



STAFF REPORT

Agenda Item: 5.E

Report To: Open Space Advisory Committee

Meeting Date: February 21, 2023

Staff Contact: Lyndsey Boyer, Open Space Manager, lboyer@carson.org

Agenda Title: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors on the Fiscal Year ("FY") 2023-2024 Open Space budget. (Lyndsey Boyer, lboyer@carson.org)

Staff Summary: Carson City Municipal Code 13.06.060 states the Open Space Advisory Committee shall review and provide input on open space matters to the City Manager's proposed budget. In preparation for making budget recommendations to the Board of Supervisors for the next FY beginning on July 1, 2023, the proposed budget is presented to coincide with the Parks, Recreation and Open Space Department's budget deadlines.

Agenda Action: Formal Action/Motion

Time Requested: 20 minutes

Proposed Motion

I move to recommend to the Board of Supervisors the budget for Fiscal Year 2023-2024 as presented.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

For FY 2022-2023, the estimated sales tax revenue for the Quality of Life – Open Space budget was \$1,565,207. In FY 2023-2024, the revenue is anticipated to be approximately \$1,348,529. This is a conservative estimate based on current sales tax revenue projections. The attachment includes the line items of most interest and/or discretion by the Committee. Some items cannot be changed, but they are listed below for the Committee's information. The Open Space staff recommends that the accounts be budgeted as identified in the attachment. Proposed modifications to the budget are identified in bold red print.

ATTACHMENTS:

Exhibit A: Proposed FY24 Open Space Budget

Exhibit B: Open Space Budget Breakdown

Exhibit C: CCPROS Department Organizational Chart

Exhibit D: Proposed Parks, Recreation & Open Space Department Capital Improvement Project (CIP) Requests

Applicable Statute, Code, Policy, Rule or Regulation

Carson City Municipal Code 13.06.060

Commission Action Taken:

Motion: _____

1) _____

Aye/Nay

2) _____

(Vote Recorded By)

EXHIBIT A

Proposed FY24 Budget

For Fiscal Year 2023, the estimated revenue for the Quality of Life – Open Space budget was \$1,565,207. The table below includes the line items of most interest and/or discretion by the Open Space Advisory Committee. Any unspent funds from Fiscal Year 2023 will carry forward into the following fiscal year into the undesignated funds line item. **Proposed modifications for consideration are in red bold print.**

ACCOUNT NAME	FY23 BUDGET	FY24 BUDGET
<p>SALARIES AND BENEFITS (FULL-TIME POSITIONS <i>EXISTING AND PROPOSED</i>)</p> <p><i>[Includes health benefits, retirement, foul weather gear, phone, education incentives, phone and car allowance as applicable]</i></p> <ul style="list-style-type: none">• Open Space Manager – 100%• Senior Natural Resource Specialist – 100%• Open Space Maintenance Coordinator – 100%• Open Space Maintenance Worker 1 — 100%• Open Space Maintenance Worker – Level 1 or 2 - 100% (NEW)<ul style="list-style-type: none">○ \$33,905.87 - \$56,219.49○ Up to \$20,000 in additional benefit expenses• Trails Coordinator – 75%• Volunteer Coordinator – 90.6%<ul style="list-style-type: none">○ \$10,000 – Parks General Fund (current AmeriCorps allocation)• Senior Park Ranger – 71%• Park Ranger – 50%• Park Ranger – 50%• Department Director – 15%• Department Business Manager – 15%• Parks Office Specialist – 15%• Park Projects Manager – 10%• Parks Shop Coordinator – 10%• Real Property Manager – 10% (see ISC)	\$564,838	Finance TBD
<p>HOURLY/SEASONAL</p> <ul style="list-style-type: none">• Maintenance Worker (seasonal) – 100%• Trailhead Caretaker – 100%• Summer Intern – 100%	\$75,000	Finance TBD

