



STAFF REPORT

Agenda Item: 5C

Report To: Parks and Recreation Commission

Meeting Date: April 4, 2022

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors regarding the Fiscal Year (“FY”) 2023-2024 Parks, Recreation and Open Space Department Budget. (Jennifer Budge, jbudge@carson.org)

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, staffing and service/supply 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 proposed Fiscal Year 2023-2024 Parks, Recreation and Open Space Department Budget as discussed.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

The Fiscal Year (FY) 2022-2023 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 FY24 budget, the 5-year CIP Plan, and staffing needs. Budget priorities included requests from various funding sources for a variety of park projects including vehicle fleet and rolling stock equipment replacement; ADA lift for pool; Centennial Park tennis court and field improvements; cart path repairs at Eagle Valley Golf Course; ADA repairs at Pete Livermore Sports Complex; supplies for Carson Ridge Disc Golf Course; safety items; and infrastructure preservation throughout the Parks System.

The Department is requesting an increase in 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, operating budget requests include:

Full Time Staffing Requests:

- 1 new full time Park Ranger
- 1 new full time Park Maintenance Worker position (Open Space)

- 1 new full time Recreation Coordinator-youth
- 1 new Parks Maintenance Project Coordinator
- 1 new Senior Park Maintenance Coordinator
- Reclassification of Office Specialist to Senior Office Specialist

Seasonal Requests:

- Hourly salary range increase
- Outdoor program budget with part-time staff
- Rifle and Pistol Range seasonal staff increase
- Swim instructor incentive pay

Supply Requests:

- Parks Maintenance Chemicals
- Park Ranger Supplies
- Pool Chemicals
- Pool Utilities
- Uniforms (Parks Maintenance and Rangers)
- Arts and Culture/Event budget

TENTATIVE Budget Schedule:

March 20: Capital Improvement Projects Ranking Discussion – Department Heads/City Management

March 29: Internal Finance Committee meetings on supplemental requests regarding operating budgets

April 4: Parks and Recreation Commission and possible budget recommendations to BOS

April 20: BOS meeting-Presentation of FY23 budget including capital and supplemental requests (tentative budget approval)

May: BOS adopts final FY23 budget

Attached are the following for review and consideration:

EXHIBIT A: Department CIP Summary (updated based on ranking discussion)

EXHIBIT B: Operating Budget Requests

EXHIBIT C: Proposed FY24 Department Organizational Chart

EXHIBIT D: Budget Comparison

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Parks, Recreation & Open Space various Accounts

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: If approved, budgets will be added during the FY24 budget cycle.

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 - 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**

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match/NOTES</u>
1	AED*	Centennial Park	\$0	CTA 1% to fund
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	\$0	
7	Trash Receptacle Amenites	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	\$0	FY23 QOL Main
		TOTAL MINOR CIP	\$28,946	

Major CIP - General Fund Requests

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match</u>
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 (reduce by \$20k)	\$20,000	request 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 (divide between QOL)	\$2,922	QOL OS/Main
13	Dog Park Fencing - Dog Policy	Ronald D. Wilson	\$220,000	
14	Corporate Yard Building Improvements	Parks Administration Building #7	\$0	
15	Turf Reduction	College Pkwy./Airport Road	\$0	
16	Wrought Iron Fencing	Foreman Robert's House	\$0	Redevelopment
		TOTAL MAJOR CIP	\$597,120	

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 (increase by \$20k)	\$100,000	
2	PA Dump/Plow Truck	Parks Maintenance	\$95,000	
3	PA Dump Druck	Parks Maintenance	\$150,000	
2	5-yard truck replacement	Parks Maintenance	\$0	
3	Trailer replacement	Parks Maintenance	\$0	
4	Van replacement (inmates)	Parks Maintenance	\$0	
5	1/2 ton truck replacement	Parks Maintenance	\$0	
6	1/2 ton truck replacement	Parks Maintenance	\$0	
7	3/4 ton truck replacement	Parks Maintenance	\$0	
TOTAL FLEET			\$345,000	

