



STAFF REPORT

Report To: Parks and Recreation Commission

Meeting Date: April 2, 2019

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director
David Navarro, Park Operations Superintendent
Dan Earp, Recreation Superintendent

Agenda Title: For Possible Action: Discussion and possible action to make a recommendation to the Board of Supervisors regarding the Fiscal Year 2019-2020 Parks, Recreation and Open Space Department Budget. *(Jennifer Budge, David Navarro, Dan Earp)*

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

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to recommend to the Board of Supervisors the recommendations as discussed regarding the Fiscal Year 2019-2020 Parks, Recreation and Open Space Department Budget.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Fiscal Year (FY) 2019-2020 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 FY19 budget and the 5-year CIP Plan. Budget priorities included safety issues, infrastructure preservation, rifle range, and encouraging partnerships or other collaborative funding options to address on-going infrastructure needs.

The Department is requesting an increase in general fund 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. Unfortunately, with only approximately \$7 million available citywide for Capital improvements in FY20, and over \$12 million in requests, there are limited opportunities to reinvest in parks infrastructure from the City's General Fund. This further demonstrates the need for the Department to be creative in developing a diverse funding strategy, as outlined in the parks strategic plan.

Without an investment in equipment replacement, the lack of deferred maintenance will result in potential safety issues or having aging equipment removed entirely. With this in mind, staff has completed an asset inventory and will work on assessing condition as part of efforts to manage park assets. The goal is to have a detailed/prioritized short term and long term Capital Improvement Program list to be used as a tool to guide the budgetary process, volunteer projects, and fundraising efforts for future years. This process is on-going.

General fund staffing/supply requests include: 1 new full time Park Ranger position (partial general fund request, partially funded by Open Space and Q18 Maintenance); 1 new full time Trails Coordinator position (upgrade from Part time, partially funded by Open Space, partial general fund request); Adaptive Recreation Supervisor-increase hours from 300 to 1039; AmeriCorps VISTA/Internship Program; Vehicle Repair/Maintenance, Activity Guide printing budget; Increase MAC hours on Sundays; Youth Program data plan; overtime/standby pay for Parks Maintenance; merit increases for seasonal recreation staff; and youth program operating supplies.

Last fiscal year, the Department encountered a cumulative revenue loss of the Cricket cell tower at Pete Livermore Sports Complex, Carson City School District maintenance contract, and the Department now absorbing the overhead for the third party hiring contract (24%-27% per seasonal employee), this equated to an approximately \$160,000 impact to the Park Maintenance budget (equivalent to losing 10 seasonal positions). Some of the General Fund requests in last year and this year’s budget are a result of these impacts, but staff is actively reviewing service levels concurrently as well (i.e. no longer providing rental services such as stages, bleachers etc. for non-city events; special event organizers responsibilities).

TENTATIVE Budget Schedule:

- Feb. 28: Capital Improvements Ranking Discussion – Department Heads/City Management
- March 20: Internal Finance Committee meetings on supplemental requests-operating budgets
- April 1: Budget open house (12 pm and 5:30pm – Sierra Room)
- April 2: Parks and Recreation Commission and possible budget recommendations to BOS
- April 18: BOS meeting-Presentation of FY20 budget and CIP (tentative budget approval)
- May TBD: BOS adopts final FY20 budget

Attached are the following for review and consideration:

- EXHIBIT A: Parks, Recreation and Open Space Budget Comparison
- EXHIBIT B: Supplemental Requests

Alternatives

N/A

Commission Action Taken:

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

(Vote Recorded By)

EXHIBIT A

Parks, Recreation & Open Space Budget Comparison FY18/19 & FY19/20

<u>PARKS ADMINISTRATION</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 469,221.00	\$ 491,149.00
Services and Supplies	\$ 82,029.00	\$ 81,789.00
TOTAL	\$ 551,250.00	\$ 572,938.00

<u>PARKS MAINTENANCE</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 1,108,113.00	\$ 1,154,775.00
Services and Supplies	\$ 582,599.00	\$ 562,160.00
TOTAL	\$ 1,690,712.00	\$ 1,716,935.00

<u>MULTI PURPOSE ATHLETIC CENTER</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 105,992.00	\$ 106,242.00
Services and Supplies	\$ 53,698.00	\$ 53,698.00
TOTAL	\$ 159,690.00	\$ 159,940.00

<u>AQUATICS</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 492,060.00	\$ 501,805.00
Services and Supplies	\$ 213,804.00	\$ 213,804.00
TOTAL	\$ 705,864.00	\$ 715,609.00

