



STAFF REPORT

Agenda Item: 7

Report To: Parks and Recreation Commission

Meeting Date: April 5, 2022

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding the Fiscal Year ("FY") 2022-2023 Parks, Recreation and Open Space Department Budget. (Jennifer Budge, jbudget@carson.org)

Staff Summary: This item will provide an update regarding the City's budget process and may include discussions on operations and maintenance, infrastructure preservation, asset management, Capital Improvement Program needs and supplemental requests; Department budget priorities; Carson City tentative budget schedule and timeframes.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to recommend the Fiscal Year 2022-2023 Parks, Recreation and Open Space Department Budget to the Board of Supervisors as discussed.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The FY 2022-2023 budget process is nearing completion. This item is a continuation from the February Parks and Recreation Commission meeting in which the Commission provided feedback and direction on Capital Improvement Project (CIP) priorities for the FY23 budget and the 5-year CIP Plan. Budget priorities included approximately \$2.9 million in requests from various funding sources for a variety of park projects including Centennial Park tennis courts, cart path repairs at Eagle Valley Golf Course, playground construction at Blackwell's Pond Park, Mills Park maintenance building, sport court resurfacing at John Mankins Park, reinvestment in parks rolling stock and vehicle fleet, aquatic facility plumbing and gym floor, safety issues, infrastructure preservation, and encouraging partnerships or other collaborative funding options to address on-going infrastructure needs.

The Department is requesting an increase in staffing and supplies, as well as additional support for infrastructure preservation and capital improvement needs to address the Commission's priorities and the City's aging parks infrastructure. As outlined in Exhibit B, operating budget requests include:

- 2 new full time Park Maintenance Worker positions
- 1 new full time Recreation Coordinator-sports position

- 1 new full time Supervising Lifeguard position
- 1 new full time Volunteer Coordinator position
- 1 new Open Space Maintenance Worker position
- 2 Parks Maintenance Worker II promotions
- 1 new full time Recreation Supervisor-Arts and Culture (as directed by the Board of Supervisors)
- Merit increases for seasonal recreation staff due to the minimum wage mandate
- Contractual services for landscape maintenance and snow removal at City (non-park) buildings
- Seasonal employee retention/recognition program
- Jr. Ranger Adventure Guides

TENTATIVE Budget Schedule:

- March 9: Capital Improvement Projects Ranking Discussion – Department Heads/City Management
 March 29: Internal Finance Committee meetings on supplemental requests regarding operating budgets
 April 5: Parks and Recreation Commission and possible budget recommendations to BOS
 April 21: BOS meeting-Presentation of FY23 budget including capital and supplemental requests (tentative budget approval)
 May: BOS adopts final FY23 budget

Attached are the following for review and consideration:

- EXHIBIT A: Department CIP Summary
 EXHIBIT B: Operating Budget Requests
 EXHIBIT C: Parks, Recreation and Open Space Budget Comparison
 EXHIBIT D: Proposed FY23 Department Organizational Chart

Alternatives

No action or provide alternative direction to staff.

Commission Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

 (Vote Recorded By)

Exhibit A

Parks, Recreation and Open Space CIP Department Summary Fiscal Year 2023

Minor CIP - General Fund requests

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Total Amount</u>	<u>Funding Source(s)</u>
1	(3) AED's	Park Ranger trucks	\$ 2,500	General Fund
2	Backstop/Dugout fencing	Ballfields	\$ 4,999	General Fund
3	(2) I-Pads for sports staff	Centennial	\$ 2,400	General Fund
4	(18) Hand held radios	Capital Kids program staff	\$ 3,600	General Fund
5	Lightening detector	Rifle and Pistol Range	\$ 1,000	General Fund
6	Fencing	Lone Mountain Cemetery	\$ 4,999	General Fund
7	Tampers	parks, cemetery and trails	\$ 3,250	General Fund
8	Tool replacement	all parks	\$ 4,999	General Fund
9	(2) Special Event Generators	Parks, Recreation & Open Space	\$ 2,480	General Fund
10	Materials, Supplies & Tools	Carson Ridge Disc Golf Park	\$ 4,999	General Fund
11	Flagpole	Rifle and Pistol Range	\$ 3,000	General Fund
TOTAL MINOR CIP:			\$ 38,226	