ACCOUNT NAME	FY23 BUDGET	FY24 BUDGET
PROFESSIONAL SERVICES ¹	\$259,336	\$274,336
TRAINING	\$5,000	\$5,000
EMPLOYEE PHYSICALS	\$200	\$200
SILVER SADDLE RANCH PHONE	\$1,200	\$1,200
SILVER SADDLE RANCH POWER	\$3,000	\$3,000
SILVER SADDLE RANCH HEATING	\$4,000	\$4,000
VEHICLE REPAIR & MAINTENANCE	\$7,972	\$7,972
MAINTENANCE/MANAGEMENT ²	\$148,235	\$166,863
NOXIOUS WEED ABATEMENT Services and Supplies (funded by CWSD grants)	\$15,000	\$15,000
OFFICE EQUIPMENT	\$6,000	\$6,000
FIRE SUPPRESSION ³	\$10,750	\$10,750
HORSECREEK STEWARDSHIP ⁴	\$47,375	\$47,375
INMATE PAYROLL ⁵	\$2,000	\$2,000
PRINTING/ADVERTISING	\$2,000	\$2,000
TRAVEL	\$8,000	\$8,000
MEMBERSHIP/PUBLICATIONS	\$1,500	\$1,500
VEHICLE FUEL	\$7,000	\$7,000
OFFICE SUPPLIES	\$4,000	\$4,000
SUPPLIED UNIFORMS	\$4,000	\$4,000
POSTAGE	\$500	\$500
ISC GENERAL FUND ⁶	\$36,433	Finance TBD
OPERATING SUPPLIES	\$2,000	\$4,000
FLEET MANAGEMENT ⁷	\$20,826	Finance TBD
BOOKS/PERIODICALS	\$250	\$250
LAND ACQUISITION	\$0	\$0
TELEPHONE	\$1,500	\$1,500
SMALL TOOLS	\$1,500	\$1,500
UNDESIGNATED ⁸	\$3,439,852	Finance TBD
MACHINERY/EQUIPMENT <ul style="list-style-type: none"> • Bobcat Chipper Attachment - \$20,628 (50% Open Space, 50% Parks) • Kings Canyon Automatic Gate - \$21,000 • GRIT Chair - \$3,995 • Powered Wheelbarrow - \$4,500 • Shipping Container - \$4,227 	\$127,481	\$44,036

Footnotes:

1. Professional Services

Professional Services funds is the primary account used to fund all ongoing contractual services throughout Open Space, including portable restroom rentals, trailhead restroom cleaning services and cultural resource (Section-106) clearances. Additionally, professional services are needed for other projects such as annual Ash Canyon Road maintenance, professional trail building services, arborist services for hazard tree pruning contracts and equipment rentals. Lastly, \$50,000 was allocated in FY23 as cash match to complete a Water Study and Water Report for the Southern Nevada Public Lands Management Grant (SNPLMA) for the Buzzy's Ranch Water Rights Acquisition and Wetland Enhancement Project.

2. Maintenance/Management

Maintenance/Management funds is the primary account used to fund all maintenance activities throughout Open Space, including open space kiosks, interpretive, directional, and miscellaneous signage, project supplies, equipment and materials. This fund is also used to purchase major and minor CIP requests and is a source of matching funds identified on two Recreational Trail grants totaling \$17,628, as well as a grant from the Carson-Truckee Water Conservancy District totaling \$1,000.

3. Fire Suppression

There are four divisions within the City who financially contribute towards a contract with the Nevada Division of Forestry for wildfire related services. The four divisions are: Fire Department/ General Fund, Utilities, Stormwater, and Open Space. This line item cannot be revised by the Committee.

4. Horsecreek Stewardship/Management

Upon agreement of the Conservation Easement for Horsecreek Ranch. Previous owner, Michael Fagen generously donated \$50,000 towards the land stewardship for this property, and it will remain allocated to the stewardship of Horsecreek Ranch. \$47,375 from the original donation remains. This line item cannot be revised by the Committee.

5. Inmate Payroll

The Parks, Recreation & Open Space Department has an agreement with the Nevada Department of Corrections to work with low-risk inmates in our parks and Open Space. This is an extremely affordable option for additional labor on our maintenance projects. The cost is \$1.00 per hour per inmate, with a \$0.25/hour increase after 3-months, and an additional \$0.25/hour increase for every 6-months thereafter of working with Carson City, with a maximum of \$2.50/hour rate. The proposed budget is based on an estimated two people per day, three days per week for 16 weeks with a maximum rate of \$2.50/hour. The Department resumed utilizing inmate labor in 2023.

