

**Parks and Recreation Commission  
Staff Report**

**Meeting Date:** April 5, 2016

**Agenda Item Number:** 3I.

**Applicant:** Roger Moellendorf

**Request:** **For Possible Action:** move to recommend to the City Manager and the Board of Supervisors approval of the Parks and Recreation Department's Fiscal Year 2016/17 budget and supplemental request.

**General Discussion:**

Attached, please find, Exhibit A, "Parks & Recreation Department Budget Comparison FY2015/16 & FY 2016/17." This covers all budget divisions within the Parks and Recreation Department with the exception of Cemetery and Open Space budgets. The exhibit summarizes the personnel (salaries and benefits) and operation and maintenance (service and supplies) budgets and allows for a quick "at a glance" view of how Fiscal Year 2015/16 compares with the Fiscal Year 2016/17 budget. Also included (Exhibit B) are budget spread sheets for the Quality of Life budget.

It is anticipated that the capital improvement (CIP) budget funded through the General Fund will be very restrictive. Therefore, two large capital projects including a new Aquatics Facility roof (\$239,315) and a new riding mower for parks (\$60,000) will be funded through the Quality of Life Capital budget as specific projects. The Community Center entry mats, window covers and pool surveillance cameras will be included in the Quality of Life Capital operating supplies budget. As a consequence, there will be no funding in the undesignated projects budget.

The department has submitted supplemental request (Exhibit C) for \$34,944 for two additional seasonal positions for the Parks Division, funding for a possible reclassification of the Parks & Cemetery position in the amount of \$16,563, and \$2,000 to restore a training travel budget for the Community Center, theater operations.

Finally, the department is re-allocating \$55,263 to the MAC budget from within that budget and from other budgets to create a part time salaries budget for the supervision of the MAC (Exhibit D). This will increase the operating hours of the MAC by ten additional hours a week and will provide a more accurate picture of the operating cost of the facility.

**Recommended Action:** : I move to recommend to the City Manager and the Board of Supervisors approval of the Parks and Recreation Department's Fiscal Year 2016/17 budget and supplemental request.

