



**MEETING NOTICE
CITY OF PAGE
PARKS & RECREATION ADVISORY BOARD**

**PARKS & RECREATION ADVISORY BOARD MEETING
CITY HALL, 697 VISTA AVENUE
PAGE, ARIZONA**

**September 12, 2016
5:30 P.M.**

NOTICE OF PUBLIC MEETING AND AGENDA

1. CALL TO ORDER

2. ROLL CALL

Brian Carey, Susan Pilkington, Angie Crim, Mandi Lotze, Steve Mongrain, Paul Ostapuk, Erik Stanfield, Councilor Dennis Warner

Staff – Kimberly Johnson Community Development Director, Jacquelyn La New Recreation Division Director, Robin Crowther Planning & Zoning Director

3. MINUTES

Regular Meeting-August 1, 2016

4. HEAR FROM THE CITIZENS

The public is invited to speak on any item or area of concern. Items presented during the Citizens portion which are not on the agenda, cannot be acted upon by the Parks and Recreation Advisory Board. Individual Parks and Recreation Advisory Board members are prohibited by the Open Meeting Law from discussing or considering the item among themselves unless the item is officially on an agenda. Citizens may also use the Information Request Forms which are available.

5. UNFINISHED BUSINESS

- A. Discussion and Possible Action-League Fees
- B. Discussion and Possible Action-Recreation Refund Policy
- C. Discussion and Possible Action-Budget Parks and Recreation Items
- D. Discussion and Possible Action-Rim Trail Committee

6. NEW BUSINESS

- A. Discussion and Possible Action-Draft Page City-wide Parks Master Plan
- B. Discussion Chair Carey Report on Canyon Club Meeting
- C. Discussion-Next Meeting Date/s (October)

ADJOURN

Persons with disabilities call Kim Larson, City Clerk, at 645-4221 (TDD 645-4216) for program and services information and accessibility.

If you would like to receive City Council agendas via email, send your email address to cityclerk@cityofpage.org or call 645-4221.

DISCLAIMER

THIS AGENDA MAY BE SUBJECT TO CHANGE UP TO 24 HOURS PRIOR TO MEETING. PLEASE SEE LOCAL CRIER BOARDS FOR CURRENT AGENDA. THANK YOU.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following places: City Hall Bulletin Board located at 697 Vista Avenue, Page, Arizona, Justice Building Bulletin Board located at 547 Vista Avenue, Page, Arizona, U. S. Post Office Lobby located at 44 Sixth Avenue, Page, Arizona, on the 7th day of September, 2016, at _____ p.m. in accordance with the statement filed by the City of Page City Council with the City Clerk.

DATED this 7th day of September, 2016

CITY OF PAGE

By: _____
City of Page

PAGE PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING MINUTES
August 1, 2016

A Regular Meeting of the Page Parks and Recreation Advisory Board was held at 5:30 p.m. on August 1, 2016 in the Council Chambers at City Hall in Page, Arizona. Chair Brian Carey presided.

1. CALL TO ORDER

Chair Brian Carey called the meeting to order at 5:40 p.m.

2. ROLL CALL

Brian Carey, Paul Ostapuk, Steve Mongrain and Erik Stanfield were present. Susan Pilkington, Angie Crim, and Mandi Lotze, were absent. City Council Liaison, Dugan Warner was present.

Staff members present: Community Development Director, Kim Johnson, Planning, Jacquelyn La New Recreation Director and Zoning Director, Robin Crowther.

3. MINUTES- Special Meeting July 18, 2016

Motion made by Steve Mongrain to approved the minutes. The motion was duly seconded by Paul Ostapuk and passed upon a unanimous vote.

4. HEAR FROM THE CITIZENS

None.

5. UNFINISHED BUSINESS

A. Discussion and Possible Action-Park Master Plan Trails

Leslie Dornfeld from Plan*et and Justin Azevido (Coffman Studio) attended by telephone.

The board reviewed the guidelines for the Trails Master Plan Draft.

The board made clarifications according to City ordinance as to where OHV access is permitted.

B. Discussion and Possible Action-Park Master Plan Goals and Objectives

Leslie Dornfeld from Plan*et attended by telephone.

The board completed the review of the goals, strategies and actions after reviewing page by page suggesting corrections and additions that Leslie Dornfeld from Plan*et will make. There was an emphasis made by the board and Plan*et towards the maintenance of the parks. Importance was stressed that programs, management and maintenance of parks should be under a single entity.

There was a consensus of the board to continue the discussion and remaining agenda items (other than the meeting date) to the next meeting on September 12, 2016.