6. ISC General Fund

This is in compliance with the City's cost allocation plan. It is based on actual expenses of the General Fund and calculated according to inflation. Each department pays their fair share of Treasurers, Assessors, Human Resources, Information Technology, Finance, District Attorney, City Manager, Elections, etc. All of the General Fund costs that are essential but don't earn revenue are allocated based on usage to the various City Funds. A portion of this funding is allocated to 10% salary/benefits of the Real Property Manager. This line item cannot be adjusted by the committee.

7. Fleet Management

This line item cannot be adjusted by the committee.

8. Undesignated

Any line items not fully spent, will automatically roll over into the undesignated line item, consistent with Quality-of-Life Capital and Quality of Life Maintenance funds. Since the fiscal year is not yet complete, it is unknown what the final amount is estimated to be. Several line items are not fully expensed, so it is anticipated that there will be remaining funds to go into this account that can be used for equipment purchases, future acquisition opportunities or to serve as a grant match for land acquisitions or other grant projects.

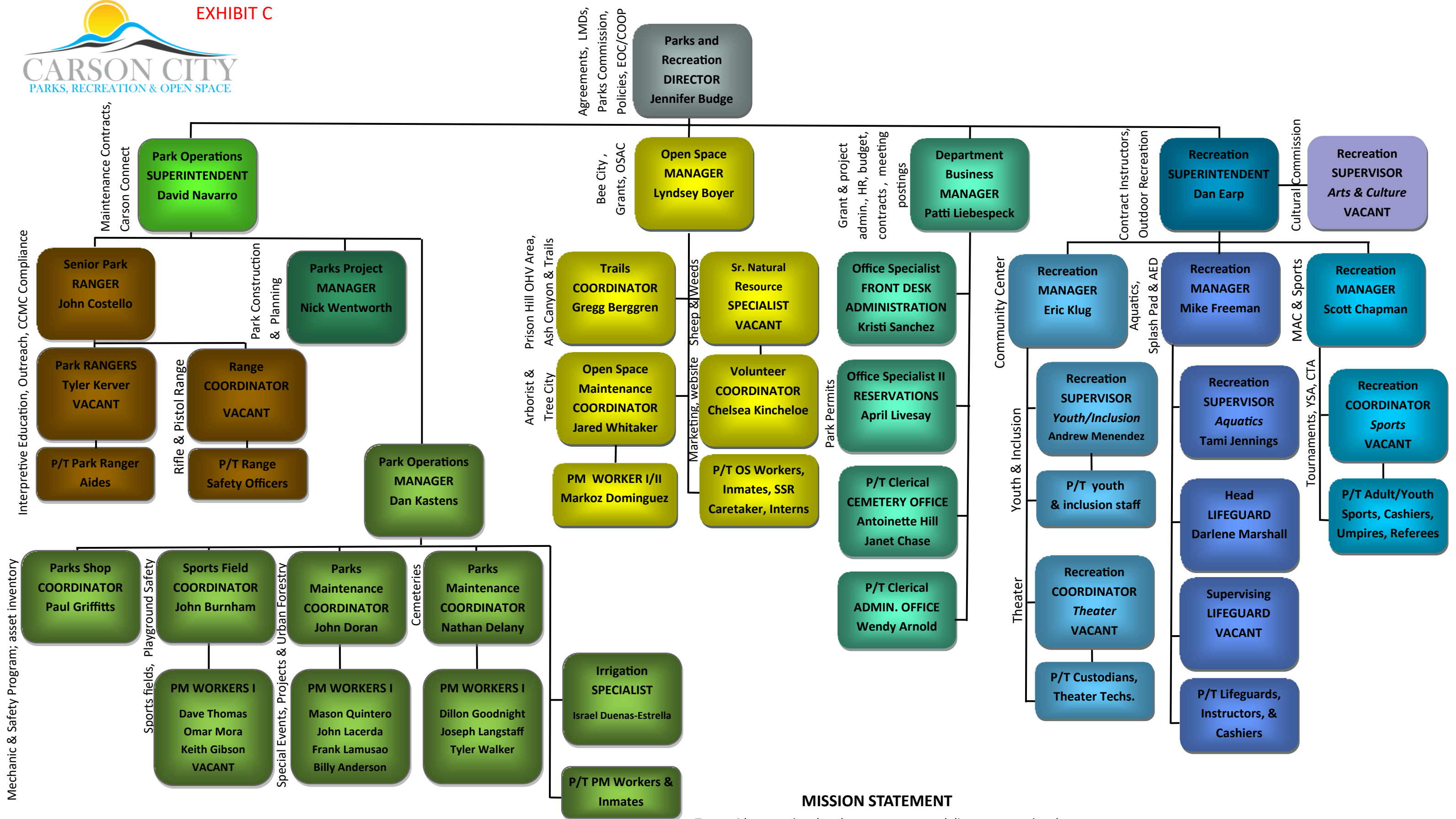
EXHIBIT B

Organization	Object	Account Description	2024 DEPARTMENT Budget	FY24 Budget Changes	2023 Original Budget	2023 Revised Budget	2023 Actuals
2545047	500101	SALARIES	\$510,772.00	\$510,772.00	\$564,838.00	\$514,296.00	\$247,970.90
2545047	500102	HOURLY/SEASONAL	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$2,968.13
2545047	500103	ADMINISTRATIVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500104	SHIFT DIFFERENTIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$6.00
2545047	500106	MANAGEMENT LEAVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$9,669.68
2545047	500107	ANNUAL LEAVE PAYOFF	\$0.00	\$0.00	\$0.00	\$0.00	\$2,398.06
2545047	500108	SICK LEAVE PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500111	OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$1,342.85
2545047	500112	CALL BACK PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500113	STAND-BY PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$602.98
2545047	500114	F L S A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500116	HOLIDAY PAY	\$0.00	\$0.00	\$0.00	\$0.00	\$51.20
2545047	500199	GRANT FUNDED ALLOCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500225	MEDICARE	\$8,396.00	\$8,396.00	\$8,504.00	\$8,504.00	\$3,795.63
2545047	500230	RETIREMENT	\$133,024.00	\$133,024.00	\$129,373.00	\$129,373.00	\$60,503.73
2545047	500240	GROUP INSURANCE	\$111,541.00	\$111,541.00	\$93,865.00	\$93,865.00	\$48,689.40
2545047	500241	CITY HSA CONTRIBUTION	\$13,439.00	\$13,439.00	\$9,851.00	\$9,851.00	\$6,895.80
2545047	500250	WORKERS' COMPENSATION	\$8,264.00	\$8,264.00	\$7,509.00	\$7,509.00	\$2,724.75
2545047	500260	EDUCATION INCENTIVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500265	UNIFORM ALLOWANCE	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00
2545047	500266	FOUL WEATHER ALLOWANCE	\$714.00	\$714.00	\$578.00	\$578.00	\$563.40
2545047	500270	CAR ALLOWANCE	\$585.00	\$585.00	\$585.00	\$585.00	\$337.50
2545047	500271	PHONE ALLOWANCE	\$6,592.00	\$6,592.00	\$6,586.00	\$6,586.00	\$3,612.48
