



Legislation Text

File #: 2021-0921, **Version:** 0

Title

FY2021 Budget Amendment #7 - Approval

History

A detailed spreadsheet (by fund) reflecting budget adjustments is attached. This is the seventh budget amendment for FY2021.

Recreation and Parks Fund

The Recreation and Parks Department is planning to print and mail a third program brochure for the Winter/Spring 2022 program guide. The increase cost for the balance of 2021 is \$9,838.34.

Traditionally, the Recreation and Parks Department produces and mails to approximately 28,000 households, the Winter/Spring, Summer and Fall program brochures.

In 2020, due to the uncertainty, and frequent protocol changes due to the pandemic, the summer brochure was primarily offered in a digital format. Two-thousand copies were produced and made available to residents upon request.

During the 2021 budget process, staff projected producing one digital (summer 2021) and two printed (Fall; Winter/Spring) versions. As Covid restrictions eased, staff reevaluated brochure production determining the need to print and mail all 2021 brochures. The program brochure is the department's primary marketing publication.

The 2021 budget includes \$34,850 for two seasonal brochures. The actual cost of two brochures is \$29,366.92 leaving a balance of \$5,483.08. The Winter/Spring 2022 program guide production cost is \$15,321.42.

Staff seeks approval to add \$9,838.34 to account 283-4001-460140 (printing & stationary) to cover this additional expense.

Financial Impact

The attached spreadsheet identifies the budget impact. Also, the 2021 budget summary has been updated to reflect these amendments (although not attributed to various expenditure types).

Recommended Action/Motion

I move to approve an increase in the Recreation and Parks Fund expenditure budget in the amount of \$9,838.34 as detailed on the FY2021 Amendment #7.