6. NEW BUSINESS

- A. Discussion and Possible Action-League Fees
- B. Discussion and Possible Action-Recreation Refund Policy
- C. Discussion and Possible Action-Preliminary Budget Parks and Recreation Items
- D. Discussion and Possible Action-Rim Trail Committee
- E. Discussion-Next Meeting Date/s (September Labor Day Holiday)

The consensus of the board was to change the next meeting date to Monday, September 12, 2016.

ADJOURN

Motion made by Steve Mongrain to adjourn the meeting at 8:40 p.m. The motion was duly seconded by Paul Ostapuk and passed upon a unanimous vote.

Robin Crowther
Planning and Zoning Director

Brian Carey
Chair



COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

MEETING DATE: August 1, 2016

TO: Park and Recreation Advisory Board

FROM: Kimberly Johnson, Community Development Director

SUBJECT: Recreation Department Fees and Refund Policy

ATTACHMENTS: Memorandum Dated July 18, 2016-Jackie La New, Recreation Director
City of Page Recreation Refund Policies & Procedures

INTRODUCTION

Jackie La New, Recreation Director has submitted a request for review of proposed changes to league fees and a new fee refund policy.

Attached is a memorandum from Jackie La New, Recreation Director explaining these requests as well as a draft policy related to refunds.

REQUEST ACTION

The Board is asked to be prepared for discussion, and adopt a recommendation to be forwarded to the City Council for consideration.

To: Debbie Winlock; Community Service Director
From: Jackie La New; Recreation Director
Re: Changing league fee structure, and refund policy
Date: 18 July 2016

1. The City of Page Master Fee Schedule currently has a \$40 registration fee for Pee Wee and Tee Ball participants participating in youth basketball, softball, soccer and flag football, and a \$50 registration fee for participants 6 years and up for all sports. League determination is based on current school grade with age/grade groupings differing among sports. (See attached chart). This creates a situation in which Kindergarteners and first graders pay a \$40 registration fee for some sports and a \$50 one in others. Additionally in some sports coaches/parents officiate games for Kindergarteners and first graders and in others paid sports officials officiate. Finally, in Flag Football grades 1 – 3 are grouped together in the lowest league. When there are greater ranges in youths' physical sizes, cognitive and mental development, sport skill development, social development and other factors related to youth growth and development, there is an increased risk of injury to youths participating in sports leagues.

To promote consistency in youth league fees and to reduce injury risk to youth sports league participants, I recommend the following.

- For elementary grades, group participants in two-grade increments: K-1st, 2nd-3rd, and 4th-5th
 - For middle-school grades, continue grouping participants in 6th -8th grade in one league
 - Charge a \$40 registration fee for all Pre-school – 1st grade leagues and have coaches/parents officiate
 - Charge a \$50 registration fee for 2nd grade and higher leagues and hire sports officials to officiate
2. Currently participants registered for Recreation programs receive full refunds and may request a refund through the first game of the season. This presents a number of difficulties.
 - Teams are formed based on number of registrants and registrants' skill levels. When players decide not to participate after practices and games it affects team composition and may leave gaps.
 - When registration is full and players decide not to participate once the season has started, it prevents other players from registering in their places or playing for the entire season.
 - The Recreation Department orders shirts immediately after the registration deadline and pays for the shirts of players receiving refunds.
 - Even though Recreation Department and Finance Department spent time processing refund paperwork and removing registrations and filling the empty spot as needed, there is no processing fee for refunds.

To ease the above issues I recommend the following refund policy.

Current League Divisions and Fees for Page Recreation Department Youth Sports Leagues

League Divisions by Sport	Age/Grade	Fees
BASKETBALL		
3rd-4th Girls	3rd-4th grade	\$50
3rd-4th Boys	3rd-4th grade	\$50
5th Coed	5th grade	\$50
Middle School	6th-8th grade	\$50
SOFTBALL		
Tee-ball	Pre-K-1st grade	\$40
Minors	2nd-3rd grade	\$50
Majors	4-5th grade	\$50
Modified	6th-8th grade	\$50
SOCCER		
Pee Wee	3-4 years	\$40
Pony	Kindegarten-1st grade	\$50
Mustang	2nd-3rd grade	\$50
Bronco	4th-5th grade	\$50
T-Bred	6th-8th grade	\$50
FLAG FBALL		
Cubs	1st-3rd grade	\$50
Bobcats	4-5th grade	\$50
Panthers	6th-8th grade	\$50

City of Page Recreation
REFUND POLICIES & PROCEDURES

The City of Page Recreation Division aims to provide you with complete program satisfaction. It is our policy to provide an opportunity for as many people as possible to enjoy our parks and recreation opportunities. We understand that from time to time, scheduling changes, and special circumstances require you to cancel or change your planned activities.

