



**CITY OF COSTA MESA
DEPARTMENT OF FINANCE
INTEROFFICE MEMORANDUM**

TO: HONORABLE CITY COUNCIL MEMBERS

THROUGH: ALLAN ROEDER, CITY MANAGER
MARC PUCKETT, DIRECTOR OF FINANCE

FROM: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER

COPY TO: DEPARTMENT DIRECTORS

DATE: JUNE 13, 2008

SUBJECT: BUDGET STUDY SESSION FOLLOW-UP ITEMS

The following information is in response to questions and comments received from City Council and members of the public at City Council's Study Session on June 10, 2008.

1. A request was made from a member of the public to purchase four additional temporary field lights at a cost of \$32,000.

Response: Please see the attached memo (Attachment Number 1) and additional information provided by Jana Ransom, Recreation Manager, in response to this request.

2. City Council had asked staff to consider the possibility of changing the proposed summer specialty day camps from half-day programs to full-day programs.

Response: Please see the attached memo (Attachment Number 2) provided by Jana Ransom, Recreation Manager, in response to this request.

3. City Council had requested that the map used in the CIP video of the City's residential streets to be rehabilitated as part of the City's Annual Residential Street Rehabilitation Program be included in the City's next Community Newsletter.

Response: The map has been produced and will be included in the next edition of the Costa Mesa Community Newsletter.

4. City Council had requested that the Council's Policy relating to Council's professional development allocation and the budget detail for City Council's Professional Development account be forwarded to City Council together with other follow-up items.

Response: Please refer to the attached memo (Attachment Number 3) from Carol Proctor, Management Analyst, to Tom Hatch, Assistant City Manager, referencing Council Policy 100-8, City Council Conference, Meeting & Training Expenditures. Also included as an attachment to Ms. Proctor's memo is the Professional Development Detail for City Council totaling \$80,064.

5. A request was made by City Council to review the discussion item presentation of the costs for Council Commissions and Committees. It was noted that the costs seemed high for the Parks and Recreation Commission as compared to the Planning Commission.

Response: The cost presented as part of the Council Commissions and Committees discussion item included direct and indirect costs. Please see the attached schedule (Attachment Number 4) which lists each of the Council Commissions and Committees and the corresponding direct costs of each. The indirect costs, such as staff's personnel costs, are excluded from this presentation.

6. City Council had requested that the Power Point presentation slide (slide 31) which shows department expenditures as a percentage of the General Fund appropriations be modified to show department expenditures as a percentage of all funds' budgeted appropriations.

Response: Please see the attached graph (Attachment Number 5) which shows the department expenditures as both a percentage of All Funds and of the General Fund.

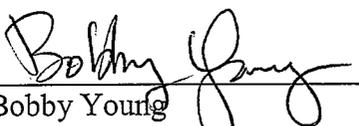
7. A request was made by City Council that staff review the possibility of providing online registration and payment for all Recreation classes, programs and rental facilities.

Response: The possibility of providing online registration and payment for all Recreation classes is being reviewed and considered as part of the responsibilities of the committee formed to update the City's website. Without a thorough review of the available software and functionality desired, it is difficult to determine an appropriate cost estimate to include in the budget at this time. This functionality will be evaluated as part of the overall evaluation of the City's website currently underway. A committee has been formed and is currently reviewing the City's website in its entirety. The goal of the committee is to provide ideas and advice for changing the look and functionality of the website. Should any of these changes have substantial costs, a staff report will be brought forward to City Council for approval of the funding prior to proceeding.

8. City Council had requested that consideration be given to increasing the City's Emergency Operating Reserve and allocating additional resources to the reserve.

Response: The topic of setting the City's Emergency Operating Reserve is on the City Council's agenda for June 17 as Agenda Item VII 1.(c). At that time, Council will consider a resolution to determine the amount of the Emergency Operating Reserve. Consideration of allocating additional resources to the reserve would be appropriate at that time.

If you have any questions or need additional information please so advise.