# Exhibit A

## Parks & Recreation Department Budget Comparison FY15/16 & FY16/17

<u>PARKS ADMIN. 101-5005-452</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>PARKS 101-5012-452</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>W/SUP.</u>
SALARIES AND BENEFITS	\$ 617,559.00	\$ 655,862.00	SALARIES AND BENEFITS	\$ 761,199.00	\$ 802,129.00	\$ 904,567.14	
SERVICES AND SUPPLIES	\$ 40,482.00	\$ 44,151.00	SERVICES AND SUPPLIES	\$ 524,921.00	\$ 524,177.00	\$ 524,177.00	
<b>TOTAL</b>	<b>\$ 658,041.00</b>	<b>\$ 700,013.00</b>	<b>TOTAL</b>	<b>\$ 1,286,120.00</b>	<b>\$ 1,326,306.00</b>	<b>\$ 1,428,744.14</b>	
<u>FAIR 101-5050-451</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>MAC 101-5054-451</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	
SALARIES AND BENEFITS	\$ 16,000.00	\$ -	SALARIES AND BENEFITS	\$ -	\$ 55,263.00		
SERVICES AND SUPPLIES	\$ 178,486.00	\$ -	SERVICES AND SUPPLIES	\$ 132,200.00	\$ 104,646.00		
<b>TOTAL</b>	<b>\$ 194,486.00</b>	<b>\$ -</b>	<b>TOTAL</b>	<b>\$ 132,200.00</b>	<b>\$ 159,909.00</b>		
<u>RECREATION/POOL 101-5055-451</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>RECREATION/CC 101-5056-451</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>W.SUP.</u>
SALARIES AND BENEFITS	\$ 464,585.00	\$ 438,684.00	SALARIES AND BENEFITS	\$ 221,056.00	\$ 226,738.00	\$ 226,738.00	
SERVICES AND SUPPLIES	\$ 228,155.00	\$ 228,155.00	SERVICES AND SUPPLIES	\$ 142,721.00	\$ 142,721.00	\$ 144,721.00	
<b>TOTAL</b>	<b>\$ 692,740.00</b>	<b>\$ 666,839.00</b>	<b>TOTAL</b>	<b>\$ 363,777.00</b>	<b>\$ 369,459.00</b>	<b>\$ 371,459.00</b>	
<u>RECREATION 101-5057-451</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>ICE RINK 101-5059-451</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	
SALARIES AND BENEFITS	\$ 330,543.00	\$ 327,817.00	SALARIES AND BENEFITS	\$ 32,961.00	\$ 33,079.00		
SERVICES AND SUPPLIES	\$ 86,655.00	\$ 79,740.00	SERVICES AND SUPPLIES	\$ 44,039.00	\$ 44,039.00		
<b>TOTAL</b>	<b>\$ 417,198.00</b>	<b>\$ 407,557.00</b>	<b>TOTAL</b>	<b>\$ 77,000.00</b>	<b>\$ 77,118.00</b>		
<u>RECREATION/SPRT 101-5060-451</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>RECREATION/SP. TN. 275-5061-451</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	
SALARIES AND BENEFITS	\$ 221,246.00	\$ 206,365.00	SALARIES AND BENEFITS	\$ 48,154.00	\$ 48,154.00		
SERVICES AND SUPPLIES	\$ 165,535.00	\$ 165,535.00	SERVICES AND SUPPLIES	\$ 22,446.00	\$ 22,446.00		
<b>TOTAL</b>	<b>\$ 386,781.00</b>	<b>\$ 371,900.00</b>	<b>TOTAL</b>	<b>\$ 70,600.00</b>	<b>\$ 70,600.00</b>		
<u>Q18 MAINT. 254-5012-452</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>Q18 CAPITAL 254-5046-452</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	
SALARIES AND BENEFITS	\$ 108,407.00	\$ 107,399.00	SALARIES AND BENEFITS	\$ 15,272.00	\$ 14,738.00		
SERVICES AND SUPPLIES	\$ 306,329.00	\$ 261,942.00	SERVICES AND SUPPLIES	\$ 58,931.00	\$ 84,491.00		
<b>TOTAL</b>	<b>\$ 414,736.00</b>	<b>\$ 369,341.00</b>	<b>TOTAL</b>	<b>\$ 74,203.00</b>	<b>\$ 99,229.00</b>		
<u>RCT</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<b>GRAND TOTAL</b>	<u>FY 15/16</u>	<u>FY 16/17</u>	
SALARIES AND BENEFITS	\$ -	\$ -		\$ 4,778,107.00	\$ 4,618,271.00		
SERVICES AND SUPPLIES	\$ 10,225.00	\$ -					
<b>TOTAL</b>	<b>\$ 10,225.00</b>	<b>\$ -</b>					

# Exhibit B

## Quality of Life Fund FY 2016 Estimated

	20% Park Maintenance	40% Park Capital	40% Open Space	Fund Total
<b>Revenues</b>				
Beginning Balance	58,870	2,956,083	503,267	3,518,220
<b>Sales Tax Revenue</b>	<b>473,209</b>	<b>946,418</b>	<b>946,418</b>	<b>2,366,044</b>
Interest Income	1,000	2,000	2,000	5,000
Federal Grants		0	294,590	294,590
State Grants			10,000	10,000
Miscellaneous			0	0
Transferred In from Parks Maintenance	0	0	0	0
Total	<u>533,079</u>	<u>3,904,501</u>	<u>1,756,275</u>	<u>6,193,854</u>
<b>Expenses</b>				
Salaries, Wages and Benefits	115,446	15,272	344,604	475,322
Services and Supplies	152,740	62,505	470,320	685,565
BMX	010714			0
Rifle/Pistol Range		22,930		22,930
Theater improvements	010711	174,834		174,834
New Gym	010708	2,836,215		2,836,215
Centennial fields	011402			0
MAC Improvements		44,884		44,884
Disc Golf Course		10,000		10,000
Beautification		7,396		7,396
Fairgrounds Reader Board	011409			0
Ash to Kings Canyon Trail				0
SNPLMA fuels reduction				0
Eagle Valley Creek Segment	011404		283,094	283,094
Ash to Kings Canyon Bridge				0
Ash Canyon Erosion Control				0
Roberts house	010713			0
Lands Bill Implementation				0
Land Acquisition			537,942	537,942
Undesignated Projects	386	0	100,000	100,386
Boys & Girls Club	120,000			120,000
Poolside Refurbish	15,000			15,000
Thermal Pool Covers		25,000		25,000
Kubota	18,203			18,203
Transfer Out - General Fund	67,383			67,383
Transfer Out - General Fund (mac)	25,000			25,000
Transfer Out - Debt Service		595,537		595,537
Transfer Out - Group Medical		0	0	0
Total	<u>514,158</u>	<u>3,794,573</u>	<u>1,735,960</u>	<u>6,044,691</u>
Ending Balance - June 30, 2016	<u>18,921</u>	<u>109,928</u>	<u>20,315</u>	<u>149,163</u>