In an effort to maximize space in each class, event or program, we have established the following refund policies and procedures. Please review them carefully prior to enrollment.

1. The City of Page Recreation Department reserves the right to cancel, postpone or combine classes, events or programs.
2. In the event the department cancels a class, event, or program for any reason, a full refund will be issued.
3. All other refunds are subject to a \$10.00 processing fee
 - Refund requests submitted within 3 days after the posted registration deadline will be approved minus the \$10.00 processing fee
 - Refund requests submitted later than 3 days after the posted registration deadline may be approved minus the \$10.00 processing fee, any fees for shirts or other special individual equipment that has been ordered or for any classes, events or programs that have passed before the refund request is received.
 - Refund requests due to individual medical conditions may be submitted up to 10 days following event or program completion and will require a medical note signed by a physician. Approved medical refunds may be subject to the \$10.00 processing fee and fees for shirts or other special individual equipment that has been ordered for any classes, events or programs that have passed before the refund request is received.
4. To request a refund contact the Recreation Department to complete appropriate forms.
5. Refund checks will take 2-3 weeks to process and will be sent to the refundee.

If you have any questions, please contact the Recreation office at 928-645-4380. Thank you for your interest in our programs. We look forward to providing you with an enjoyable recreation experience.

COMMUNITY DEVELOPMENT FUND



COMMUNITY DEV. FUND 42	COMMUNITY DEVELOPMENT				
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
REVENUE:					
42-xx-xxxxx OTHER	19,329	2,038	-	-	0.0%
42-xx-xxxxx NON-OPERATING	365,511	415,439	402,887	550,000	36.5%
TOTAL REVENUES	\$ 384,840	\$ 417,477	\$ 402,887	\$ 550,000	36.5%
EXPENSE:					
42-486-xxxx PERSONNEL	90,212	104,566	209,445	199,117	-4.9%
42-486-xxxx OPERATING	233,580	207,732	359,950	384,660	6.9%
42-486-xxxx NON-OPERATING	-	-	-	412,538	100.0%
TOTAL EXPENDITURES	\$ 323,792	\$ 312,297	\$ 569,395	\$ 996,315	75.0%
NET REVENUE/(EXPENSE)	\$ 61,048	\$ 105,179	\$ (166,508)	\$ (446,315)	168.0%

FUND 42 – COMMUNITY DEVELOPMENT FUND

DEPARTMENT DESCRIPTION

The City Council has identified Community Development as a top priority in the 2016-17 Strategic Plan. The Community Development Department is responsible for planning, encouraging, and managing Page's physical growth and development. The department is responsible for the functions of Economic Development/Redevelopment and Tourism, Community Planning and Zoning, Code Compliance, Building Safety, Housing, and Park and Trails planning and development. The department defines future development through long-range planning and land use and zoning regulations, with an emphasis on orderly and efficient growth and suitable redevelopment to make the community more sustainable in terms of land use, development, downtown redevelopment, and neighborhood and resource preservation. The Community Development Department also reviews residential, commercial, public facilities, and industrial development proposals for compliance with the subdivision and zoning ordinances, and provides incentives for developments that create jobs and tax base or satisfy specified goals or unmet needs in the community.

SCOPE OF ACTIVITIES

- Implement City Council Strategic Priorities for Community Development.
- Implement economic development processes that assist in the development of strong local economy conditions that have a positive impact on area property values.
- Oversee capital improvements and administer grants.
- Encourage residents' and business owners' efforts to maintain the physical environment through standards set in local ordinances.

FY 2016-17 BUDGET HIGHLIGHTS

Significant changes are as follows:

- The Events line item was decreased to reflect historical expenditures and to address City Council directives related to event funding.
- Contract Services was increased significantly to provide for completion of the City-wide and John C. Page Park Master Plans, Block 17 redevelopment plan, Master Streetscape planning, and Horseshoe Bend trail realignment and parking lot planning.
- Includes \$20,000 in Economic Development for grant assistance and housing incentives
- The Museum Stipend was increase from \$45,000 to \$70,000.

PERSONNEL LEVELS

- 1 FTE - Community Development Director
- 1 FTE – Economic Development and Tourism Coordinator

FY 2016-17 PRIORITIES AND OBJECTIVES

- Collaborate with economic development partners to develop and support common economic objectives; promote local job creation and retention; and provide information on relocation, land sales and business recruitment.
- Implement City Council Strategic Priorities for Community Development.
- Develop design plans and specifications for Horseshoe Bend trail realignment and parking lot and construct phase one parking lot improvements.
- Explore options for Block 17 redevelopment, including funding options.
- Initiate a Master Streetscape planning process, including exploration of funding options.
- Complete the Park Master planning processes and move forward with implementation.
- Staff the Economic Development and Tourism position.
- Staff the Community Enhancement Technician position and implement the Code Enforcement program based on newly adopted ordinances.