Major CIP - Quality of Life Capital Requests

<u>Priority</u>	<u>Item</u>	<u>Location(s)</u>	<u>Amount</u>	<u>Match/Notes</u>
1	Replace ADA lift for big pool*	Aquatic Facility	\$10,000	
2	ADA Door Retrofit*	MAC	\$7,260	FY23
	Softball Field Rehabilitation*			
3	Park Master Plan & Sportsfield Design	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	
\$519,000				

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	

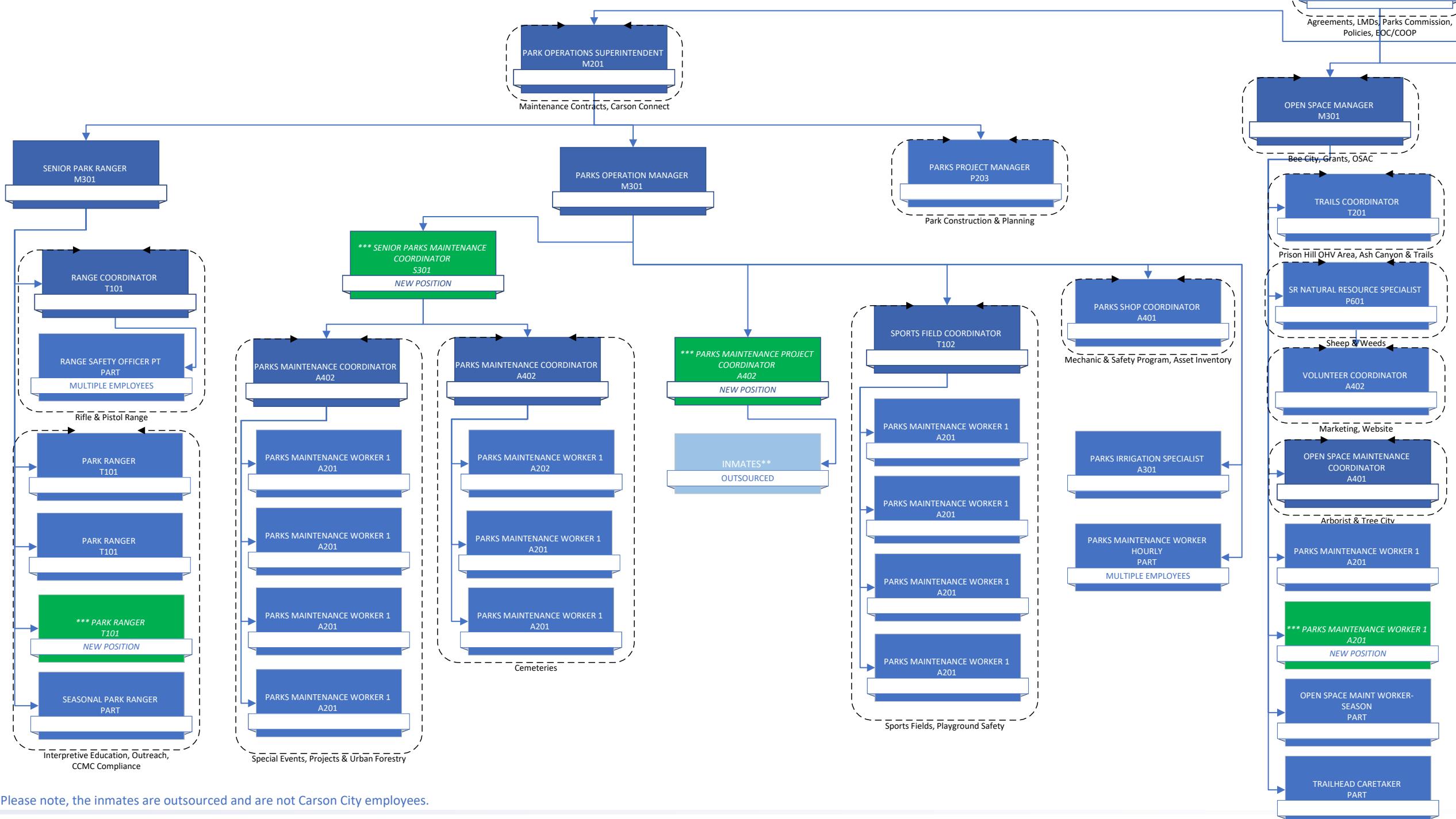
Residential Construction Tax

NONE

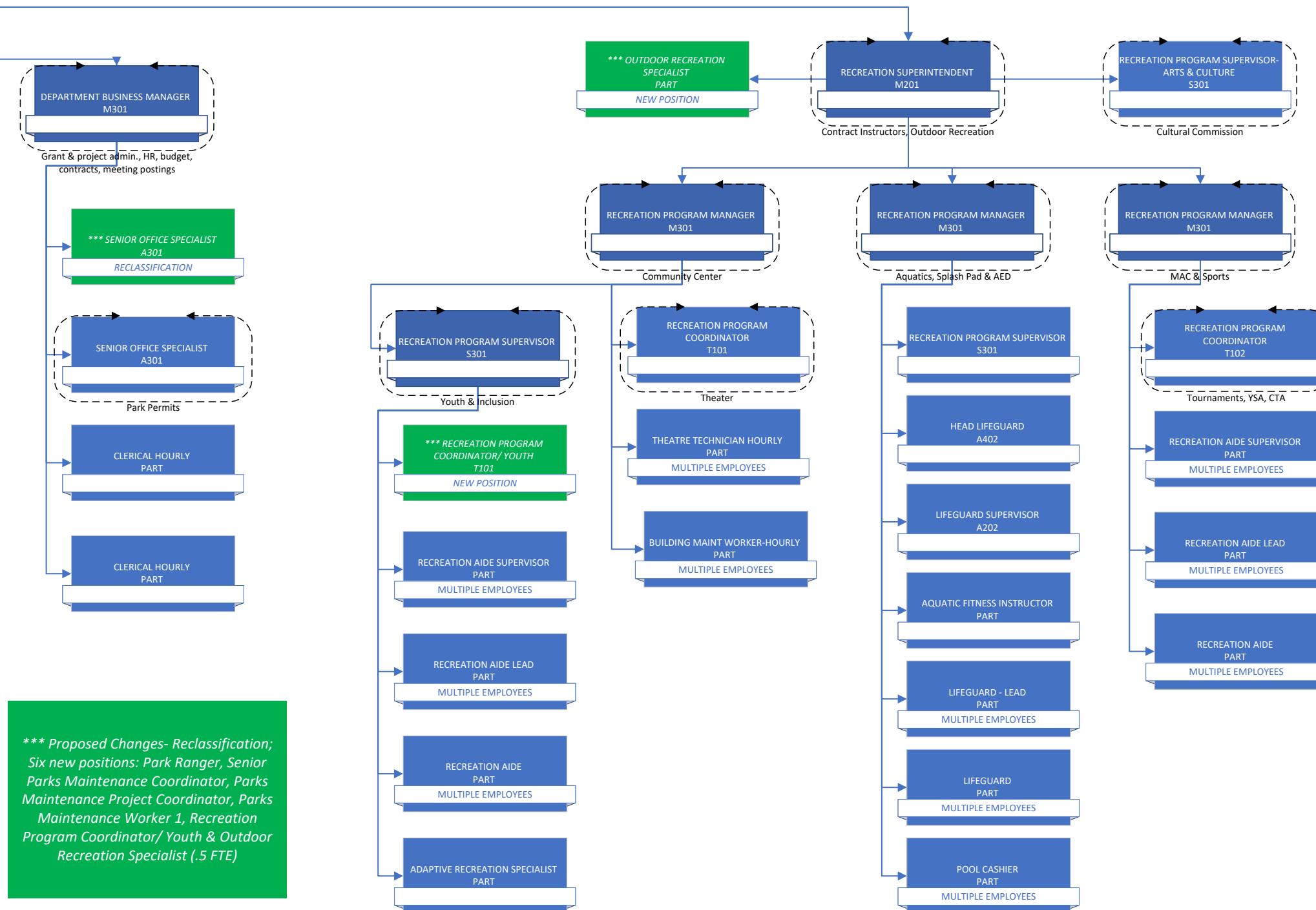
FY24 SUPPLEMENTAL REQUESTS
EXHIBIT B

NEW FTE AND RECLASS	Reallocation Existing GF	New GF	Reallocation QOL Maint	New QOL Maint	New QOL OS	New Redevelopment	New IAF Fund	Totals
1 FTE Park Ranger			\$ 15,585.00		\$ 39,900.00		\$ 24,314.50	\$ 79,799.50
1 FTE Parks Maintenance Project Coordinator	\$ 73,900.00	\$ -						\$ 73,900.00
1 FTE Parks Maintenance Worker (Open Space)		\$ -			\$ 82,361.00			\$ 82,361.00
