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Home

Clear Creek History

Explore the Facility

Lodging Options

Meeting Room Options

Price Guide

Make Reservations

How to Help

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ASSEMBLY NATURAL RES., AGRICULTURE & MINING
DATE: 3/24/03 ROOM: 3161 EXHIBIT C 1-15
SUBMITTED BY: Jim Barbee

Budget Narrative Cost Proposal

The Clear Creek Youth Center has been in existence since 1965 with minimal funds identified for capital improvement or expansion. During this past legislative session, funds were allocated for major repairs and maintenance. If the Nevada FFA foundation and the state can come to an agreement, it is the intent of the foundation to seek private and/or corporate funding to expand and/or enhance the opportunities provided by the center. The following identifies some of the major capital improvements that may be implemented:

Projected Income

Income would be utilized based on the current usage of and increased usage of the facilities. Aggressive marketing of the facilities is crucial to the increase of usage needed for the success of this project. It was stated that the facilities are at a current 80 percentage usage level. This could not be correct based on the capacity of the facilities. The facilities will sleep 224 each night for 365 days. That creates a total possible usage number of 81,760 usage. Last year, usage was around 5,800. This is a 7 percent usage. Many camps across the nation average 50 percent usage. The foundation based the first usage number on a 15 year average and increased usage by 50 percent the second and third year based on marketing. It then increased 10 percent each year until it leveled off at a safe 43 percent average usage. The foundation considers the usage figures, and the budgeted income conservative.

The foundation increased the overnight fee from \$6.50 to \$12 per night. We feel this is a necessity in order to meet a breakeven to profit level of production for the facilities. Averages of camps in Nevada and other states are from \$12 to \$15. The Nevada 4-H Camp in Lake Tahoe, within 15 miles of Clear Creek, charges \$14 per person overnight fee. This change enables us to be very competitive.

Meal income is based on the maintenance of the current contract.

While researching other FFA camps that are managed by FFA foundations in other states, the foundation discovered that independent sports camps are a financially beneficial project to increase revenue for this type of facility. By managing a three day sports camp, you can increase income versus rental by 600%. These funds will be focused on capital improvement and repairs to the facilities.

Projected Expenses

Annual lease of facility expense is not a line item in the budget, because the FFA foundation would prefer to an agreement of \$5,000 minimum placed towards capital improvements of the facilities in lieu of a lease amount payment to the state. This ensures that ongoing improvement on the state's facilities are maintained.

Personnel Expenses is based on the Nevada FFA Foundation's current salary and the needed increase of the camp director/maintenance position required by this project. The salaries would increase by 4% each year and would include use of one house per each salaried position. The amounts budgeted include all benefits and would be contracted through Great Basin Community College.

- The executive director would be responsible for all fiscal and booking activities associated with the camp.
- The camp director/maintenance position would be responsible for the daily management of the facilities and all maintenance. There are many qualified persons available through the parks and recreation departments in universities across the western United States.
- Student interns would be hired to assist the camp directors with daily maintenance and improvement of the facilities. Agriculture education students are trained for these types of activities at the secondary education level.

Operating Expenses are based on current expenditure levels of the camp and increased cost of activities needed to increase usage of the facilities. The current expenses associated with operations of the FFA foundation are included.

- Marketing Expense, see response to question 4.2 of RFP in the Cost Proposal.
- The cost of the sports camps operated each year are also included as a separate operating expense each year.

Equipment expenses are based on long term replacement over ten years of needed equipment. Much of the existing equipment is antiquated and in need of replacement. The budget is designed to replace most existing equipment.

The meal contract expense is based on the current contract agreement between the state and a private vendor. The FFA foundation would prefer to maintain this contract.

The utilities expense is based on the current cost levels of the facilities and the projected level of increased activities and usage of the facilities.

Maintenance and building expenses are explained by the descriptions of the needed capital improvements that are listed by year in the following pages. Much of the capital improvements will be done in the first five years of the project

First Year:

- **Tools & Hand Equipment-** The project will need a initial cost for needed hand equipment that will vary once an inventory has been performed by the state of what equipment will be available with the camp. These tools will be utilized to carry out much of the building maintenance, and could range from shovels and rakes to paint spray rigs and compressed nail gun equipment. It is difficult to identify with great detail until an inventory is performed.
- **Landscape Development-** The Nevada FFA Foundation will work with high school agriculture programs in the state to start immediately landscaping and cleaning up existing fire hazards around the buildings on the facilities.
- **Sand Volleyball Court-** At very little cost, the volleyball court will be developed as an additional draw to the center. Again, agricultural education students will be asked to assist in the construction of the project.
- **Building Maintenance-** The buildings located on the facilities are structurally sound but in need of ongoing improvements and repairs. Paint, structure repair, flooring, roofing, plumbing, and all other needed repairs will be implemented each year.