FUND 42 – COMMUNITY DEVELOPMENT FUND

FY 2015-16 MAJOR OBJECTIVES ACCOMPLISHED

- ✓ Consultant procurement and draft City-wide Park Master Plan and preliminary design concepts for John C. Page Memorial Park completed.
- ✓ Completed a Five-year Tourism Marketing Plan.
- ✓ Worked with the Community Development Advisory Board and City Council on an events assistance program policy.
- ✓ Worked with three developers interested in purchasing approximately 900 acres of City land for development.
- ✓ Worked with the Chamber of Commerce to host an Economic Summit.
- ✓ The Community Development Director was appointed to serve on the NACOG Economic Development Council.
- ✓ Extended agreement with the Powell Museum to be the Official Visitor Center.

COMMUNITY DEV. FUND 42	REVENUE				
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
OTHER:					
42-38-99900 MISCELLANEOUS REVENUE	19,329	2,038	-	-	0.0%
TOTAL OTHER	\$ 19,329	\$ 2,038	\$ -	\$ -	0.0%
NON-OPERATING:					
42-38-75300 TRANSFER FROM BALLOON REGATTA	1,125	-	-	-	0.0%
42-38-75400 TRANSFER FROM AIRPORT EVENTS	-	-	2,887	-	-100.0%
42-38-75500 TRANSFER FROM GENERAL FUND	364,386	415,439	400,000	550,000	37.5%
TOTAL NON-OPERATING	\$ 365,511	\$ 415,439	\$ 402,887	\$ 550,000	36.5%
TOTAL REVENUE	\$ 384,840	\$ 417,477	\$ 402,887	\$ 550,000	36.5%

FUND 42 – COMMUNITY DEVELOPMENT FUND

COMMUNITY DEV. FUND 42	EXPENSE				
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
PERSONNEL:					
42-486-1101 SALARIES	62,668	73,484	147,500	147,500	0.0%
42-486-1201 INDUSTRIAL INSURANCE	2,198	1,122	434	489	12.7%
42-486-1202 MEDICAL INSURANCE	13,496	15,937	33,869	23,229	-31.4%
42-486-1203 FICA	4,617	5,470	10,724	10,966	2.3%
42-486-1204 ASRS	7,232	8,553	16,918	16,933	0.1%
TOTAL PERSONNEL	\$ 90,212	\$ 104,566	\$ 209,445	\$ 199,117	-4.9%
OPERATING:					
42-486-2101 OPERATING SUPPLIES	3,076	3,586	2,650	3,340	26.0%
42-486-2402 CELL PHONES	-	-	-	660	100.0%
42-486-2403 POSTAGE	1,087	1,914	1,500	2,000	33.3%
42-486-2404 UTILITIES	637	423	600	600	0.0%
42-486-2510 EVENTS	36,500	13,938	53,000	44,300	-16.4%
42-486-2512 TOURISM BRANDING	15,482	15,435	-	-	0.0%
42-486-2540 MARKETING & PROMOTION	56,513	64,155	50,000	52,000	4.0%
42-486-2590 CONTRACT SERVICES	9,131	13,713	55,000	159,000	189.1%
42-486-2700 TRAVEL, MEALS & SCHOOLS	10,919	15,443	12,500	12,500	0.0%
42-486-2804 SUBSCRIPTIONS/MEMBERSHIPS	1,775	3,096	2,700	3,260	20.7%
42-486-3285 ECONOMIC DEVELOPMENT	-	-	20,000	20,000	0.0%
42-486-3290 FAMILIARIZATION TOURS	-	894	2,000	2,000	0.0%
42-486-3300 BEAUTIFICATION	-	4,127	-	-	0.0%
42-486-9600 CONTINGENCY	20,000	-	-	-	0.0%
42-486-9865 MUSEUM/VISITOR CENTER	30,000	45,000	45,000	70,000	55.6%
42-486-9866 CHAMBER OF COMMERCE	20,000	15,000	15,000	15,000	0.0%
42-486-9901 FIREWORKS	15,717	11,009	-	-	0.0%
42-486-9905 LAKE POWELL CONCERT ASSN	4,000	-	-	-	0.0%
42-486-9906 COCO COMMUNITY COLLEGE	6,500	-	-	-	0.0%
42-486-9910 WINGS & WHEELS	2,242	-	-	-	0.0%
TOTAL OPERATING	\$ 233,580	\$ 207,732	\$ 259,950	\$ 384,660	48.0%
NON-OPERATING:					
42-486-9915 TRANSFER TO CAPITAL PROJECTS	-	-	100,000	412,538	312.5%
TOTAL NON-OPERATING	\$ -	\$ -	\$ 100,000	\$ 412,538	312.5%
TOTAL EXPENDITURES	\$ 323,792	\$ 312,297	\$ 569,395	\$ 996,315	75.0%

CURRENT AND PROPOSED EXPENDITURES

- (2590) Contract Services increased to accommodate expenses pertaining to Horseshoe Bend, Block 17, and the Master Streetscape Project.
- (9865) Increased funding requested for the Museum/Visitor Center for increase of services provided.