Major CIP - General Fund request

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Funding Source(s)</u>
1	Cart path replacement	Eagle Valley Golf Course	\$ 75,000	General Fund (Duncan golf match-bunkers)
2	Computers for Parks FTE	Park Maintenance Bldg #9	\$ 10,000	General Fund
3	Parks Office renovation	Bldg. #7 Office & Admin Space	\$ 50,000	General Fund
4	Tennis Courts rehabilitation	Centennial Park	\$ 660,000	General Fund
5	Asphalt Pathways	varies	\$ 250,000	General Fund
6	Concrete path replacement	Carriage Square	\$ 75,000	General Fund
7	Sport Court resurfacing	John Mankins Park	\$ 25,000	General Fund
8	Secondary Access design	Pete Livermore Sports Complex	\$ 50,000	General Fund (Parks Foundation match)
9	(2) UTV	all parks-parks maintenance	\$ 32,200	General Fund
10	L - Edgers	all parks	\$ 5,645	General Fund
11	Sod Cutter	all parks	\$ 5,950	General Fund
12	(2) Quads	parks maintenance/plowing	\$ 31,630	General Fund
13	Ranger Truck wraps	vehicle fleet	\$ 8,030	General Fund
TOTAL GENERAL FUND CIP:			\$ 1,278,455	

Parks, Recreation and Open Space CIP Department Summary Fiscal Year 2023

Major CIP - QOL Capital requests

Priority	Item	Location(s)	Amount	Funding Source(s)
1	Maintenance Building	Mills Park	\$ 300,000.00	QOL Capital
2	Stair railings	Rifle and Pistol Range	\$ 21,150	QOL Capital
3	Gym Flooring replacement	Aquatic Facility	\$ 75,000	QOL Capital
4	Bobcat	varies	\$ 45,912	QOL Capital (\$45,912 QOL open space match)
5	Mini Excavator	parks, trails, open space	\$ 49,419	QOL Capital (\$49,419 QOL open space match)
6	Sweeper	varies	\$ 51,755	QOL Capital
7	Toro Mower replacement	varies	\$ 110,000	QOL Capital
8	LED lighting	Centennial Park - tennis	\$ 175,000	QOL Capital
TOTAL QOL CAPITAL:			\$ 828,236	

Major CIP - QOL Maintenance requests

Priority	Item	Location(s)	Amount	Funding Source(s)
1	Copper piping replacement	Aquatic Facility	\$ 50,000	QOL Maintenance
2	Electric Infield groomer	Parks Dept. - Centennial Park	\$ 30,510	QOL Maintenance
3	UTV electric	Parks Dept. - Centennial Park	\$ 16,275	QOL Maintenance
4	Signage Master Plan	varies	\$ 15,000	QOL Maintenance
TOTAL QOL MAINTENANCE:			\$ 111,785	

Major CIP - QOL Open Space requests

Priority	Item	Location(s)	Amount	Funding Source(s)
1	Bobcat	varies	\$ 45,912	QOL Open Space (\$45,912 QOL capital match)
2	Mini Excavator	parks, trails, open space	\$ 49,419	QOL Open Space (\$49,419 QOL capital match)
3	Bearbox trashcans	trailheads	\$ 7,995	QOL Open Space
4	Cameras	trailheads	\$ 12,441	QOL Open Space
5	UTV and trailer	Park Rangers	\$ 32,150	QOL Open Space
TOTAL QOL OPEN SPACE:			\$ 147,917	

Major CIP - Res. Construction Tax

Priority	Item	Location(s)	Amount	Funding Source(s)
1	Playground construction	Blackwells Pond	\$ 500,000	Residential Construction Tax/General Fund
TOTAL RCT:			\$ 500,000	