Quality of Life Fund  
 Fy 2017 Budget

	20% Park Maintenance	40% Park Capital	40% Open Space	Fund Total
<b>Revenues</b>				
Beginning Balance	18,921	109,928	20,315	149,163
<b>Sales Tax Revenue</b>	<b>492,137</b>	<b>984,274</b>	<b>984,274</b>	<b>2,460,686</b>
Interest Income	1,000	2,000	2,000	5,000
Federal Grants		0	0	0
State Grants			0	0
Miscellaneous			0	0
Transferred In from Parks Maintenance	0	0	0	0
<b>Total</b>	<b>512,058</b>	<b>1,096,202</b>	<b>1,006,589</b>	<b>2,614,849</b>

**Expenses**

Salaries, Wages and Benefits	107,399	14,738	378,934	501,071
Services and Supplies	141,942	84,491	465,368	691,801
BMX 010714				0
Tennis Courts		0		0
Equipment		60,000	36,000	96,000
Pool Roof		239,315		239,315
Centennial fields 011402				0
Trails		0		0
Disc Golf Course		0		0
Beautification				0
Fairgrounds Reader Board 011409				0
Ash to Kings Canyon Trail				0
SNPLMA fuels reduction				0
Eagle Valley Creek Segment				0
Ash to Kings Canyon Bridge				0
Ash Canyon Erosion Control				0
Roberts house 010713				0
Lands Bill Implementation				0
Land Acquisition			104,225	104,225
Undesignated Projects		0	17,062	17,062
Boys & Girls Club	120,000			120,000
Transfer Out - General Fund (Pool)	63,684			63,684
Transfer Out - General Fund (mac)	50,000			50,000
Transfer Out - Debt Service		594,736		594,736
Transfer Out - Group Medical		0	0	0
<b>Total</b>	<b>483,025</b>	<b>993,280</b>	<b>1,001,589</b>	<b>2,477,894</b>
Ending Balance - June 30, 2017	29,033	102,922	5,000	136,955
	<i>369,341</i>	<i>398,574</i>		

# Exhibit C

## SUPPLEMENTAL REQUESTS (personnel, services and supplies only)

FY 2016-17

**DEPARTMENT :** Parks & Recreation

**DEPARTMENT #:** 101-5012

**DESCRIPTION OF REQUESTED ITEM:** Reinstate a Parks Coordinator position in the Parks Division

**JUSTIFICATION OF REQUEST:** This is a critical position in the Parks Division, and when the incumbent moved on from the City to accept other employment it was not approved to fill the vacant position. The reason given was that this position was funded from the Redevelopment budget, and the available funds were not there to proceed. This situation has caused a decrease in the level of service we provide to all areas, and is critical in facilitating the inter-local agreement between the Carson City School District and the City whereas the Parks Division maintains all of the large turf areas owned by the district, and they pay us through the General Fund for our services in the amount of \$82,425.00 annually. This position is not a management level exempt position. It is a working crew leader in the field, and is a CCEA non-exempt position.