FUND 10 – GENERAL: PARKS MAINTENANCE

GENERAL FUND 10		PARKS MAINTENANCE - 462				
EXPENDITURE SUMMARY:		2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
10-462-xxxx	PERSONNEL	226,838	238,389	249,528	251,746	0.9%
10-462-xxxx	OPERATING	36,094	38,516	39,600	90,800	129.3%
TOTAL EXPENDITURES		\$ 262,932	\$ 276,905	\$ 289,128	\$ 342,546	18.5%

DEPARTMENT DESCRIPTION

The Parks and Cemetery Department is responsible for the repair, maintenance and development of City parks, street-side and desert landscaping, facility grounds as well as airport landscaping (outside of air operations areas), trails, cemetery and the Sports Complex's grounds, equipment, all irrigation systems and weed control. Maintenance personnel are assigned specific maintenance divisions throughout the City and funded according to the needs of their areas. Department personnel are responsible for snow and ice control on facility walkways, perpetual care of the cemetery, burials, and setting stones.

SCOPE OF ACTIVITIES

- Maintenance of 20 acres of lawns, 3.7 miles of street-side landscaping, 2.7 acres of desert landscaping.
- Provide Cemetery services.
- Upkeep of sidewalks adjoining City owned facilities and property, including Elm Street shopping center.
- Maintenance and weed control on the City's trail system.
- Maintain recreation grounds to play standards (softball, soccer, football).

DEPARTMENTAL GOALS

- Thorough ongoing inspection and maintenance ensure the condition and safety of parks and grounds equipment.
- Train and certify personnel for herbicide dispensing.
- Implement upgrades to playground equipment as defined in the Park Master Plan.
- Repair lighting in Golliard Park and remove old field lights.

FY 2016-17 BUDGET HIGHLIGHTS

Significant changes are as follows:

- Increased Sanitation Facilities/Services line item by \$11,220 to \$30,000 to accommodate potential sanitation and maintenance needs at Horseshoe Bend.
- Budgeted \$40,000 in the Park and Playground Maintenance line item to replace trash receptacles, playground features, and to replace cushioning materials under playground equipment and benches. Also includes funds for improvements made to the Rim Trail.
- Personnel costs increased by .09% due to an increase in Workmen's Compensation.

PERSONNEL LEVELS

- 1 FTE – Park Maintenance Supervisor
- 2 FTE – Park Maintenance personnel
- 1 FTE – Season Park Maintenance personnel (2) .5FTE

FY 2016-17 PRIORITIES AND OBJECTIVES

- Upgrade park equipment (tables, benches, trash receptacles, playgrounds, lighting).
- Provide clean and safe parks and grounds.
- Upgrades and weed abatement on the City's trail system.
- Implement objectives identified for FY 17 in the Parks Master plan.

FUND 10 – GENERAL: PARKS MAINTENANCE

FY 2015-16 MAJOR OBJECTIVES ACCOMPLISHED

- ✓ Reduced water consumption in parks and grounds by desert landscaping and irrigation modifications.
- ✓ Expand cemetery by three blocks.
- ✓ Placed new backflow devices in John C. Page Memorial Park.
- ✓ Herbicide applicator certification.
- ✓ Purchased new equipment for the trail.
- ✓ Purchased new equipment for park and cemetery maintenance.
- ✓ Placed new concrete pads and picnic tables and added grills in John C. Page Memorial Park, Golliard Park and Children’s Park.