Bobby Young
Budget and Research Officer

Attachments:

1. Memo from Jana Ransom, Recreation Manager to Allan Roeder, City Manager dated June 12, 2008 regarding Inventory of Lit Fields.
2. Memo from Jana Ransom, Recreation Manager to Allan Roeder, City Manager dated June 12, 2008 regarding Summer Day Camp Extended Hours Options.
3. Memo from Carol Proctor, Management Analyst to Tom Hatch, Assistant City Manager dated June 12, 2008 regarding City Council Professional Development Allocation.
4. Schedule of Council Commissions and Committees Direct Cost Proposed Budget.
5. Schedule of Department Expenditure as a Percentage of All Funds and of the General Fund.

CITY OF COSTA MESA
ADMINISTRATIVE SERVICES DEPARTMENT/RECREATION
INTEROFFICE MEMORANDUM

To: Allan Roeder, City Manager
From: Jana Ransom, Recreation Manager
Date: June 12, 2008
Subject: Inventory of Lit Fields

Total number of field lights and where (on what fields) those lights are in use.

Three facilities have permanent lights:

- * The Farm (Fields 1, 2, 3, & 4)
- * TeWinkle School (NW Field and W Utility Field)
- * Lions Park (Davis Field)

Three facilities utilize 12 portable lights with 2 additional lights to be purchased per submitted budget request:

- * The Farm (4 units on fields 5 & 6)
- * Parsons/Estancia HS (6 units on EHS soccer field & Parson utility field)
- * Fairview Developmental Center (4 units)

The request for additional portable lights is based on prospective approval by the Parks & Recreation Commission for AYSO 97 to use fields at Back Bay School (2 units) and Newport Mesa Soccer Club (Group 3 User) to use Sonora School (2 units). Pop Warner has requested additional lighting at Parsons/Estancia HS (2 units in addition to 6 existing units). It also assumes continued use of portable lights (4 units) at The Farm (fields 5 & 6) by AYSO 120.

CITY OF COSTA MESA
ADMINISTRATIVE SERVICES DEPARTMENT/RECREATION
INTEROFFICE MEMORANDUM

To: Allan Roeder, City Manager
From: Jana Ransom, Recreation Manager
Date: June 12, 2008
Subject: Summer Day Camp Extended Hours Options

Per your request, staff has provided the following information related to the Summer Skate Camp program:

City staff led Camps

- Two one-week **Skate Camps** are offered this summer for children ages 7 to 13. Hours are 9:00 a.m. to 12:00 p.m. Monday through Thursday and all day on Friday. This program is held at Volcom Skate Park in TeWinkle Park. Cost is \$75 per week per participant.
 - To extend this program Monday through Thursday until 5:00 p.m. we would suggest a break for lunch and off-site activity (games or arts & crafts) at a park shelter from 12:00 p.m. to 2:00 P.M. then returning to the skatepark from 2:00 to 5:00 p.m. This would result in an additional cost of \$96 per week per participant, for a total cost of \$171 per week. A minimum of 12 registrants is needed to recover costs for this option to be held.
 - Alternatively, the camp could be offered as a daily field trip program to different skateparks. Cost for this option would be an additional \$137 per week per participant for a total cost of \$212 per week. As with the first option, a minimum of 12 registrants is required to recover costs for this option to be held.

**CITY OF COSTA MESA
CITY MANAGER'S OFFICE
INTEROFFICE MEMORANDUM**

TO: TOM HATCH, ASSISTANT CITY MANAGER
FROM: CAROL C. PROCTOR, MANAGEMENT ANALYST *C*
SUBJECT: CITY COUNCIL PROFESSIONAL DEVELOPMENT ALLOCATION
DATE: JUNE 12, 2008

City Council adopted Council Policy 100-8 (Attachment 1) in November 2005 in order to clarify the use of funds by City Council Members relating to professional development expenditures. In summary, it states that Council Members are entitled to expend up to \$2,000 per fiscal year for any selected training, conferences and special events/meetings.