**(1) PERSONNEL SERVICES:**

**(2) SERVICES AND SUPPLIES:**

	Increase Amount	Acct# / Description		Increase Amount
Salary	\$50,194.00			
Other Pay	175.00			
Worker's Compensation	615.00			
Group Insurance	9,233.00			
Medicare	730.00			
Pers	7,278.00			
<b>Total Personnel Costs (1)</b>	<b>\$68,225.00</b>	<b>Total Services and Supplies (2)</b>		
			<b>GRAND TOTAL:</b>	<b>\$68,225.00</b>

**SUPPLEMENTAL REQUESTS**  
**(personnel, services and supplies only)**

**FY 2016-17**

**DEPARTMENT :** Parks & Recreation

**DEPARTMENT # :** 101-5012-452

**DESCRIPTION OF REQUESTED ITEM:** Funding to hire two (2) seasonal/hourly positions in the Parks Division.

**JUSTIFICATION OF REQUEST:** We have not added any seasonal/hourly positions to our workforce since 2008, and since that time we have added two more neighborhood parks, John Mankins Park and Ronald D. Wilson Memorial Park. In addition, other park facilities added since that time include the Morgan Mill River Access Area, Carson City Freeway Path System, Baily Fishing Pond at the Fairgrounds, Fuji Dog Park, MAC landscaping and grounds, and coming soon we will be including a new disc golf course east of town. We have also seen a marked increase in sports tourism and sports tournaments, which generate considerable sales and room tax revenue for the City. But along with that positive impact comes the need to service these new facilities and sports venues. If we are to continue to maintain adequate levels of service in our operation we will need more manpower to do so. These proposed positions are hourly positions we would use through our contract with Marathon Staffing Services, and no benefits would apply. The positions would work a 40 hour work week from April through October annually.

<b>(1) PERSONNEL SERVICES:</b>		<b>(2) SERVICES AND SUPPLIES:</b>	
	<b>Increase Amount</b>	<b>Acct# / Description</b>	<b>Increase Amount</b>
Salary (based on \$12.00 per hour X 7 months)	\$26,880	590-0745-415-0362 (30% admin. fee for Marathon Staffing per the contract)	\$8,064
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
<b>Total Personnel Costs (1)</b>	<b>\$0.00</b>	<b>Total Services and Supplies (2)</b>	
	\$26,880	\$8,064	<b>GRAND TOTAL:</b> \$34,944

**SUPPLEMENTAL REQUESTS**  
(personnel, services and supplies only)

**FY 2016-17**

**DEPARTMENT :** Parks & Recreation

**DEPARTMENT #:** 101-5012-452

**DESCRIPTION OF REQUESTED ITEM:** Funding for a possible reclassification of the Parks & Cemetery Coordinator position, and a proposed redistribution of funding for the position.

**JUSTIFICATION OF REQUEST:** This position is currently in the same grade classification series as the Parks Operations Coordinator position, yet this position performs all of the duties of this position plus all of the business and operational functions of Lone Mountain Cemetery. This includes showing and selling plots, opening and closing burials, and coordinating funerals with local funeral homes. Even though the Cemetery is an enterprise fund, the Cemetery staff also maintains facilities under the purview of the General Fund, specifically public buildings grounds, parks, and street landscaping. We propose to set aside funds for a possible upgrade, realizing that the Human Resources Department will need to do a comp study of similar positions and approve this action. Based on internal alignment factors within our department we believe this position is comparable in levels of management and responsibilities to the Recreation Program Supervisor position, which is a level S1 with a pay range of \$45,471.50- \$68,208.19 annually. The current range for the Parks & Cemetery Coordinator position is \$36,627.55- \$54,941.95 annually. The reason for this supplemental request is to budget funds for a possible reclassification of the position, and to redistribute the funding for this position based on actual responsibilities. Beginning in FY 16/17 we propose this position be funded 80% from the Cemetery Enterprise Fund, and 20% from the General Fund. It is currently funded 100% from the Cemetery Enterprise Fund. The breakdown of the fiscal impact is listed below.

To summarize, although this increases the General Fund obligation by \$16,563 it decreases the obligation to the Cemetery Enterprise Fund by the same amount. If the reclassification is implemented, then an additional impact of a 5% merit increase annually will be incurred if the employee's performance warrants such an action.