GENERAL FUND 10	PARKS MAINTENANCE - 462				
PERSONNEL:	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
10-462-1101 SALARIES	163,282	166,558	169,036	169,036	0.0%
10-462-1105 OVERTIME	2,400	2,685	1,800	1,800	0.0%
10-462-1201 INDUSTRIAL INSURANCE	4,757	5,655	6,583	7,918	20.3%
10-462-1202 MEDICAL INSURANCE	25,499	31,391	40,052	40,867	2.0%
10-462-1203 FICA	12,237	12,502	12,462	12,513	0.4%
10-462-1204 ASRS	18,664	19,599	19,595	19,612	0.1%
TOTAL PERSONNEL	\$ 226,838	\$ 238,389	\$ 249,528	\$ 251,746	0.9%
OPERATING:					
10-462-2101 OPERATING SUPPLIES	4,662	4,804	8,000	8,000	0.0%
10-462-2102 UNIFORM ALLOWANCE	1,182	1,226	1,200	1,200	0.0%
10-462-2103 SAFETY SUPPLIES	530	445	1,000	1,000	0.0%
10-462-2104 CLOTHING ALLOWANCE	-	400	400	400	0.0%
10-462-2115 EQUIPMENT REPAIR/MAINT.	5,388	7,997	6,500	6,500	0.0%
10-462-2590 CONTRACT SERVICES	190	-	2,200	2,200	0.0%
10-462-2600 SANITATION FACILITIES/SERVICES	16,458	15,213	18,800	30,000	59.6%
10-462-2650 PARK & PLAYGROUND MAINTENANCE	-	-	-	40,000	100.0%
10-462-2700 TRAVEL, MEALS AND SCHOOLS	-	-	1,000	1,000	0.0%
10-462-2750 EQUIPMENT RENTAL	-	1,038	500	500	0.0%
10-462-9909 CAPITAL IMPROVE-PARK RENOVATION	7,683	7,393	-	-	0.0%
TOTAL OPERATING	\$ 36,094	\$ 38,516	\$ 39,600	\$ 90,800	129.3%
TOTAL EXPENDITURES	\$ 262,932	\$ 276,905	\$ 289,128	\$ 342,546	18.5%

CURRENT AND PROPOSED EXPENDITURES

- (2101) Operating Supplies includes tools, dog sanitation equipment and supplies, trash bags, chemicals, and miscellaneous supplies.
- (2115) Equipment Repair and Maintenance covers costs associated to repairing and maintaining grounds, parks, and landscaped areas, along with irrigation system components.
- (2600) Sanitation Facilities and Maintenance covers cost of portable sanitation units to city parks and facilities.

FUND 40 – CAPITAL PROJECTS

DEPARTMENT DESCRIPTION

The Capital Projects Fund is the fund that supports new infrastructure improvements, major capital acquisitions, and equipment replacement. Sources of income include general revenues (via inter fund transfers), Federal grants, and Highway User Revenue Funds. Capital projects include infrastructure, equipment purchases or construction resulting in or making improvements to a capitalized asset costing more than \$5,000.

SCOPE OF ACTIVITIES

- Identify, plan, schedule, finance, track and monitor capital projects to ensure cost effectiveness.
- Track all assets valued at \$5,000 or more according to the Fixed Asset Policy.

DEPARTMENTAL GOALS

- Establish sufficient funding to keep up with needed capital improvements and equipment replacement in future years.

FY 2016-17 BUDGET HIGHLIGHTS

Significant changes are as follows:

- Decrease in FAA Grant funding due to projects consisting of design only for FY16-17.
- Budget added for Community Development Block Grant Funding, which is received every 4 years.
- Increased interfund transfer from Highway User Fund to accommodate planned street projects and John C. Powell Memorial Park (JCPMP) renovation.
- Increase interfund transfer from General Fund to accommodate the relocation of the Public Works Central Garage.

PERSONNEL LEVELS

- 0 FTE

FY 2016-17 PRIORITIES AND OBJECTIVES

- Provide sufficient funding to support FY 2016-17 capital outlay needs and plan for funding of ten-year capital projects/equipment improvement plan.

FY 2015-16 MAJOR OBJECTIVES ACCOMPLISHED

- ✓ Completed construction of the airfield electrical upgrades and Runway 7 connector taxiway
- ✓ Completed Wildlife Hazard Assessment at Page Municipal Airport.
- ✓ Installed precast concrete wall on North Navajo Drive.
- ✓ Completed rehabilitation of South Navajo Drive.
- ✓ Completed pavement replacement project, which included areas on Poplar Street, 15th Avenue, Valley Court, Tower Butte, and San Francisco.