2545047	500362	UNEMPLOYMENT COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500309	PROFESSIONAL SERVICES	\$209,336.00	\$274,336.00	\$209,336.00	\$209,336.00	\$52,913.33
2545047	500330	TRAINING	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$3,529.09
2545047	500356	EMPLOYEE PHYSICALS	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00
2545047	500410	SILVER SADDLE TELEPHONE	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00
2545047	500412	SILVER SADDLE POWER	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$805.92
2545047	500413	SILVER SADDLE HEATING	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$1,997.42
2545047	500433	SOFTWARE MAINTENANCE COST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	500435	VEHICLE REPAIR & MAINT	\$7,972.00	\$7,972.00	\$7,972.00	\$7,972.00	\$2,450.98
2545047	500444	OFFICE EQUIPMENT RENTAL	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$456.97
2545047	500446	FIRE SUPPRESSION	\$10,750.00	\$10,750.00	\$10,750.00	\$10,750.00	\$1,536.94
2545047	500458	HOURSECREEK STEWARD/MGMT	\$47,375.00	\$47,375.00	\$47,375.00	\$47,375.00	\$0.00
2545047	500460	MAINTENANCE CONTRACT	\$125,960.00	\$166,863.00	\$125,960.00	\$125,960.00	\$40,144.32
2545047	500525	INMATE PAYROLL	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
2545047	500542	PRINTING/ADVERTISING	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$148.32
2545047	500545	MEMBERSHIP / PUBLICATIONS	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$433.32
2545047	500580	TRAVEL	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$170.37
2545047	500601	OFFICE SUPPLIES	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$2,392.69
2545047	500602	POSTAGE/SHIPPING	\$500.00	\$500.00	\$500.00	\$500.00	\$18.47
2545047	500625	OPERATING SUPPLIES	\$2,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$2,455.08
2545047	500645	BOOKS/ PERIODICALS/ PUBLICATIO	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00
2545047	500660	VEHICLE FUEL/OIL	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$5,218.64
2545047	500672	SUPPLIED UNIFORMS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$276.85
2545047	500674	SMALL TOOLS/ EQUIPMENT	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$0.00
2545047	500675	SMALL FURNISHINGS	\$0.00	\$0.00	\$0.00	\$8,000.00	\$7,139.39
2545047	500680	GIFTS & DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$3,253.00
2545047	500710	TELEPHONE	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$546.47
2545047	500901	ISC: GENERAL FUND	\$36,433.00	\$36,433.00	\$36,433.00	\$36,433.00	\$18,216.00
2545047	500950	ISC: FLEET MANAGEMENT	\$20,826.00	\$20,826.00	\$20,826.00	\$20,826.00	\$10,413.00
2545047	501228	WEED COALITION	\$0.00	\$15,000.00	\$0.00	\$11,000.00	\$0.00
2545047	501299	GRANT ALLOCATION/DIRECT BILL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	502450	CASH SHORT/OVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	507010	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$4,380,236.00	\$97.50
2545047	507199	UNDESIGNATED PROJECTS	\$30,404.00	\$30,404.00	\$30,404.00	\$3,439,852.00	\$0.00
2545047	507401	LAND ACQUISITION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2545047	507775	EQUIPMENT	\$147,917.00	\$44,036.00	\$147,917.00	\$147,917.00	\$59,182.94
TOTALS			\$1,556,450.00	\$1,575,472.00	\$1,583,312.00	\$9,341,454.00	\$605,929.50