Second Year:

- **Activities Field-** A large grass field that could be marketed to increase the use of the Clear Creek facility. Interns and students of agricultural education programs would provide the labor as a community service.
- **Landscape Development-** The Nevada FFA Foundation will work with high school agriculture programs in the state to landscape and clean up around the buildings on the facilities.
- **Tennis/Basketball Court Repair-** This would consist of repairs made on existing courts. These repairs are necessary to render the courts useable. At this time, these courts are not safe for use. These repairs would be among others during the second year of the project.
- **Ground Level Ropes/Obstacle Course-** Funding will be sought for the development of the ropes course for the purpose of providing leadership training activities to various youth and adult groups. This activity, used nation-wide, helps individuals to acknowledge their fears and assist them in improving their self-esteem and enhancing their leadership skills. This addition provides more diversified opportunities for the center.
- **Amphitheater-** The addition of the amphitheater will provide another dimension to the opportunities of the center. This construction of the amphitheater is projected

during the second year of occupancy. As a community service activity, an agricultural mechanical engineering class will assist in the construction of this project.

- Building Maintenance- The buildings located on the facilities are structurally sound but in need of ongoing improvements and repairs. Paint, structure repair, flooring, roofing, plumbing, and all other needed repairs will be implemented each year.

Third Year:

- Camping Area and Trail Development- This project will be developed by student interns, Agricultural Education students performing community service activities, and the U.S. Forest Service. This can be constructed for little or no cost.
- Building Maintenance- The buildings located on the facilities are structurally sound but in need of ongoing improvements and repairs. Paint, structure repair, flooring, roofing, plumbing, and all other needed repairs will be implemented each year.

Fourth Year:

- Building Maintenance- The buildings located on the facilities are structurally sound but in need of ongoing improvements and repairs. Paint, structure repair, flooring, roofing, plumbing, and all other needed repairs will be implemented each year.

Fifth Year:

- Building Maintenance- The buildings located on the facilities are structurally sound but in need of ongoing improvements and repairs. Paint, structure repair, flooring, roofing, plumbing, and all other needed repairs will be implemented each year.

The capital improvements that are needed for the project are considerable. It should be noted that approval of the projected Facilities Master Plan from the appropriate state agency will be requested by the Nevada FFA Foundation before improvement activities will occur. It should also be noted that the accomplishment of the above is based upon earnings generated by the facilities and the foundation's ability to acquire grant funding from private and/or corporate source. We did not include projected donations in the budget, but we feel this will be a substantial amount to assist with the capital improvements.

BUDGET NARRATIVE DETAIL
NEVADA FFA FOUNDATION
CLEAR CREEK YOUTH CENTER PROPOSAL

PROJECTED INCOME	Projected income will be generated from overnight and day use fees, building rentals, food services, state subsidies, and aggressive grant writing.	Fiscal Year 2004 July 1, 2003 to June 30, 2004
Dorm Fee	This budget item is based on a fourteen-year average of 8,736 overnight users of the Clear Creek facility from 1986-1999. The overnight fee in the operation would increase from \$6.50 to \$12 dollars. This is a five and half dollar increase to enable the camp to start operating at a breakeven to profit level. The camp will also have a minimum usage fee based on 50 persons. This is to ensure that the facility will operate without state support. The FFA foundation will also apply for many start-up and operational funds from private foundations. Many private foundations have a significant history of funding youth centers with a diverse population usage.	\$104,832.00
Facilities	This income figure is based on rental of one house and two mobile homes. This income will decrease over the life of the project as the housing is utilized as a wage piece for project managers.	\$22,500.00
Meals	This fee will remain the same based on the current contractor. An average cost of \$20 was used for this figure. This figure is based on the facility usage average over 14 years of 8,736.	\$174,720.00
Gym Fee	For the purpose of day use of the facilities, a \$150.00 fee would be applied to a group that would use the gym. The income is based on 40 uses.	\$6,000.00
FFA Foundation Support of Camp	This is the amount of funds the FFA Foundation will put toward the management of the Clear Creek Youth Center. The funds would be used to support the executive director's position.	\$47,000.00
Sport Camp Income	The FFA foundation plans to create a new funding source for the facilities improvement and operation through the hosting and management of youth sports camps. A minimum of four, three day sports camps would be created for boys and girl's basketball, boy's wrestling, and girl's volleyball. Major college coaches would be hired for three days of each camp and \$250 would be charged for each student that participated. This fee is \$100 less	\$180,000.00