FUND 40 – CAPITAL PROJECTS

CAPITAL PROJECTS FUND 40	REVENUE				
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
GRANTS/DONATIONS:					
40-36-25300 AIRPORT IMPROVEMENTS-FEDERAL	-	-	1,168,800	266,000	-77.2%
40-36-25400 CDBG REVENUE	113,813	-	-	75,000	100.0%
40-36-40011 AIP-25 / E9F55	41,126	-	-	-	0.0%
40-36-40014 AIP-27	40,618	40,111	-	-	0.0%
40-36-40015 AIP-28	-	992,030	-	-	0.0%
TOTAL GRANTS/DONATIONS	\$ 195,556	\$ 1,032,141	\$ 1,168,800	\$ 341,000	-70.8%
NON-OPERATING:					
40-38-75215 TRANSFER FROM HURF	-	-	619,000	842,000	36.0%
40-38-75220 TRANSFER FROM CEMETERY	-	-	15,000	28,000	86.7%
40-36-25315 TRANSFER FROM AIRPORT	-	-	64,000	19,000	-70.3%
40-38-75201 TRANSFER FROM OTHER FUNDS	-	-	100,000	412,538	312.5%
40-38-75205 TRANSFER FROM LAND	-	-	405,000	405,000	0.0%
40-38-75210 TRANSFER FROM GENERAL FUND	98,000	-	573,397	1,416,631	147.1%
TOTAL NON-OPERATING	\$ 98,000	\$ -	\$ 1,776,397	\$ 3,123,169	75.8%
TOTAL REVENUE	\$ 293,556	\$ 1,032,141	\$ 2,945,197	\$ 3,464,169	17.6%

FUND 40 – CAPITAL PROJECTS

CAPITAL PROJECTS FUND 40	EXPENSE				
	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2016-17 BUDGET	% CHANGE
PERSONNEL:					
TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	0.0%
OPERATING:					
40-480-9800 PUBLIC WORKS - STREETS	-	-	19,000	47,000	147.4%
40-480-9805 PUBLIC WORKS	-	-	59,000	297,500	404.2%
40-480-9810 PUBLIC SAFETY - FIRE	-	-	107,847	97,847	-9.3%
40-480-9815 PUBLIC SAFETY - POLICE	-	-	95,254	208,156	118.5%
40-480-9820 COMMUNITY SERVICES	-	-	30,000	7,000	-76.7%
40-480-9825 COMMUNITY DEVELOPMENT	-	-	30,000	35,000	16.7%
40-480-9830 GENERAL GOVERNMENT	-	-	64,000	188,314	194.2%
40-480-9953 AIRPORT	-	-	-	12,000	100.0%
40-485-4011 AIP-25 / E9F55 2012-	40,278	-	-	-	0.0%
40-485-4014 AIP-27	40,618	40,111	-	-	0.0%
40-485-4015 AIP-28	-	992,030	-	-	0.0%
40-485-9800 PUBLIC WORKS - STREETS	-	-	600,000	795,000	32.5%
40-485-9805 PUBLIC WORKS	-	-	30,000	799,352	2564.5%
40-485-9810 PUBLIC SAFETY - FIRE	-	-	-	-	0.0%
40-485-9815 PUBLIC SAFETY - POLICE	-	-	-	-	0.0%
40-485-9820 COMMUNITY SERVICES	-	-	190,000	8,000	-95.8%
40-485-9825 COMMUNITY DEVELOPMENT	-	-	270,000	325,000	20.4%
40-485-9830 GENERAL GOVERNMENT	-	-	100,000	110,000	10.0%
40-485-9953 AIRPORT IMPROVEMENTS	-	129,106	1,198,800	280,000	-76.6%
40-485-9954 CDBG EXPENSES	112,972	-	-	-	0.0%
40-485-9975 FUTURE CAPITAL FUND EXPENSES	-	73,713	-	-	0.0%
TOTAL OPERATING	\$ 193,868	\$ 1,234,959	\$ 2,793,901	\$ 3,210,169	14.9%
NON-OPERATING:					
40-485-9715 TRANSFERS TO GENERAL FUND	840	-	-	-	0.0%
TOTAL NON-OPERATING	\$ 840	\$ -	\$ -	\$ -	0.0%
TOTAL EXPENDITURES	\$ 194,708	\$ 1,234,959	\$ 2,793,901	\$ 3,210,169	14.9%

FUND 40 – CAPITAL PROJECTS

Fiscal Year	16-17	17-18	18-19	19-20	20-21	5-Year Total
Income						
Transfer from General Fund	\$1,416,631	\$1,800,000	\$1,600,000	\$1,600,000	\$1,600,000	\$8,016,631
Transfer from HURF	\$842,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,842,000
Transfer from Airport	\$19,000	\$25,000	\$50,000	\$50,000	\$2,000	\$146,000
Transfer from Land	\$405,000					\$405,000
Transfer from Community Development	\$412,538					\$412,538
Transfer from Cemetery	\$28,000	\$75,000	\$15,000			\$118,000
Grant Revenue	\$341,000	\$975,000	\$1,950,000	\$1,950,000	\$78,000	\$5,294,000
Total Income	\$3,464,169	\$3,875,000	\$4,615,000	\$4,600,000	\$2,680,000	\$19,234,169
Total expenses	\$3,210,169	\$4,026,513	\$4,297,666	\$4,208,352	\$1,956,352	\$17,699,052
Net Increase/Decrease	 \$254,000	 -\$151,513	 \$317,334	 \$391,648	 \$723,648	 \$1,535,117
Fund Balance - \$686,472	\$940,472	\$788,959	\$1,106,293	\$1,497,941	\$2,221,589	\$2,221,589

