Annual Hours	16.5%	0.0%
Park Programs and Duties		
Coordination of existing park facilities and playground equipment	2.6%	1.6%
Inspection of park facility conditions and monitoring repairs	2.6%	1.3%
Planning for park facility replacements and expansions	3.1%	0.0%
Preparation of scheduled activities on fields and parks	6.5%	5.2%
Trail planning and maintenance monitoring	2.6%	0.3%
Assistance in preparing Parks operating budget and CIP items	1.3%	0.0%
Coordinate park rentals	4.2%	2.6%
Management of warming houses, ice rinks, and rink rentals	1.3%	5.2%
50% of PTRC meeting coordination and attendance	2.9%	0.5%
50% of time to attend City Council meetings	0.3%	0.0%
Coordination of volunteer groups for Parks	5.5%	1.3%
Coordination of annual community festivals (Penny Carnival)	0.5%	0.5%
Sheriff calls-for-service monitoring and vandalism response in Parks	1.0%	0.0%
General citizen inquiries and public communications for Parks	5.2%	1.3%
Percent of Annual Hours	39.8%	19.9%
City Forestry		
Tree inspections within Parks	1.0%	0.0%
Tree inspections outside of Parks	1.3%	0.0%
Coordination of tree maintenance, trimming and removals	0.5%	0.0%
Coordination of forestry code enforcement and tree abatements	1.3%	0.0%
Percent of Annual Hours	4.2%	0.0%
Recreation Program		
Organizes, plans and implements recreation programs	3.9%	7.9%
Review and Recommends fee structure for recreation programs	3.9%	7.1%
Managing invoices, fees and billing for recreation programs	5.2%	6.5%
Attendance and supervision of recreation programs	1.3%	13.1%
Development of new programs	7.6%	16.2%
Coordination of processing of registration forms	0.5%	0.8%
Newsletters, recreation guide and social media content for Rec Programs	3.9%	13.1%
50% of PTRC meeting coordination and attendance	2.9%	0.5%
50% of time to attend City Council meetings	0.3%	0.0%
Assistance in preparing recreation operating budget and CIP items	0.8%	0.5%
Recruitment, supervision, and management of seasonal rec employees	1.3%	11.8%
Coordination of volunteer groups for Parks	1.3%	2.6%
Percent of Annual Hours	33.0%	80.1%
Grant Opportunity Monitoring and Applications		
Park and Trail Improvement Grants	1.0%	0.0%
Recreation Program Delivery Grants	0.8%	0.0%
Public Works Infrastructure (Streets and Utilities) Grants	1.6%	0.0%
Percent of Annual Hours	3.4%	0.0%
Surface Water Management		
Support for MS4 Permit Management and Implementation	2.1%	0.0%
Rice Creek Watershed Coordination	0.5%	0.0%
Support for water quality planning and CIP budget development	0.5%	0.0%
Percent of Annual Hours	3.1%	0.0%

Current Duties

Future Duties