



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: David Gill, Parks and Recreation Director
DATE: November 1, 2017
SUBJECT: New Community Center Operations (CIP 443)

Recommendation:

- Set the attached resolution appropriating the sum of \$93,490 for public hearing on December 11, 2017
- Approve the non-ordinance rental rates

Background:

The construction of the new Community Center at the former Dame School started in June, 2017 with an estimated construction schedule of eleven to twelve months. I am happy to announce, five months into construction the building is on schedule and will open later this fiscal year.

As part of the FY18 budget there were three Program Change Requests for the operation of the new community center. Recognizing that the construction had not yet started at that time, the requests from the Parks and Recreation Department and the Library were not approved during the regular FY18 budget adoption process. These requests were for hiring new staff, marketing and operation needs for the opening of the new center in May or June 2018.

FY18 PCR #673 (Parks and Recreation)	\$77,230
FY18 PCR #795 (Library)	\$10,840
FY18 PCR #796 (Library)	\$10,792
Total requested:	\$98,862

The following report and resolution is related to the operating costs associated with opening the new community center later this fiscal year.

Discussion

Approving this report and budget resolution will allow City Administration the adequate resources to open the new community center later this fiscal year. The budget request has been created in conjunction with staff from the following departments: City Administration, Office of Management and Budget, the Concord Public Library and the Parks and Recreation Department.

It is necessary to have all resources available in order for administration and staff to ensure the time line is followed accurately and efficiently. Our top priority is to open the new community center in a manner and fashion in which both staff, administration, council and residents will be proud of.

This supplemental request for \$93,490 covers new expenses associated with opening the community center later this fiscal year.

Parks and Recreation Department*: \$74,220

Addition Utilities Expense:	\$10,800
New Full Maintenance Employee:	\$15,120
Other supplies/services:	\$11,200
Adverting:	\$6,200
Equipment (onetime expense):	\$30,900

Library Department: \$19,270

Part Time Staffing:	\$4,880
Supplies:	\$3,550
Equipment (onetime expense):	\$10,840

**These supplemental funds will be combined with the current Parks and Recreation budget for the former Heights Community Center/Dame School, thus providing enough funds to hire and train new staff, purchase necessary equipment, and communicate new programs and offerings.*

Operations Plan

With the new community center scheduled to open we are recommending the following hours of operation and new rental rates also be approved. These hours of operation and rental rates are similar to what Ballard and King recommended in their operations plan from 2015.

Recommended Hours of Operation for new Community Center:

Hours may change based on events and private rentals.

Summer Hours: (mid-June, July, August to early September)

Monday – Friday: 7am to 9pm

Saturdays: 9am to 4pm

Sundays: closed

Community Center will be open 77 hours a week in the summer.

Winter Hours: early September to mid-June

Monday – Friday: 7am to 10pm

Saturdays: 9am to 10pm

Sundays: 10am to 4pm

Community Center will be open 94 hours a week otherwise.

Library hours at the Community Center:

Tuesdays 10 am to 4 pm

Thursdays 2 am to 8 pm

Saturdays 9 am to 12 pm

Library will be open 15 hours a week.

Recommended Rental Rates for the new Community Center:

Resident Rental Rates

Meeting Rooms: \$45 per hour

Exercise Rooms: \$50 per hour

Auditorium: \$100 per hour

Kitchen: \$50 per hour

Gymnasium: \$90 an hour prime time, \$60 non-prime time (prime time consist of Mon.- Fri. after 5:00pm, week-ends and holidays)

*Non-residents and non-resident groups are charged an additional \$15.00 per hour for all rentals.

Using the above hours of operation for the Parks & Recreation Department and the Library Department we worked with the Office of Management and Budget to estimate the new expenses associated with 12 months of operations, excluding one-time costs previously identified.

Citywide Community Center projected new revenues and expenses for 12 months.

Parks and Recreation Department

	New Revenue
Rentals	91,248
Programs/Classes	71,060
	162,308
	New Expenses
Compensation	158,100
Fringe Benefits	41,045
Supplies	17,250
Outside Services	33,100
Utilities	73,156
Insurance	6,400
	329,051
Net Expense - Recreation	166,743

Library Department

	New Expenses
Compensation	38,700
Fringe Benefits	3,013
Supplies	4,050
Outside Services	240
Net Expense - Library	46,003
Anticipated Expense Reduction from Closing the Heights Gym	7,780
Net Anticipated O&M Costs	\$204,967

These revenues and expenses would be the anticipated request amounts for the FY19 budget.

In the event the City of Concord sells the East Concord Community Center there will be an additional savings of \$5,500 that can be applied to the new operational costs of the new community center.

The City also anticipates bonding four million dollars, of the \$6,825,000 authorized unissued debt, for this project in January 2018. This will result in an additional debt payment in FY19.

Action Timeline for new Community Center

January 2018

- Parks and Recreation begin working with local instructors to select new classes to be offered in new center.
- Work with HR Department to ensure new positions (Parks and Rec and Library) are ready to be advertised in February.

February, 2018

- Advertise new positions for the community center operation (Parks and Recreation and Library) with a projected start dates of four weeks prior to scheduled opening.

March, 2018

- All instructor contracts finalized for new programs offered between June 1 and middle of October 2018.
- Parks and Recreation staff create annual summer/fall brochure; this brochure includes all regular programs and events held from the middle of June to the middle of October. Will also include all new programs/classes held at the community center, rental rates and community center hours of operation.

April, 2018

- Parks and Recreation annual Summer/Fall Brochure is sent to the printers. Brochure is delivered to the community the week before April school vacation week.
- New part time and full time staff hired to allow for 4 weeks of training prior to grand opening.
- Advertising of new center begins this month with weekly updates throughout the spring and summer.
- Registration begins for all regular summer and fall programs i.e. swim lessons, camps, fall soccer, etc. Registration for all new classes held at the center will also begin.
- Begin booking private rentals for the new community center.

May, 2018

- Projected move in date is middle May with a projected grand opening the following week.
- Grand opening date announced three weeks prior to actual date.

June 1, 2018

- New community center opens, summer and fall class registration continues. Majority of the departments summer camps start week of June 18 in new center.