



STAFF REPORT

Agenda Item: 8

Report To: Parks and Recreation Commission

Meeting Date: April 6, 2021

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

Agenda Title: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding the Fiscal Year 2021-2022 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 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 to the Board of Supervisors the proposals as discussed regarding the Fiscal Year 2021-2022 Parks, Recreation and Open Space Department Budget.

Board's Strategic Goal

Efficient Government

Previous Action

N/A

Background/Issues & Analysis

The Fiscal Year (FY) 2021-2022 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 FY22 budget and the 5-year CIP Plan. Budget priorities included approximately \$1.5 million in requests from various funding sources for a variety of park projects including Centennial Park tennis courts, Governor's Field #3 renovation, Riverview Park restroom replacement, reinvestment in parks rolling stock and vehicle fleet, aquatic facility, safety issues, infrastructure preservation, and encouraging partnerships or other collaborative funding options to address on-going infrastructure needs. Additional requests of approximately \$1 million were made based on a recommendation from Finance, and the final requests are provided in the attachments as Exhibit A.

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. As outlined in Exhibit B, General fund operating budget requests include: 1 new full time Irrigation Specialist position; 1 new full time Park Maintenance Worker position; merit

increases for seasonal recreation staff due to the minimum wage mandate; HIPAA compliant software for youth recreation; contract services for referees and umpires for sports programs; 50% share of Sr. Park Ranger position from the General Fund (requested by Open Space Advisory Committee), and parks maintenance equipment replacement funds. A budget comparison of the Department's overall budget is provided as Exhibit C.

TENTATIVE Budget Schedule:

- March 10: Capital Improvements Ranking Discussion – Department Heads/City Management
- March 31: Internal Finance Committee meetings on supplemental requests-operating budgets
- April 6: Parks and Recreation Commission and possible budget recommendations to BOS
- April 15: BOS meeting-Presentation of FY22 budget including CIP and supplemental requests (tentative budget approval)
- May 20: BOS adopts final FY20 budget

Attached are the following for review and consideration:

- EXHIBIT A: CIP Summaries
- EXHIBIT B: Operating Budget Requests
- EXHIBIT C: Parks, Recreation and Open Space Budget Comparison

Alternatives

No action or provide alternative direction to staff.

Commission Action Taken:

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

(Vote Recorded By)

Parks, Recreation and Open Space

EXHIBIT A

Capital Improvement Program Department Summary

*Safety or OSHA compliance items **Facility Assessment Report items

APPROVED BY PARKS AND RECREATION COMMISSION ON 2/2/2021 - RECOMMENDED FOR BOS APPROVAL

<u>Minor CIP- General Fund request</u>	<u>Amount</u>	<u>Priority</u>	<u>Inventory Location</u>
Pool flag stanchions*	\$ 4,500.00	1	5 year CIP
Lifejackets and rack*	\$ 4,300.00	2	5 year CIP
Cemetery lowering devise*	\$ 3,500.00	3	5 year CIP
Backstops**	\$ 4,999.00	4	5 year CIP
Cemetery fencing	\$ 4,999.00	5	5 year CIP
Sod cutter	\$ 4,999.00	6	Parks Equipment
Tool replacement	\$ 4,999.00	7	Parks Equipment
Park Ranger truck tools (\$1,500 share from Open Space)	\$ 1,500.00	8	5 year CIP
Edger replacements (4 total)	\$ 4,800.00	9	Parks Equipment
Ponderosa Room TV	\$ 3,900.00	10	5 year CIP
Walk behind mowers (2 total)	\$4,000	11	Parks Equipment
TOTAL MINOR CIP:	\$ 46,496.00		

<u>Major CIP- General Fund request</u>	<u>Amount</u>	<u>Priority</u>	<u>Inventory Location</u>
EVGC Cart Paths and Bunkers* (\$52,244 Duncan Golf match)	\$ 82,756.00	1	5 year CIP
UTV replacement (workman 2100)	\$ 13,500.00	2	Parks Equipment
Sport Court replacement Centennial 7 & 8**	\$ 165,000.00	3	5 year CIP
Ride on sweeper vac. (trails, lots)* (\$27,667 share from Open Space)	\$ 55,333.00	4	Parks Equipment
Field #3 Governors rehabilitation* (\$25,000 match from Youth Sports Association)	\$ 225,000.00	5	5 year CIP
Total CIP GENERAL FUND:	\$ 541,589.00		