**Parks, Recreation and Open Space
Supplemental Requests - Department priorities FY23**

GENERAL FUND REQUESTS		
<u>Item</u>	<u>Amount</u>	<u>Fund(s)</u>
.50 FTE Recreation Supervisor Arts/Culture (50% Redevelopment) Recommended by the Board of Supervisors	\$ 45,460.00	GF PARKS ADMIN
.10 FTE Volunteer Coordinator (90% QOL-OS)	\$ 9,529.00	GF PARKS ADMIN
Reallocate AmeriCorp budget to Volunteer Coordinator position	\$ (10,000.00)	GF PARKS ADMIN
Seasonal Employee Recognition Program	\$ 5,000.00	GF PARKS ADMIN
Contractual Services (recommended by the BOS)	\$ 188,576.00	GF PARKS MAINT
Reallocate budget from Gas Tax fund to offset contactural services	\$ (28,000.00)	GAS TAX
Operating Supplies-Jr. Ranger Guides	\$ 2,500.00	GF PARKS MAINT
1 FTE Park Maintenance Worker	\$ 87,909.00	GF PARKS MAINT
Parks Operations Manager (reallocate 17% to Redevelopment)	\$ (19,305.00)	GF PARKS MAINT
.80 FTE - Recreation Program Coordinator Sports (20% YSA)	\$ 62,326.00	GF SPORTS
.20 FTE - Recreation Program Coordinator Sports (80% Sports)	\$ 15,582.00	GF YOUTH SPORTS ASSOC
Reallocate budget from YSA Services & Supplies	\$ (15,582.00)	GF YOUTH SPORTS ASSOC
Hourly/Seasonal Minimum Wage Increase	\$ 87,741.00	RECREATION
Reallocate MAC Temporary Staffing to Facilities Janitorial	\$ (42,000.00)	GF MAC
1 FTE - Facilities Janitorial staff for the MAC	\$ 42,000.00	FACILITIES
1 FTE - Lifeguard Supervisor	\$ 54,145.00	GF POOL
Reallocate budget from PT/Hourly	\$ (30,000.00)	GF POOL
Total Parks General Fund Request:	\$ 455,881.00	

QUALITY OF LIFE REQUESTS		
<u>Item</u>	<u>Amount</u>	<u>Fund</u>
1 FTE Park Maintenance Worker - OS	\$87,909.00	QOL-OS
*.90 FTE Volunteer Coordinator (10% GF)	\$85,762.00	QOL-OS
Total Open Space Allocation Request:	\$173,671.00	

*Recommended to the BOS by the Open Space Advisory Committee

REDEVELOPMENT REQUESTS FOR PARKS		
<u>Item</u>	<u>Amount</u>	<u>Fund</u>
.50 FTE Recreation Supervisor Arts/Culture (50% Parks) Recommended by the Board of Supervisors	\$ 45,460.00	REDEVELOPMENT
Recreation Supervisor Arts/Culture Services & Supplies	\$ 25,000.00	REDEVELOPMENT
1 FTE - Park Maintenance Worker (100% Redevelopment)	\$ 87,909.00	REDEVELOPMENT
Redevelopment Requests for Parks	\$ 158,369.00	

Parks, Recreation & Open Space Budget Comparison

EXHIBIT C

General Fund FY22 original budget prepared March 2021. Changes: IFC, augmentations, donations, changes in staff. Jan 2022, Finance readjusts for projected actuals to June 30.