FUND 40 – CAPITAL PROJECTS

Capital Outlay - Community Development

Equipment - 40.480.9825

Fiscal Year	16-17	17-18	18-19	19-20	20-21	5-Year Total
Building & Code - Department vehicle	\$35,000					\$35,000
Building & Code - Department vehicle			\$35,000			\$35,000
						\$0
Total Equipment	\$35,000	\$0	\$35,000	\$0	\$0	\$70,000

Improvements - 40.485.9825

Comm Dev (42) - Horseshoe Construct (PI)	\$250,000	\$250,000	\$250,000			\$750,000
Comm Dev - CDBG Funded Projects	\$75,000					\$75,000
Comm Dev - Streetscape Improvements		\$200,000	\$200,000	\$200,000		\$600,000
						\$0
Total Improvements	\$325,000	\$450,000	\$450,000	\$200,000	\$0	\$1,425,000
Total Community Development	\$360,000	\$450,000	\$485,000	\$200,000	\$0	\$1,495,000

FUND 40 – CAPITAL PROJECTS

Capital Outlay - Public Works

Equipment - 40.480.9805

Fiscal Year	16-17	17-18	18-19	19-20	20-21	5-Year Total
Garage - Department vehicle			\$40,000			\$40,000
Garage - Tire machine					\$8,000	\$8,000
Building Maint - Department vehicle		\$38,000				\$38,000
Building Maint - Bucket truck			\$50,000			\$50,000
Building Maint - Elevator compliance				\$5,000		\$5,000
Building Maint - Emergency generators (2)	\$15,000					\$15,000
Building Maint - HVAC unit replacement (2)	\$54,500					\$54,500
Parks Maint - Tractor					\$38,000	\$38,000
Parks Maint - Litter Vac	\$15,000					\$15,000
Parks Maint - Department vehicle (1-ton)		\$38,000				\$38,000
Parks Maint - Playground equipment	\$150,000	\$120,000	\$20,000	\$120,000		\$410,000
Parks Maint - Skatepark equipment	\$35,000					\$35,000
Cemetery - Curb and Gutter	\$20,000					\$20,000
Cemetery - Mower			\$15,000			\$15,000
Cemetery - High lift grass collector	\$8,000					\$8,000
Total Equipment	\$297,500	\$196,000	\$125,000	\$125,000	\$46,000	\$789,500

Improvements - 40.485.9805

Fiscal Year	16-17	17-18	18-19	19-20	20-21	5-Year Total
Garage - Central Garage Relocation	\$394,352	\$394,352	\$394,352	\$394,352	\$394,352	\$1,971,760
Building Maint - Roof Repair	\$5,000					\$5,000
Parks Maint - JCPMP Design	\$50,000					\$50,000
Parks Maint - JCPMP Construct Phase I	\$300,000					\$300,000
Parks Maint - Park restrooms	\$50,000					\$50,000
Cemetery - Parking lot expansion		\$75,000				\$75,000
						\$0
Total Improvements	\$799,352	\$469,352	\$394,352	\$394,352	\$394,352	\$2,451,760
Total Public Works	\$1,096,852	\$665,352	\$519,352	\$519,352	\$440,352	\$3,241,260



COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

MEETING DATE: September 12, 2016

TO: Park and Recreation Advisory Board

FROM: Kimberly Johnson, Community Development Director

SUBJECT: Draft Page City-Wide Parks Master Plan

ATTACHMENTS: None

INTRODUCTION

At the September 12 meeting, the Park and Recreation Advisory Board will be reviewing the first draft of the Page City-Wide Parks Master Plan document. This document represents the culmination of the planning that has been done to date, minus the section on Funding. Due to timing of the Board finishing its review of the goals and objectives the financial analyst member of the team was unable to conduct this element of the plan to meet the September 12 packet deadline. A separate meeting to review and discuss this element of the plan will be required.

Due to the size of the draft Plan, staff e-mailed links to the digital version of the document, and printed hard copies of the document for those that wanted one prior to distribution of this agenda packet. A copy of the document is available at City Hall for public review or on the City's website. Links to the electronic document can also be provided as requested.

REQUEST ACTION

The Board is asked to be prepared for discussion of the major elements of the document, including layout. Grammar or formatting notes and comments can be forwarded directly to staff (please do not send to the entire board), and need not be discussed at the meeting.