	than most camps. The camps would target 180 students for each one.	
Sound Equipment Usage	Audio equipment is currently available through the Nevada FFA Foundation and would be included with the use of the facilities. This will be used as part of the Marketing Strategy. The income is based on 40 users during the year at a cost of \$150 dollars per use.	\$6,000.00
Day Use Fee	The day use fee of facilities is \$7.50 dollars per person with a minimum usage fee based on 50 persons. The Governor's Office bases the usage figures on 2,500 individuals the first year as described by the potential usage report. For the purposes of this proposal, the foundation did not identify income for day use due to the poor reliability of number of day users.	\$0.00
TOTAL INCOME	This is the anticipated gross income.	\$541,052.00
PROJECTED EXPENSES		
Personnel Expenses		
Executive Director	This position is currently in existence and is funded by the FFA foundation. This would be the management agent of the facilities and project. Included is a resume of the FFA foundation's executive director for review. The foundation feels this position is a natural fit due to her experience in marketing, advertising, and communications. The budget amount includes benefits and workers comp.	\$47,000.00
Youth Center Director	This position would be funded through revenue generated from the marketing of the center. This salary would be combined with the use of one of the three houses. The position would oversee the day-to-day operations of the facility and would help manage the capital improvement projects. This position would also handle all maintenance of facilities. The budget amount includes benefits and workers comp.	\$30,000.00
Student Internships	This will be an expanding program that will enable the camp to utilize a low cost workforce while providing a learning experience for secondary and postsecondary students. Over the length of the project, the number of interns will increase with the	\$10,000.00

	increase in the center's needs. Agriculture Education students in Nevada would largely make up the potential interns. These students are trained at the high school level for facility maintenance and landscaping.	
Personnel Total	This is the total funds, state and foundation, utilized for personnel.	\$87,000.00
Operating Expense		
Inspection and Certification	This is the current cost incurred with various health and safety inspections.	\$1,500.00
Insurance and Bond	The FFA foundation was quoted a liability insurance bond. The bid was quoted by one of the FFA Foundation's partners, Nevada Farm Bureau.	\$5,000
Marketing	This is the cost of marketing supplies and fees. For more budget detail, reference the marketing plan within this proposal. The budget increases by \$48,000 the second year through the tenth based on paid print ads.	\$30,300.00
Office Equip. Repair & Maint.	This expenditure will cover cost incurred with minor office equipment repair and maintenance.	\$300.00
Operating Supply	This expenditure will maintain the daily needs for small office supply. (i.e. Paper, pen, print cartridges..)	\$1,200.00
Postage	This is the cost of postage for the general management of the youth center.	\$1,500.00
Print and Copy	This expenditure will cover any of the cost incurred through contracted copy or print services.	\$1,000.00
Rentals	This expenditure will cover costs associated with rental fees for equipment.	\$2,000.00
Telephone	This is the cost of telephone service associated with the operation and management of the youth center.	\$2,400.00
Vehicle Operation	This will cover the cost of fuel and maintenance of camp vehicles that are state owned.	\$2,500.00
Sports Camp Cost	This is the expenditure of 4 sports camps for students. Each camp would cost \$15,000 for advertising, coach salary, meals, and awards.	\$60,000.00
OPERATING TOTAL		\$107,700.00
Equipment Expense		
Furnishings	This would cover cost of desks and furnishing in the Administration Building to operate the facilities. This line item is not utilized until the second year of the project.	\$0.00