<i>GENERAL FUND</i>	<i>EXPENSES</i>		<i>REVENUE</i>	
	<i>ACTUALS</i>	<i>BUDGETED</i>	<i>ACTUALS</i>	<i>YTD</i>
<u>PARKS ADMINISTRATION</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 486,644.79	\$ 506,096.00		
Services and Supplies	\$ 23,892.86	\$ 40,481.00		
TOTAL	\$ 510,537.65	\$ 546,577.00	N/A	N/A
<u>PARKS MAINTENANCE</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 1,075,518.61	\$ 1,267,759.00		
Services and Supplies	\$ 574,810.18	\$ 618,239.00		
TOTAL	\$ 1,650,328.79	\$ 1,885,998.00	N/A	N/A
<u>MULTI PURPOSE ATHLETIC CENTER</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 55,411.52	\$ 149,877.00		
Services and Supplies	\$ 49,138.86	\$ 53,698.00		
TOTAL	\$ 104,550.38	\$ 203,575.00	\$ 37,144.00	\$ 58,733.00
<u>AQUATICS CENTER</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 449,972.11	\$ 569,528.00		
Services and Supplies	\$ 198,743.99	\$ 218,524.00		
TOTAL	\$ 648,716.10	\$ 788,052.00	\$ 172,766.00	\$ 145,317.00
<u>COMMUNITY CENTER</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 163,797.78	\$ 278,844.00		
Services and Supplies	\$ 91,134.09	\$ 130,428.00		
TOTAL	\$ 254,931.87	\$ 409,272.00	\$ 47,081.00	\$ 43,513.00
<u>RECREATION/YOUTH PROGRAMS</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 223,291.55	\$ 450,097.00		
Services and Supplies	\$ 77,792.60	\$ 101,692.00		
TOTAL	\$ 301,084.15	\$ 551,789.00	\$ 217,191.00	\$ 222,488.00
<u>RECREATION / SPORTS</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 193,615.07	\$ 286,324.00		
Services and Supplies	\$ 63,836.24	\$ 172,485.00		
TOTAL	\$ 257,451.31	\$ 458,809.00	\$ 67,816.00	\$ 120,858.00
<u>RIFLE RANGE</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits (Hourly & OT)	\$ 69,677.73	\$ 96,213.00		
Services and Supplies	\$ 14,254.33	\$ 18,980.00		
TOTAL	\$ 83,932.06	\$ 115,193.00	\$ 77,541.00	\$ 54,475.00
<u>YOUTH SPORTS ASSOCIATION</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Wages (Hourly & Temp. Staff)	\$ 31,589.04			
Service and Supplies	\$ 40,837.66	\$ 126,101.00		
TOTAL	\$ 72,426.70	\$ 126,101.00	N/A	N/A
<u>QUALITY OF LIFE FUND</u>				
<u>Q18 - PARKS CAPITAL</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits				
Services and Supplies	\$ 364,990.97	\$ 2,179,278.00		
TOTAL	\$ 364,990.97	\$ 2,179,278.00	N/A	N/A
<u>Q18 - PARK MAINTENANCE</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 104,338.76	\$ 147,373.00		
Services and Supplies	\$ 215,774.63	\$ 241,769.00		
TOTAL	\$ 320,113.39	\$ 389,142.00	N/A	N/A
<u>Q18 - OPEN SPACE</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 434,407.48	\$ 643,554.00		
Services and Supplies	\$ 1,661,766.24	\$ 3,836,246.00		
TOTAL	\$ 2,096,173.72	\$ 4,479,800.00	N/A	N/A

<i>ENTERPRISE FUND</i>	<i>EXPENSES</i>		<i>REVENUE</i>	
	<i>ACTUALS</i>	<i>BUDGETED</i>	<i>ACTUALS</i>	<i>YTD</i>
<u>CEMETERY</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ 57,409.00	\$ 83,149.00		
Services and Supplies	\$ 45,550.00	\$ 226,915.00		
Depreciation Expense	\$ 12,860.54	\$ 13,500.00		
TOTAL	\$ 115,819.54	\$ 323,564.00	N/A	N/A