<u>COMMUNITY CENTER</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 255,313.00	\$ 261,779.00
Services and Supplies	\$ 145,428.00	\$ 145,428.00
TOTAL	\$ 400,741.00	\$ 407,207.00

<u>RECREATION/YOUTH PROGRAMS</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 379,096.00	\$ 390,385.00
Services and Supplies	\$ 77,170.00	\$ 77,170.00
TOTAL	\$ 456,266.00	\$ 467,555.00

<u>RECREATION / SPORTS</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 239,231.00	\$ 247,033.00
Services and Supplies	\$ 166,885.00	\$ 166,885.00
TOTAL	\$ 406,116.00	\$ 413,918.00

<u>CULTURE & TOURSIUM AUTHORITY</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits (Hourly & OT)	\$ 51,750.00	\$ 53,466.00
Services and Supplies	\$ 36,694.00	\$ 36,534.00
TOTAL	\$ 88,444.00	\$ 90,000.00

<u>Q18 - PARK MAINTENANCE</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 136,592.00	\$ 132,655.00
Services and Supplies	\$ 382,398.00	\$ 382,398.00
TOTAL	\$ 518,990.00	\$ 515,053.00

<u>Q18 - PARKS CAPITAL</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 14,903.00	\$ 14,763.00
Services and Supplies	\$ 53,421.00	\$ 58,307.00
TOTAL	\$ 68,324.00	\$ 73,070.00

<u>Q18 - OPEN SPACE</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 499,477.00	\$ 525,394.00
Services and Supplies	\$ 230,070.00	\$ 310,070.00
TOTAL	\$ 729,547.00	\$ 835,464.00

<u>YOUTH SPORTS ASSOCIATION</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Wages (Hourly & Temp. Staff)	\$ 28,510.00	\$ 28,510.00
Service and Supplies	\$ 42,490.00	\$ 42,490.00
TOTAL	\$ 71,000.00	\$ 71,000.00

<u>LANDSCAPE MAINT. DIST.</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 3,430.00	\$ 3,437.00
Services and Supplies	\$ 27,393.00	\$ 27,393.00
TOTAL	\$ 30,823.00	\$ 30,830.00

<u>RESIDENTIAL CONSTRUCTION TAX</u>	<u>FY18/19</u>	<u>FY19/20</u>
Undesignated	\$ 142,000.00	\$ 32,000.00
TOTAL	\$ 142,000.00	\$ 32,000.00

<u>CEMETERY</u>	<u>FY18/19</u>	<u>FY19/20</u>
Salaries and Benefits	\$ 101,156.00	\$ 114,965.00
Services and Supplies	\$ 50,625.00	\$ 49,375.00
Depreciation Expense	\$ 12,900.00	\$ 12,900.00
TOTAL	\$ 164,681.00	\$ 177,240.00
* Net Income	\$ (33,186.00)	\$ (37,031.00)

2019		2020	
General Fund	\$4,530,083	General Fund	\$4,615,102
Quality of Life	\$1,316,861	Quality of Life	\$1,423,587
Cemetery	\$ 164,681	Cemetery	\$ 177,240
TOTAL	\$6,011,625	TOTAL	\$6,215,929

EXHIBIT B
Parks, Recreation & Open Space FY 19/20 Budget
Supplemental Requests

(Supplemental Requests are made to the Internal Finance Committee (IFC) for increases to the Department's operations budget. These requests are not capital or infrastructure items and may be services and supplies or for personnel. IFC reviews all Department requests and makes final recommendations for future consideration by the Board of Supervisors).

Parks Maintenance:

Vehicle Repair & Maintenance increase (5-year average)	\$14,000
Coordinator Overtime & Standby Pay (April-Oct.)	\$15,928

Recreation:

Activity Guide Publication – 2 hard copies/3-online	\$6,900
PT Adaptive Recreation Supervisor (300 hrs. to 1039 hrs.)	\$10,938
MAC increase of Sunday's hours	\$2,067
Youth Program Data Plan	\$3,000
Merit Increase for Seasonal & Part time staff-Phase 2	\$43,811
Youth Programs Operating Supplies increase	\$2,600

Parks Administration:

AmeriCorps VISTA / Internship Program increase	\$6,900
1 FTE Park Ranger Position*	\$58,045.80
*(35% funding Q18 Open Space, 4.7% Q18 maintenance, mechanic savings impact \$3,900, <u>general fund request is \$20,000</u>)	

Open Space:

1 FTE Trails Coordinator Position*	\$68,740
*(75% funding Q18 Open Space, 25% general fund request is \$17,185)	