1 FTE Recreation Coordinator (Youth)	\$ 54,276.00	\$ 21,387.00						\$ 75,663.00
1 FTE Senior Park Maintenance Coordinator		\$ 38,812.00		\$ 19,406.00		\$ 19,406.00		\$ 77,624.00
Reclass Office Specialist		\$ 5,176.12		\$ 323.00	\$ 971.00			\$ 6,470.12
TOTAL NEW FTE & RECLASS	\$ 128,176.00	\$ 65,375.12	\$ 15,585.00	\$ 19,729.00	\$ 123,232.00	\$ 19,406.00	\$ 24,314.50	\$ 395,817.62
*SEASONAL REQUESTS	Reallocation Existing GF	New GF	Reallocation QOL Maint	New QOL Maint	New QOL OS	New Redevelopment	New IAF Fund	Total Request
GF - Hourly Salary Range Increase	\$ 39,816.90	\$ 64,516.00						\$ 104,332.90
GF - Outdoor Program Budget w/.50 FTE		\$ 51,554.00						\$ 51,554.00
GF - Rifle and Pistol Range Budget		\$ 33,831.00						\$ 33,831.00
GF - Swim Instructor Incentive Pay		\$ 5,643.00						\$ 5,643.00
*Revenue Offset								\$ -
TOTAL SEASONAL REQUESTS	\$ 39,816.90	\$ 155,544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,360.90
SUPPLY REQUESTS	Reallocation Existing GF	New GF	Reallocation QOL Maint	New QOL Maint	New QOL OS	New Redevelopment	New IAF Fund	Total Request
GF - Park Maintenance Chemicals		\$ 10,000.00						\$ 10,000.00
GF - Park Ranger Supplies		\$ 1,000.00						\$ 1,000.00
GF - Pool Chemicals		\$ 17,190.00						\$ 17,190.00
GF - Pool Utilities		\$ 32,906.00						\$ 32,906.00
GF - Uniforms		\$ 5,000.00						\$ 5,000.00
REDVL - Arts & Culture, and Events Budget	\$ -				\$ 25,000.00			\$ 25,000.00
TOTAL SUPPLY REQUESTS		\$ 66,096.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 91,096.00
GRAND TOTALS	\$ 167,992.90	\$ 287,015.12	\$ 15,585.00	\$ 19,729.00	\$ 123,232.00	\$ 44,406.00	\$ 24,314.50	\$ 682,274.52

Parks, Recreation and Open Space



****Please note, the inmates are outsourced and are not Carson City employees**



Parks, Recreation & Open Space Budget Comparison

EXHIBIT D

General Fund FY23 original budget prepared March 2022. Changes: IFC, augmentations, donations, changes in staff. Jan 2023, Finance readjusts for projected actuals to June 30.