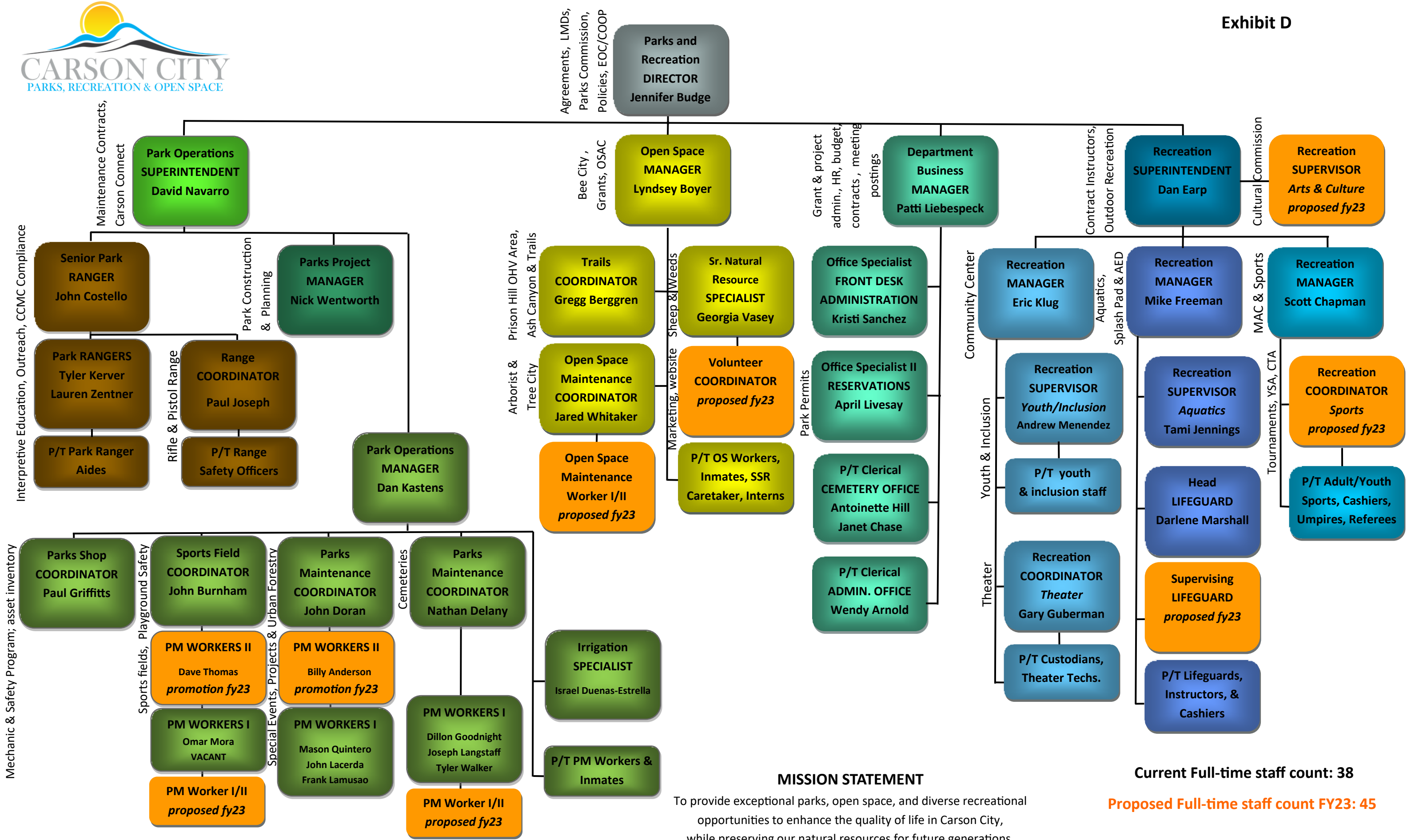
LANDSCAPE MAINTENANCE DISTRICT

	<i>EXPENSES</i>		<i>REVENUE</i>	
	<i>ACTUALS</i>	<i>BUDGETED</i>	<i>ACTUALS</i>	<i>YTD</i>
<u>SCHULZ RANCH</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits				
Services and Supplies	\$ 32,594.56	\$ 498,298.00		
TOTAL	\$ 32,594.56	\$ 498,298.00	\$ 119,403.00	\$ 128,942.00

RESIDENTIAL CONSTRUCTION TAX

	<i>EXPENSES</i>		<i>REVENUE</i>	
	<i>ACTUALS</i>	<i>BUDGETED</i>	<i>ACTUALS</i>	<i>YTD</i>
<u>RCT</u>	FY20/21	FY21/22	FY20/21	FY21/22
Salaries and Benefits	\$ -			
Services and Supplies	\$ 359,512.16	\$ 655,752.00		
TOTAL	\$ 359,512.16	\$ 655,752.00	\$ 74,082.00	\$ 69,600.00

	2021		2022
General Fund	\$3,883,969	General Fund	\$ 5,085,366.00
Quality of Life	\$2,781,278	Quality of Life	\$ 7,047,220.00
Other	\$ 507,926	Cemetery	\$ 323,564.00
TOTAL	\$7,173,173	TOTAL	\$ 12,456,150.00



MISSION STATEMENT

To provide exceptional parks, open space, and diverse recreational opportunities to enhance the quality of life in Carson City, while preserving our natural resources for future generations.

Current Full-time staff count: 38

Proposed Full-time staff count FY23: 45