<b>(1) PERSONNEL SERVICES:</b>		<b>(2) SERVICES AND SUPPLIES:</b>	
	<b>Increase Amount</b>	<b>Acct# / Description</b>	<b>Increase Amount</b>
Salary (20% of position @ \$11,864.32 plus share of eligible 5% merit of \$593.22)	\$12,457.54		
Other Pay	\$60.00		
Worker's Compensation	\$122.98		
Group Insurance	\$1,934.63		
Medicare	\$180.64		
Pers	\$1,806.35		
<b>Total Personnel Costs (1)</b>	<b>\$16,562.14</b>	<b>Total Services and Supplies (2)</b>	

			<b>GRAND TOTAL:</b>	<b>\$16,563.00</b>
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**SUPPLEMENTAL REQUESTS**  
(personnel, services and supplies only)

**FY 2016-17**

**DEPARTMENT :** Parks and Recreation

**DEPARTMENT # :** 5056

**DESCRIPTION OF REQUESTED ITEM:** \$2000 for Travel

**JUSTIFICATION OF REQUEST:** In 2010 travel and training budgets were eliminated during the budget cuts. In 2013 \$1969 was moved from the operating budget to reestablish a training budget. A travel budget was never reestablished. This budget was used to cover the cost of the seminar and travel of one employee to Las Vegas for 3 days. The addition of the requested amount will cover the travel expense of one additional employee to Las Vegas for training or allow the employee to attend the training at a farther location for events that don't come close to Carson City Such as United States Institute of Theater Technology (USITT) in Salt Lake, Event Safety Alliance in Oklahoma/Pennsylvania/Palm Springs. With rare exception, Las Vegas is the closest that live entertainment training gets to Carson City. To send some on to Las Vegas for a 3 day training cost \$1228. Airfare- \$456 Round Trip, Hotel- \$500 for 3 nights, \$192 in Per Diem for 3 days, and \$80 in public transportation in Las Vegas. A few of the convention such as USITT and Live Design International (LDI) travel around the country which will cause the travel cost to fluctuate. In the current fiscal the Community Center is 1080 in the red on the Travel Budget from sending employees with free passes to LDI. The employees stayed with family in the area to help cut travel expenses.

<b>(1) PERSONNEL SERVICES:</b>		<b>(2) SERVICES AND SUPPLIES:</b>	
	<b>Increase Amount</b>	<b>Acct# / Description</b>	<b>Increase Amount</b>
Salary	\$ .00	101-5056-451-0580	\$2000
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
<b>Total Personnel Costs (1)</b>	<b>\$ .00</b>	<b>Total Services and Supplies (2)</b>	<b>\$2000</b>
		<b>GRAND TOTAL:</b>	<b>\$2000.00</b>

**SUPPLEMENTAL REQUESTS**  
(personnel, services and supplies only)

**FY 2016-17**

**DEPARTMENT :** Parks and Recreation

**DEPARTMENT # :** 5054

**DESCRIPTION OF REQUESTED ITEM:**

- Move \$6,753 and corresponding benefits from 101-5057-451-01-02 to 101-5054-451-01-02
- Move \$20,260 and corresponding benefits from 101-5060-451-01-02 to 101-5054-451-01-02
- Move \$26,750 from various line items in 5054 to 101-5054-451-01-02

**JUSTIFICATION OF REQUEST:**

The Carson City MAC opened to the public January 13, 2016. Due to staffing and budget constraints, there are currently 3 session times each weekday totaling 11.5 hours of available public time. There is currently a total of 13 hours available to the public on the weekend. There have been many requests from the public that the MAC stay open throughout the weekday not having any break in time. We are requesting the shift of funds in order to accommodate the public request and allow the flexibility for the Program Supervisor and Program Manager to attend City meetings and complete all other work related tasks without performing the front counter operations. By shifting these funds around, it will increase public available time by 10 hours per week.

Also, by shifting staff costs from 5057 and 5060 into the MAC budget, the City will be able to see the true cost of operating the MAC facility providing the community adequate hours for public use of the gym and the track.

<b>(1)PERSONNEL SERVICES:</b>		<b>(2)SERVICES AND SUPPLIES:</b>	
	<b>Increase Amount</b>	<b>Acct# / Description</b>	<b>Increase Amount</b>
Salary	\$ .00		
Other Pay	\$ .00		
Worker's Compensation	\$ .00		
Group Insurance	\$ .00		
Medicare	\$ .00		
Pers	\$ .00		
<b>Total Personnel Costs (1)</b>	<b>\$ .00</b>	<b>Total Services and Supplies (2)</b>	
			<b>GRAND TOTAL:</b>
			\$ .00