*Funds that rolled over from
FY22



EXHIBIT C



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.

Full-time staff count

FY23 BOS approved: 44

EXHIBIT D**Parks, Recreation and Open Space - CIP Summary Fiscal Year '23-'24***Recommended to the BOS for approval by the Parks and Recreation Commission 2/7/23***Minor CIP - General Fund Requests*****safety/ADA items**

Priority	Item	Location(s)	Amount	Match
1	AED*	Centennial Park	\$1,500	
2	Traffic Control Materials and Supplies*	Various	\$4,999	
3	Park Ranger Uniforms*	3 Park Rangers	\$1,250	yes- Open Space
4	Backstop Repairs*	Sports Complexes	\$4,999	
5	Materials and Supplies	Carson Ridge Disc Golf Park	\$4,999	
6	Materials for bridge crossings	Carson Ridge Disc Golf Park	\$3,000	
7	Trash Receptacle Amenities	Various	\$4,999	
8	Generator replacement	Parks Maintenance	\$3,500	
9	Computers and monitors - youth staff	Community Center	\$4,200	
10	Pallet storage racks	Corporate Yard	\$4,999	
TOTAL MINOR CIP			\$38,445	

Major CIP - General Fund Requests

Priority	Item	Location(s)	Amount	Match
1	Cart path repairs (contractual)*	Eagle Valley Golf Course	\$75,000	yes - Duncan
2	Replace/repair heaving concrete and trip hazards*	Pete Livermore Sports Complex	\$60,000	
3	ADA access/ramp design*	Pete Livermore Sports Complex	\$20,000	
4	Fencing around playground - Dog Policy*	Long Ranch Park	\$35,000	
5	Ventrack Snow Removal Equipment*	Various	\$46,380	
6	Truck Plow - Snow Removal Equipment*	Various	\$10,820	
7	Walk Behind Snow Blowers*	Various	\$6,998	
8	Backstop Netting*	Governor's Field	\$40,000	yes - YSA
9	Inmate Work Crew Trailer	Various	\$15,000	
10	Dog Waste Stations and signage - Dog Policy	Various	\$10,000	
11	Pathway repairs (asphalt, concrete, natural surface)*	Various	\$75,000	
12	Park Ranger Truck Wraps	3 Vehicles	\$4,383	yes - Open Space
13	Dog Park Fencing - Dog Policy	Ronald D. Wilson	\$220,000	
14	Corporate Yard Building Improvements	Parks Administration Building #7	\$50,000	
15	Turf Reduction	College Pkwy./Airport Road	\$200,000	
16	Wrought Iron Fencing	Foreman Robert's House	\$12,000	
TOTAL MAJOR CIP			\$880,581	