The \$2,000 amount chosen by City Council as each member's annual allotment does not include payments for the Orange County League Monthly Dinner Meetings. As noted on the proposed Professional Development Detail Form (Attachment 2), these meetings are budgeted separate and apart from the \$2,000.

ccp

Attachments: 1 Council Policy 100-8
 2 Professional Development Detail FY 08-09

✓ Distribution: Bobby Young, Budget & Research Officer

CITY OF COSTA MESA, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
CITY COUNCIL CONFERENCE, MEETING & TRAINING EXPENDITURES	100-8	11/15/05	1 of 1

PURPOSE

The purpose of this regulation is to establish clear rules on the use of funds from the City Council's Meetings and Conferences Account as it pertains to discretionary expenditures. Nothing in this policy is intended to supplant or otherwise change existing policies, code provisions or other legal restrictions on the expenditure of public funds.

POLICY

All expenditures from the City Council Meetings and Conference Account shall be processed in accordance with existing Purchasing Rules & Regulations. Funds appropriated to this account are for the express purpose of conference & meeting attendance and professional development & training, as follows:

1. Each member of the City Council is permitted to select the specific training, conference or event of their choosing, subject to the provisions of this policy.
2. City staff shall be responsible for making all arrangements and processing payments in connection with Meeting & Conference attendance. City Council members are asked to advise staff of their interest in selected training and conference attendance sufficiently in advance of the event so as to avoid late registration expenses and/or increased costs for travel or lodging.
3. Any out of state travel will require prior approval of the full City Council.
4. Upon adoption of this policy, each member of the City Council shall be entitled to expend up to \$2,000 annually for Meetings and Conferences. This amount may be adjusted annually by adoption of the City's Operating Budget. Unexpended funds in this account will not be carried over from one fiscal year to another.
5. Nothing in this policy shall preclude any member of the City Council from requesting the full City Council to authorize additional funds for Meeting & Conference attendance. Such a request must be made at a regular meeting of the City Council and follow the normal posting and noticing requirements.

PROCEDURE

All purchases shall be processed in accordance with adopted purchasing procedures and with the required, supporting documentation. The City Manager's Office is required to produce a summary report of all expenditures from the City Council Meetings and Conference account. This report shall be made available to each City Council member and available for public review in the City Clerk's Office.

Schedule of Council Commissions and Committees
Direct Cost Proposed FY 08-09 Budget

Planning Commission

Board Member Fees	\$24,000
Professional Development	<u>7,500</u>
Total	<u>\$31,500</u>

Parks and Recreation Commission

Board Member Fees	\$5,500
Professional Development	230
Misc supplies for meetings	1,300
Food for meetings	<u>1,800</u>
Total	<u>\$8,830</u>

Cultural Arts Committee

Salaries and benefits for 20 part time hours	\$ 480
Showcase flyers and wrist bands	1,700
Showcase refreshments	5,000
Showcase entertainment	5,000
Showcase sound system rental	500
New artist directory	3,300
Post card mailings	500
Newspaper promotional ads	<u>4,000</u>
Total	<u>\$20,480</u>

Historical Preservation Committee

Activity booklet printing costs	\$5,000
"First People" pamphlets	1,500
Downtown Costa Mesa marker tour pamphlets	<u>1,500</u>
Total	<u>\$8,000</u>

Child Care and Youth Services Committee

Membership to NAEYC/OCAEYC & CalSAC	\$ 155
Update directory printings	1,500
Postage for directories	<u>200</u>
Total	<u>\$1,855</u>

Department Expenditures as a Percentage of All Funds

	99-00	03-04	06-07	08-09
	Actual	Actual	Actual	Proposed
Police	35.73%	39.42%	39.81%	40.75%
Fire	19.98%	20.17%	20.00%	19.95%
Public Services	20.78%	18.95%	18.45%	18.55%
Admin. Services	11.01%	13.95%	14.07%	13.33%
All Other Department:	12.50%	7.51%	7.67%	7.42%
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>

Department Expenditures as a Percentage of General Funds (as presented at City Council Study Session)

	99-00	03-04	06-07	08-09
	Actual	Actual	Actual	Proposed
Police	34.15%	38.34%	38.64%	39.61%
Fire	20.29%	20.57%	19.88%	20.08%
Public Services	19.99%	17.67%	17.16%	17.09%
Admin. Services	11.36%	14.14%	14.50%	13.58%
All Other Department:	14.21%	9.28%	9.82%	9.64%
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>