GENERAL FUND	EXPENSES		REVENUE	
	ACTUALS	BUDGET	ACTUALS	YTD
PARKS ADMINISTRATION	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 498,944.52	\$ 499,360.00		
Services and Supplies	\$ 25,255.41	\$ 31,478.00		
TOTAL	\$ 524,199.93	\$ 530,838.00	N/A	N/A
PARKS MAINTENANCE	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 1,165,478.16	\$ 1,308,824.00		
Services and Supplies	\$ 714,212.01	\$ 788,348.00		
TOTAL	\$ 1,879,690.17	\$ 2,097,172.00	N/A	N/A
MULTI PURPOSE ATHLETIC CENTER	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 76,528.78	\$ 114,278.00		
Services and Supplies	\$ 67,064.77	\$ 76,698.00		
TOTAL	\$ 143,593.55	\$ 190,976.00	\$ 74,997.66	\$ 57,720.51
AQUATICS CENTER	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 491,663.00	\$ 636,786.00		
Services and Supplies	\$ 279,528.21	\$ 297,084.00		
TOTAL	\$ 771,191.21	\$ 933,870.00	\$ 235,300.28	\$ 166,964.30
COMMUNITY CENTER	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 211,346.32	\$ 322,809.00		
Services and Supplies	\$ 123,440.40	\$ 141,428.00		
TOTAL	\$ 334,786.72	\$ 464,237.00	\$ 61,892.69	\$ 36,763.70
RECREATION/YOUTH PROGRAMS	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 355,322.47	\$ 497,140.00		
Services and Supplies	\$ 104,064.54	\$ 96,140.00		
TOTAL	\$ 459,387.01	\$ 593,280.00	\$ 366,738.36	\$ 177,005.82
RECREATION / SPORTS	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 124,383.96	\$ 377,006.00		
Services and Supplies	\$ 142,705.67	\$ 172,485.00		
TOTAL	\$ 267,089.63	\$ 549,491.00	\$ 180,783.10	\$ 124,461.50
RIFLE RANGE	FY22	FY23	FY22	FY23
Salaries and Benefits (Hourly & OT)	\$ 109,337.63	\$ 114,482.00		
Services and Supplies	\$ 20,403.49	\$ 19,030.00		
TOTAL	\$ 129,741.12	\$ 133,512.00	\$ 75,579.00	\$ 51,554.51
YOUTH SPORTS ASSOCIATION	FY22	FY23	FY22	FY23
Salaries and Wages (Hourly & Temp. Staff)		\$ 15,582.00		
Service and Supplies	\$ 93,305.37	\$ 109,604.00		
TOTAL	\$ 93,305.37	\$ 125,186.00	N/A	N/A

QUALITY OF LIFE	EXPENSES		REVENUE	
	ACTUALS	BUDGET	ACTUALS	YTD
Q18 - PARK MAINTENANCE	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 65,613.05	\$ 245,876.00		
Services and Supplies	\$ 453,719.30	\$ 841,340.00		
TOTAL	\$ 519,332.35	\$ 1,087,216.00	N/A	N/A
Q18 - PARKS CAPITAL	FY22	FY23	FY22	FY23
Salaries and Benefits		\$ 52,359.00		
Services and Supplies	\$ 379,559.72	\$ 2,793,142.00		
TOTAL	\$ 379,559.72	\$ 2,845,501.00	N/A	N/A
Q18 - OPEN SPACE	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 564,837.92	\$ 846,647.00		
Services and Supplies	\$ 644,803.06	\$ 8,494,807.00		
TOTAL	\$ 1,209,640.98	\$ 9,341,454.00	N/A	N/A

OTHER FUNDS	EXPENSES		REVENUE	
	ACTUALS	BUDGETED	ACTUALS	YTD
ENTERPRISE FUND				
CEMETERY	FY22	FY23	FY22	FY23
Salaries and Benefits	\$ 53,736.55	\$ 103,220.00		
Services and Supplies	\$ 119,047.34	\$ 196,268.00		
Depreciation Expense	\$ 12,860.54	\$ 13,500.00		
TOTAL	\$ 185,644.43	\$ 312,988.00	\$ 193,440.70	\$ 90,615.65

LANDSCAPE MAINTENANCE DISTRICT

SCHULZ RANCH	FY22	FY23	FY22	FY23
	ACTUALS	BUDGETED	ACTUALS	YTD
Salaries and Benefits		\$ 43,545.00		
Services and Supplies	\$ 43,851.11	\$ 617,484.00		
TOTAL	\$ 43,851.11	\$ 617,484.00	\$ 127,960 (est)	\$ 127,960 (est)

RESIDENTIAL CONSTRUCTION TAX

RCT	FY22	FY23	FY22	FY23
	ACTUALS	BUDGETED	ACTUALS	YTD
Salaries and Benefits	\$ -			
Services and Supplies	\$ 4,990.68	\$ 877,771.00		
TOTAL	\$ 4,990.68	\$ 877,771.00	\$ 246,600.00	\$ 203,000.00

2022 Actual Expenses	2023 Budgeted
General Fund \$ 4,602,985	General Fund \$ 5,618,562.00
Quality of Life \$ 2,108,533	Quality of Life \$ 13,274,171.00
Other Funds \$ 234,486	Other Funds \$ 1,808,243.00
TOTAL \$ 6,946,004	TOTAL \$ 20,700,976.00