<u>QOL Capital request</u>	<u>Amount</u>	<u>Priority</u>	<u>Inventory Location</u>
Irrigation system upgrades Phase III (park system)	\$ 100,000.00	1	5 year CIP
Aquatic Facility Tot Pool replaster**	\$ 25,000.00	2	5 year CIP
Community Center floor cleaning equipment replacement	\$ 30,000.00	3	Parks Equipment
72" mowers (3 total 325D and 328D)	\$ 69,000.00	4	Parks Equipment
ABI field groomer	\$ 27,083.00	5	Parks Equipment
Riverview Park- restroom replacement, walkway and access improvements (ADA)**	\$ 250,000.00	6	5 year CIP
Zero mower w/bagger (walker mower)	\$ 22,660.00	7	Parks Equipment
TOTAL Q18 CAPITAL:	\$ 523,743.00		

<u>QOL Maintenance request</u>	<u>Amount</u>	<u>Priority</u>	<u>Inventory Location</u>
MAC floor resurface**	\$ 12,000.00	1	5 year CIP
Tow behind aerator (pull aerator)	\$ 5,800.00	2	Parks Equipment
Signage Master Plan	\$ 15,000.00	3	5 year CIP
TOTAL Q18 MAINTENANCE:	\$ 32,800.00		

**Parks, Recreation and Open Space
Capital Improvement Program Department Summary Continued**

*Safety or OSHA compliance items **Facility Assessment Report items

APPROVED BY PARKS AND RECREATION COMMISSION ON 2/2/2021 - RECOMMENDED FOR BOS APPROVAL

<u>QOL Open Space request</u>	<u>Amount</u>	<u>Priority</u>	
Right of Way Mower - trails*	\$ 18,900.00	1	Parks Equipment
Trail Boss Groomer	\$ 13,450.00	2	Parks Equipment
TOTAL Q18 MAINTENANCE:	\$ 32,350.00		

<u>Fleet CIP General Fund request</u>	<u>Amount</u>	<u>Priority</u>	
Truck 5238	\$ 45,000.00	1	Vehicle Fleet
Truck 5233	\$ 45,000.00	2	Vehicle Fleet
Truck 5234	\$ 45,000.00	3	Vehicle Fleet
Truck 5026	\$ 40,000.00	4	Vehicle Fleet
Truck 2216	\$ 45,000.00	5	Vehicle Fleet
TOTAL FLEET CIP:	\$ 220,000.00		

<u>Residential Construction Tax request</u>	<u>Amount</u>	<u>Priority</u>	
Ross Gold Park Shelter	\$ 150,000.00	1	5 year CIP
TOTAL RCT:	\$ 150,000.00		

Facility Assessment Report items funded by other sources:

Rifle Range Cover improvements**	NDOW Grant	5 year CIP
Ross Gold Park Restroom and ADA**	CDBG Grant	5 year CIP

TOTAL FY22 CIP REQUEST: \$ 1,546,978.00

**Parks, Recreation and Open Space
Capital Improvement Program Department Summary #2**

*Safety or OSHA compliance items **Facility Assessment Report items

<u>Minor CIP- General Fund request</u>	<u>Amount</u>	<u>Priority</u>
NONE		
TOTAL MINOR CIP:		\$ -

<u>Major CIP- General Fund request</u>	<u>Amount</u>	<u>Priority</u>
Centennial Tennis Courts replacement (2 courts)	\$ 165,000.00	1
Governor's Field Improvements	\$100,000	2
Total CIP GENERAL FUND:		\$ 265,000.00

<u>QOL Capital request</u>	<u>Amount</u>	<u>Priority</u>
MAC rear-parking lot paving (SUP requirement)	\$230,000	1
Outdoor Pool Replaster**	\$150,000	2
Fuji Park Improvements (RACC \$200k match)**	\$100,000	3
Theater ADA improvements**	\$100,000	4
TOTAL Q18 CAPITAL:		\$ 580,000.00

<u>QOL Maintenance request</u>	<u>Amount</u>	<u>Priority</u>
Kubota Tractor	\$46,969	1
Sports Field Utility Vehicle/Tractor	\$75,000	2
Groudmaster 4000D	\$74,000	3
Boom Sprayer	\$13,000	4
TOTAL Q18 MAINTENANCE:		\$208,969

TOTAL REQUEST #2: \$1,053,969

EXHIBIT B

**Parks, Recreation and Open Space
Supplemental Requests - Department priorities FY22**

GENERAL FUND REQUESTS			
Priority	Item	Amount	Fund(s)
1	Legally mandated minimum wage increase	\$ 42,380.26	1015054, 5055, 5056, 5057, 5060
2	Irrigation Specialist - 1 FTE	\$66,600.00	1015012
	(Department contribution Irrigation Spec.)	(\$40,510)	1015012-1015018
3	Park Maintenance Worker - 1 FTE	\$56,406	1015012
	(Department contribution PMWI)	(\$40,000)	1015012
4	HIPAA Compliant Software	\$3,300	1015057
5	Contract Services-sports program	\$5,600	1015060
6	Equipment Replacement Program	\$20,000	1015012
*7	50% share Sr. Park Ranger Position	\$20,425.78	1015012
	Total General Fund Request:	\$ 134,202.04	