Bunk Beds	This would replace the antiquated hospital beds in the dorms with new modern bunk beds. The bunk beds would also increase the number usage ability of the facility. Each dorm would be able to increase holding capacity by two thirds. This line item will not be utilized until the fourth year of the project.	\$0.00
Folding Tables	This line item would cover new tables for the education building to increase usage. The table dimension of the folding tables would be 18" x 72" at a total count of 40 for \$65 dollars each. This line item would fall into the third year of the project.	\$0.00
Folding Tables	This line item would cover new tables for the education building to increase usage. The table dimension of the folding tables would be 36" x 72" at a total count of 40 for \$60 dollars each. This line item would fall into the fourth year of the project.	\$0.00
Stacking Chairs	This line item would cover new stacking chairs for the education building to increase usage. The chairs would cost \$30 each at a total count of 400. This line item would fall into the third, fourth and fifth year of the project.	\$0.00
Fry Cooker	This would replace the current fry cooker that is not in working condition.	\$3,000.00
General Kitchen Equipment	This would be an ongoing investment to improve the kitchen facilities. Starting in the second year of the proposal this would be funded at \$5,000.00.	\$0.00
Computers, office equipment	This equipment would be utilized in the administration building and utilized to continually increase the efficiency of the management of the facilities.	\$2,000.00
4X4 Work Truck	This vehicle would replace the usage of state owned and operated vehicles as needed for cleanup, repair and maintenance of the facilities. A plow would also be purchased for snow removal which would be operated by center staff only. This would not be purchased until the eighth year of the project.	\$0.00
Mule Utility Vehicle	This is a utility vehicle that would be used by staff and interns for cleanup, repair and maintenance of the facilities. This would be purchased the second year of the project at a cost of \$7,000.	\$0.00
Landscape Tractor	This would be a small tractor that would include a front-end loader, backhoe, mower, spray rig, and scraper. This would be used for landscape, cleanup	\$0.00

	and maintenance of the facilities. This would be used by the center staff, and would not be purchased until the second year of the project. The budgeted amount is \$20,000.00.	
6 Foot Mower	This would be a three wheel front mower that would be utilized to maintain new lawn areas created in the first two years of the project. This would not be purchased until the second year of the project. The budgeted amount is \$10,000.00.	\$0.00
EQUIPMENT TOTAL		\$5,000.00
Category 500	Maintenance and Building Expense	
Tools and Hand Equipment	This would cover the cost of hand tools needed for clean up, maintenance, and improvements made on the facilities during the project. This cost would be incurred during the first year of the project.	\$5,000.00
Building, Paint & Maintenance	This budget item would be used to improve and upgrade all camp buildings through paint, flooring, wall repair, roofing, etc.... This budget amount increases each year of the proposal.	\$5,000.00
Landscape Development	These funds would be utilized in an ongoing landscape project to beautify the building areas of the facilities. This would be done to make the facilities more appealing to a larger market. The plan would be to keep the improvements based within the rustic setting of the camp. This plan would also have a large focus on cleaning up border areas around the camp to reduce what is perceived as a significant fire hazard. This would happen over the budgeted ten years of the project.	\$5,000.00
Activities Field	This fund would be utilized to cover the cost of supplies to create a large grass field that could be marketed to increase the use of the Clear Creek Facilities. Interns, and students of agriculture education programs would provide the labor as a community service. This would not start until the second year of the project.	\$0.00
Ground Level Ropes Course	This is another addition to the center that would be utilized by the marketing effort of the facilities. This would be under the supervision of the center director. This would not be utilized until the second year of the project. This is a common leadership based activity for youth camps. This would be a ground level course to keep insurance premiums low and reduce liability hazards.	\$0.00

Indoor Swimming Pool	This is another addition to the center that would be utilized by the marketing effort of the facility to increase use of the center. This would not take place until the seventh year of the project. This could increase usage by swim teams across the state as a training facility.	\$0.00
Camping Area	This would be created by the use of student interns, Agriculture and Natural Resource community service, and the US Forest Service. This could be done little to no cost.	\$0.00
Amphitheater	This would be another improvement of the facility that will increase usage. The supplies would be covered by the budget during the second year. An agriculture mechanical engineering class as a community service project would assist with the work.	\$0.00
Sand Volleyball Court	This would be created with little cost. This is another common activity for most youth camp facilities.	\$1,000.00
Tennis / Basketball Court Repair	This would consist of repairs made on existing recreational courts. These repairs would make the courts usable. At this time they are in poor to unusable shape. This would be among the repairs created during the second year of the project. The FFA foundation would rely on a working relationship with Granite Construction to help with this project.	\$0.00
MAINTENANCE AND BUILDING TOTALS		\$16,000.00
MEALS CONTRACT EXPENSE TOTAL		
Meal Contract	This is the fee paid to the contractor who provides meals for the use of the facilities. The amount is based on an average fee of \$18 per meal day multiplied times the base 8,736 usage. The budget amount increases with the usage.	\$157,248.00
Utilities Expense		
Electric Expense	This figure is based on the current rates and fees paid by the youth center. This budget increases with the increase in usage.	\$40,000.00
Heat (Oil or Gas)	This is the cost to heat the facilities at the youth	\$18,000.00

	center. This budget increases with the increase in usage.	
Waste Disposal	This is the annual garbage fee.	\$3,000.00
UTILITIES TOTAL		\$61,000.00
TOTAL EXPENSES		\$433,948.00
TOTAL NET REVENUE		\$107,104.00
CARRY FORWARD	The foundation added this amount in order to identify the funds available for improvement from one year to another.	\$0.00
Available Funds	This is the projected total funds available at the closure of each fiscal year.	\$0.00

