

**PARKS AND RECREATION COMMISSION
STAFF REPORT**

MEETING DATE: April 3, 2018

AGENDA ITEM NUMBER: 3C

APPLICANT: David Navarro, Parks Operations Superintendent

REQUEST: **For Possible Action:** Review, discussion and possible direction to staff regarding special event support and equipment provided by the Parks Department. (David Navarro) *(Requested by Supervisor Bagwell and continued from the October 3, 2017 meeting)*

UPDATE:

Since the last meeting that discussed the special event support and equipment provided by the Parks Department, we have gathered information from other agencies in the surrounding area to provide a big picture on the event support and equipment provided for rental in our area. What the department has discovered is that there is a wide variation of support, supplies and equipment that is provided at different rates and circumstances. Some agencies have the equipment that is located at the particular facility as part of the rental package. Others have a menu of individual items that can be added on to a rental for an additional fee. In addition, some charge different rates for different groups while others are a one fee for all structure. As the Parks Department continues to examine the data and work on an equipment rental policy, we are requesting guidance from the Commission.

The Parks Department goal is to cover our cost and implement a capital replacement plan so that some of the fee revenue can be put towards capital improvements. We have also been working on the Parks, Recreation and Open Space Asset Management Plan. We feel that once we have completed this, then we can start to map out our priorities and what role our new fee structure will play in helping replenish some of those capital needs. Once we can better determine our capital needs we can start to calculate funding needs based on capital replacements or refurbishments.

One priority in helping determine the direction staff should be headed is having our older equipment examined and possibly tested for safety and sustainability. We have concerns that some of our equipment has never been examined for load testing, especially those that have been pieced together and are not a standard kit or product. It has been a challenge to find someone qualified to provide this sort of testing. Do we continue to provide this equipment or remove it from our reservation system?

At approximately 75% complete, the Asset Management plan is starting to paint a reliable picture of the Parks, Recreation and Open Space Department. After looking at the breakdown of how many acres of turf, non-turf landscapes, trees and shrubs the Department is currently maintaining, it has become clear that the number of maintenance workers are inadequate to currently maintain the City's parks, trails and open space. This does not take into consideration

the staff hours it takes for the set-up, daily maintenance, clean-up and tear down of these special events that the Department is currently providing. These services then take away from our basic park maintenance.

If we decrease services and increase fees what kind of impact will it have on our renters? We feel that some city sponsored events and non-profits will struggle if they need to purchase or rent equipment from a 3rd party. There are city sponsored events that are important to our community and that raise funds for worthy causes, but have not put together a budget on how to pay for expenses. The Department feels that taking away all the services currently provided, could potentially see these events diminish.

The Department does understand that some services and equipment may still need to be made available for renters and organizations. The city has provided upgrades like, new power circuits, especially downtown, in order to match what the Parks Department currently provides for power to the events. It makes providing power to the user, and the distribution by the Department easier since these changes have been made. In all, more discussion is needed on this topic before we can determine what services and equipment can be provided to future renters or organizations.

GENERAL DISCUSSION: *(Continued from the October 3rd Staff Report)* There has been an on-going discussion of support and equipment provided, for Special Events, by the Carson City Parks Department. The special events supported by Carson City Parks Department have seen an increase since 2012, when we have been able to track and provide data of these special events. From 2012 to 2016 events have nearly doubled that have needed equipment and/or services provided by the Parks Dept. With these type of events, equipment needs vary but could include: bleachers, stages, wire looms, trash cans, picnic tables, tables, chairs and P.A. systems all provided by the Parks Dept. In addition to equipment, some of the bigger events will have Parks staff on site providing services of trash pick, trash cans emptied, restroom cleaning and event set up and tear down. See Parks Equipment Rental breakdown spreadsheet.

To date, most of our equipment used for special event is beyond its useful life. The Parks Department is continually fabricating parts and making in house fixes to obsolete parts or equipment. The integrity of some of the equipment could be compromised as well as the safety of the piece of equipment. Our large portable bleacher is 21 years old, Large Mobile stage is 25 plus, Downtown portable stage 9 years old and it is basically a trailer that has been retrofitted into a stage with an after-market shade canopy. The set up for these pieces of equipment is very cumbersome and generally takes 4 to 5 people to set up and tear down. Not only is the rental equipment reaching this critical melting point but so is the equipment used by our employees during the larger events. A critical piece of equipment, such as the utility carts needed to get around and take care of cleaning duties, are seeing more wear and tear while increasing maintenance cost to these. The bigger impact is on our infrastructure located at the facilities that get over used during large events leading to closures of restroom facilities, ordering more portable restroom units and more after hour call outs for emergency repairs or services. Often times our Regional Parks go without an irrigation cycle for up to 9 days in a row and may only see a few cycles in a 14 day period. There was once a 35 day period where we could only water 9 irrigation cycles on the turf (During the months of July and August). We suffered very visible turf damage and took us a full growing season to minimize the damage caused by a lack of water.

Lastly, what type of impact does this have on our core services for the Parks Department? From the end of April to the end October we turn into a full-time 7 day a week operation. Usually in May we have our first big event (Mother's Day carnival) and from there every weekend we

usually have a big event that will require a lot of seasonal employees to work on weekends as well as having some of the inmates work as well which we did not start until 2015. This usually ends with our Kit Carson Shoot out Soccer tournament at Pete Livermore Sports Complex (1st weekend in November). Some of the core turf and park maintenance will start in March and will generally have to be completed by the end of April for us to be ready for the special event season. Some of the things we do are irrigation fire up, facilities de-winterization, aerification, fertilization, restroom restorations, facilities restoration and playing field restoration from the winter weather. Also, during this time our youth leagues are generally in full swing by the first week of April and going strong until the first week of June. Our sports complexes will see on average 300 baseball games, 130 youth softball games and 450 youth soccer games. Now for the baseball and softball Sports Tournaments, they could see up to 200 games in a given weekend. As for soccer tournaments, they could possibly have up to 300 games in a weekend with a greater amount of teams participating in these types of events. Any type of set back during this time period, generally will have a ripple effect on some aspects of what we are able to do and provide in a timely manner.

In 2006, the Parks and Recreation Department came up with a Master Plan for the department based on the current state and potential future growth. In that Master Plan, a maintenance guideline was created (see handout on Maintenance standards) and is what the Parks operations base its annual maintenance plan on. There are different service levels to the plan and currently we provide some of sort of service in every service levels based on priorities, events and request that come through the department.

RECOMMENDED ACTION: Possible direction to staff from the Parks and Recreation Commission, regarding special event support and equipment provided by the Parks Department.