QUALITY OF LIFE ALLOCATION REQUESTS			
Priority	Item	Amount	Fund(s)
*1	Kings Canyon TH Grant Match allocation	\$33,275.00	2545047
	Total Open Space Allocation Request:	\$33,275.00	

*Recommended to the BOS by the Open Space Advisory Committee

Parks, Recreation & Open Space Budget Comparison

EXHIBIT C

General Fund FY21 original budget prepared March 2020. Changes: IFC, donations, changes in staff. Jan 2021, Finance readjusts for projected actuals to June 30.

GENERAL FUND

ACTUALS

PROJECTED

<u>PARKS ADMINISTRATION</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	544,428.00	\$	501,580.00
Services and Supplies	\$	64,189.00	\$	44,687.00
TOTAL	\$	608,617.00	\$	546,267.00

<u>PARKS MAINTENANCE</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	1,260,506.00	\$	1,139,854.00
Services and Supplies	\$	591,797.00	\$	575,750.00
TOTAL	\$	1,852,303.00	\$	1,715,604.00

<u>MULTI PURPOSE ATHLETIC CENTER</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	110,479.00	\$	147,970.00
Services and Supplies	\$	53,698.00	\$	53,698.00
TOTAL	\$	164,177.00	\$	201,668.00

<u>AQUATICS CENTER</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	508,635.00	\$	552,742.00
Services and Supplies	\$	206,575.00	\$	221,471.00
TOTAL	\$	715,210.00	\$	774,213.00

<u>COMMUNITY CENTER</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	259,996.00	\$	252,308.00
Services and Supplies	\$	130,428.00	\$	130,428.00
TOTAL	\$	390,424.00	\$	382,736.00

<u>RECREATION/YOUTH PROGRAMS</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	398,470.00	\$	440,210.00
Services and Supplies	\$	98,711.00	\$	96,215.00
TOTAL	\$	497,181.00	\$	536,425.00

<u>RECREATION / SPORTS</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	252,043.00	\$	273,322.00
Services and Supplies	\$	166,885.00	\$	166,885.00
TOTAL	\$	418,928.00	\$	440,207.00

<u>RIFLE RANGE</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits (Hourly & OT)			\$	77,558.00
Services and Supplies			\$	18,500.00
TOTAL	\$	-	\$	96,058.00

<u>YOUTH SPORTS ASSOCIATION</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Wages (Hourly & Temp. Staff)	\$	28,510.00	\$	28,510.00
Service and Supplies	\$	105,610.00	\$	123,216.00
TOTAL	\$	134,120.00	\$	151,726.00

QUALITY OF LIFE FUND

<u>Q18 - PARKS CAPITAL</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits				
Services and Supplies	\$	1,628,000.00	\$	1,482,516.00
TOTAL	\$	1,628,000.00	\$	1,482,516.00

<u>Q18 - PARK MAINTENANCE</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	132,381.00	\$	127,891.00
Services and Supplies	\$	471,303.00	\$	491,108.00
TOTAL	\$	603,684.00	\$	618,999.00

<u>Q18 - OPEN SPACE</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	578,305.00	\$	545,926.00
Services and Supplies	\$	4,159,227.00	\$	4,594,558.00
TOTAL	\$	4,737,532.00	\$	5,140,484.00

ENTERPRISE FUND

<u>CEMETERY</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	78,175.00	\$	62,110.00
Services and Supplies	\$	85,169.00	\$	106,999.00
Depreciation Expense	\$	12,900.00	\$	12,900.00
TOTAL	\$	176,244.00	\$	182,009.00

LANDSCAPE MAINTENANCE DISTRICT

<u>SCHULZ RANCH</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	8,437.00	\$	8,762.00
Services and Supplies	\$	186,991.00	\$	346,392.00
TOTAL	\$	195,428.00	\$	355,154.00

RESIDENTIAL CONSTRUCTION TAX

<u>RCT</u>		<u>FY19/20</u>		<u>FY20/21</u>
Salaries and Benefits	\$	-	\$	-
Services and Supplies	\$	814,384.00	\$	935,032.00
TOTAL	\$	814,384.00	\$	935,032.00

	2020		2021
General Fund	\$4,681,840	General Fund	\$ 4,728,178.00
Quality of Life	\$6,969,216	Quality of Life	\$ 7,241,999.00
Other	\$1,218,312	Cemetery	\$ 1,472,195.00
TOTAL	\$11,575,697	TOTAL	\$ 13,442,372.00