308	Inspection and Certification		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
309	Publications and Periodicals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
310	Purchase Commodities		\$2,000.00	\$3,200.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
311	Rentals		\$2,000.00	\$4,000.00	\$5,500.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
312	Marketing		\$30,300.00	\$15,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00
300	OPERATING TOTAL		\$48,800.00	\$37,500.00	\$39,000.00	\$40,500.00	\$46,500.00	\$46,500.00	\$46,500.00
400	Equipment Expense								
401	New Furnishing			\$5,000.00	\$8,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00
402	Bunk Beds (50 X \$325)						\$16,250.00	\$16,250.00	\$16,250.00
403	Folding Tables 18" X 72" (40 X \$65)				\$5,200.00				
404	Folding Tables 36" X 72" (40 X \$60)					\$4,800.00			
405	Stacking Chairs (200 X \$30)				\$6,000.00	\$6,000.00	\$6,000.00		
406	Rakes, Shovels, Hand tools		\$5,000.00						
407	Mule Utility Vehicle			\$6,500.00	\$6,500.00				
408	4 X 4 Work Truck						\$25,000.00		
409	John Deer Landscape Tractor 4X4				\$20,000.00				
410	6 Foot Mower			\$10,000.00					
411	Office Equipment, Computer, Print, Copy								
400	EQUIPMENT TOTAL		\$5,000.00	\$52,700.00	\$25,300.00	\$41,000.00	\$2,000.00	\$30,250.00	\$33,250.00
500	Maintenance & Building Expense								
501	Capitol Improvement (State Funds)		\$1,000,000.00						
502	Lawn, Soccer, Baseball Field			\$20,000.00					
503	Landscape Development		\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
505	Ropes Course Construction Contract					\$15,000.00			
506	Indoor Swimming Pool (connected to gym)						\$1,000,000.00	\$250,000.00	
507	Tent area, trail cutting,								
508	Amphitheater				\$20,000.00				
509	Sand Volley Ball Area		\$1,000.00						
510	Tennis/Basket Ball Courts			\$15,000.00					
500	MAINTENANCE & BUILDING TOTAL		\$1,006,000.00	\$40,000.00	\$40,000.00	\$35,000.00	\$1,020,000.00	\$270,000.00	
600	MEALS CONTRACT EXPENSE TOTAL		\$97,843.00	\$182,336.00	\$265,776.00	\$341,600.00	\$392,000.00	\$392,000.00	
601	MEAL EQUIPMENT REPAIR TOTAL		\$6,552.00	\$11,396.00	\$16,611.00	\$22,875.00	\$26,250.00	\$26,250.00	
700	TRAINING TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
800	Utilities Expense								
801	Electric Expense		\$40,000.00	\$44,000.00	\$48,000.00	\$52,000.00	\$57,000.00	\$57,000.00	
802	Heat Oil or Gas		\$20,000.00	\$22,000.00	\$24,000.00	\$27,000.00	\$30,000.00	\$30,000.00	
803	Waste Disposal		\$3,000.00	\$4,000.00	\$4,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$5,000.00

800 UTILITIES TOTAL			\$63,000.00	\$70,000.00	\$76,000.00	\$83,500.00	\$91,500.00	\$97,000.00
200-800 TOTAL EXPENSES	\$225,279.00		\$1,282,195.00	\$478,932.00	\$558,437.00	\$665,997.50	\$1,718,818.18	\$978,137.73
900 TOTAL NET REVENUE	-\$105,086.00		\$87,385.00	\$216,853.00	\$500,316.00	\$884,318.50	\$360,500.32	\$577,362.59
GUEST NIGHTS	8736		8736	16280	23730	30500	35000	35000
MEALS FEE CHARGE			\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
DAY USE FEE			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
OVERNIGHT FEE			\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
TOTAL GUEST NIGHT INCOME FEE	\$14.24							
TOTAL GUEST NIGHT EXPENSE FEE	\$25.56		\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
CURRENT OVER NIGHT FEE	\$24.00							
STATE SUPPORT	\$11.32		\$1,040,490.00	\$41,705.00	\$42,956.00	\$44,245.00	\$45,572.00	\$46,932.00
FFA FOUNDATION STATE SUPPORT	\$1,040,490.00							
STATE PARKS STATE SUPPORT	\$3,474,422.00							