Parks, Recreation and Open Space - CIP Summary Fiscal Year '23-'24

Recommended to the BOS for approval by the Parks and Recreation Commission 2/7/23

Fleet - General Fund Requests

*safety/ADA items

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
1	Bobcat loader replacement	Parks Maintenance	\$80,000	
2	5-yard truck replacement	Parks Maintenance	\$120,000	
3	Trailer replacement	Parks Maintenance	\$15,000	
4	Van replacement (inmates)	Parks Maintenance	\$55,000	
5	1/2 ton truck replacement	Parks Maintenance	\$55,000	
6	1/2 ton truck replacement	Parks Maintenance	\$55,000	
7	3/4 ton truck replacement	Parks Maintenance	\$65,000	
TOTAL FLEET			\$445,000	

Major CIP - Quality of Life Capital Requests

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
1	Replace ADA lift for big pool*	Aquatic Facility	\$10,000	
2	ADA Door Retrofit*	MAC	\$7,260	
3	Softball Field Rehabilitation*	Centennial Park	\$300,000	yes - CTA
4	Tennis Court Rehab.* (reallocate \$175k FY23)	Centennial Park	\$155,000	yes- FCCPR
5	Wifi	MAC	\$29,000	
6	Range Improvements-10% Grant match	Carson Rifle and Pistol Range	\$15,000	
7	Entrance/Exit Gates	Carson Ridge Disc Golf Park	\$10,000	
TOTAL QOL CAPITAL			\$526,260	

Minor/Major CIP - Quality of Life Maintenance Requests

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
1	Rigging inspection*	Bob Boldrick Theater	\$3,900	
2	Replace CO2 Feeds*	Aquatic Facility	\$3,500	
3	Heating Unit*	Fuji Park Maintenance Shop	\$15,000	
4	Tool Sharpening Machine	Parks Maintenance	\$23,602	
5	Tow behind chipper	Parks Maintenance/Open Space	\$7,383.5	yes- Open Space
6	Signage Master Plan	Various	\$15,000	
7	Kubota UTV Utility Cart	Parks Maintenance	\$43,117	
8	Scoreboard Controllers	Centennial Park	\$10,000	
TOTAL QOL MAINTENANCE			\$121,502.5	

Parks, Recreation and Open Space - CIP Summary Fiscal Year '23-'24

Recommended to the BOS for approval by the Parks and Recreation Commission 2/7/23

Minor/Major CIP - Quality of Life Open Space

*safety/ADA items

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
N/A	Tow Behind Chipper	Open Space/Parks Maintenance	\$7,383.5	yes- QOL Main.
N/A	Powered Wheel Barrow	Open Space	\$4,500	
N/A	Adaptive GRIT Wheelchair*	Open Space	\$3,995	
N/A	Small Tools/Equipment Replacement	Open Space	\$4,999	
N/A	Automatic Gate	Kings Canyon Trailhead	\$21,000	
N/A	Connex Box for Equipment Storage	Open Space	\$4,227	
N/A	Park Ranger Uniforms*	Open Space	\$1,250	yes- GF Parks
N/A	Park Ranger Truck Wraps	3 Vehicles	\$4,383	yes- GF Parks
TOTAL QOL OPEN SPACE			\$51,737.5	

Major CIP - Cemetery Enterprise Fund

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
N/A	New Trash Receptacles	Lone Mountain Cemetery	\$14,000	
N/A	EZGO Cart	Lone Mountain Cemetery	\$17,079	
TOTAL CEMETERY FUND			\$31,079	

Residential Construction Tax

NONE