

**OPEN SPACE ADVISORY COMMITTEE  
STAFF REPORT**

**MEETING DATE:** April 27, 2015

**AGENDA ITEM NUMBER:** 3C

**STAFF:** Ann Bollinger, Open Space Administrator

**REQUEST:** **For Possible Action:** To recommend to the Board of Supervisors the establishment of a full-time Park Ranger position dedicated to the Open Space Program and paid with Open Space Program funds.

**GENERAL DISCUSSION:**

Throughout recent years and the growth of the Open Space Program (soon to consist of 7,000 acres), the Committee has discussed the need for a dedicated Park Ranger for open space properties. This desire was reiterated in the July 2014 Draft Management Plan for the Carson City Open Space and Parks in the Carson River Area. The plan included a draft job description and pay range (see exhibit). Staff would like to recommend consideration towards a larger salary range, in order to offer a competitive salary compared with neighboring agencies.

As drafted, the Park Ranger would be non-commissioned, assist in patrol and enforcement activities, as well as manage daily operations, maintenance, resource protection projects and interpretation programs. The position would be paid 100% by the Quality of Life – Open Space budget. After the most recent budget review process, more than \$100,000 remained in the undesignated account – with a general proposal to fund this new position.

The Carson City Sheriff's Office has asked staff to consider a full-time deputy position. They provided this recommendation due to the occurrence of certain activities in more remote locations. After review of the various needs and the limited budget, staff does not believe a full-time deputy position is needed. Additionally, the salary for a deputy position would cost approximately twice as much as a park ranger; thereby depleting any extra funds. There would not be sufficient budget to hire an additional park maintenance worker or fund other projects.

If approved, the next steps include approval of the new position by the Board of Supervisors and approval to fill the position by the Carson City Internal Finance Committee.

**RECOMMENDED ACTION:** I move to recommend to the Board of Supervisors the establishment of a full-time Park Ranger position dedicated to the Open Space Program and paid with Open Space Program funds.

# Exhibit A

July 2014 DRAFT

Management Plan  
for Carson City Open Space and Parks  
in the Carson River Area

## 7.2.2 Future Staffing and Support

With the acquisition of open space properties and an additional 3,574 acres under the Lands Bill including Silver Saddle Ranch, the Open Space Program will gain increased responsibility related to land management. The management will require a balance of resource protection, passive recreation opportunities, interpretation and environmental education. This new responsibility will require more staff time and resources. A summary of future staff and support positions are described below. A draft organization chart has also been developed.

### *Short-Term, Within One Year*

#### Open Space / Park Ranger, Full-Time

A new Open Space / Park Ranger (non-commissioned) dedicated to the Open Space Program would assist in patrol and enforcement activities, daily operations and maintenance, resource management, and interpretation programs. The position would cover the Management Area in addition to other Open Space properties throughout the city. Duties may include:

- ✓ Assist with group projects. Insure that groups requesting community projects are received with enthusiasm and a project list is kept current (scout troops, Eagle Scout projects, church groups, businesses and non-profit organizations).
- ✓ Coordinate and participate in day-to-day open space operations and maintenance.
- ✓ Clean and maintain open space buildings, grounds, offices, and restrooms.
- ✓ Collaborate and maintain working relationship with community members, volunteers, committee members, agencies and stakeholders.
- ✓ Develop and lead interpretive programs.
- ✓ Gather and report visitor use information.
- ✓ Identify resource problems, develop solutions, and implement projects for resource preservation and rehabilitation.

- ✓ Patrol, advise, and enforce open space rules and regulations
- ✓ Prepare sites for reserved group use activities and events.
- ✓ Respond to emergency situations and interact with law enforcement agencies to preserve the peace and protect visitors.
- ✓ Train, supervise and evaluate the performance of assigned seasonal personnel.

**Table 20. Estimated Expenses for Staff**

Staffing	Cost
Open Space / Park Ranger, Full-Time <sup>1/</sup>	\$36,266 - \$54,399 + benefits
Silver Saddle Ranch Caretaker, Part-Time <sup>2/</sup>	\$3,650
Seasonal Staff, Part-Time <sup>3/</sup>	\$18,133 - \$27,200
Trails Coordinator, Full-Time <sup>4/</sup>	\$30,365 - \$45,548 + benefits
Part-Time Interpreter <sup>5/</sup>	\$21,819 - \$32,353
<b>Total</b>	<b>\$111,583 - \$164,500 + benefits</b>

<sup>1/</sup> The listed salary was based on the Classification and Compensation Study completed for Carson City by the Pontifex Consulting Group, LLC in April 2014 for the Park Ranger position. The salary is comparable to the entry-level positions with Washoe County and the State of Nevada, effective as of July 2014; however both agencies offer additional grades:

- Washoe County, Park Ranger 1 – \$42,411 to \$55,099
- Washoe County, Park Ranger 2 – \$47,902 to \$62,337.
- Nevada State Parks, Park Ranger, non-commissioned, Grade 30 – \$36,915 to \$54,204
- Nevada State Parks, Park Ranger, non-commissioned, Grade 33 – \$41,906 to \$61,950
- Nevada State Parks, Park Ranger, non-commissioned, Grade 34 – \$43,639 to \$64,707

- <sup>3</sup> The listed salary was based on a Nevada State Parks, Park Interpreter, Grade 34, effective as of July 2014.
- <sup>4</sup> The salary was based on a recent job announcement for a Trails Coordinator in Portage County, Wisconsin, with an application deadline of December 11, 2013. In Carson City, the salary should be adjusted for the higher cost of living.
- <sup>5</sup> The listed salary was based on the Classification and Compensation Study completed for Carson City by the Pontifex Consulting Group, LLC in April 2014 for a Parks Maintenance Worker. The salary is comparable to a Seasonal Park Aide position with Washoe County. In contrast, seasonal employees with Nevada State Parks earn a higher annual salary, effective as of July 2014:
  - Nevada State Parks, Seasonal Park Aide 1, Grade 20 – \$24,888 to \$35,475
  - Nevada State Parks, Seasonal Park Aide 2, Grade 21 – \$25,912 to \$36,915
  - Nevada State Parks, Seasonal Park Ranger Technician 1, Grade 23 – \$27,895 to \$40,110
  - Nevada State Parks, Seasonal Park Ranger Technician 2, Grade 26 – \$31,403 to \$45,560